**Highways and Public Safety Minutes**

**Tuesday 22 March 2022**

**Minutes**

**Present:** Cllrs Holloway, Penny, C Elsmore, M Cox & Cllr. Getgood

1. There were no apologies received

**2.** There were no declarations of interest.

3. There were no new dispensation requests.

**4. To agree minutes of 23 November Highways & Public Safety Committee**

 The minutes of 23 November were unanimously agreed.

**Cllr. Holloway signed a copy of the minutes, as a true record.**

**5. Matters arising from 23 November 21 Highways & Public Safety Committee**

**Item 7 Re: GCC Highways, Outstanding Works**

**Page 1, Item 7:** It was noted that the recommendation, to have a meeting with GCC Highways, had since occurred, and the notes of that meeting would form the basis of discussion, and update, at Item 7 following within this meeting.

Other matters arising, also to be taken under specific Agendas within this meeting also. to be taken under Item 7, and under specific items on this meeting’s agenda

**6.** There were no members of the public present.

**Highways:**

1. **To receive an update from GCC Highways re: outstanding works, and to make recommendations, as necessary**

The Notes for the meeting were presented, and discussed, by way of an update, as follows:

1. **Gateway Enhancement:**
	1. **Lords Hill** CTC had not had full feedback on scheme sent in May. This was to give a green addition to entering Coleford. GCC apologised re delay in response to design aspects, partly due to absence of arboriculturalist. They still have concerns re potential issues with retaining wall and nature of growing environment due to recent nearby works and possible root-bagging required. GCC suggested planters might be alternative, but CTC did not think this would have desired effect. GCC had agreed to install trees of appropriate size. Also discussed question as to visibility in this area, given queuing traffic from traffic lights, Lords Hill access and Lidl. Where long queues allow in waiting traffic sensors affected, and lights react too quickly. CTC accepted traffic queuing but not that trees would affect (also see later). Ash die-back team to fund trees and installation. BW accepted that simple pipe installation to allow for accurate watering to roots was acceptable.

**Action:** GCC Arboriculturalist due back end Jan 22 to follow up with specific advice regarding scheme, whether trees would need to be root-bagged, what impact that would have re height/ species. Also to look at scheme shrubs toward Lords Hill end and advise. CTC emphasised timescales crucial as important to use this winter season for the planting.

**Update: Stuart Budd, GCC Highways, has reported that GCC Arborist, Tim**

**Bird, has carried out a site visit, and reported, as follows:**

* **doesn’t believe there are any sub surface utilities to take into consideration, but will check**
* **doesn’t appear to be any risk to the retaining wall, between the footpath, and the Lidl site**
* **some small excavations will need to be carried out, to establish exactly what lies beneath the surface, both to locate services, and ensure that there are no impervious / impermeable layers (specified by Tim Bird)**
* **Agreement, in principle, form the Ash Dieback team, for funding of the trees, to be confirmed in writing**

**After further discussion, it was proposed, and unanimously agreed, that**

**Recommendation: this matter is passed to Environment Committee, to consider,**

**further, and to progress, with Stuart Budd, as necessary**

* 1. **Spirit of the Forest** CTC asked for GCC advice re uplighting on existing sculpture. CTC already has planning permission but wanted to know if GCC concerned re potential distraction of motorists, and practical placement of system. GCC advised, but had no objection in principle subject to agreeing the details as set out below.

**Action:** CTC to go back to FoDDC to check if further planning permissions needed; produce detailed tech specifications and exact location ( NB distance from road and check re trip hazard); contact Western Power re system for permission to use power column and charge to CTC via an annual agreed amount which WP would calculate. Send all to GCC for comment on specs.

**Update: Cllr. M Cox reported that it had been confirmed, by FoDDC, that no**

**planning permission is required, and GCC Highways are content, but seek clarification re: logistics**

**After further discussion, it was proposed, and unanimous agreed,**

**that:**

**Recommendations:**

* + - 1. **Town Council contacts Western Power to arrange link-up to power;**
			2. **Town Clerk to contact GCC Highways re: logistics**
	1. **Coalway Rd trees by Infant school** Location is south side of road between Edenwall Farm entrance and Coalway Rec has been sent to Ash die-back team by BW. Team expect to start work replanting 22/23 in Forest district.

**Action: GCC to** try and advise ASAP of agreement and date of work. **CTC** to work with school to involve them in whole process. Note was made to use appropriately sized trees at time of planting, to be effective, and need for environment message to go through schools so that parents did not park on verge.

**Update: Cllr. M Cox updated and, after further discussion it was proposed,**

**and unanimously agreed, that**

**Recommendation:**

**this matter is passed to Environment Committee, to consider further, and to liaise further with GCC Highways, and Schools as necessary.**

1. **Grit bins** CTC has installed bins we agreed to do (including on Thurstan’s on roads not yet adopted).

**Action:**  GCC to install as below: SB to contact Community team to effect

(bins are at Cannop). at Coalway: 51 and 56 in agreed varied position

at Thurstan’s entrance off Staunton Rd in Blakes Way, 73, Lark Rise entrance off Sunny Bank, 72

 **Update: Cllr. M Cox reported no progress and, after further discussion, it**

**was proposed, and unanimously agreed that:**

 **Recommendation: Town Council seeks further clarification from GCC,**

**Highways, to progress**

1. **Active Travel**
	1. **Crucible Close end of rail line to traffic lights at Tufthorn** CTC needs quick assessment of this whole section. BW had mentioned in Sept email “Crucible Close to B4228 / Crucible Close Junction: widen footway install new edging kerbs estimated cost £25,000”, but this does not include the section along Old Station Way to traffic lights.

**Action:**  BW to supply (NB needed urgently by CTC re possible funding through Section 106)

**Update: Cllr. Cox, and Cllr. Elsmore updated, and reported that the FoDDC**

**Active Travel Strategy is still not finalised, and in draft form.**

**After further discussion, it was proposed, and unanimously agreed**

**that:**

**Recommendation:**

* + - * 1. **Town Council formally writes to FoDDC, expressing Town**

**Council’s frustration re: the absence of a formally adopted**

**Travel Strategy for Coleford, and raise concerns re: implications on Section 106 Funding**

* + - * 1. **Town Council also seeks opportunity to work with FoDDC to take forward the ‘draft’ policy, to progress its adoption.**

* 1. **Atkins Feasibility Report.** This was dated July 2021,delivered by SB Oct 21, and CTC asked for meeting with authors and GCC as it did not meet our requirements – hence no other formal response from CTC to this date. GCC noted July date was Atkins’s date, not when GCC received it.

Discussion ensued re detailed costings section by section as well as total cost. Cost of land acquisition could be less as local landowners had been contacted. Access by foot/cycle between tourism attractions and town, and potential circular route were considered. Direct routings and desire lines were debated, especially on Old Station Way. The cost of the crossing from Puzzle Wood to Perrygrove needs specific discussion with author of report for CTC understanding, and for potential application for funding if appropriate.

**Actions:** CTC to provide list of sections of route, broken down so that each section can be costed. GCC to contact Atkins engineer to do that, and to arrange a meeting with themselves and CTC to explain detail relating to Report, discuss specific costings and debate potential phases of development.

**Update: Cllr. M Cox updated, having provided GCC Highways with Sections**

**of routes, and costs, for each section, now provided, which were noted, and to considered further.**

* 1. **Christchurch link** CTC in discussion again with landowners re: route to Forest Holidays via Angus Buchanan.

**Action:** CTC to send proposedroute map to SB showing crossing points for roads, and SB to advise.

**Update: Cllr. M Cox update re: map and, after further discussion, it was**

**proposed, and unanimously agreed that:**

**Recommendation:**

**Town Council contact Jeff Wheeler, Rights of way Officer, GCC, to seeking further clarity re: viability;**

**Town Council progress formal discussions, if viability confirmed, with Landowners re: purchase of strip of land, and / or field**

**Town Council to pass presented map to Stuart Budd, GCC, Highways**

* 1. **Cycle Path link extension** CTC advised that they are in contact with FoDDC and other landowner re designing of extension from Old Station Way into Mushet Walk through car park. This will give obvious route right into town centre. CTE enquired if that proceeds whether GCC would

agree to a crossing by the Main Place which would also benefit the residents of Kingsmeade.

**Update: Cllr. M Cox updated, and it was noted that this is on next Full**

**Council Agenda (29 March 22), for further consideration**

* 1. **FoDDC Active Travel meeting** scheduled for 11 Jan.
1. **Public Rights of Way** enquiry re condition of initial section of Burial Path from Bowens Hill to Angus Buchanan.

 **Action:** GCC will check with PROW officer. SC to check whether done.

 **Update: Cllr. M Cox updated, following GCC Highways work across a number**

**of Rights of Way sites, and Cllr. Penny wanted to place on record this**

**Town Council’s appreciation for the enhancing work undertaken, by Jeff**

**Wheeler, Public Rights of Way Officer, GCC, Debbie Sturgess, and other members of Coleford, Walkers are welcome Team**

1. **Bus shelters in Town Centre**  CTC asked if ex31 shelter moved to by the Bank was GCC’s responsibility, and was informed, once moved, the Town/Parish Council was responsible for maintenance

**Update: The Town Clerk confirmed ownership of this Bus Shelter had been**

**confirmed as the Town Council ‘s responsibility, and was part of the**

**commissioned Maintenance Contractor’s ‘scope of works’ for**

**improvement / repair.**

1. **Crusty Loaf corner and pavement** GCC unable to source suitably grooved paviers (line discontinued) so adapted existing.

 **Action** SB to visit site and advise of any additional options to make that icy

corner safer.

 **Update: Town Clerk to clarify further with Stuart Budd re: further options**

1. **Market Place Traffic Lights and queuing**. CTC asked about repositioning sensors or any other way of reducing length of queues. GCC noted the Lords Hill, Lidl, Old Station Way queues, and CTC noted that when permission given for Lidl CTC had objected re that junction but GCC had said ok. CTC added that Market Place queues longer too.

 **Action:** GCC to ask Lights team to review again.

**Update: Cllr. M Cox updated, and the Town Clerk asked whether recent Traffic Monitoring data might inform GCC Highways rationale, and this was thought that it wouldn’t, and for Town Clerk to seek further update from Stuart Budd**

**Roadworks** CTC noted the response re gas utility, also that gas will be going up Lords Hill too, and also that the water utilities are looking at works in town. Council concerned for traders that variety of works have and are causing lengthy interruptions in town: can utilities talk to each other? JG noted that the elderly nature of infrastructure replacement in locations like Market Place, and the density of different utilities made such works particularly difficult. SB informed that GCC will be working on improving some pavements in Market Place near the Angel.

1. **To review upcoming works in the Parish**

**Cllr. Penny led discussion and, it was proposed, and agreed, that:**

**Recommendations:**

* + - 1. **Town Council formally write to GCC Cllr. Allaway-Martin to seek an update on Parish Work, esp. South Road through to Coalway work, and re-surfacing re: Town Centre.**
			2. **Town Clerk seeks further clarification re: regularity of ‘Roadworks’ bulletin, and request for more timely, and detailed reports**
1. **To establish a Tracker for this Committee, and to receive updates on any outstanding matters**

Cllr. Holloway led discussion and, after further discussion, it was proposed, and unanimously agreed that:

**Recommendation: The action list update, referred to at Item 7, is adopted into this Committee’s Tracker, and for Members to inform Town Clerk of any other outstanding actions, to incorporate into this Tracker also.**

**Public Safety:**

1. **To make recommendation re annual Risk Assessment**

Cllr. Penny summarised and, after further discussion, it was proposed, and unanimously agreed, that:

**Recommendation:**

* + - 1. **The Town Clerk carries forward a Workshop for Councillors, to capture principles, and process; working with Cllr. Penny, to develop awareness, and understanding;**
			2. **Town Council, then develop Risk Assessment tools, using benchmarked documents, obtained from other Town Councils, and GAPTC**
1. **To review any outstanding Resilience Plan actions, and to make recommendations, as necessary**

Cllr. M Cox updated, confirming Resilience Plan is established, and now just needs confirmation of contacts listed, including volunteers, to be annually checked, checking that they wish to remain on our records, as available; assuming if they do not respond that they are removed. Cllr. M Cox also reported a scheduled meeting this week with Lena Maller, Community Engagement Manager, FoDDC re: DBS checks, and would report back

**7.25pm Cllrs. Getgood & Elsmore left the meeting**

1. **To receive updates from Police, and to make recommendation(s), as necessary**

Cllr. Penny updated, on activity and, after further discussion, it was proposed, and unanimously agreed that:

**Recommendations:**

* + - 1. **Town Council formally invite Representatives of the Police e.g. Dean Saunders, Jayne Probert, Nick Cook, and PCSOs to a meeting, perhaps scheduled before the next Committee meeting, to establish more effective Community Engagement**
			2. **Town Council organise a Saturday Workshop event, in the Main Place, Coleford; to invite representatives of the Police, Youth Work Organisations, Young People, and other Community based organisations**
1. **To make recommendation re top 3 Training Priorities for this Committee**

Cllr. Penny summarised and, after further discussion, it was proposed, and unanimously agreed that the following topics are priority training needs:

**Recommendations:**

* + - 1. **Risk Assessment Training is a primary, and Priority need**

**(Note: Recommendation, at Item 9 above, refers)**

* + - 1. **GCC Highways Role, and Responsibilities Awareness**

**(Note: Jenny Goodson, GCC Highways to be invited to facilitate an awareness Workshop Session, with CTC Councillors)**

* + - 1. **Topple Testing, and Cemetery Management**

**(Note: ex Cllr. Paul Kay, and Heather Lusty, to be invited to run an Awareness / Training event)**

**7.50pm Meeting ended**