



**Minutes of the meeting of Cinderford Town Council held at the Council Chamber, Cinderford on Tuesday, 12th October 2021 commencing at 7pm.**

**COUNCILLORS**

Cllr C. Witham (Chairman)  
Cllr C. Brown  
Cllr Mason Coborn  
Cllr. E.D. Martin  
Cllr S Reader  
Cllr L.I. Sterry  
Cllr R Lewis  
Cllr M. Turner  
Cllr T Holder  
Cllr G.L. Morgan (Vice-Chair)

**TOWN CLERK** – Mrs E Bennett

**APOLOGIES FOR ABSENCE** - Cllr Max Coborn, Cllr R Pritchard, Cllr J. Charlton-Wright, Cllr. L Bent, Cllr R.A. Sterry

**IN ATTENDANCE:** 3 members of the public, 0 police representatives

**1. To receive apologies for absence**

Noted as above. Cllr Pritchard would view the meeting online.

**2. Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting. Members and Officers are requested to identify the nature of the interest.**

Cllr Martin declared she was a member of the Royal British Legion (item 3 Remembrance Parade discussion)

**3. Public Participation Session – to provide the opportunity for Members of the Public to raise questions or comment on items on the Agenda (limited to 15 minutes, with a maximum 3 minutes per person)**

**4. Remembrance Parade** - Council received the latest RBL briefing note. The outgoing and incoming RBL Cinderford Chair highlighted the 100th anniversaries of the RBL and local branch. Council discussed the two options for the event. Council agreed to hold the full parade with the event

live streamed. The Events Committee would meet with representatives from the RBL and Church to finalise arrangements. The Clerk would check insurance and risk assessments.

**Community Issues** - Cllr Sterry updated on the Focus Group which had met and undertaken mapping to understand the issues and advised of her attendance at future meetings. Cllr Martin updated on discussions regarding FODDC and landlord issues and steps being taken to address this. Cllr Martin would follow up on issues with FODDC. The Clerk updated on the signage. The resident highlighted concerns regarding walking safety at night which would need to be raised with the Police and lack of police attendance at recent meetings. Council stressed the need for residents to report issues to the 101 email address to ensure accurate data is being collected.

## **5. Chairman's Update/Urgent Business**

**Hospital Update** - Council were advised the planning application had been submitted to FODDC for development of a new community hospital at Lower High Street & associated works. The planning application for the skatepark would be submitted shortly. The lack of Councillor attendance at a March 2021 meeting was discussed. An update on this meeting was provided and steps were now in place to address future Councillor attendance. Councillors discussed the Dilke Hospital site and were encouraged to submit any viable options for the site to the Trust.

**Christmas arrangements discussion** - Council discussed:

- Christmas Vehicle Lights Convoy 11/12/2021 - the route and times were provided with the Marching Band leading for part of the route.
- Christmas lights switch on (27/11/2021) - arrangements to be discussed at an Events Working Group meeting on 19/11/2021. .
- Christmas Free parking - Council discussed 7 potential dates which the Clerk would discuss with FODDC.

**Cinderford Town Rugby Club** had offered the Council 2 x complimentary tickets to the Leeds match. It was agreed Cllr Holder & Cllr Martin would attend.

The Chair attended the **BASF Science Experience formal opening** and updated on the facilities and environmental and community focus. BASF had also donated a number of science books to the Forest High School.

## **6. To confirm the Minutes of the Meeting held on Tuesday 14th September 2021 (copy herewith)**

The minutes of the Meeting, having been previously circulated, were confirmed and signed as a true record.

Proposed: Cllr Reader, Seconded: Cllr Turner. Remaining Councillors were in favour. 2 abstentions (Cllr Sterry & Cllr Lewis) .

## **7. Matters Arising from Minutes**

Members received the Actions Matrix Chart and noted the following:

<b>ACTION</b>	<b>STATUS</b>
Signage options re littering	Investigated. Option to produce signage possible. Photographs rather than wording suggested. Matter also raised with local employer who will highlight matter.
Contact GCC to enquire re Woodside Street Car Park for information on previous work undertaken, whether there are any guarantees and to clarify the position with the buddleia before submitting offer.	Update at item 9.
Get quotes for tree works	Two companies have been contacted from the recommended list. On agenda for discussion
Contact Worksafely Ltd re policies, review working practices and give Council briefing	Initial meeting held re policies.
Speed Surveys - seek advice from Highways & Police for location	<p>2 x traffic surveys – A4151 Jan/Feb 2015  1 x traffic survey – Dencroft Rd Dec 2018.  Speed survey from 2018 obtained from GCC and circulated.</p> <p>To commission 3 x traffic surveys in 2021 the cost is £361 +vat.</p> <p>Police have suggested Valley Road, Steam Mills Road &amp; High Street (zebra crossing) for surveys, just before Wesley road., bottom of steam mills road and by Linear park going out of cinderford.</p>
Obtain information on Community Speedwatch Scheme	<p>Info obtained. 3 volunteers required to set up a scheme. To discuss Cllrs interested in receiving training at meeting and open up to residents.</p> <p>Attendance was agreed.</p>
Forward dates of FOD Active Travel Group & Council to advise of interest in attending	<p>5/10/2021 - 2pm - 4pm  1/11/2021- 3- 4.30pm  11/1/2022 - 2 - 4pm  7/12/2021 - 2-4pm  Cllr J Charlton-Wright will attend meetings.</p>
Social Media Policy	Copy provided for approval.
Clerk contract to be drafted by Roy Balgobin	Progressing.
Issue statement for compliance with WCAG	CW taking forward.
To complete forms for road closure for jubilee	Link to forms provided. JCW to complete.

Miners Field – check with FODDC re lease for planting trees in wet corner of field	Contact made. Awaiting reply. Cllr Martin will follow up.
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Members received the closed actions list and noted the following:

Fencing Office Row - contact Highways, Planning & Police	Contacted. Highways advised it is a private boundary fence. Police - have met with the owner to discuss the matter. Planning - advised the heights are similar and therefore it is not considered expedient to pursue through enforcement and they will note pursue.
Wesley Church - contact Estate Agents for Sold Subject to Contract sign to be installed	Sign in place.
Contact FODDC Tree Warden for recommended individual arboricultural consultants	Arboricultural Association's website provided with approved consultants. Contact made requesting quotes.
Grant opportunities meeting - Council to meet to discuss ideas and opportunities	Meeting held and requests submitted.
Write to FUSE re closing the arrangement	FUSE contacted and advised. FUSE to return key.
Contact Glos Wildlife Trust re path	Contacted

**8. To receive an update on the purchase of the Cinderford Methodist Church**

The seller's solicitors are in the process of providing the finalised documentation for signing accordingly.

**9. To receive an update on the Woodside Street Car Park**

GCC are arranging for the buddleia to be removed and are following up on CTC queries in relation to any guarantees for the works to the wall.

**10. Climate Action**

**To receive the Climate Action Update**

Council received an update on the Trash Convertor visit, community. Living Wall, meetings with FVAF community gardening and Cinderford Gardening Club. Council discussed the planters at the edge of the Woodside Street car park and agreed to offer these to the gardening club to grow herbs/small produce.

**To consider submitting a grant application under the TNL/Together for our Planet scheme**

Cllr Brown and Cllr Reader would consider the details.

## 11. Trees:

### **Tree Survey - To receive an update on obtaining further quotations**

Three companies had been contacted regarding the tree survey. Council noted replies and agreed to the appointment of Simon Cox, Independent Arboriculture & Urban Forestry Ltd.

### **To note resident concerns regarding St Johns 2 x oak trees**

A number of residents had raised concerns over the tree conditions.

Council agreed for crown raising to be undertaken pending the tree survey report.

### **To receive details of the Queen Jubilee Tree scheme and agree planting location**

Details of the scheme were received. Councillors would consider suitable locations and advise at the next meeting.

## 12. Health & Safety:

- **To receive from Worksafely Ltd the following policies for approval:**

Councillors received and approved the following policies:

Accident Reporting	Protection of the Public
Asbestos Management	Slips, Trips & Falls
Alcohol & Drugs	Working at Height
Control of Contractors procedure	Welfare Facilities
Control of Substances	Young Persons
Hazardous to Health	Risk Assessments
Confined Spaces	Environmental
Electrical Safety	CDM Regulations
First Aid Policy	Lone Working
Health & Safety Training	Anti Bribery
Hot Working	Equal Opportunities
Induction Training	Fire Safety Policy & Procedure
Ladder & Steps	Health & Safety Policy Statement
Mobile Tower Access	Health Surveillance
Manual Handling	Management of H&S Policy,
Permit to Work	Arrangements and
Personal Protective Equipment	Responsibilities

Council noted the policies. The Chair highlighted legal responsibilities around the policies. The Chair would forward a number of queries on the documentation for raising with Worksafely Ltd. It was agreed that these would be approved by the Chair and ratified by the Council at the next meeting to give Councillors further reading time.

Proposed Cllr Witham, Seconded: Cllr Reader. Remaining Councilors were in favour.

### **To note the review of the Maintenance Team working practices**

Worksafely Ltd would review working practices on 19/10/2021 to develop the required Risk Assessments.

**13. To discuss setting up a Community Speedwatch Scheme, agree a minimum of 3 Councillors/community volunteers to receive training and discuss community involvement**

Details including a leaflet giving an overview of the scheme was provided. Council agreed the scheme would be beneficial. 3 Councillors would attend the training which would also be opened up to include interested residents once the date was agreed. All the equipment needed to undertake a monitoring session would be provided. Local policing teams also have a Community Speedwatch kitbag that can be loaned via a booking system.

**14. To receive the FODDC Invitation to participate in the Cinderford Northern Quarter Scrutiny Inquiry, agree Councillor attendance and response**

Council agreed that Cllr Holder & Cllr Coborn would attend and the proposed response circulated.

**15. To discuss how the Town Council can positively engage with the community and improve overall community cohesion**

Covered above. Councillors would also discuss with the Town & Traders Working Group. Cllr Sterry would also attend the next multi agency meeting on 11/11/2021..

**16. Statepark - To receive an update from the Playing Fields Committee Chair**

Council received the SLCC update noting that for specialist services a direct award can be undertaken. Council noted that Mavericks were the skaters favoured design and had received positive stakeholder feedback and a letter would be sent to Mavericks. Further consultation and a review of initial feedback would be undertaken by Mavericks. Results from the percolation test would need to be factored into the design. A costed design would be provided in due course. Council discussed the proposed timelines for the planning response, skatepark and hospital.

**17. Events/Activities:**

**a. To receive an update on the monthly Market**

Approximately 20 traders attended and the market was well supported.

**b. To receive latest information on Remembrance Day**

Covered above.

**c. To receive an update on the Halloween/Autumn Colouring Competition**

Details had been advertised on the noticeboard, website and Facebook. Council discussed prize ideas to be offered to the winning entries.

**18. GCC - Various Road Closures**

The GCC roadworks bullet had been forwarded to Council. A copy is available to the public at:

<https://www.gloucestershire.gov.uk/highways/roads/roadworks/>

## **19. Correspondence (D)::**

### **a. To consider the request to rent land at Steam Mills**

Council agreed to defer the request to the Playing Fields Committee. .

9.30pm - Cllr L Reader left.

### **b. To note the Fire & Rescue Service Consultation and consider any response**

Residents and Councillors have been asked to give their views to help shape the future of Gloucestershire Fire and Rescue Service (GFRS).

Consultation on the Community Risk Management Plan (CRMP)

2022-2025 is taking place until 26 November 2021.

### **c. To consider the student filming request**

A Film student at Gloucestershire University enquired about filming at Collingwood Skatepark for a Short Film for the university course.

Council agreed to the request subject to no members of the public appearing without consent. .

### **d. To receive details of the Forest of Dean Climate Action Partnership Steering Group and agree on Councillor attendance on 19/10/2021**

Details of the first meeting were circulated. Cllr Reader or Cllr Witham would attend if possible.

### **e. To consider the funding request from Forest High School for funding for plants/seeds**

Council discussed the funding request and existing funds previously provided. Council agreed funding could not be provided in this instance and would help with alternative support such as contacting local garden clubs, taking part in seed swaps and contacting a local supermarket. Council also discussed obtaining a youth voice from the school and Council liaison with the school.

## **20. Reports/Minutes (N)**

### **a) Written update from County Councillor**

Council received the written update.

### **b) Written update from District Councillor**

Council received the written update.

### **c) Estates Minutes - 16/09/2021**

Council received the minutes.

**d) FOD Active Travel Group Meeting - 5/10/2021**

Cllr J Charlton-Wright was unable to attend this meeting due to work commitments and would attend the next meeting.

**21. Planning Applications**

Members considered the planning applications as follows:

P1633/21/FUL - Land At Rear Of 22 Flaxley Street Cinderford Gloucestershire GL14 2DH Objection. Councillors were concerned regarding overdevelopment of the area, the loss of parking for the existing property and the erection of a new dwelling will create further parking issues. The view of Highways could be sought.

Members supported the following planning applications:

- P1572/21/FUL 22 Littledean Hill Road, Cinderford, Gloucestershire, GL14 2BE.
- P0096/21/DISCON Railway Tavern Station Street Cinderford Gloucestershire GL14 2LG
- P1511/21/FUL 21 Trinity Way Cinderford Gloucestershire GL14 2RD
- P1299/21/FUL Land At Whimsey Industrial Estate Rd Cinderford GL14 3JA
- P1024/21/FUL 10 Flaxley Street Cinderford Gloucestershire GL14 2DJ
- P1439/21/COU 15 Market Street, Cinderford, Gloucestershire, GL14 2RT.
- P1662/21/FUL 8 Southwood Close, Cinderford, Gloucestershire, GL14 2PR.

**22. Finance (N/A)**

**a) To agree the Accounts for Payment**

Members were circulated with the figures for the accounts requiring payment and it was RESOLVED that the accounts and wages for totalling the following amounts be paid:

September/October 2021 (since last meeting) - £14,950.47

October 2021 CTC - £8305.96

October 2021 BVC - £2951.30

Payroll October 2021 - £12,921.61

Proposed: Cllr Witham, Seconded Cllr Holder. All in favour.

**b) To update on progress with moving to internet banking**

There had been no communication from Lloyds Bank regarding this. The Clerk would contact the two Councillors to ask them to contact the Bank regarding their application.

**c) To receive an update against budget**

Due to a staff holiday this report would be provided and discussed at the next meeting.

**23. Policies :**

**Social Media Policy**

Council approved the above policy which was based on the GAPTC model policy.

**24. Date of next Meetings (N)::**

- Council Meeting – Tuesday 9th November 2021
- Estates/BVC/Finance/Market St Committee - Thursday 21st October 2021 (6pm)
- Visit to 6 Market Street - Thursday 21st October 2021 (5:30pm)

**Signed:**.....

**Date:**.....