



**Estates & Finance Committee meeting  
The Council Chamber, Cinderford  
Tuesday 25th January 2022, 6.30 p.m.**

The meeting included a joint discussion with the Playing Fields Committee. The Estates Meeting followed the Playing Fields meeting.

**Present:**

Cllr Chris Witham  
Cllr Mark Turner  
Cllr Tim Holder  
Cllr Chris Brown  
Cllr Roger Sterry  
Cllr Lynn Sterry  
Cllr Jeremy Charlton-Wright  
Cllr Graham Morgan  
Cllr Di Martin  
Cllr Sally Reader

**In attendance:**

Emma Bennett (Clerk, CTC)  
Les Love (Facilities & Estates Manager, CTC)  
Ryan Morgan (Ground & Maintenance, CTC)  
0 Members of the public

**Apologies:**

Cllr Max Coborn  
Cllr Mason Coborn  
Cllr Rachel Lewis

**1. To receive apologies for absence**

Recorded as above.

**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.**

Item 7 Dockham Road - Cllr Brown declared his role as Chief Executive Officer of FVAF, Cllr Martin & Cllr Morgan declared they were Trustees of FVAF.  
Cllr Brown, Martin and, Morgan would abstain from voting on the items mentioned.

**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)**

Not applicable.

**4. Chairman's Urgent Business**

No items raised.

**5. To confirm the Minutes of the Meeting held on 21st October 2021 (copy herewith)**

The minutes of the meeting, having been circulated, were confirmed and signed as an accurate record.

Proposed; Cllr M Turner, Seconded Cllr Charlton-Wright. Remaining Councillors were in favour.

**6. Matters Arising from Minutes**

A Councillor commented on issues hearing and the Maintenance Team would investigate hearing loop options.

**7. Dockham Road - to discuss plans and the green space area (joint discussion with Playing Fields Committee)**

In advance of the meeting C Brown, CEO of FVAF had circulated a paper titled FVAF Community & Youth Centre Proposal and provided 4 floor plans. The CEO took the Council through the proposal for the building highlighting FVAF services, community need, vision, sustainability & green space, value for money, schedule of works, budget, sustainability plan, funding strategy, community ownership, alternatives and questions. FVAF currently rented a room from Cinderford Town Council which they had outgrown. Council noted the plans to turn the current Health Centre into a Youth & Community Hub with significant investment and provide support and services to Cinderford and the Forest. A number of new organisations had indicated they wished to work with FVAF and be part of the space. Planned improvement included the green space around the building, job creation and increased footfall and event planning. Details of funding secured was covered along with FVAF plans to maintain the building and grounds going forward.

The CEO answered Councillor questions around deprivation, links to NHS and other organisations and plans to break down service barriers. He highlighted that it was a fantastic space which could benefit the community and that the charity benefits the Town.

It was proposed that FVAF Community & Youth Centre Proposal Plans were taken to full Council to consider.

Proposed: Councillor M Turner, seconded: Cllr Reader.

**8. To receive an update from the Estates Manager on the Levelling Up Fund building progress arrangements & receive quotations for works relating to:**

- Wesley Church - ready to proceed to complete the sale. The Clerk would progress the building insurance.
- No 6 Market Street - flooring works were underway. The quotation for the new windows and fire door to meet legal requirements was approved.
- Rheola House - works to male toilet improvements was agreed.
- Provision of a Schedule/Scope of Works to include a detailed inspection with budget costs for works to the 3 buildings was discussed. Council agreed to accept the quotation from Andrew Forbes & Co Ltd.

Proposed as detailed above: Cllr R Sterry, Seconded Cllr C Brown. All in favour.

**9. To receive an update from the Estates Manager and receive any quotations for works relating to:**

- Steam Mills Pavillion - Council agreed that renovations upto £1000 to include new toilets, basins and taps could be installed with staff to undertake works. Prior to the installation of the new defibrillator external electrical work was

required and an electrician had been appointed to meet required standards. The roller door was no longer fit for purpose. A replacement gated door would be explored.

Steam Mills works as detailed with the replacement sanitary wear element to cost upto £1000 maximum was proposed by Cllr Martin, Seconded Cllr Charlton-Wright.

- Clock Tower - Schedule/Scope of Works required. Report to be obtained.
- St Annals House - radiator values were currently being investigated.
- Triangle lighting - quote from electrician requested.

**10. To receive the third maintenance schedule report & agree any additions or changes**

Report received and noted.

**11. To receive the priority plan of works**

To be updated to reflect external advice from the schedule/scope of works exercise. .

**12. To receive latest building finance figures covering tenancy rates, vacancy information & outstanding debtors**

To be discussed at the next meeting.

**13. To note the requirement for Insurance Reinstatement Valuations on properties**

The previous insurance reinstatement was undertaken in 2017. The Clerk had obtained a quotation from BCH (previous assessors). RICS recommends that an Reinstatement Cost Assessment should be reviewed annually and a full site based reassessment undertaken after six years. Committee noted a full site based re-assessment should now be conducted which the Clerk would take forward.

**14. H&S Update**

Nothing to report. The Clerk, Business Manager and new apprentice would receive H&S training on 31/01/2022 from the Worksafely Ltd.

**15. Date of next Meeting – 1 March 2022, 6.30pm** to include a visit to Wesley Church at 6pm.

**CONFIDENTIAL AGENDA**

That in accordance with the provisions of Schedule 12A of the Local Government Act 1972, the public and press be excluded during consideration of Agenda item 16.

**16. To consider a letting request.**

Council considered the confidential letting request which Council were not able to accommodate due to the levelling up fund plans. The Clerk would thank the interested party and advise of suitable premises in the area.

Signed:.....

Date:.....

