**Full Council**

**Tuesday 29th July 2025**

**Coleford Town Council Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present: Cllrs: N Penny, P Kay, M Cox, D Stevens, R Dix, M Beard, A Fullerton, C Elsmore, R Drury, J Templeton, S Cox, M Getgood**

L Jayne (Assistant Clerk) – Note taking

1. **Apologies were received from Cllr K Robbins and County Cllrs I Whitburn and L Challis**
2. **A pecuniary interest was declared by Cllrs N Penny and C Elsmore relating to item 7.**
3. **There were no new dispensation requests**
4. **To agree the minutes of 8th July 2025**

Cllr C Elsmore declared the minutes of the 8th of July to be correct.

Cllr J Templeton seconded, and it was unanimously agreed.

Cllr N Penny signed a copy of the minutes as a true and accurate account.

1. **Matters arising from the minutes of 8th July 2025**

**Page 1:** Item 6. Cllr N Penny has had sight of all CTC staff appraisals and signed them off.

**Page 2:** Item 10.Cllr M Cox provided an update on an Active Travel site meeting which outlined ongoing issues with the cycleway path extension and resulted in agreement between Forest of Dean District Council’s (FoDDC) Planner, Tree officer and CTC’s design consultant. Drawings to be amended by L Rae.

It was noted that if the landowner of the 3rd phase objects, this will impact all phases.

**Page 3:** Item 4. For the Cemetery plinth options to be brought back to Full Council in August.

Item 16. To relocate noticeboard stored at Bells Field to the office.

**Page 4:** Item 18. In light of planning permission requirements relating to Sylvan Close and the erection of a fence over 1 meter when being placed next to a highway, it was agreed to investigate the original planning permissions given to the site and to bring back to Full Council.

1. **There were no members of public present**
2. **To agree payments**

**Cllrs N Penny and C Elsmore left the room.**

Assistant Clerk L Jayne presented 2 verbal invoices (1. Protech: £6990.00 and 2. Cotswold Energy Consultants: £312.00) alongside the previously distributed payments listing.

**Recommendation: payments were agreed at £43,462.63 as per the payments listing**

**Proposed by Cllr M Beard, seconded by Cllr A Fullerton and unanimously agreed**

**Cllrs N Penny and C Elsmore stepped back into the toom.**

1. **To note cash books and bank reconciliations**

Noted by members

1. **To note income and expenditure reports**

Noted by members

Cllrs were reminded to be aware that budget code 1200 for the NDP Locality Grant has an income of £10k set against it, which will now not be received.

Any expenses from the NDP will not come out of this code.

1. **To receive update re: NDP staffing hours**

To agenda considerations around the NDP budget on August’s Full Council meeting, including the lack of income to cover expenditure and the formal debate of K Hughes’s admin hours and role moving forward, e.g. possible secondment?

1. **To consider Imjin memorial request**

Assistant Clerk L Jayne provided background information, stating that due to a lapse in communication from the office to the Imjin Veterans’ Memorial Appeal contact, the January recommendation of directing them to the April grants intake was not passed on.

The grant period has now passed. Therefore, as a gesture of support, goodwill and as an apology, Council agreed to make a donation outside of the regular payments process.

**Recommendation: to enquire what funding gap remains for the memorial and to look into what the other Forest towns donated, with a ceiling value of up to £1000.00.**

**Proposed by Cllr P Kay, seconded by Cllr M Beard and unanimously agreed**

1. **To receive feedback re: the Coleford Music Festival**

Cllr N Penny on behalf of Coleford Music Festival (CMF) thanked Coleford Town Council (CTC) for its ongoing financial support. It was stated that although the festival was quieter than previous years due to the extreme heat, positive feedback had been received from all levels. Future considerations around items such as shading for the town were noted.

It was also added that the re-useable cup scheme was successful for all who participated.

An overspend of around £6000.00 will be confirmed by CTC’s RFO, with a BACS transfer being made from CMF to CTC by the end of August.

1. **To receive update re: the Essential Services Showcase event on the 9th August**

A correction to the event name was noted from ‘Essential’ to ‘Emergency’.

Cllrs N Penny and P Kay attended a positive meeting with all organisations attending.

The site plan for the event on the 9th of August has now been reconfigured, and lots of activities are to be being carried out around the town.

Promotion has gone out via press release, radio and social media.

A request for volunteers to be on road closure points has also gone out, between the hours of 8:00am to 3:00pm.

1. **To agree plans for VJ Day commemorations**

Cllr N Penny updated that he had not heard from the Royal British Legion in relation to the VJ anniversary on the 15th of August.

Coleford Town Council to arrange a remembrance service to include:

* The Mayor’s Cadets, who are keen to be involved, confirmation of this pending.
* Roger Phelps or Sam Davis to play The Last Post.
* The Army Cadets to bear the standard.
* For a remembrance wreath to be arranged.
* 2 minutes silence to be held at midday.
* To promote date once plans are finalised.

**Recommendation: in line with principle of supporting, to take form of an agreement with young people being involved and the usual remembrance elements e.g. 2 minutes silence at midday, The Last Post. To give VJ day a deserved Coleford remembrance feel.**

**Proposed by Cllr M Cox, seconded by Cllr M Getgood and unanimously agreed**

1. **To agree KGV hire charges work group recommendations**

Members were updated on a recently held meeting between Cllrs N Penny, P Kay, D Stevens, the Town Clerk and KGV users Bowmen of the Dean and Broadwell Youth FC.

A productive discussion was held around CTC’s income and expenditure of the site verses the number of sessions held and the fee charged to users.

Both organisations are to think about what’s affordable to them and work in partnership to help CTC close the financial gap.

To defer until August Full Council meeting.

1. **To consider request from Scouts for KGV hire**

An update was provided on the request received from the Scouts re. hiring of the KGV.

It was stated that current users Broadwell Youth are open to sharing the space. However, the Bowmen, for insurance and safety reasons would need to consider how they could operate.

To see if the Scouts could change their schedule to meet on nights when the KGV has no users. To also wait to hear from other users on feasibility of sharing the site.

**Recommendation: in principle, Council are supportive of looking to accommodate, but to first make the Scouts aware of the wider footprint of facilities available e.g. The Hive, St John’s Ambulance building. To also ask whether they have considered the impact on Coalway Rec should they change premises.**

**For the KGV charges working group to consider costs once feedback is received.**

**Proposed by Cllr N Penny, seconded by Cllr P Kay and unanimously agreed**

1. **To consider possible funding of bus shelter**

Cllr N Penny provided an update and after some discussion it was agreed that Council members are fully in support of the Womble’s and Tom Cousins artwork proposal to renovate the bus shelter off Staunton Road. However, ownership details must first be established in order to manage any potential risk that comes with the building.

At present, although the building sits within CTC’s boundary lines, there is no knowledge of CTC being responsible for it.

To further investigate ownership of the shelter and to positively update the Womble’s.

1. **To consider security of Bells Field building**

An update was provided on recent anti-social behaviour relating to individuals climbing onto the roof of the building at Bells Field via the water butt. Guttering has been damaged and solar panels hit. Security spikes were suggested as a measure of deterring vandals. However, Council agreed this was not the right step to take through fear of additional harm being caused.

After some discussion, the below recommendation was agreed with the addition that the water within the butt could be emptied into the pond at Bells.

**Recommendation: to repair guttering and re-apply anti-climb paint where appropriate. To relocate the water butt inside the building, closer to the pond or at the KGV to eliminate any immediate risk.**

**To monitor.**

**Proposed by Cllr M Beard, seconded by Cllr P Kay and unanimously agreed.**

1. **To consider electrical item collection point**

Background was provided, stating whether CTC would support an initiative to promote a drop off point in each of the of four Forest towns for small electrical items. This is due to residential cubrside items not always being able to be collected due to low resources within the current FoDDC waste team.

**Recommendation: to suggest FoDDC place a collection bin for small electrical items in the current main recycling area within Railway Drive carpark, Coleford.**

**Proposed by Cllr M Beard, seconded by Cllr A Fullerton. 6 voted for 5 voted against.**

1. **To consider response to Local Government Reorganisation Survey:**

[**County-wide local government reorganisation survey | Have Your Say Gloucestershire**](https://haveyoursaygloucestershire.uk.engagementhq.com/gloucestershire-county-council-local-government-reorganisation-survey) **(**[**https://haveyoursaygloucestershire.uk.engagementhq.com/gloucestershire-county-council-local-government-reorganisation-survey**](https://haveyoursaygloucestershire.uk.engagementhq.com/gloucestershire-county-council-local-government-reorganisation-survey)**)**

Noted and for members to respond as individuals accordingly.

1. **To consider Natural Burial Ground charges**

This item was deferred to August Full Council meeting.

1. **To consider GPS markers for NBG**

This item was deferred to August Full Council meeting.

1. **To note the in-house audit**

Thanks were given to Cllrs M Beard and C Elsmore for carrying out the in-house audit.

Noted by members.

1. **To receive update on NDP**

Cllr M Cox provided an update to members, stating how the NDP must be in conformity with the Local Plan however, housing number requirements will not be confirmed until October.

The NDP steering group have agreed to refer key issues back to FoDDC planners and to continue working alongside the planners over a longer timescale.

Dates for a meeting to be confirmed.

Noted by members.

1. **To note minutes from Clock Tower Committee**

Cllr M Beard provided an update to members.

Key points: The Architectural Heritage Fund application has been rejected.

The architect has since been instructed to carry out drawings for RIBA Stage 4.

Noted by members.

1. **To note minutes from Planning and Highways Committee**

Noted by members.

It was added that bus drivers driving down Coalway road are saying there is not a bus stop.

To investigate with stagecoach?

1. **To note District and County Councillor reports**

County Cllr L Challis had previously emailed in a report, which was noted by members.

District Cllr C Elsmore updated that FoDDC planners have agreed to visit specific locations across the FoD to speak with residents, including Coleford on 23rd August. They have also offered to meet with CTC if we wish. A further meeting is scheduled for 11th September to hear the planners’ current thinking around the Local Plan. FoDDC will be sending a letter to the Government objecting to proposals around housing numbers.

Regarding Five Acres, a contractor has been designated, with the project timeline extended by an additional year to 2027.

1. **To note Members reports**

**N Penny:**

29th June attended Forest of Dean Local History Society Schools Day at the Main Place

4th July met with Matt Bishop MP re South West Ambulance Service Trust

4th July met with PC Tom Nash re Coleford Music Festival

5th July attended Citizen Visioning feedback session at The Main Place

10th July attended Coleford Twinning Association meeting

12/13th July ran Coleford Music Festival

16th July judged 1st Royal Forest Scouts 75th Anniversary badge competition

16th July met with Mr Phelps (Head Teacher) and senior students at Five Acres High School

16th July met with Mark Evans, Gloucestershire Police re 999 Event

18th July attended the Tindle News Community Heroes Awards at Forest Hills Golf Club

21st July met with FoDDC Emergency Planning team re 999 Event

23rd July met with my Mayor's Cadets re forwards plans

25th July reviewed appraisals with Laura Jayne, Lisa Olley and Mic Smith

25th July met with multi agencies re Emergency Services Showcase event

25th July met with KGV users regard rent review

28th July to take off Coalway rec

July attended a positive and productive meeting with Catherine Lines – Market Towns Officer.

**P Kay:** 10th July Twinning Meeting

12th July Stewarding CMF

13th July Stewarding CMF

21st July Emergency Services posters

25th July Emergency meeting

28th July Council risk assessment

It was added that next year will be the 10th anniversary of Twinning between Coleford and St. Hillaire.

**M Getgood:** Conservation work. Attended NDP meetings.

**S Cox:** Attended CWW, Active Travel and various NDP related meetings.

Attended CMF and noted the need for additional shade in the town.

**R Drury:** Attended the Citizen Vision presentation where there was a positive and exciting energy from participants, that we’d like to maintain.

**C Elsmore:** Main focus of work on Heritage Open Days.

**A Fullerton:** Attended CMF. Agreed the need for more shade and seating.

**M Beard:** Continued work on Coleford Clock Tower.

**R Dix:** Painting of 4 Mushet Walk steps.

**D Stevens:** Attended various NDP meetings. Carried out Legionella testing of all CTC sites, with results coming back all clear.

**M Cox:** Continued work on NDP. Attended CMF and a Twinning skittles evening.

To keep an eye on forward planners’ consultation, and on the new medical centre.

1. **To note Clerks Report**

Noted by members.

1. **To note Correspondence**

Are Coleford Grows happy with an individual taking on the seed exchange?

Who is liable if it’s one individual taking responsibility? Insurances may be needed.

Delegated authority given to explore.

**Meeting end 8:55pm**