



Coleford Town Council

At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday, 27 November 2018 there were present:

A minutes silence was held as a mark of respect for Mr David Atherley, a long serving former Councillor and Deputy Mayor. A greatly respected resident of Coleford, who sadly passed away last month.

Cllrs. Mr N Penny (Mayor)
Mrs M Cox
Mr K Ball
Mr P Kay
Mr I Baird
Mr R Drury
Mrs H Lusty
Mrs M Cox
Mr C Elsmore
Mrs E Elsmore
Ms A Lapington (Town Clerk)
Mr C Haine (Administrative Assistant)

Public Forum

There were no members of the public present.

158. Apologies were noted from Cllrs. Thompson, Allaway-Martin and Hale

159. Cllr. Penny declared a pecuniary interest in Items 164 and 170.

160. There were no dispensation requests.

161. To approve the minutes of 30 October 2018

Proposed: Cllr. Ball Seconded: Cllr. Holloway

On being put to the vote nine agreed, with one abstention.

Cllr. Penny signed the minutes, and the Town Clerk emphasised that any typographics should be raised prior to the meeting, and approval of the minutes was solely in the context of accuracy of meaning.

162. To raise matters arising from the meeting 30 October 2018

Item 152: Cllr. Cox reported that printed copies of the documents would be available next week

Page 6: Cllr. Drury raised his Members Report Item with Cllr. Penny, as he had, had the initial approach, to emphasise that any support for Dean Radio should be in the context of the benefits to Coleford, through its coverage and programmes.

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

GCC Cllr. Allaway-Martin gave the following written report

1 November Archives task group meeting with leader

2 November Briefing MP

5 & 7 November Community Grant meetings: St Margaret Mary and Dr Charlies, luncheon groups



Coleford Town Council

- 5 November MH seminar
- 8 November Children and family scrutiny, 2G Governors meeting and 2G Council meeting
- 9 November HOSC briefing and meeting Community grant theatre group
- 11 November Remembrance Service Gloucester Cathedral
- 12 November HOSC briefing and pre meeting
- 13 November HOSC meeting and T/C Gt. Oaks
- 14 November HOSC debrief and legal assurance scrutiny meeting 2G
- 15 November House of Lords Select Committee Rm, meeting
- 19 November CHOSC minutes
- 22 November Briefing re Full Council Questions
- 23 November University of Gloucestershire Degree Ceremony
- 24 November Feedback Blue Badge process +admin
- 25 November Briefing re Full Council Questions
- 26 November NED Selection event 2G
- 30 November Scrutiny Management Committee

Dist. Cllr. Allaway-Martin gave the following written report:

- 8 November Strategic Overview and Scrutiny committee, cancelled
- 12 November Finance and Performance panel
- 16 November AGM Age Concern
- 21 November Planning Training, archaeology
- 27 November Meeting with Chairman and Admin

Dist. Cllr. C Elsmore reported on the 5 Acres Site, and that he had expressed concern that the Town Council were not involved, and will be attending a Scrutiny Committee this week, where he will continue to ask questions. Cllr. Penny asked that Cllr. Elsmore reports back to the Full Council accordingly. Cllr. Cox also emphasised that the Town Council are leading on regeneration matters. Dist. Cllr. C Elsmore also gave the following written report:

- 8 November Scrutiny Committee
- 12 November Finance Committee
- 15 November Cabinet meeting
- 20 November Waste and Recycle meeting
- 21 November Planning Training
- 22 November Audit
- 26 November Forest Leisure meeting

Cllr. Elsmore was impressed, and reported that Forest Leisure are keen to engage with well-being/health activities within the Community, looking beyond their premises, and Cllr. Elsmore suggested that these might be opportunities to raise the profile of Bells Field. The Town Clerk emphasised that leisure companies could not trade on Bells Field.

Cllr Penny left the room

164. To agree payments (see attached)

Cllr. Kay summarised payments, and the Town Clerk provided some clarification on a number of payments. It was proposed that the payments be made.

Proposed: Cllr. Ball Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed.

Cllr. Penny re-entered the room



Coleford Town Council

165. To agree petty cash payments for the Council & TIC (see attached)

The Town Clerk provided some clarification on a number of payments, and it was proposed that the payments be made.

Proposed: Cllr. Ball Seconded: Cllr. Lusty

On being put to the vote it was unanimously agreed.

Cllr. Ball stated that the TIC petty cash payments re: volunteer expenses, confirmed what excellent value for money volunteers are, and full appreciation was expressed and noted of them.

166. To note the cash books and bank reconciliations

The cashbook and reconciliation were noted.

167. To note the monthly budget figures (see attached)

The figures were noted

168. To agree the revised Standing Orders

Cllr. Penny clarified that the Standing Orders formed part of a suite of documents, and that it is only the Standing Orders 1- 20 (pages 3 - 20) that Cllr. Penny proposed for agreement, and adoption. The associated documents will be reviewed separately, including the financial regulations, and it was noted that the cash held in the office has been increased to £500.

Proposed: Cllr. Penny Seconded: Cllr. Baird

On being put to the vote it was unanimously agreed.

169. To agree to the actions required to secure future health provision in Coleford

Cllr. Penny referenced Coleford Town NDP (CNDP) Policy (CITPA3), in the context of health provision, and Cllr. Cox summarised the decisions that had been taken, as part of the health review across the Forest of Dean. After further discussion, it was proposed that the Town Council write to Andrew Hughes, Locality Implementation Manager, Gloucestershire Clinical Commissioning Group (GCCG) seeking an update, and clarification, regarding the new health infrastructure, its staff and whether it is line with the CNDP.

Proposed: Cllr. Cox Seconded: Cllr. Kay

Cllr. Penny left the room

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

Cllr. Kay summarised Items 5 and 6 and proposed recommendations en-bloc.

Proposed: Cllr. Kay Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed.

Cllr. Penny re-entered the room.

171. To agree to the recommendations of the Amenities Committee

Cllr. Lusty summarised and proposed recommendations en-bloc, with the proviso that Cllr. Penny requested, in light of the adoption of 5 telephone kiosks at last April's Full Council meeting, any budget implications should be included as part of this Committee's budget recommendations, to be added following next month's Amenities Committee meeting



Coleford Town Council

Proposed: Cllr. Lusty Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

172. To agree to the recommendations of the Public Safety Committee

Cllr. C Elsmore summarised and proposed recommendations en-bloc.

Proposed: Cllr. C Elsmore Seconded: Cllr. Kay

On being put to the vote it was unanimously agreed.

173. To agree to the recommendations of the Finance & Office

Cllr. Penny summarised, drawing particular attention to a separate budget document, and proposed recommendations for Items 5 -9 en bloc, taking Item 10 'in committee'.

Proposed: Cllr. Penny Seconded: Cllr. Ball

On being put to the vote nine, with one abstention.

174. To agree to the recommendations of the Regeneration Committee

Cllr. C Elsmore summarised both meetings, drawing particular attention to the excellent work and level of professionalism, shown by the University of West England (UWE) students, culminating with their presentation at the public meeting this week, with an inspiring vision for Coleford. Cllr. Penny added his praise, placing on record the Town Council's thanks and appreciation to Cllrs Thompson, C Elsmore and Cox, for their level of engagement and time working with the UWE students.

175. To note the decisions of the Bells Implementation Committee

Cllr. Baird summarised Bells Committee meetings, and progress in respect of completion arrangements. The Town Clerk also summarised some financial aspects. Decisions were noted. Cllr. Ball raised the issue of promoting youth provision at The Bells Field and this was referred to the next Bell Committee meeting.

176. To note the decisions of the Planning Committee

Cllr. C Elsmore summarised planning decisions, and also drew attention to the Lidl application which would be discussed separately at a Full Council meeting next week. Decisions were noted.

177. To receive an update on the St Johns The Next Generation Project

Cllr. Cox summarised, stating that the Committee were working through the 5 points, as previously stated, and that their proposed submission would then be presented at a Public Meeting, in the Main Place in January 2019, to then be submitted to the Diocese. Regarding funding, Cllr. Cox also reported on a LEADER application being prepared.

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

Cllr. Penny

The Town Clerk led congratulations, and applause from the Councillors present, to Cllr. Penny for his award as NALC Star Award as Council's Councillor of the Year 2018

1 November Interview with BBC Radio Gloucestershire and Gloucestershire Live re Councillor of the Year award

2 November Meeting with Mr Drew re Bells Field

3 November Attended official launch of the Writers of the Dean mural



Coleford Town Council

- 5 November Selling poppies for the Royal British Legion in Coop
6 November Attended Christmas Lights Parade meeting
7 November Attended the Wye Valley and Forest of Dean Tourism members meeting
8 November Meeting with Cllr Utting, Ross Town Council re Bells Field
8 November Meetings with Bellinger Design and Afan Landscapes re Bells Field
8 November Attended Service of Remembrance at St John's C of E School
8 November Attended the Celebration Evening at Five Acres High School for last year's year 11 pupils
9 November Laid wreaths on War Graves and Angus Buchanan VC MC graves
10 November Preparation for Remembrance event
10 November Attended Royal British Legion Poppy Concert at Baptist Church
11 November Remembrance Parade and Service in Coleford Town Centre
Cllr. Penny stating how impressed he was at the turn out, and level of engagement from the Community of Coleford, to mark a tremendous event, with such coming together across the organisations, charities and residents of Coleford
11 November Attended the Remembrance Service at Gloucester Cathedral with Cllr Allaway-Martin
13 November Attended the funeral of, and took part in the Guard of Honour for David Atherley
15 November Visited PJ Engineering to view the White Stag
22 November Site meeting with Edward Danter re Christmas Lights Event
22 November Attended Christmas Lights committee meeting and site visits for layout planning
23 November Attended Gloucestershire University Awards at Gloucester Cathedral
24 November Hosted and Awarded 'Pride of Coleford Awards'
25 November Site inspection of Bells Field
26 November Attended UWE Town Centre Regeneration meeting
26 November Working on final aspects of Christmas Lights Switch On Event

Cllr Allaway-Martin

- 2 November Regeneration meeting
5 November Regeneration meeting
6 November Bells Field committee and Community liaison 9, 11, 14, 18 and 25
10 November Fund raising event Coleford community Choir/Royal British Legion
11 November Remembrance event
20 November Finance and Office Committee and Public Safety and Highways committee
Police liaison time
21 November Survey Stepbridge Estate
27 November Planning Committee and administration

Cllr. Baird

- 8 November Twinning meeting
13 November Funeral attendance for Dave Atherley
16 November Coleford Twinning Association Quiz night

Cllr Kay

- 3 November Twinning meeting.
8 November Twinning meeting.
11 November Remembrance Sunday.
13 November Dave Atherley funeral.



Coleford Town Council

- 14 November CSP meeting
- 15 November Visited PJ Engineering to view the White Stag
- 24 November Pride of Coleford Awards Ceremony

Cllr Cox

- November UWE Student engagement re: Regeneration
- November St Johns Next Generation meetings

Cllr. Cox reporting that Nigel Gibbons, FoDDC was very impressed with the student's presentation and that the virtual, interactive video equipment would benefit FoDDC Planning Officers, and that a second large premises UWE Project was being considered by FoDDC and Cllr. Penny suggested that, once a firm proposal, this should be considered at a CTC Regeneration Committee Meeting

- 15 November Visited PJ Engineering to view the White Stag

Cllr. Cox very impressed by the story of the process, meeting the designers and to see it being made.

Cllr. Ball

- 11 November Remembrance Parade and Service in Coleford Town Centre

Cllr. Ball stating how impressed he was by the turn out, and level of professionalism

Cllr. Ball also brought an update on the Caravan located at Palmers Flats, and that a Caravan Park application was being made

Cllr. C Elsmore

- 2 November Police Liaison meeting
- 6 November Forest of Cycles ways meeting
- 9 November Regeneration meeting
- 11 November Armistice Parade
- 24 November Pride of Coleford Awards Ceremony
- 26 November UWE Students Presentation

Cllr. Holloway

- 11 November Armistice Parade

Cllr. Holloway stated that she was proud to have led the WW1 Working Group, in preparation for this event. Also requesting that letters were sent to volunteers that have worked so hard to make this event the success that it was.

Cllr. E Elsmore

- 11 November Armistice Parade
- 24 November Pride of Coleford Awards Ceremony
- 26 November UWE Students Presentation

Cllr. Lusty

- 11 November Armistice Parade
- 24 November Pride of Coleford Awards Ceremony

Cllr. Lusty also reported having been very active engaging with residents of the Parish, on a wide range of issues.

Cllr Drury

Cllr. Drury raised the issue of youth provision, in advance of the FoDDC meeting in January 2019, as he was concerned that this would simply focus on funding for a Youth Worker. Cllr. Penny was clear that the action, from the last meeting, was to 'map out' what currently exists



Coleford Town Council

and identify the gaps from this exercise. It was agreed that youth provision should be discussed further at the next 18 December 18 Full Council meeting

179. To note the Clerks Report

The Town Clerk summarised the report, and it was noted.

180. To note correspondence (for information only, see attached list)

Cllr. Cox referred to an AONB Annual Report requiring a response and Cllr. E Elsmore agreed to take forward on behalf of the Town Council. Correspondence was noted.

In Committee

181. To agree to the Angel maintenance arrangements for the remainder of this financial year

The Town Clerk summarised the contractual position re maintenance and, after some discussion, it was proposed that the existing maintenance contractor should be commissioned to undertake ad hoc maintenance, to assess needs, for the remainder of this financial year.

Proposed: Cllr. Penny

Seconded: Cllr. Kay

On being put to the vote it was unanimously agreed.

The Town Clerk left the room

182. To agree to recommendation re the Clerks appraisal

Cllr Penny summarised Item 10 of F & O Meeting, explaining the historical context, and proposed that the appraisal is agreed. In respect of the associated remunerative recommendations, further proposing that these are deferred subject to clarification and review.

Proposed: Cllr. Penny

Seconded: Cllr. Kay

On being put to the vote it was unanimously agreed

The meeting ended at 8:40pm