



**Meeting of Cinderford Town Council
The Council Chamber, Cinderford
Tuesday 8th March 2022, 7 p.m.**

Present:

Cllr Chris Witham (Chair)
Cllr Louise Bent
Cllr Mark Turner
Cllr Mason Coborn
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)
PCSO Alex Kear
Fran Palmer & Nikki McLaine, FODDC Community Builders
0 Members of the public

Apologies:

Cllr Max Coborn
Cllr Rachel Lewis
Cllr Tim Holder
Cllr Roger Sterry
Cllr Roland Pritchard
Cllr Chris Brown

- 1. To receive apologies for absence**
Received 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**
None received.
- 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)**
The PCSO updated on work priorities and recruitment. Engagement with a local employer was taking place and the police were working with community builders. A number of positive initiatives were in place to address local issues including English Lessons for non speakers of the English language. Overall incident numbers were falling but there was a rise in drug crime and related activity. Local community information on drugs should be reported to the police. The community vehicle will continue to be used in Cinderford. The police are also in contact with St Whites School with regard to community speedwatch and they are working with CGL and P3.
- 4. Chairman's Urgent Business**
None
- 5. To confirm the Minutes of the Meeting held on Tuesday 8th February 2022 (copy herewith)**
The minutes of the 8th February 2022 meeting, having been previously circulated, were confirmed and signed as a true record.
Proposed: Cllr J Charlton-Wright, Seconded Cllr D Martin Remaining Councillors were in favour.
- 6. Matters Arising from Minutes**
The following updates were received:

ACTION	STATUS
Police Crime Commissioner - send outstanding questions directly	Clerk emailed Councillors for follow up questions.
Football issues - discuss parking issues with football managers	Complete. Managers attended meeting on 01/03/2022
Explore toilets at Miners Welfare	To investigate
Rodent issue - direct future queries to FODDC	Contacted.
Steam Mills funding agreement	Documentation signed and returned to grant provider.
Steam Mills playarea order new equipment	Ordered
FVAF lease to be drawn up	Solicitors contacted
Write to Steam Mills School	Complete
Contact Dementia Access Alliance re LUF buildings	Initial meeting arranged.
Great British Spring Clean - advise support event.	Details on Facebook.
Steam Mills 20s Plenty signs - order signs	Ordered. Being printed by GCC Highways
Ruspidge & Soudley PC to discuss VAS - Graham Morgan to update on parish discussion	VAS were obtained from the Highways from Cllr Morgan budget. There are at the road boundary. CTC will maintain going forward as R&S Parish do not have maintenance staff.
Covid Business Support Fund - question repayment request with FODDC.	Contacted FODDC awaiting reply.
Share neighbourhood watch contact details with resident	To remind.
Share a summary of police community initiatives & comms with residents (<u>not confidential information</u>)	To undertake.
To meet and consider TNL/Together for our Planet ideas & complete grant form	Grant closed.
Community Speedwatch Scheme - arrange a further session.	Additional session to be arranged now evenings are lighter. GCC Data Monitoring took place end 2021. Locations not covered by the GCC monitoring would be considered for community speedwatch locations.
Contracts for Clerk and existing staff	Reviewed by Roy Balgobin. Awaiting advice on apprentice contract. Committee to meet once apprentice contract is drawn up.
Issue statement for compliance with WCAG	CW taking forward.
To complete forms for resident road closures for jubilee	In progress. Submitting. Flyers. Posters to be displayed. 5th June 10am - 7.30pm.
Miners Field – check with FODDC re lease for planting trees in wet corner of field	Okay in principle. To contact when at stage to progress.

7. To receive an update on the Community Hospital, Statepark & Dockham Road

Cllr Turner attended the FODDC Planning Committee meeting and updated that the hospital and skatepark application were approved on 8/3/2022, The skatepark application has been recommended as an approval under delegated authority subject to no objections being raised by outstanding consultees. The FODDC report detailing the conditions is awaited. .

8. To receive an update on the Levelling Up Fund (N/A)

- a. **The Wesley** - scope of works undertaken and report awaited. A cherry picker was used to look at the roof. Further investigations required.
- b. **6 Market Street** - The Estates Manager would meet the Architect and a prospective tenant to discuss plans and works. Information from the architect, prospective tenant and finances was requested to enable Council to consider lease arrangements. Works to the vault door would be undertaken to remove the weight. Two quotes for a Changing Places facilities had been received. A local supplier had also been contacted. Gloucestershire Accessibility were also considering the three buildings for accessibility improvements. The prospective tenant had a strong need for these facilities.
- c. **Rheola House** scope of works undertaken. Report awaited.
- d. **FODDC & CTC Levelling Up Fund Funding Agreement** - the document would be circulated once received.
PROPOSED Council to approve sign off to the Clerk & Chair.

Approved Cllr D Martin, Seconded Cllr J Charlton-Wright.

9. Contracts (A)

- **To agree the fencing contractor following a recommendation by Playing Fields Committee**

PROPOSED to APPROVE appointment of Greenfields as fencing contractor for the Miners Welfare area anticipated to be at a cost of £13673.00 plus VAT
PROPOSED: Cllr Charlton-Wright, SECONDED: Cllr D Martin. AGREED: All in favour

- **To agree the car parking contractor following a recommendation by Playing Fields Committee**

PROPOSED to APPROVE appointment of Greenfields as car parking contractor for the Miners Welfare area anticipated to be at a cost of £28494.00 plus VAT
PROPOSED: Cllr D Martin, SECONDED: Cllr J Charlton-Wright, AGREED: All in favour

- **To agree the solar panel contractor following a recommendation by Estates & Playing Fields**

Information received. Two local firms to give presentations.

- **To agree the skatepark lighting contractor following a recommendation by Estates & Playing Fields**

PROPOSED to APPROVE appointment of Highlights Floodlighting Ltd as skatepark lighting contractor for the Miners Welfare area anticipated to be at a cost of £22420.00 plus VAT. This would be subject to a planning application being submitted and planning permission being granted. A design lighting scheme by the contractor would need to be provided for submission for planning.
PROPOSED: Cllr Di Martin, SECONDED: Cllr G Morgan. AGREED: All in favour

- **To agree the door entry quotations following discussion by Estates Committee**

PROPOSED to APPROVE appointment of Decibel as door security contractor for Rheola House anticipated to be at a cost of £1106.40 plus VAT. The quotations for the other properties would be taken forward at a later date.
PROPOSED: Cllr J Charlton-Wright, SECONDED: Cllr S Reader. AGREED: All in favour

- **To agree the skatepark path contractor following a recommendation by Estates & Playing Fields**

PROPOSED to APPROVE appointment of Greenfields as skatepark path contractor at a cost of £9830.00 plus VAT with the additional smooth surface for the skateboarders at an additional cost of £4920.00 plus VAT.
PROPOSED: Cllr D Martin, SECONDED: Cllr J Charlton-Wright. AGREED: All in favour

10. Climate Action (N/D) - to receive the Climate Action Update & Local Leaders for Climate Action' Event

Cllr Reader would share the organisers report from the Local Leaders event. The next CTC Climate Action meeting would be 31/03/2022. .

11. To discuss how the Town Council can positively engage with the community and improve overall community cohesion (D) including update on planned English classes (D)

Following the resignation of Cllr Lynn Sterry a new Councillor was to be appointed to attend the multi agency meetings. Cllr D Martin, Cllr J Charlton-Wright and Cllr C Witham would attend. Feedback from the last meeting was provided.

The FODDC Community Wellbeing Team staff were welcomed and updated on their role and work with a range of organisations. The positive work of service organisations were highlighted and information on the new English as a Foreign Language course which would improve communication and opportunities to access services was provided. There were currently 19 residents signed up to the course and a waiting list would be opened if necessary. Flyers had been translated and local schools and employers had assisted with advertising. Providing support to enable access to doctors, Covid vaccinations, general health services and information was vital. Residents and Councillors were encouraged to become buddies for practising English skills. Councillors thanked attendees for the positive development. The Council would share information on the scheme when provided. The use of resources and the collaborative approach was welcomed. The Council were thanked for providing the use of a community building. Dean Radio could potentially also offer additional support including a radio programme. A world cafe session was also discussed.

12. GCC - Various Road Closures (N)

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/>

13. Correspondence (D)::

a. **Resignation of former Councillor Lynn Sterry**

The Democratic Services Team at FODDC had been contacted and the notice of vacancy was awaited. The Chair thanked former Cllr L Sterry for her length of service to the Town.

b. **Cinderford Town Centre footfall & audit report November/December 2021**

The FODDC report represents the town's performance for the period June 2020 to July 2021. For some of this time the Town was placed under full and partial national lockdowns which commenced in March 2020 and ended in July 2021. The report was noted.

c. **Bystander training opportunities**

Council received details of the Bystander training. The trainer can deliver free face to face sessions covering definitions of Equality, Diversity and Inclusion, Equality Act and protected Characteristics and what Hate Incidents and Crime are, impacts, personal responsibility, reporting and taking appropriate action. Councillors agreed this training would be beneficial and could be opened up to staff. Cllr Martin would take this forward.

d. **Outreach youth work in the Triangle**

FVAF wished to undertake delivery of detached/outreach youth work and wished to run a handful of 'pop up hot chocolate' sessions in the Triangle to help youth workers build a rapport with the young people who are already out and to encourage engagement with youth workers. Council supported this new approach. .

e. **FODDC Strategic Housing and Economic Land Availability Assessment (SHELAA 2022)**

FODDC had written to all parish and town councils asking what land may be available for development. Any site proposed must have the support of the landowner(s). One site suggested was the former GIS site. This was required to be explored with the landowner before putting forward to FODDC.

f. **GCC Freehold sale of car park off Woodside Street brochure**

Council noted that Gloucestershire County Council have now offered for sale the Freehold interest of the car park area off Woodside Street, Cinderford.

g. **To agree a donation to Artspace for the Family Fun Day for aerial and circus act contribution**

CTC are holding a Family Fun Day on 9th April. Artspace could offer a drop in general circus skills workshop and an aerial workshop and display at a cost of £300.00. Council agreed this would be a fantastic activity at the event.

Proposed: Cllr J Charlton-Wright, Seconded Cllr Mason Coborn. All in agreement.

h. **Wild Towns Map Group Questionnaire response**

A joint initiative between GWT and ERDF had resulted in Cinderford shortly receiving a wildlife walking map. Cllr Reader will join the working group to take the walking map forward. Cllr D Martin updated on the Wild Towns Meeting on 7/3/2022 which she attended.

i. **To agree a donation to Pride in Gloucestershire for the Cinderford event**

Council received the grant application form for the Cinderford Pride in the Forest event taking place in the Triangle on 17th July 2022. It will be a free open access event on a Sunday afternoon and would use local businesses. Councillor agreed a grant at £750.00

Proposed: Cllr D Martin, Seconded Cllr Mason Coborn. .

14. Reports/Minutes:

a) **Written update from County Councillor** - Cllr Martin provided a report covering the Community Safety Partnership, Planning Policy Portfolio, Committee Meetings, Training, Northern Quarter Enquiry and attendance at meetings.

b) **Written update from District Councillor** - Cllr Morgan updated on the GCC budget.

c) **Committee Updates** - Minutes of 1st March 2022 Playing Fields and Estates Meeting were received.

15. 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:

February 2022 (since last meeting) - £21188.95

March 2022 CTC - £25043.59

March 2022 BVC - £8428.86

Payroll March 2022 - £15863.99

Proposed: Cllr M Turner, Seconded Cllr C Witham. All in favour.

b) To update on progress with moving to internet banking

The upgrade to full powers has now been undertaken. A further form needs to be completed to enable online payments.

c) To receive the Internal Control Checklist

Cllr Holder signed off the latest Internal Control Checklist report and a copy was provided to Council.

d) To receive the latest financial reports

The latest financial reports were received and noted.

e) Review of the Asset Register

The Clerk provided a copy of the Asset Register which had been updated to reflect the purchase of The Wesley and IT equipment.

f) Review of Procedures for Payment Authorisation

The Clerk confirmed procedures followed the Financial Regulations and this was reviewed by the Internal Controller.

g) To agree annual membership of GAPTC

Councillors approved the GAPTC annual subscription for 1 April 2022 to 31 March 2023 at a cost of £2036.77 which included a qualified Clerk discount. GAPTC provided support and guidance and offered a valuable service.

Proposed Cllr D Martin, Seconded Cllr S Reader. All in agreement.

16. Documentation/Policies (A/D):

- Co-option policy - draft policy. Subject to a minor change the Policy was approved.
- Committee Terms of Reference & delegated authority to spend - approved with Committee expenditure capped at £1,000.00 excluding VAT. Any amounts over this would be referred to Council.

17. Planning Applications

The FODDC Site Inspection Panel had met on 01.03.2022 to review four Cinderford areas.

Council considered the following applications and supported with no objections:

- P0174/22/FUL - 10A Bilson Cinderford Gloucestershire GL14 2LJ
- P1927/21/FUL - 6 Steam Mills Road Cinderford GL14 3HY
- P0268/22/FUL Winner Garage Forest Vale Road Cinderford Gloucestershire GL14 2PH

18. Date of next Meetings (N):

- Events Meeting - Tuesday 15th March 2022, 6.30pm
- Council Meeting – Tuesday 14th April 2022, 7pm
- Estates/BVC/Finance/Market Street Committee - Tuesday 5 April 2022, 6.30pm
- Playing Fields Committee - TBC
- Climate Working Group - 31 March 2022, 6.30pm

Signed:.....

Date:.....