



**Coleford Welcomes Walkers**  
**Minutes**  
**21<sup>st</sup> July 2022**  
**Coleford Town Council Chambers**  
**18:30 – 20:30**

**Chair:** Debbie Sturgess                      **Note taker:** Chair

**Attendees:** Steering Committee: Debbie Sturgess (Chair), Stuart Cox, Jane Baird

**Apologies:** Simon Jones, Martin Green - Volunteer

**1. To confirm the minutes of the last meeting, held on 12<sup>th</sup> May 2022**

**Resolution:**

The minutes of the last minute were unanimously accepted as being a true record of the meeting held on 12<sup>th</sup> May 2022

**2. CWW committee membership - To co-op the position of Treasurer**

Due to work commitments the candidate for this role had had to withdraw.

**Resolution:**

To advertise for a new treasurer.

**3. Actions from the last meeting**

**i) CWW Action Plan**

The Chair presented the Action Plan, previously distributed which listed CWW's achievements to date and its goals over the next two years. Whilst ambitious, achievable with the right support and hard work by this group and its volunteers.

**Resolution:**

To accept the Action Plan, distribute and post to our website.

**ii) Partnerships with other organisations / businesses**

The Chair ran through the spreadsheet noting the status of the businesses and organisations that had been identified to work with. There continued to be a good response from all contacted.

Forestry England had pledged their support and are in the process of drafting a Memorandum of Understanding to enable CWW to carry out litter picking / footpath clearance on their land.

Forest of Dean District Council (FODDC) had drafted and sent to legal to sign off a Licence to enable CWW to carry out litter picking / footpath clearance on their land. It was noted that this included clearing the two car parks of vegetation and whilst this was a contentious issue as the contract for this work is with Ubico (FODDC owed company) it was agreed that the car parks were in a sorry visual state and needed clearing with the signs being cleaned too.

In partnership with Forest of Dean Community Walks a walk had been instigated with the Chair leading the walks which take place each Friday at 10:30 meeting at the clock tower. Whilst the uptake had been slow the people participating were the very reason the walks are available free of charge.

Gloucester County Council PRoW – a volunteers training day has been agreed as the 8<sup>th</sup> September, interested parties to notify the Chair if they are interested in attending.

### **Resolution**

- i) To actively engage with other walking groups in the area to promote walking.
- ii) To contact the Gloucestershire Youth Group in engage with youths regarding the litter and vandalism in our area.

### **iii) PROW and walking routes in and around Coleford**

- a) **PROW** – the Chair continued to positively engage with the PRoW Officer and good progress was being made in clearing paths with landowners and ensuring the furniture was fit for purpose. It was noted that more members and volunteers were needed to keep the paths clear of the brambles.

The spreadsheet of all the paths was reviewed and work planned discussed. It was hoped to install more kissing gates to open footpaths to a wider audience.

The PRoW officer had instigated communications with the owners of Bells Golf Course where a significant amount of work was required to bring the footpaths up to spec.

In addition, Forestry England had agreed to clear the coppice off of Woodgate Road leading to RCO7 across Forest Hills Golf Course.

A list of paths that are routinely cleared would be sent over by the PRoW officer so CWW knew which paths needed clearing.

The Town Council in agreement with the PRoW were to install a stile at the far corner of the field to join RCO20, the farmer to ensure the path was kept clear going forward on his land. The Town Council to make good the existing fence where the broken stile is currently situated.

The Footpath sign off of Rock Lane to RCO25 was still awaiting installation, with the landowner also being advised to reinstate the correct path across the fields.

- b) **Buchanan Park** – Stuart confirmed that the Town Council were looking at funding a directional sign showing the way to Town. It was hoped this could be installed asap. ROC9 was being kept clear enabling campers at local sites to have clear access into town.
- c) **Milkwall to Coleford Cycle Track** – The licence to carry out work along this track is progressing with the FODDC confirming work to improve and clear the surface has been planned to take place in late August. The waste dog bins had been identified to be replaced.

### **iv) WaW – Wall Hanging Panel**

The panel has been completed and is currently being displayed in the Tourist Information Centre prior to being taken to Chepstow for inclusion in the main Wall Hanging Tapestry. Thanks were passed on to Jane for organizing with the finer contributions from Lyn in making it such a wonderful addition.

#### **4. Treasure Report**

- i) Update on finances – in lieu of a Treasure the Chair updated the committee on the finances.
- ii) Grant applications – Build Back Better Application – the Chair confirmed that the £1,200.00 had been received. The breakdown of where this money could be spent was discussed.

#### **5. PR & Marketing Program**

The Chair advised the interview with Dean Radio had been broadcast, a link of the interview was circulated to members and posted on social media and to the WaW Facebook page too, which we are actively posting on to raise our profile. Jane asked how many hits our website had received and this will be investigated. The social media posts have a good following with some hitting thousands of views and lots of people linking to our sites.

##### **Resolution**

- i) The Chair to provide a template for the walking guides
- ii) Jane to draft a quiz walk around Coleford
- iii) The Chair to enquire of local photographers if they would like to show case their photo's of Coleford on our website under a new tab "Gallery".
- iv) To produce signs to temporarily put up where CWW has undertaking work, to promote ourselves
- v) To enquire about using / installing QR code boards around Coleford & local area providing information
- vi) To start work on a walk from Chepstow to Ross, via Coleford working with both WaW groups and to promote

#### **6. Volunteers'**

The drafted volunteers contact form and volunteers' policy document was reviewed having been previously distributed to ensure we met with our insurance & 3<sup>rd</sup> party liabilities.

##### **Resolution**

It was agreed to adopt both and to post to our website and distribute to our volunteers.

#### **7. Membership**

It was noted that we have no process in place to record membership of residents, should they choose to become a member as per our constitution. It was agreed this matter would be dealt with under 8 of the agenda.

#### **8. Review of Constitution**

The Steering Groups Constitution can only be amended at the Annual General Meeting, which will be held in November of this year.

##### **Resolved**

It was agreed that our constitution needed to be reviewed to ensure it met with practical working practices that the steering group could manage inline with insurance and data protection. To contact other WaW groups to work on best working practices.

#### **9. Any other business – to be advised in advance**

It was noted that the WaW Annual General Meeting would take place in Alton, Hampshire this year coinciding with Alton's annual walking festival from 4<sup>th</sup> – 9<sup>th</sup> October 2022. The committee to confirm who'd like to attend representing CWW.

#### **10. To agree the date of the next meeting**

The next meeting had previously been planned for the 1<sup>st</sup> September 2022.