



Coleford Town Council

Marketing and Regeneration Committee

Tuesday 9 November 2021

6. 30 – 8.30pm

Minutes

Attendees: Cllrs H Barnham; M Cox; S Cox; C Elsmore; P Kyne; N Penny

1. **Apologies:** Cllr R Drury; W Jackson FoDDC; C Haine (Town Clerk)
2. There were **no declarations of interest**
3. **No dispensations** were noted
4. The **minutes of the meeting of October 12th 2021** were proposed, and unanimously agreed

Cllr Barnham signed a copy as a true record

5. **Matters arising from the minutes of 12th October:**

Item 9: recommendation was amended and passed at October Full Council to at least twice in the year

Item 14: was also amended

Item 11: Update was deferred, as Clerk not present

6. **No members of the public present.**

7. **Items from the tracker were considered:**

- a. the tracker to be circulated in advance with papers and brought to the next meeting, and for Cllr. Barnham to liaise with the Town Clerk
- b. Levelling Up project: Letter received from Mark Harper MP, £20m recently approved by Government and awarded to FODDC on 25 November to inform public re: detail, and Cllrs. Penny Barnham to attend. (See also item 17).
- c. no response from FODDC re section 106 letter requesting meeting
- d. The Town Clerk to check with Stuart Budd, GCC Highways, that he is planning to attend November Highways meeting, with responses to queries following and below sent re: grit bins, trees in Old Station Way, timing of tree installation there, possible trees in Coal way Rd, re any form of up light possible for Spirit of Forest; exact route and timing of gas works in centre.
- e. No response (nor acknowledgement) re our letter to GCC Highways requesting a meeting with authors of active travel report, delivered October, dated July 21.

8. **SOUNDWORK “Last Thursday” application.**

After some discussion, it was proposed, and unanimously agreed that



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Recommendation:

more detail is needed re: programme for event, budget broken down and itemised. Quotes to also be attached.

Items 9 and 10 were taken together:

9. SOUNDWORK Festival of Words

10. SOUNDWORK Coleford Canapé project

After some discussion, it was proposed, and unanimously agreed that:

Recommendation:

that there needed to be a strategic meeting of Cllr. Drury, Canapé, Faddle Fair, and the Town Council, to define and allocate actions, involve other community groups, and produce a programme of events, perhaps in a condensed timespan, as an imperative; and for the Town Clerk to arrange

Note: This would enable details to be produced, so that quotes and budget are clearly attributed and related to unspent portion of £5000. CH to call meeting.

11. Copper Phoenix Report

Several Town Councillors queried progress, and felt that more was needed to make effective difference. Three main aspects:

- a. comment re lack of content. Cllrs. S Cox, and M Cox had produced articles, and sent to Town Clerk, with instruction to send on. Had these been received?
- b. The Councillor training previously noted has not been addressed: For the Town Clerk to ask Copper Phoenix to attend Councillor workshop session planned, and to add half-hour to training. Focus around type of content, and which followers want what. Cllr. Beard to be informed. Also request Copper Phoenix to attend all Committees over the month, and to note, with Councillors, which items would work for Communication/Social media and how.
- c. Communications strategy needs to be finalised.
- d. Town Clerk minutes, attendance, agendas should be up to date so that what we are doing is evident to residents.
- e. Phone system with message will assist people with wrong number and save office time

Note; When final staffing appointed, this communication aspect will be reassessed.

12. Welcome Back fund

The sum of £13,015 granted, was noted.



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Note: Town Clerk to confirm that we are following procedures to reclaim money spent

- a. still awaiting actions from FoDDC asset management group, to come back with agreement in order for us to move scheme forward. FoDDC have put in Levelling Up award to get projects up and running. This money could be used to draw up scheme and get it going.
- b. Other partners are interested in being part of scheme. CTC need FoDDC help now. Re: Wendy Jackson's report (see Item 17), makes no reference to anything in Coleford Town centre.
- c. Programme and actions:

Evening event Feb-March

Mushet-themed weekend emphasising Hidden Heritage App and projection lights etc. Partners: Dean Heritage (help with artefacts, expertise), CAP, Wyldwood Arts, Local History Society, Foresters Forest and CTC. Spend Friday in schools and get Mushet message into there for parents/relatives/friends to come over weekend.

Festoon lighting: purchase no, and to ask Christmas Lights to effect, lamp post to lamp post round clock tower, with correct electrical installation via gantry. Cllr. Penny to action.

Autumn/winter promo: Use last year's **now** and **pre-Easter** to do another video.

Businesses would not buy into **evening economy** now: Liam asked but no further progress. Cinema and range of cuisines are changing, but need to deliver **by March**.

Reprint Coleford Town Guide, and for Ella Beard, Cllrs Penny and S Cox to investigate, and aim to commission someone to use right imagery and do update.

Up light Spirit of Forest: Need to check with GCC Highways and planning conditions to see if possible

13. Newsletter

- a. Delivery improved but because maps helped, some councillors could not do; said so and others picked up. Some people said no delivery egg Coombs Park. Now got 13 councillors: dates for next delivery set below.
- b. Budget is set in Jan so **Feb newsletter is what this Council does:** budget and key elements from each committee; possible grant allocation participatory event? Write by 19 Feb and produce by 28 Feb, Cllrs distribute by 15 March 22: include: planning, budget, event schedule, Q and A; Review of NDP, environment, youth, volunteering, and spotlight on community article. *Good opportunity for new appointee, learning as part of induction, and produce positive outcome.*



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- c. **Electronically available on website, and in multiple forms. *This is one to keep.***

14. Website:

URGENT and high priority, and for Town Clerk, and Cllr. Simister to liaise with company to address linked content which does not appear to be what we want

Note: To see email of 8 November, to Cllr. M Cox, from Rebecca, copied to CTC, and to clarify whether this follows brief.

15. Christmas events:

Christmas Lights will not have traditional turn on, but aiming for 28 Nov.

Free parking Saturdays 27Nov, 4th Dec, 11 Dec in FoD car parks

Market 18 Dec 10-3 confirmed: Five Acres choir to perform and have power available. Preferred time 11.00am for about half hour, max of 20 members, by Christmas tree.

Gareth to be asked re: use of double gazebo. Use CTC PA for keyboard, and for Cllr. Penny to organise). Brass band 12.30-13.30. Advertise via social media, car parks, posters in noticeboards, telephone boxes, and to clarify how much for advert in review. Dean Radio, Green Top trader group. To explore giving vouchers for hot chocolate to children, and to ask businesses, and check costs, including Band

Wed. 22 Dec 21: 10-3.00pm Last market for this calendar year for Green Top, and may get some different traders with gift type products.

Mummers/ Buskers: Cllrs. Penny, and S Cox to enquire re: availability

Thurs 23 Dec. 21: Community Choir singing round trees, and for CTC do hot chocolate and mince pies with snowflakes projected on clock tower.

Note: Charge against GCC fund.

Fri 3 dressing and Sat 4 Dec event -Christmas tree festival; denotes what Council is about;

Great Oaks Hospice Santa walk 5th Dec

Cllr. Penny to collate events above, and send to Copper Phoenix

16. GCC Highways and Active Travel:

- a. GCC bulletin stated gas works, but cannot get detail: appears to be to Clock Tower Island but not into rest of Market Place. Check Highways meeting.
- b. Dean Forest Greenway Parkend request for support to go in with their application, as this is urgent and conforms to our previous agreement to try and link with Parkend and their trail. Cllr. Penny to take forward.



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- c. Cllrs. M Cox, and S Cox meeting with Forestry re: trails positive: and they will put forward to their people for Part 1 ratification, Christchurch link. Also looking at Chepstow Rd to Milkwall link. Cllr. Elsmore, and another, to meet with Highmeadow Farmer re: moving path to perimeter of field, and find out if them or another farmer use initial bit of route to Mary's Lane.

10 mins extension agreed

17. Regeneration Manager FoDDC did not attend (sent apologies) but the lack of FoDDC help for Coleford is not satisfactory.

- a. Town Clerk to seek to address this matter, re: role and remit of Manager, asking why officers are not attending and who will attend evening meetings. (send to P Williams, if Cllr. Elsmore is unable to find out otherwise, and cc local FoDDC Members).
- b. **Levelling Up:** (see also 7). Money must be spent by end 22. No response to letter asking to meet with FoDDC re details: follow up lack of local consultation. Hartpury £10m for what? Cinderford less than £1m. Five Acres demolition money already agreed by FoDDC.
Ask for seat at Project Board meeting, as a priority item: to be taken to Nov Full Council meeting. Who is scrutinising budget?

Meeting ended at 8.40pm