



**Minutes of the Estates & Finance Committee meeting  
The Council Chamber, Cinderford  
1st June 2022, 7 p.m.**

Present:  
C Witham  
M Turner  
T Holder  
G Morgan  
D Martin  
N Taylor  
R Sterry  
R Morgan (Ground Maintenance Team)  
L Love (Estates Manager)  
E Bennett (Clerk)

Apologies:  
None received

- 1. To receive apologies for absence**  
None received.
- 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 Morgan and Cllr Martin declared a non-pecuniary interest as Trustees of FVAF. Cllr Morgan declared he was also a Trustee of Candi.
- 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).**  
None.
- 4. Chairman's Urgent Business**  
**Website Healthcheck by GAPTC** - The Committee agreed to GAPTC undertaking a review and providing a written report at a cost of £65.00. Proposed Cllr G Morgan, Seconded Cllr M Turner. All in favour.
- 5. To confirm the Minutes of the Meeting held on 5th April 2022 (copy herewith)**  
The minutes of the meeting, having been circulated, were confirmed and signed as an accurate record.  
Proposed: Cllr M Turner, Seconded Cllr R Sterry. All Councillors were in favour.
- 6. Matters Arising from Minutes**  
**Survey of Freedom Leisure** - contact made. Date for visit to be agreed.  
**Lease Music Works** - received and provided first draft.

**Accessibility Gloucestershire** - reports received.

**7. To receive and consider grant requests**

Council received grant applications and agreed the following:

- **Hard of Hearing** - The Committee agreed a grant of £150 for activities. Proposed Cllr R Sterry, Seconded Cllr M Turner. All in agreement.
- **UoG Bilson Mission** - The majority agreed a grant of £500 for research and production of a booklet on the history of Bilson Mission. Proposed Cllr M Turner, Seconded Cllr D Martin. Cllr Sterry was against. Remaining Councillors were in favour.
- **1st Cinderford Scout Group** - The Committee agreed a grant of £500 for the bore proof fencing contribution. Proposed Cllr R Sterry, Seconded Cllr T Holder. All in agreement. The Scouts would be recommended to apply to FOD Youth Association for other grant opportunities.
- **CANDI** - The Committee agreed a grant of £1000 to cover running costs due to end of a temporary contract. Proposed Cllr R Sterry and Seconded Cllr D Martin. All in agreement. .

The Clerk would provide an update to the next Council meeting and update grant providers.

**8. To receive and note the PWLB Audit Statement dated 31/03/2022**

Statement received. The balance for 6 Market Street was noted.

**9. To receive quotes for The Wesley following the roof tender on gov.uk and recommend a contractor to Council**

4 tenders had been received following advertising on gov.uk tender portal. Some companies who expressed initial interest then declined to quote due to the size of the works. The Estates Manager took the Committee through the details of the 4 quotes. After a detailed discussion the Committee agreed to recommend the appointment of Central Roofing who were based 25.4miles away and had submitted the most comprehensive quote which had considered road closures, traffic management and asbestos management and the need to manage impact on rugby access. It was noted that it was proposed to keep The Wesley open during works to minimise impact. The approved contractor would work with the solar panel installers.

Proposed to recommend Central Roofing for full Council approval. Proposed Cllr D Martin, Seconded Cllr T Holder. All in favour. .

**10. To instruct an architect for The Wesley roof/solar panels**

The Estates Manager advised that 3 local architects had been contacted and only one reply had been received from a company who had experience with listed buildings. The Committee approved the appointment of FDH Architects Ltd. The information was previously reviewed by FODDC Planning and they had advised CTC were taking a sensible approach to the roof repairs & solar.

Proposed appointment of FDH Architects Ltd by Cllr D Martin, Seconded Cllr R Sterry. All in favour.

**11. To receive Greenfields quotation for consideration for landscaping for 6 Market Street, Rheola House & The Wesley**

The Committee received the landscape quote following an initial meeting to discuss design, accessibility and works. Issues at 6 Market Street were discussed noting that Music Works wished to work with the Council on a performance space for music and buskin type activities to include a winding handle awning. It was noted that the price of building materials was increasing

daily. The Committee preferred the sandstone flooring to minimise ongoing maintenance. The Estates Manager would confirm costs with Greenfields. Proposed Cllr C Witham, Seconded Cllr G Morgan. All in agreement.

**12. To receive and consider leases for FVAF and Music Works and update on meetings with potential tenants**

The solicitors had provided the first draft of the lease which had been provided to Music Works for consideration. A meeting with FODDC Building Control had been requested to discuss sound proofing, studios and ramp accessibility. Events were planned to be run by Music Works. A refreshment station would be installed rather than a full kitchen to benefit local businesses. CTC were awaiting comments from Music Works to progress works.

The draft lease for FVAF was awaited from the solicitors.

**13. To receive the quotation for 6 Market Street for shell completion**

The Committee received an initial quotation and noted the works and costs. broken into sections. Further quotes would be obtained.

The Changing Rooms quote was to be received.

**14. To receive Dockham Road scope of works and agree works prior to handover**

Detailed report received. Meeting scheduled for 15th June with NHS Property Services to discuss obligations before 30th June. CTC would issue a lease to FVAF who would sublet part of the property. Meetings with FVAF to discuss the handover would take place. It has been confirmed that generators have been removed. Some works would need to be undertaken by CTC and an undertaking to ensure our responsibilities are met would be in place. .

**15. To receive the electrical quotations**

Two quotes received for electrical work in St Annal's House. A lack of previous maintenance on the building was noted. Council considered two quotations and agreed on the quotation of Dan Adams based on price and timeframe. The work was requested to be completed asap due to the recent electrical fire. It was confirmed that the used fire extinguisher had been replaced.

Proposed appointment of Dan Adams Electrical by Cllr D Martin & Seconded Cllr N Taylor.

**16. To receive the maintenance teams 6 monthly Health & Safety reports**

The latest reports using the standard Health & Safety Executive form were received and noted. Issues raised were noted and would be addressed going forward.

Proposed acceptance of reports Cllr D Martin, Seconded Cllr G Morgan. All in favour.

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

The Estates Manager confirmed that The Wesley signage was being progressed. A meeting with an IT company to review internal systems had taken place. Cllr Witham & Cllr Turner would create the initial document mapping the network and assist answering questions. It was hoped to link buildings and cameras to the Wesley. Staging Cllr Turner would follow up with contact. It was confirmed the new Lighting in the Triangle was in place. Staff were thanked for work undertaken at Steam Mills noting the users were happy with the upgrades. Drainage works in

the area were required. Vandalism at Steam Mills was discussed which included damage to taps and defibrillator. The local school and football team would be contacted and installation of a camera considered to cover the new play area and pavilion. .

**18. H&S:**

- **To note fire evacuation on 24/05/2022** - evacuations took place at St Annals House & Rheola House. Next evacuation was planned for 6 months.
- **H&S Safety Champion update (R Sterry)** - walk around with Estates Manager to take place.
- **H&S data** - 1 further minor incident since last meeting
- **Asbestos reports, Legionella, Electrical works, Fire safety standards, Emergency Lighting, PAT testing, Fire extinguishers Co2 & Water** - up to date.

**19. To receive an update from the Estates Manager on the Levelling Up Fund meetings**

5 visitors from FODDC LUF and Government Officials had visited the 3 buildings to see work being undertaken and planned. Community engagement was also discussed. Routine reporting to FODDC in place.

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

CTC's solicitor had contacted a debtor. Payments are now regular and correct repayment amount is now being paid. The debt is now starting to reduce.

**21. To receive an update on Changing Places facilities at Rheola House & 6 Market Street**

The Estates Manager advised that a Government Changing Places Support Officer was in place. The Council had to submit drawings and expenditure details for approval. The Council's preferred supplier was happy to undertake drawing subject to a letter being issued confirming. The facilities would be on a supply only basis with a local fitter being used. Structural work will be required.

The Estates Manager confirmed work with Dementia Awareness and Accessible Gloucestershire was ongoing.

**22. Date of next Meeting – 29th June 2022 at 6.30pm**

The Maintenance Team advised that a small vehicle to fit a strimmer/mower was required to enable staff to split up and allow greater flexibility during the day. Options for purchasing and leasing would be explored and discussed at the next Council meeting.

**Signed:**.....

**Date:**.....