



**Minutes of the Cinderford Town Council meeting
The Council Chamber, Cinderford
Tuesday 14th June 2022, 7 p.m.**

Present:

Cllr Chris Witham (Chair)
Cllr Lousie Bent
Cllr Roger Sterry
Cllr Nigel Taylor
Cllr Graham Morgan
Cllr Di Martin
Cllr Sally Reader

In attendance:

Emma Bennett (Clerk, CTC)
Les Love (Facilities & Estates Manager, CTC)
Jeremy, P3 representative
Khady Gueye, Local Equality Collective
Eleni Eldridge-Tull, Local Equality Collective
6 Members of the public

Apologies:

Cllr Max Coborn
Cllr Mason Coborn
Cllr Mark Turner
Cllr Tim Holder
Cllr Jeremy Charlton-Wright
Cllr Chris Brown
Cllr Roland Pritchard

- 1. Appointment of Co-opted Councillor and completion of Declaration of Acceptance of Office**
A casual vacancy had occurred following the resignation of Rachel Lewis. A formal notice of vacancy had been advertised and the required notice displayed. FODDC had advised that the seat could be filled by co-option. One candidate had applied. It was RESOLVED that Mr Anthony Davies be co-opted.

The Clerk would arrange for Cllr Davies to complete his Declaration of Office form and the Clerk would arrange training.

Proposed Cllr G Morgan Seconded Cllr C Witham. All in favour.
- 2. To receive apologies for absence**
Apologies for absence were received and accepted 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.**
Bilson Mission - Cllr C Witham and Cllr D Martin declared their roles as trustees of The PCC of St Stephen's Cinderford who are the owner of Bilson Mission. Mens Sheds, a local community group, were exploring options with St Stephen's and the Town Council were not involved in the project.
- 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).**

 - P3** - The P3 representative updated on their work and services offered. P3 wished to purchase accommodation in Cinderford in addition to Acorn House to accommodate people's needs and outlined help available. A resident and landlord raised concerns about a potential flat purchase. Councillors discussed concerns and the need for services. Two letters had been

received. The P3 representative agreed to attend a future meeting and to answer questions from the public and Council.

- **Head of SGS Forest High School** - would attend the July meeting and give a presentation.
- **Recycle Centre, Dockham Road** - a resident highlighted issues which included excess waste and rodents. Improvements to the area were needed. Councillors thought the landowner was FODDC. Cllr Martin would highlight the issue at the next Community Safety Partnership meeting. The Clerk would inquire whether the Street Wardens, Biffa & Tesco could meet to discuss issues, installation of barriers and security cameras. Issues with accessing recycling centres and charges were discussed. .

5. Chairman's Urgent Business

Cindyfest - Cllr Turner had requested on behalf of the Cindyfest organising committee whether the budget could be increased by £500 due to rising costs. Councillors noted costs associated with running the event.

Proposed Cllr Reader, Seconded Cllr Charlton-Wright seconded. All in favour of increasing the budget by £500.

Christmas Lights - the Clerk advised on contact made with 4 potential suppliers. Quotes had been received from 3 suppliers which also included rental and purchase options. Millenium Quest had stock of ex rental equipment of 3 year old hire lights and the catalogue and item prices were circulated. Based on costs it was proposed purchasing Millenium Quest's ex-hire items by Cllr Martin, seconded by Cllr R Sterry to ensure value for money. All in favour.

6. To confirm the Minutes of the Meeting held on Tuesday 10th May 2022 (copy herewith)

The minutes of the 10th May 2022 meeting, having been previously circulated, were confirmed and signed as a true record.

Proposed: Cllr D Martin, Seconded Cllr S Reader. Remaining Councillors were in favour.

7. Matters Arising from Minutes

The following was discussed:

ACTION	STATUS
Rural Market Towns Report	JCW still to review report and update at next meeting
Newsletter - final articles to be submitted by 13/05/2022	Newsletter had been sent to print.
GM to visit Lloyds Bank re online banking access	Visited. Form to be signed by Cllrs.
Climate Action update - develop community garden proposal, review land ownership, hold Playing Fields meeting	Playing Fields Meeting to be held once proposal is developed. Proposal for low fence for bore and safety. Prompt. Planters are in.
FVAF lease to be drawn up	Meeting held 13/06/2022 with solicitors. First draft awaited.
Community Speedwatch Scheme - arrange a further session.	Contact made. Awaiting dates. Form to be completed by JCW.
Issue statement for compliance with WCAG	CW attending online session on compliance. External website review being undertaken by GAPTC.

The following items were closed:

Cllr Taylor training	Training undertaken
Declaration of Acceptance of Office	Form submitted to Monitoring Officer
Meendhurst Road meeting - arrange meeting	Meeting held.
Bilson Mission - meeting arranged between Church, CTC and interested party	Meeting held and being explored by Mens Sheds.
Woodside Street Car park	Planters moved

8. To receive a presentation from the Local Equality Collective (LEC)

Staff from the LEC gave a presentation. The history and role of the organisation and involvement in key projects to date was noted. Issues, how to create community cohesion, celebrate culture and run events were discussed and how CTC can offer support. Councillors commented on the positive celebration of culture and community event held in June and welcomed joint working.

9. To receive the police update

The police had planned to attend the meeting but were dealing with an incident and would arrive if time permitted.

10. To receive the Climate Action Update

Following the GCC sale of Woodside Street the planters had been relocated. The Community Grows organisation were looking to undertake planting, install low fencing and hold an open volunteer day. Land at Steam Mills was being considered as a site for a community orchard.

Solar panels were shortly due to be installed on Rheola House. An architect was working up plans for installing solar panels onto The Wesley. Western Power has increased electricity to the buildings. A number of volunteers were helping with planting in the town.

11. To receive an update on the Bilson Mission Building

Cllr Turner had previously attended a meeting between the Mens Shed representatives and St Stephens Church regarding the building. Mens Shed have visited the building as they are looking for a new location to operate from. Discussions were positive and it was hoped to save the building.

12. To receive an update on Estates/Levelling Up Fund (N/A)

- a. **The Wesley** - architects instructed for planning permission for the G2 listed building. It was noted that all repairs need to be appropriate and use correct materials.
- b. **6 Market Street & update on potential tenant discussions** - draft lease being considered by Music Works. A meeting with FODDC Building Control to discuss some areas was planned.
- c. **Rheola House** - some initial quotes for works received. Discussions with the solar panel provider was taking place. .
- d. **To appoint the roofing contractor for The Wesley following Estates Committee recommendation**
4 tenders had been received following advertising on gov.uk tender portal. Following consideration by the Estates Committee it was recommended to Council to appoint Central Roofing based on submission of the most comprehensive quote which had considered road closures, traffic management, asbestos management and the need to manage rugby club access. The Wesley would remain open during works to minimise impact. The approved contractor would work with the architect and solar panel installers.
Cllr R Sterry proposed the appointment of Central Roofing and this was Seconded by Cllr D Martin. All in favour.
- e. **To appoint the electrical contractor for St Annals House following Estates Committee recommendation**
Two quotes had been received for electrical work in St Annal's House and these were considered by the Estates Committee. The Committee recommended the appointment of Dan Adams based on price and timeframe. The work was requested to be completed asap due to the recent electrical fire.
Proposed appointment of Dan Adams Electrical by Cllr D Martin, Seconded by Cllr R Sterry, All in favour.
Additional improvements were being explored to increase hiring capacity..
- f. **Resignation of Estates & Events Manager** - a copy of the resignation letter was provided. The Chair of the Personnel Committee was in contact with Archus regarding the role prior to re-advertising and the job description would be reviewed following advice from Archus.

13. To receive an update on the Community Hospital, Statepark & Dockham Road & application registration letter

Community Hospital - works on cut and fill progressing and planning for a start on construction works.

Skatepark - due to the additional works regarding the drainage pre-conditions Mavericks are keeping Cinderford as a moving target as the next build in their programme. Their current project is due to complete at the end of August. Hopefully by this time all outstanding planning conditions will be dealt with. Arcus have recommended submitting the drainage information to the planners to now get sign off. Greenfields are yet to advise on additional costs. Archus will complete and submit the forms and issue the drainage information to FODDC. There will be a condition discharge cost.

Skatepark lighting - application has been submitted to FODDC. Initial registration letter received.

Dockham Road - remote meeting with Property Services to discuss building handover planned. A meeting with FVAF, CTC and solicitors to discuss the lease has taken place. The draft lease was awaited. The latest advice was there is no transfer of undertaking and TUPE did not apply. The transfer completion date remains as 30th June 2022.

14. To discuss the FODDC Shared Prosperity Fund & receive an update on the May meeting

Cllr Morgan and Cllr Holder attended the recent FODDC meeting to receive information on the fund and FODDC's application to include a Cinderford project in the Northern Quarter.

CTC can submit an application for revenue funding to support a variety of activities. An Expression of Interest would be submitted. Cllr Reader would progress a meeting with the community grows group to identify their needs.

15. To discuss new van vehicle for maintenance team

The need for an additional vehicle to increase staff mobility was required. Vehicle options were discussed regarding leasing, deposit and purchase. The van would need to carry materials and garden machinery. Cllr Witham and the Maintenance Team would explore options, indicative costs and investigate finance terms. Issues with the current truck were also highlighted.

Proposed to lease an additional vehicle at £4k per annum. Proposed Cllr Charlton-Wright, Seconded Cllr Sterry.

16. Correspondence (D):

- a. **FODDC Review of Polling Districts, Places and Stations** - For registering voters and managing elections Forest of Dean District Council is divided into polling districts. A polling place is designated for each polling district with a 5 year review required. For information and to comment see <https://fdean.gov.uk/about-the-council/elections-and-voting/polling-districts-and-places/>
- b. **FODDC Rebate new scheme** - Details of the scheme to provide financial support to those in need who were not eligible for the recent £150 council tax rebate is available at <https://news.fdean.gov.uk/news/forest-of-dean-district-council-opens-new-scheme-to-help-those-not-supported-by-the-government-gbp-150-rebate>
- c. **FODDC Alcohol exclusion zones** - FOD District had PSPO placed upon them where alcohol could be seized from individuals if they were acting in an anti-social manner. PSPOs expire after 3 years and are no longer valid. The Community Safety Lead is after thoughts on reintroducing these orders. CTC supported this and the Clerk had informed FODDC.
- d. **FODDC Biosphere Reserve consultation** - details are available at <https://news.fdean.gov.uk/news/council-progresses-forest-of-dean-biosphere-reserve-consultation-after-90-percent-of-residents-found-to-support-the-main-aims-of-biospheres>
- e. **FODDC Character capture** - residents can share their views on what they believe makes the area such a great place to live, helping to shape the Forest of Dean Residential Design Guide see <https://news.fdean.gov.uk/news/residents-invited-to-help-council-capture-the-character-of-the-forest>
- f. **FODDC Shared Prosperity Fund & FODDC Town Centre Manager Proposal** - fund discussed at item 14 above. FoDDC are exploring a full-time Town Centre Manager with the contract being funded 50% by SPF with the remaining cost to be split equally across the 4 towns. Council discussed the limited information but agreed to initially support the role creation subject to detailed information around role and costs being provided. .
- g. **Ash dieback project replanting scheme** - details of the GCC scheme were noted. A request must be submitted by 31/07/2022. Cllr Reader would take this forward.
- h. **Stockwell Green** - GCC temporary road closure for Stockwell Green from 1/9/22/ to 13/9/22 to allow gas service connection. Emergency and pedestrian access will be maintained.
- i. **Community Speedwatch & roadsafety fund** - details of the scheme were noted. CTC have an opportunity to submit a bid for some funding towards a variety of resources. Cllr Charlton-Wright would take the application forward. Cllr Morgan highlighted 20mph signs had been received and are due to be installed. .
- j. **Introduction from Place Studio** - see item 16e above.
- k. **Residential Design Guide Consultation & Poster** - see item 16e above.
- l. **Signed Intend to Notice** - the temporary closures and restrictions on roads were received for Q2 & Q3.
- m. **P3 - Commercial Street** - two written communications received regarding the potential sale of one self contained flat to P3 Housing Company had been received and the contents noted.

17. Reports/Minutes

- a) **Written update from County Councillor** - report received.
- b) **Written update from District Councillor** - report received.
- c) **Committee Updates** - Estates minutes 1st June 2022 & Events minutes 26th March 2022 received.

- d) **Meeting with Kompan** - works to the play areas will take place at Steam Mills starting 20th June for 3 weeks. Works to the Latimer Road play area are estimated to start 4th July for 2/3 weeks. Steam Mills School and Forest View School have today been advised of the work dates.

18. Finance

- 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:
May/June 2022 - £42248.83
Payroll May 2022 - £10087.32
Proposed: Cllr D Martin, Seconded Cllr J Charlton-Wright. All in favour
- b) **To receive the Internal Control Checklist** - copies of the March and April 2022 reports were provided following checking by Cllr Holder.
- c) **To receive the latest financial reports** - a copy of the bank statement was provided.
- d) **To receive and note the insurance renewal for 2022/23** - the insurance brokers had provided the formal quotation. Council agreed the insurance at a cost of £19,447.31 including ipt and admin fee of £ 25.00 per policy with Aviva.
Proposed: Cllr D Martin, Seconded Cllr L Bent. All in favour.
- e) **To receive the grant requests and note any recommendations by Finance Committee**
The following had been recommended:
- Hard of Hearing - £150 for activities.
 - UoG Bilson Mission - £500 for research and production of a booklet on the history of Bilson Mission.
 - 1st Cinderford Scout Group - £500 for the bore proof fencing contribution.
 - CANDI - £1000 to cover running costs due to end of a temporary contract.
- The Clerk would arrange payment as detailed.
- f) **To complete the Annual Governance Statement 2021/22 (section 1)**
The Council completed the statement and the Chairman and the Clerk signed the Annual Governance Statement for the year ended 31 March 2022
- g) **To adopt the Accounts and compete the Account Statements for 2020/21 (section 2)**
The Council adopted the accounts for the year ended 31 March 2022.
- h) **To note the announcement of Period of Exercise of Public Rights** - the dates set for the period for the exercise of public rights are Monday 20th June 2022 to Friday 29th July 2022.
Proposed items 18f to 18h by Cllr J Charlton-Wright and Seconded by Cllr R Sterry.

19. Highways Matters

- Parking in front of dropped kerbs - feedback from residents had highlighted difficulties for wheelchair users, pushchairs and mobility scooters regarding safety and accessibility. Cllr Reader would explore a stencil design, work with local groups and contact Highways for approval.
- Belle Vue Road condition - works are planned to address the sinking and resurfacing were planned 23/6/2022 to 4/7/2022.

GCC - Various Road Closures (N) including

- Buckshaft Road - This road will be closed from 15/8/22 to 26/8/22 to allow junction improvements for the Developer.
- Stockwell Green - This road will be closed from 1/9/22/ to 13/9/22 to allow gas service connection for Wales and West Utilities
- Dockham Road - The planned start and end dates are 15/06/22 to 21/6/22.

20. Planning Applications

Councillors discussed the planning applications:

Proposed Superstore (Tesco) Dockham Road Cinderford Gloucestershire GL14 2AQ
Ref. No: P0615/22/ADV & P0614/22/ADV
Support.

Land To The Rear Of 33 St Whites Road Cinderford Gloucestershire GL14 3DD
Ref. No: P0516/22/FUL
No objections from Council.

St Anthony's School 93 Belle Vue Road Cinderford Gloucestershire GL14 2AA
Ref. No P0049/22/DISCON
No comments on discharge of conditions from CTC.

Railway Tavern Station Street Cinderford Gloucestershire GL14 2LG

Ref. No. P0469/22/FUL
Support.

Wiinner Garage Forest Vale Road Cinderford Gloucestershire GL14 2PH
Ref. F/22/00267/PRMA
More information requested to enable CTC to comment, No documents attached to application.

21. Policies

Council approved the Anti-Bullying & Harassment Policy.
Proposed Cllr D Martin, Seconded Cllr S Reader. All in favour.

22. Date of next Meetings

- Council Meeting - 12th July 2022
- Events Meeting - TBC
- Estates/BVC/Finance/Market Street Committee - TBC
- Playing Fields Committee - TBC

Signed:.....

Date:.....