



Coleford Town Council

At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday 29 October at 7.00 pm there were present:

- Cllrs. Mr N Penny (Mayor)
 Mr P Kay (Deputy Mayor)
 Mrs M Cox
 Mr S Cox
 Mr R Drury
 Mr C Elsmore
 Mrs N Holloway
 Mr J Simister
- Ms A Lapington (Town Clerk)
 Mr C Haine (Administrative Assistant)

Public Forum:

No members of the public attended

117. Apologies were noted from Cllrs. Allaway-Martin, Ball, Barnham, Brown and Lusty

118. Cllr. Penny declared a pecuniary interest in Items 123, 124 and 133.

119. There were no dispensation requests

120. To approve the minutes of 24 September 2019

It was proposed that the minutes of 24 September be agreed.

Proposed: Cllr. Kay

Seconded: Cllr. Penny

On being put to the vote it was unanimously agreed.

Cllr. Penny signed off the minutes.

121. To raise matters arising from the meeting of 24 September 2019

Page 2: Cllr. M Cox sought clarification, and Cllr. Penny confirmed, re: outcome of GAPTC Executive Committee election.

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

Dist. Cllr. Elsmore reported a busy month, with updates on climate change, and great crested newts, a company is available to assist developers on costings & control of allocated protected areas. Cllr. Elsmore also reported attendance at Forest Food Festival, and Faddle Fair, and also updated on Forestry Commission's 100 Year Progress Report, with work still being undertaken on first phase.

Cllr. Penny left the room

123. To agree payments (see attached)

The Town Clerk clarified several payments, and it was proposed all payments be agreed. The total of payments amounting to **£ 31,578.97**. The Town Clerk also reported the final payment to Heal's Construction of £4099.88, and a late payment to Forestry Commission of £21.00 had been paid.

Proposed: Cllr. Simister

Seconded: Cllr. Elsmore



Coleford Town Council

On being put to the vote it was unanimously agreed.

Cllr. Penny re-entered the room, and then left the room.

124. To agree petty cash payments for the Council and TIC (see attached)

The Town Clerk clarified several payments, and it was proposed all payments be agreed.

Proposed: Cllr. Holloway

Seconded: Cllr. Drury

Cllr. Penny re-entered the room

125. To note cash books and bank reconciliations

The cash book and reconciliation were noted.

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

Cllr. Holloway queried professional fees code, and a correction was identified in respect of audit fees. Cllr. Cox sought clarification re: training budget, and Cllr. Penny confirmed that professional training was scheduled for office staff, and councillors. Cllr Cox asked for planning training opportunities to be identified by the Clerk, suggested GAPTC, FoDDC, RTPI. Cllr. Penny further encouraged councillors to self-identify training needs and, if not able to be delivered in-house, requests should be submitted to the Town Clerk, which will then be considered by Finance & Office committee. The figures were noted.

127. To complete the NDP annual review

Cllr. M Cox summarised the NDP Monitoring Review data, particularly focussing on the FoDDC figures (which have only recently been received), copy attached. After further discussion, it was proposed that this now confirms full completion of the NDP 2019 monitoring review and that the timing of the annual monitoring review be May and October. To work in parallel with FoDDC Local Plan Review, Coleford NDP Review started and regularly listed as a Planning Committee agenda item.

Proposed: Cllr. M Cox

Seconded: Cllr. Simister

On being put to the vote this was agreed unanimously.

In conjunction with this, it was agreed that Cllr Cox as Chair of the Planning Committee with the aid of at least one other Cllr should prepare the Coleford response to the FoDDC Local Plan Issues and Options paper.

128. To complete the review of Standing Orders & Financial Regulations

Cllr. Penny summarised and, in light of the full review undertaken last year, proposed that the August 2018 Standing Orders, and Financial Regulations are adopted with no alterations.

Proposed: Cllr. Penny

Seconded: Cllr. Kay

On being put to the vote it was unanimously agreed.

129. To agree Christmas working hours for the office and TIC

It was proposed that the Town Council and TIC offices and are closed between 16.00pm on Monday 23 December 2019 and Monday, 1 January 2020 opening again at 9.00am on Tuesday, 2



Coleford Town Council

January 2020. In respect of the Tourist Information Centre (TIC,) it was proposed that the volunteers have a break, until Monday 6 January 2020, and appreciation of the volunteers was noted.

Proposed: Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed.

130. To note the internal audit of 17 October

Cllr. Elsmore positively summarised, and the audit was noted.

131. To agree actions re: FODDC purchase of Five Acres site

Cllr. Penny summarised, and was pleased to report on this purchase. After further discussion, it was proposed that a letter is sent to Cllr Tim Gwilliam, Leader of Forest of Dean District Council (FoDDC) to request that the Town Council are considered as a stakeholder, in any consultations with organisations, re: the development of this site. Further noting that a Berry Hill/Coleford Regeneration Committee had been established for this purpose.

Proposed: Cllr. Penny

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed

132. To agree to request from Five Acres High School for funds towards their June 2020 visit to St Hilaire

Cllr. Penny summarised and, after further discussion, it was proposed that the Town Council make a payment of £1000.to subsidise the costs of this visit, and a letter to be sent to Five Acres High School confirming, subject to a report back by the students. The monies to be paid directly to the coach company.

Proposed: Cllr. Cllr. Penny

Seconded: Cllr. Holloway

On being put to the vote it was unanimously agreed

Cllr. Penny left the room

133. To agree to the recommendations of the Events and Marketing

Cllr. Kay summarised, and proposed recommendations en bloc and, after some discussion, re: Item 7, it was further proposed that the newsletter is produced, available, and ready for distribution by 23 November 19.

Proposed: Cllr. Holloway

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed.

Cllr. Penny re-entered the room

134. To note the recommendations of the Finance and Office Committee

Cllr. Kay summarised, and proposed recommendations for Items 5, 6 and 7 en-bloc Items 8, 9 and 10 in Committee.

Proposed: Cllr. Kay

Seconded: Cllr. Penny

On being put to the vote it was unanimously agreed.



Coleford Town Council

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

Cllr. Holloway summarised, and proposed the recommendation.

Proposed: Cllr. Holloway

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed.

136. To agree to the recommendations of the Regeneration Committee

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

Proposed: Cllr. Elsmore

Seconded: Cllr. M Cox

On being put to the vote it was unanimously agreed.

137. To note the decisions of the Bells Implementation Committee

The decisions were noted. Item 9 taken in-committee

138. To note the decisions of the Planning Committee

The decisions were noted.

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

Cllr Penny

25 September	Attended the Wye Valley and Forest of Dean Tourism members meeting
27 September	Promoting Coleford via Social Media for World Tourism Day
28 September	Volunteering at the Tourist Information Centre
30 September	Attended Governors meeting at St John Church of England Academy School
30 September	Participated in second phase of Town Clerk appraisal
1 October	Meeting with Meg Humphries and Town Clerk re 5 Year Plan
1 October	Visited the Lidl Coleford development site to gain an understanding of timescales for completion
7 October	Attended Five Acres High School Student Voice meeting re 5 Year Plan
7 October	Met with University of the West of England students re Coleford Town projects
9 October	Met with Kate Mullingur, Glos College regarding student art displays in the TIC
9 October	Visited Formpave for a site and business overview
12 October	Attended Forest Fiddle event at Coleford Baptist Church
15 October	Met with Viv Hargreaves and Roger Deakes re potential visit of Edward Gillespie, Lord Lieutenant of Gloucestershire
16 October	Attended the Forest Talk 35 Year celebrations
16 October	Follow up meeting with Meg Humphries and Town Clerk re 5 Year Plan
17 October	Completed internal audit with Clive Elsmore
17 October	Attended working group meeting re: future maintenance plans for the Parish
18 October	Follow up meeting with students from University of the West of England
18 October	Meeting with Puzzlewood re visit of LL Edward Gillespie
19 October	Volunteering in the TIC
21 October	Meeting with LR Suntory re visit of LL Edward Gillespie
23 October	Meeting with Richard Leppington re Foxglove Gardens completion
24 October	Driving TIC volunteers on Leaf Peeping Tour of the Forest of Dean, Wye Valley



Coleford Town Council

Cllr. Penny reported a positive event, enhancing the volunteers awareness of the area, good team building, and also reported positively on the social media/ marketing, and global reach, surrounding this event, which is of great benefit to the Forest of Dean.

25 October Working group meeting, looking at future maintenance plans for the Parish
25 October Attempted meeting with St John Street Trader Association re Christmas Lights Switch on and Faddle Fair
28 October Attended site visit to Bale recreation ground with Town Clerk
28 October Attended Coleford Area Partnership AGM
29 October Met with Mayors of Lydney and Cinderford and Deputy Mayor of Newent
Cllr. Penny reported on a constructive meeting, and a forum that could be beneficial on issues that would benefit partnership working e.g. event management, parking charges and the next meeting was also going to invite new Chief Inspector, Nick Paul Cook.

Cllr. Penny announced his two Mayor's Charities, for this coming year: Forest Talk and Young Minds which, Cllr. Penny added, although a national charity, that Five Acres High School are actively working with this charity, and its benefits are seen within the Coleford area.

Cllr. Kay

30. September Ellwood School.
1 October Speech House.
6 October Forest Food Fair.
8 October TIC pm.
10 October Whitemead Park.
10 October Twinning meeting.
15 October 5 Acres High School.
17 October Attended working group meeting re: future maintenance plans for the Parish
18 October Ellwood School.
25 October Attended working group meeting to look at future maintenance plans for CTC
28 October TIC am.

Cllr. Simister

Meeting with a Littledean gentleman, who has a museum collection of WW2 artefacts, and might be keen to relocate these items to Coleford. Cllr. Penny noted that this potentially sat within the NDP scope, and the Town Clerk advised Cllr. Simister to bring it forward as an agenda item, if the discussions materialise.

Meetings with Broadwell FC, re: incursions with wild boar

Meeting with residents re: North Road.

Spoken with Glos. Police re: burglaries in the area.

Spoken with a resident in Queensway re: speed bumps needed, and the Town Clerk asked for any correspondence to be forwarded to the main office, to take forward.

Attendance at FoD forum, and Cllr. Simister reported a similar report to that covered by the same speaker's attendance at the last Public Safety committee meeting

Cllr Holloway

Attendance at the Forest Food Showcase

Cllr. Holloway sought clarification re: meetings with Police, and was happy, as Chair of Public Safety committee, for Cllr. Elsmore to continue the liaison meetings with the Police.

Cllr. M Cox



Coleford Town Council

Attendance at Forest Food Showcase

Attendance at FoDDC: Parish & Town Council Forum

Cllr. M Cox reported on an excellent presentation re: climate change, and suggested that this speaker should be invited to a dedicated town council meeting

Attendance at Area Partnership AGM

Cllr. M Cox reported that the Area Partnership is working on its new vision document, taking forward their existing version, looking at common issues across councils.

Cllr. Drury

Attendance at CAP meeting

Cllr. Drury reported a lot of activity at County Council level, and was keen to see more locally, addressing young people's issues. Cllr. Penny acknowledged young people's needs, and was keen to see the 5 Year Business Planning exercise capture young people's issues as high priority. Cllr. Drury fed back on the 5 Year Business Plan meeting, in that he found it hard to engage, as it was too complex, with too many headings. Cllr. Penny acknowledged that others had fed back similarly, and noted that the exercise needed to be simplified, and to see what Meg Humphries captures from the meeting, to move forward to the next stage.

Cllr Drury reported on an emerging, high profile artist playing at the next Evergreen event, and that this was good for the area.

Cllr. Drury reported that a working group had been looking to return the path alongside the Limes boundary, alongside the GP surgery and the new Lidl store, and were meeting with Brian Watkins, Glos CC, Highways, to establish where the boundary line is. Cllr. Penny suggested that this is deferred to Regeneration Committee.

Cllr. Elsmore

Attended Patient Participating meeting

Cllr Elsmore reported that the two GP surgeries were keen to merge, to expand services, etc, although a location, to date, has not been identified, and to have a business case prepared by the end of the year. Cllr. Elsmore also reported, at this meeting, that a sum of £150 had been raised.

Attendance at Bells Foundation meeting, where 22 individuals had applied for funding, and money granted.. Cllr. Elsmore keen to see this Foundation promoted, and also another town council representative to be appointed, and, it was agreed, that this should be an agenda item for next Full Council meeting.

Cllr. S Cox

Attendance at Forest Food Showcase

University of West of England (UWE) meetings.

Cllr. S Cox reported positively about the university students, and was struck by their enthusiasm, and confidence to deliver

Attendance at FoDDC: Parish & Town Council Forum

Cllr. S Cox shared Cllr. M Cox's comments about the speaker re: climate change and also impressed by the funding streams available.

140. To note the Clerk's report.

The Town Clerk reported on another busy month, and work underway with the Pride of Coleford awards. The Town Clerk also reported on vandalism at Bells Field, and that the PCSOs had worked well with the town council in managing this issue. Cllr. Penny also added that he had been impressed by the way the regular young people, using Bells Field had owned this matter, and expressed their concerns to him. A good example of community engagement. The Town Clerk



Coleford Town Council

pleased to report that the mural, in the Town Centre, had been completed by Tom Cousens. The Clerks report as noted.

141. To note correspondence (for information only)

The Town Clerk clarified a number of matters, and the resident's letter re: traffic on Lords Hill was referred to Public Safety committee. All other correspondence was noted.

In- Committee

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

Cllr. Penny summarised and, with slight amendment re: Item 10, recommendations were proposed.

Proposed: Cllr. Kay

Seconded: Cllr. Penny

On being put to the vote it was unanimously agreed.

Cllr. Kay proposed 15 minute extension

Proposed: Cllr. Kay

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed.

143. To agree to the next steps of the parish maintenance contracts

The Town Clerk summarised, and recommendation was proposed.

Proposed: Cllr. Penny

Seconded: Cllr. S Cox

On being put to the vote it was unanimously agreed.

144. To agree to the settlement of the outstanding Landscape Contractor claim

Cllr. Penny summarised, and recommendation was proposed.

Proposed: Cllr. Penny

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed.

145. To agree to the contractor for the town centre furniture painting

Item deferred to next Amenities Committee meeting.

Meeting ended: 9.05pm