



Coleford Town Council

At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday 22 May 2018 at 7.00 pm there were present:

Cllrs. Mr N Penny (Mayor)
 Mr B Thompson
 Mrs N Holloway
 Mrs C Allaway-Martin
 Mr I Baird
 Mr C Elsmore
 Mrs E Elsmore
 Mrs M Cox
 Mr K Ball
 Mrs H Lusty
 Ms A Lapington (Town Clerk)
 Mr C Haine (Administrative Assistant)

Mrs D Gash, Mr B Priest

1. Apologies were noted from Cllrs Hale, Kay and Drury
2. Cllr. Penny declared a pecuniary interest in Item 12 and 33
3. There were no dispensation requests.

4. To elect the Mayor of Coleford for the ensuing year

The Town Clerk called for nominations. Cllr. Holloway nominated Cllr. Penny.

Proposed:: Cllr. Holloway Seconded: Cllr. Baird

On being put to the vote it was unanimously agreed.

5. Mayor to sign the declaration of acceptance

Cllr. Penny signed his declaration of acceptance.

6. To elect the Deputy Mayor of Coleford for the ensuing year.

Cllr.. Penny nominated Cllr. Thompson for election as Deputy Mayor.

Proposed: Cllr. Penny Seconded Cllr. Ball

On being put to the vote it was unanimously agreed.

7. To elect representatives for the following COLEFORD TOWN COUNCIL COMMITTEES

The Committees were proposed, following self-nominations, and unanimous agreement, as follows:

Finance and Office Committee (5 Members meets monthly)

Responsible for the running & general upkeep of the office and financial matters

Cllr. Penny, Cllr. Thompson, Cllr. Kay, Cllr. C Elsmore, Cllr. Baird, Cllr. Holloway and Cllr. Ball

Contract Management Committee (5 Members meets ¼ yearly)

Responsible for the monitoring of existing contractors and creating new monitoring systems

Cllr. Penny, Cllr. Kay, Cllr. C Elsmore, Cllr. Holloway and Cllr. Allaway-Martin



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Christmas Lights Committee (1 Member)	Cllr. Penny
The Halls Charity (4 Members)	Cllrs Penny, Allaway-Martin, Thompson & C Elsmore
FOD Citizens Advice Bureau (1 Member)	Cllr. Allaway-Martin
Forestry Commission Advisory Committee (1 Member)	Cllr. Kay
Stowfield Quarry Liaison Committee (1 Member)	Cllr. Thompson
Coleford Area MCTI Partnership (1 Member)	Cllr. Cox
Bells Foundation (3 Members)	Cllrs Penny, Thompson, Baird & C Elsmore
Wye Valley ANOB (1 Member)	Cllr. E Elsmore
In House Auditors (2 Members)	Cllrs Thompson & Lusty
Angus Buchanan VC Memorial Recreation Ground (1 Member)	Cllr. C Elsmore
Coleford Twinning Association (1 Member)	Cllr. Penny
Forest of Dean & Wye Valley Tourism Association DVSA Forum	Cllr. Penny
Forest Economic Partnership (2 members)	Cllr. Penny
St. Johns Church 'The New Generation' (2 members)	Cllr. Thompson & Cox

It was proposed: that Councillors be elected to committees' en-masse.

Proposed: Cllr. Penny Seconded: Cllr. Holloway

On being put to the vote the proposal was agreed unanimously.

9. To approve the minutes of 24 April 2018

It was proposed: that the minutes of 24 April be agreed.

Proposed: Cllr. Penny Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed.

10. To raise matters arising from the meeting of 27 March 2018

There were no matters arising from 24 April minutes.

Cllr. Penny signed off the minutes.

11. To note reports from District and County Councillors (for information only)

GCC Cllr. Allaway-Martin reported attendance at various meetings, drawing particular attention to Gloucestershire County Council (GCC) 100% Business Rates Retention Pilot and that a second year pilot was in place, with possible implications for planning applications. A summary document was passed to the Town Clerk for circulation. Also mention of Dementia Awareness week, and a number of training events being delivered by GCC. Meetings, as follows:



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- 10 May Officer meeting re Community grants
- 14 May ICT review, admin' duties
- 16 May Full Council + meeting with 'approaching communities' group
- 17 May Children and Family Scrutiny Committee
- 18 May Cabinet meeting and briefing 'business rate retention'
- 23 May Dementia Awareness training
- 23 May Gloucestershire Care Services NHS trust, awards ceremony
- 24 May Briefing for Health Overview and Scrutiny Committee, work planning
- 25 May Essential Standards update and HOSC Work planning meeting

Dist. Cllr. Allaway-Martin reported that the Forest of Dean District Council (FoDDC) Pest Control Services were to cease from next year, and expressed concern, seeking agreement for Town Council to formally raise their concerns, by letter, with FoDDC.. Meetings, as follows:

- 2 May Licensing Committee
- 10 May Cabinet Meeting
- 16 May Cabinet meeting
- 17 May Scrutiny Committee
- 18 May Admin' duties and ICT
- 24 May Annual Assembly

Dist. Cllr. Elsmore reported on Five Acres Theatre closure, and that after July FoDDC would not be able to utilise these amenities, although facilities will be available until April 19. A review of services is being carried out by FoDDC. Cllr. Penny asked what involvement Coleford & Berry Hill Regeneration Group still had, as it was their primary purpose, and the Town Clerk was asked to write to Dist. Cllr Hiett seeking clarification, as well as raising concerns, on behalf of the Town Council.

Cllr Penny left the room

12. To agree payments

Cllr. Thompson took the chair, and recommended payments to be made

Proposed: Cllr. Ball Seconded: Cllr. C Elsmore

On being put to the vote it was unanimously agreed

Cllr. Penny re-entered the room.

13. To agree petty cash payments for CTC & TIC

It was proposed: that the payments be agreed for both petty cash books.

Proposed: Cllr. Holloway Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

14. To note the cash book & the bank reconciliation

The cash book and reconciliation were noted.

15. To note the budget figures

The figures were noted.

16. To initiate the review of Standing Orders including the financial regulations.



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This matter was referred to Finance & Office Committee

17. To initiate the annual risk assessment

This matter was referred to Public Safety Committee

18. To agree actions regarding the 4 year plan

Cllr Penny summarised, and is keen to fully engage residents of the Parish, through meetings over the next six months, and it was proposed: that Finance and Office Committee review Standing Orders, to consider the holding of meetings across the parish.

Proposed: Cllr. Holloway Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

19. To receive feedback on the Forest of Dean Youth Services meeting and agree actions

Cllr Thompson summarised, and reported that the primary purpose of the meeting was to bring Youth Services activity together, with a clear focus on funding, and each Town/Parish Council to be asked to contribute 5% of its precept towards youth provision. After further discussion, particularly in respect of allocation of money, it was agreed that the Town Council should support, in principle, FoDDC's focus on youth provision, and that there should be a 'mapping' process on current activities, and for the Town Council to carry out its own 'mapping exercise', to look at cost-effectiveness and how it relates to the 4 Year Plan.

Proposed: Cllr. Penny Seconded: Cllr. Thompson

On being put to the vote it was unanimously agreed.

20. To make comment on P0067/18/FUL Lawnstone House planning application Erection of 10 flats, 3 commercial units, public space & gardens with associated works.

Cllr Penny suspended Standing Orders for five minutes and invited members of the public to speak.

Mrs Gash raised concerns that she was not so confident that the Coleford Neighbourhood Development Plan (NDP) and Town Council were 'at one' on this development, and sought clarification.

Mr Priest expressed disappointment in respect of this development, and that there had not been much movement from FoDDC through the consultation process. He felt that the development did not represent the views of residents, stating that any process should have meaning, particularly in light of the hard work of the NDP, and Town Council representation through a number of meetings.

Cllr Penny thanked both for their contributions, and re-instated Standing Orders

Cllr. Elsmore summarised, as Chair of the Planning Committee, stating that there had been five meetings with FoDDC, and that every effort had been made to negotiate with the FoDDC and that some movement had been made. Cllr. Cox, referring to the NDP, further summarised, explaining the purpose of the NDP and its status. There was a lively, and wide ranging debate, about whether the movements made were sufficient to support the planning application and all agreed that, given the choice, this would not be the application they would have liked. Cllr Ball, in accepting that the planning consultation has exhausted itself, suggested that the Council now focus on a more pragmatic approach on what could still be achieved in respect of the appearance of the site, the ascetics, etc. proposing that:



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The Town Council support the planning application, although wish to engage on ongoing discussions in respect of the site and its overall appearance, particular its materials & ascetics.

Proposed: Cllr. Ball Seconded: Cllr. Allaway-Martin

On being put to the vote eight were in favour, one against and with one abstention

21. To receive update regarding presentation to the Citizen's Jury for the Forest of Dean Community Hospital

Cllr Penny summarised, stating that the Citizen's Jury will convene on 30 July 18, where each of the three Town Councils will have opportunity to present their case for a new hospital in their area. Cllr Penny reported that the Council's designated Working Group had met once and would meet again, with a clear criterion that the case would focus on mobility, accessibility, and have the support of the residents in this area, with more consultation planned. Councillors noted this update, and fully supported.

22. To agree to the recommendations of Events & Marketing Committee

Cllr Penny summarised and proposed recommendations en bloc.

Proposed: Cllr. Penny Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed

23. To agree to the recommendations of the Amenities Committee

Cllr Lusty summarised and proposed recommendations en bloc.

Proposed: Cllr. Lusty Seconded Cllr. Holloway

On being put to the vote it was unanimously agreed

24. To agree to the recommendations of the Finance & Office Committee

Cllr Penny summarised and proposed recommendations for Items 5, 6 and 7 and, after some discussion about General Data Protection Regulation (GDPR), it was agreed that Gloucestershire Association of Parish & Town Council (GAPTC) assurances - in respect of compliance, should be formally sought. The Town Clerk reported that the Chief Executive Officer of GAPTC (Alison Robinson) was visiting the Town Council to provide further clarification, and some training on this matter.

Proposed: Cllr. Penny Seconded Cllr. Thompson

On being put to the vote it was unanimously agreed

Recommendations of items 8, 9, 10 and 11 to be taken 'in committee'.

25. To agree to the recommendations of Public Safety Committee

Cllr. C Elsmore summarised and proposed recommendations en bloc.

Proposed: Cllr. C Elsmore Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed

26. To note the decisions of the Bells Implementation Committee

Cllr. Thompson summarised positive progress, and works were slightly behind time but the end date was still confirmed. The decisions were noted.



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27. To note the decisions of the Planning Committee

Cllr. C Elsmore summarised discussions, and meetings, on a number of developments, and planning decisions were noted.

28. To note the minutes of and hear report from the NDP Steering Group

Cllr Baird summarised and reported that there had been a meeting with the examiner, who would now look critically at the language of the Plan, and that the NDP cannot now change its submission. Cllr Cox further summarised, raising some issues in respect of potential Aldi site and new hospital. After some discussion, it was agreed that the NDP Steering Group should continue its work, in consultation with the examiner, and report back to Coleford Town Council, who fully support, as necessary.

29. To receive an update on the St John's Church: the Next Generation Project

Cllr Cox summarised, thanking the Town Council for its continued support, and reported that there had been some constructive meetings and that the committee is well served with professional members, including a local surveyor, providing helpful new information, especially on design. Cllr Cox further reported on the GAP' analysis work, which had clearly identified that the focus of the new facilities should be more than a Community Centre, to include artisan activities, working collaboratively with local organisations. A meeting is scheduled for 14 June with the Diocese of Gloucester, to look at the draft Business Plan, which is to be formally submitted by September 2018.

30. To note reports from members (for information only)

Cllr. Penny

26 April	Coleford Twinning Association meeting at Berry Hill RFC
27 April	Visit to the GWR Museum Coleford, and Speech House Edwin Tauber suite
30 April	Meeting with FODDC re Lawstone House development
30 April	WW1 meeting
30 April	Attended the Coalway Recreation Ground AGM
2 May	Meeting with Neal Harden and Trevor Hek re WW1 Poppy Concert
2 May	Meeting with Roger Drury/ Vicki Thornton regarding creative youth activities
5 May	Attended Mayor of Gloucester's Charity dinner
7 May	Attended Wacky Races at Tetbury to promote Coleford Grand Prix
8 May	Attended Forest Economic Partnership meeting
9 May	Attended Wye Valley and Forest of Dean Tourism AGM - Elected as Director
9 May	WW1 Working Party
10 May	Coleford's Hidden Heritage app launch
10 May	Attended briefing for Citizen's Jury re Community Hospitals in the FoD
10 May	Meeting with Brian Watkins regarding potential cycle event in Coleford
11 May	Attended TIC volunteer briefing session with Ella
11 May	Attended meeting between Forest Drop In and Mark Harper at Main Place
13 May	Charity Abseil down Wintours leap
14 May	Visited Forest Theatre with Military Wife's Choir for Poppy Concert
14 May	Attended Youth Service meeting with FODDC
14-20 May	Coleford Area Walking Festival
15 May	Meeting with fellow councillors re Citizens Jury for Community Hospital
21 May	Annual Parish Assembly
22 May	Meeting with Neal Harden (stage manager)/Trevor Hek (MC) re WW1 concert

Cllr. Thompson



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April/May Bells Field meetings
April/May Grand Prix meetings

Cllr Holloway

5 May Attended Mayor of Gloucester's Charity dinner
Reporting that Coleford is gaining reputation from conversations at that event
May Faddle Fair
Reporting an excellent event, and one that is gaining profile each year

Cllr. Lusty

May Faddle Fair

Cllr. Allaway-Martin

1 May Events and marketing committee and Bells working group
7 May Faddle Fair, St John Street
7 May Parish walk re foot/cycleway Lambsquay
8 May CAB meeting and planning and Amenities committee
10 May CAB grant discussion
11 May Admin' duties re: GCC grant application, Bells access wet area
15 May Review new Hospital Consultation meeting
15 May Office and Finance and Public safety
21 May Annual Assembly
22 May Planning Committee and Full Council
29 May Admin' duties

Cllr. Ball

Cllr Ball apologised for limited activity due to work pressures.

May Faddle Fair
21 May Annual Assembly. He was to hear how much Coleford Town Council had undertaken within the past year.

Cllr. Cox

May Walking Festival
Reporting good numbers in attendance

Cllr. Baird

26 April Twinning Association meeting
29 April Forest Activity Day
9 May Wye Valley FoD Tourism AGM
9 May NDP meeting
11 May NDP meeting

Cllr. Allaway-Martin

May Citizens Advice Bureau AGM
Cllr Allaway-Martin reported a proposal for merger with Gloucester services and
Cllr. Penny requested an agenda item for next Full Council meeting

A 15 minute extension was proposed

Proposed by: Cllr. Ball Seconded: Cllr. Penny

On being put to the vote it was unanimously agreed



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31. To note the Clerks Report

The Clerk's Report was noted.

32. To note correspondence (for information only)

The correspondence was noted

The Public left the Room

In Committee

To agree to the recommendations from the Finance and Office Committee

Cllr. Penny summarised items 8 and 9 and those recommendations were proposed.

Proposed: Cllr. Penny Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

Cllr. Penny left the room

The Town Clerk further summarised Item 10 and 11, after further discussion, it was proposed that the recommendations be agreed

Proposed: Cllr. Thompson Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed.

Cllr Penny re-entered room.

Meeting ended at 9.15pm