



**Estates & Finance Committee meeting  
The Council Chamber, Cinderford  
1st March 2022 at 6.30 p.m**

Councillors received a tour of The Wesley at 5.45pm to 6.20pm prior to the meeting

**Present:**

Cllr Mark Turner  
Cllr Tim Holder  
Cllr Chris Brown  
Cllr Roger Sterry  
Cllr Graham Morgan  
Cllr Di Martin

**In attendance:**

Emma Bennett (Clerk, CTC)  
Les Love (Facilities & Estates Manager, CTC)  
Ryan Morgan (Ground & Maintenance, CTC)  
Deborah Watts, CEO, Music Works (item 8 telephone attendance)

**Apologies:**

Cllr Max Coborn  
Cllr Mason Coborn  
Cllr Rachel Lewis  
Cllr Chris Witham  
Cllr Jeremy Charlton-Wright  
Cllr Sally Reader

**1. Appointment of Chair**

Cllr Martin was appointed Chair for this meeting by Councillors in attendance.

**2. To receive apologies for absence**

Recorded as above.

**3. 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 Brown declared he had a pecuniary interest in item 13 as CEO and as a paid employee of FVAF. Cllr Brown also declared FVAF were a current tenant of Rheola House. Cllr Martin and Cllr Morgan declared they had a non-pecuniary interest as they were Trustees of FVAF.

**4. 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)**

None.

**5. Chairman's Urgent Business**

None.

**6. To confirm the Minutes of the Meeting held on 25th January 2022 (copy herewith)**

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

Proposed; Cllr R Sterry, Seconded Cllr M Turner. Remaining Councillors were in favour.

**7. Matters Arising from Minutes**

<b>ACTION</b>	<b>STATUS</b>
Hearing loop options	Being explored by Estates Manager.
Steam Mills pavillion - explore replacement gated doors	Maintenance Team to investigate options
Steam Mills replacement sanitary wear to be installed	Due late March 2022.
Dilke Hospital - raise burial ground/memorial garden idea with FODDC	Raised. FODDC are undertaking a cemetery review. New Project Manager at FODDC to contact CTC re ideas.
Gate post quotation for Station Road -	Sleepers to be chased by Cllr Turner.
Car park charging points - follow up with FODDC	FODDC chosen charge point provider Electric Blue are in the process of surveying each site as part of their own feasibility assessment. Cinderford has been identified as a priority location by FoDDC. Once we hear back from Electric Blue FODDC will provide you with a further update.

**8. To consider the lease proposal, future use of 6 Market Street and receive the surveyor plan of works and make recommendations to Council**

Deborah Potts, CEO, Music Works (MW) joined the meeting. She highlighted the history of the organisation, aims and objectives, work with users, recruitment and other sites occupied. In advance of the meeting Councillors received the link <https://www.youtube.com/watch?v=EVwBQQuea2s> and an impact report. MW were looking for a Cinderford space to become the main FOD music hub, primarily for young people with access for the community. MW would invest in the building with specialist design works being undertaken. Brief details of funding was provided. Initial details around the terms were discussed noting the considerable investment MW would make to the building and town with a range of good quality events throughout the year planned.

Councillors discussed the Changing Places toilet noting existing Music Works premises contained these facilities and planned operational hours noting a phased opening would take place to build up the programme offered. Councillors discussed the Levelling Up Fund requirements noting the initial supportive advice received from FODDC. The Committee discussed social enterprises could be accommodated in Rheola House. A number of Councillors had visited the Gloucester MW site and other Councillors yet to visit were invited to attend. Councillors agreed MW would be a welcome addition to the town and would attract users from across the area. The Estates Manager would explore finances and discuss the scope of works with MW and report back to full Council.

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

- **St Annals House - thermostats & heating system**

Councillors were advised that external advice on the heating system had been provided. It was an aged system currently consisting of a 1 pipe system. Four options were provided with zoning recommended. Councillors noted there had been no investment on the building for a number of years. The Estates Manager would explore further options and advice and obtain further quotes for cost comparison purposes.

- **Rheola House, Wesley, 6 Market Street - door entry system**  
The Estates Manager advised on access control options for the buildings which would replace a physical key.  
4 companies had been contacted with only 1 contractor replying to date. Councillors would consider options for the next Council meeting.  
CCTV cameras for the church would need to be installed on Rheola House to give coverage of the G2 listed building.
- **Wesley, Rheola House & St Annals House - fire safety standards**  
External checks had been commissioned and undertaken. There was a number of works identified in the reports which were to be undertaken. The Estates Manager would cost up the works which were necessary to meet standards. The Maintenance Team were undertaking some works to reduce costs.
- **Wesley - roof storm damage repairs**  
Recent storm damage resulted in 29 welsh slate tiles being lost from the Wesley with rain water subsequently entering the building. The insurers were contacted and permission was obtained to undertake immediate repairs subject to English Heritage advice. Replacement tiles were sourced from a reclamation company and repairs undertaken by staff. The 1905 roof is not in a good state and will need replacing with new felt and guttering. The costs for the roof repair included hire of a scaffolding tower and roof tiles and staff costs. The Clerk will investigate whether to submit a claim due to the insurance excess.  
  
A scope of works for the Wesley is being undertaken. Strengthening work would be required before solar panels could be installed.
- **6 Market Street - Changing Places Toilet**  
Two quotes had been received from specialist providers. Councillors discussed the quotes and would consider them in detail. The Estates Manager would discuss options with Music Works pending the Changing Places Grant being approved.
- **Triangle - lighting and sound system**  
A new sound system and speakers had been purchased for external events and for use at Remembrance services. A small amount of funding had been received from the GCC Build Back Better Market Fund to cover new lighting and a sound system in The Triangle. The electrical installation would be undertaken this week.
- **Wesley - staging**  
A quote had been received for additional staging which can be used at The Wesley and externally at events. Artspace have provided input into staging requirements. The Estates Manager would also explore

whether the GCC Build Back Better Market Fund could cover some costs.

**10. To receive any quotes submitted by tender for solar panels for Rheola House, Wesley and 6 Market Street**

Replies to the recent tender opportunity were awaited. These would be considered at a Committee meeting on 8th March 2022 (prior to full Council).

**11. Accessibility Gloucestershire - receive update on visit**

A visit to the Wesley, Rheola House and 6 Market Street had taken place. The Estates Manager advised it was an informative visit with the full report due shortly which would feed into planned works.

**12. H&S:**

- **Appointment of Councillor to H&S Safety Champion role**

Cllr Roger Sterry would undertake the role and would work with the Estates Manager and Ground & Maintenance staff. The Clerk would draw up details of the role.

- **H&S External Advisor update - Worksafely Ltd**

The Council's External H&S advisor attended to outline responsibilities, the role of Councillors, the Council and staff was discussed. The advisory updated on works to date on procedures, Risk Assessment, COSHH and training. A brief outline of the H&S at Work Act was provided. The meeting focussed on Construction Design Management Regulations in relation to the Council buildings. The Clerk and Estates Manager had received additional training on this. Requirements in relation to works were covered and responsibilities outlined.

- **H&S performance data**

No issues to report apart from that already covered on the agenda. .

- **Asbestos reports update**

St Annals and Rheola House had been inspected and reports received. Asbestos has been found. Correct labelling had taken place and risks had been mitigated initially and tenants informed. The Estates Manager would address issues highlighted in the report. The previous Wesley report was insufficient and a further detailed report requested.

- **Legionella update**

Inspections taking place. Reporting books purchased for staff to undertake weekly testing.

- **Electrical works update**

Rheola House required new consumer units and testing to meet standards. The works were authorised by the Committee under H&S grounds. A further quote would be obtained for price comparison. .

The Wesley was being inspected on 9 and 10 March. St Annals had been inspected and a report awaited.

**13. Dockham Road - to receive an update on progression**

The CEO of FVAF updated on the NHS Covid vaccination extension. An update on staffing was provided.

**14. To receive an update from the Estates Manager on the Levelling Up Fund relating to:**

- **Wesley - recruitment of cleaner**

The role had been advertised and recruitment was on hold until June 2022. A current member of CTC staff was working additional hours to cover.

- **No 6 Market Street and Rheola House** - progressing with obtaining quotes based on Scope of Works. Councillors would be updated at each stage of the process.

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

Room 29 in Rheola House was vacant.

The outstanding debtors report was received. A solicitor had been contacted for advice relating to an outstanding debt for the Committee to consider at the next meeting.

**16. To receive the update on Insurance Reinstatement Valuations on properties**

Report received for CTC properties. There are differences between currently insured rebuild figures and the advised figures. The Clerk had forwarded the report to the insurers who would update sums insured as advised in the report. There will be a pro-rata adjustment.

**17. Date of next Meeting – 5th April 2022 at 6.00pm or earlier if agreed.**

Signed:.....

Dates:.....