



**Minutes of the Cinderford Town Council Meeting  
The Council Chamber, Cinderford  
Tuesday 14th February 2023, 7pm**

**Present:**

Cllr Chris Witham  
Cllr Di Martin  
Cllr Graham Morgan (late arrival)  
Cllr Nigel Taylor  
Cllr Mark Turner  
Cllr Jeremy Charlton-Wright  
Cllr Tim Holder  
Cllr Louise Bent  
Cllr Roger Sterry  
Cllr Sally Reader  
Cllr Roland Pritchard

**In attendance:**

Emma Bennett, Clerk  
Alethea Bumpstead, Youth Association Manager, Forest Voluntary Action Forum  
Beth Wilson, River Restoration Officer, Severn Vale  
Rob Olins, Canopy Chair  
Sara Rickard, Canopy  
0 Members of the public

**Apologies received:**

Cllr Max Coborn  
Cllr Chris Brown  
Cllr Anthony Davies  
Les Love (Estates Manager)

**Absent:**

Cllr Mason Coborn

- 1) **To receive apologies for absence**  
Apologies for absence were received, noted and accepted as detailed 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 15(c) Dockham Road - Cllr D Martin declared a non pecuniary interest as Trustee of FVAF.
- 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**  
None.
- 5) **To confirm the Minutes of the Meeting held on Tuesday 25th January 2023**

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

Proposed Cllr Charlton-Wright, Seconded Cllr D Martin All in favour.

**6) Matters Arising from Minutes**

Items are covered under the agenda.

**7) To receive the Police Update**

The written report was received. Council noted the figures and proactive work being undertaken. Council discussed a lack of attendance at meetings which the Clerk would follow up on. Speedwatch checks would take place.

**8) To receive a presentation from Canopy and written correspondence**

Council received a presentation on Canopy and its plans to highlight creativity and culture within the Forest. Canopy requested a letter of support from CTC which the Chair and Clerk would progress. A BBC Radio 4 'Ramblings' Programme made in the Forest will be broadcast on 2.3.2023 (3pm) and 4.3.2023 (6pm).

**9) To discuss Youth Council/Forum with a representative from FVAF**

Funding had been obtained to create a new Youth Forum and details were provided. CTC agreed to support the Youth Forum initiative.

**10) To receive an update on the Levelling Up Fund**

Council received a written report covering::

- The Wesley roof works and solar PV update.
- 6 Market Street - Full planning permission granted for change of use. Building work has started.
- Rheola House - remainder of external works will be in the Spring. Replacement windows fitted where necessary. Solar PV is operational. The new entry door system is due to be fitted. Quotes for internal works being obtained. Plans for the current training room redesign were being sought. .

**11) To agree Councillors to work on the Emergency Plan and attend the GRCC session**

Councillors Morgan, Charlton-Wright, Sterry and Reader would attend the Community Resilience Planning workshop on 28.02.2023.

**12) Climate Action (N/D) - to receive the Climate Action Update**

- Written report received and noted.
- GCC Transport Emission Survey - Cllr Reader would submit a Council response. The public engagement runs to 28.02.23. Residents can respond at: [www.gloucestershire.gov.uk/planning-and-environment/climate-change/greener-gloucestershire-climate-dashboard/transport/journey-to-net-zero/](http://www.gloucestershire.gov.uk/planning-and-environment/climate-change/greener-gloucestershire-climate-dashboard/transport/journey-to-net-zero/)
- GCC Highways would be contacted regarding wildflower seed planting.

**13) Correspondence (D)**

**a) To receive the Gloucestershire Wildlife Trust Raingarden designs and request for ideas**


Initial designs and the delivery schedule for the Triangle included a rain garden planter and a de-pave area by GWT were received. Cllr Reader will follow up on joint messaging between the GWT and Cinderford Brook projects. The community noticeboard in the area was discussed..

**b) To note the work to tackle arson in Cinderford**

Council noted the FODDC information. Data on station call outs would be obtained. Council discussed the work of community groups, safety and fencing issues noting land contamination clean up costs are a barrier to redevelopment. .

**c) To discuss the Bilson Mission Bell**

The old Bilson School Bell is currently held at St Stephen's. Prior to this the Bell was in the safekeeping of CTC. A number of options regarding the Bell's new location



were considered. Council agreed it would be returned to CTC and displayed inside St Annal's House.

**d) To receive information/presentation on the Cinderford Brook project**

Council received a presentation from the River Restoration Officer which covered improving ecological resilience to flows focussing on three areas. The project plans, site issues, solutions and timeline were discussed. CTC's Flood Warden, had visited on site to discuss the project and provide local knowledge. Joint messaging with GWT around the Cinderford Brook was discussed.

A Councillor enquired whether a visit to the wetland area by Linear Park could be arranged. The national Save Britain's River Campaign on pollution was discussed. Council agreed that information on the project could be a newsletter topic.

**e) To note FODDC decision to permanently close the public toilets in Heywood Road car park**

FODDC had advised there was persistent and continuing anti-social behaviour in and around the toilets. The lack of consultation was discussed. CTC staff were aware a review was taking place. District Councillors would identify if the decision was FODDC policy or an Officer decision. It was agreed the officer leading the review could attend a CTC meeting to discuss the issues and running costs. A letter would be sent to FODDC Council objecting to the closure if the relevant officer was unable to attend.

**f) To receive information on the FODDC planning application process update regarding the the local environment and biodiversity**

Details of the process was received. The updated validation checklists can be found at <https://www.fdean.gov.uk/validationchecklists>

**g) To receive the Strategic Housing and Economic Land Availability Assessment (SHELAA 2023) - Call for Sites**

FODDC are calling for sites that could potentially accommodate future housing and employment. Interested parties, landowners, and developers can suggest suitable sites at <https://www.fdean.gov.uk/shlaa>

Existing brownfield sites have already been raised and are already included as potential sites. .

**h) To note resident correspondence on historic buildings and consider how to preserve with community support**

Council discussed feedback on saving Cinderford's historic buildings from property developments. CTC had saved a number of buildings already (Rheola House, St Annals House, The Wesley & 6 Market Street) including GII listed properties. The Bilson Mission building had been explored for saving by CTC and also a number of other community organisations. Due to the extensive work and costs involved this was not possible to save. Council discussed the GII Cinderford Methodist Church which CTC purchased in 2022 noting the extensive external roof repairs were only possible due to the Levelling Up Fund. Internal repairs are required and this would be funded by the precept. Council discussed the importance of Cinderford's heritage noting the churches and chapels were previously built for congregations of 250 people; now less than 50 attend regularly. Running costs, maintenance and heritage requirements impact on costs and works. Council discussed a lack of support from FODDC to preserve heritage buildings and Planning Officer input over preservation. It was noted that FODDC had created a "Buildings at risk" booklet. It was agreed that CTC would write to FODDC regarding the matter.

**i) To receive information on the New Voter ID requirements for voting in person at the May 2023 elections**

Council noted photo ID would be required to vote at future local elections starting on 4th May 2023.



- j) **To receive a bus shelter request and consider relocation of an existing bus shelter subject to GCC approval**

Correspondence had been received by Ruspbidge & Soudley Parish Council to jointly consult with CTC as to the possibility of providing a bus shelter for school pupils along St Whites Rd. Council suggested a joint meeting between the Councils and student representatives and fundraising options and costs were explored. The CTC Clerk had contacted GCC regarding relocating unused bus stops.

- k) **To discuss the Steam Mills defibrillator** - the Pavillion users were switching off the electricity when the building was not in use which was impacting on the defibrillator charge. It was agreed the Chair, Maintenance Officer and CTC's electrician would meet on site to review options. .

**14) Reports/Minutes (N)**

- a) **Written update from County Councillor** - report received. Amendments to budget had taken place. Further information would be circulated.
- b) **Written update from District Councillor** - report received.
- c) **Committee Updates - Events 7.2.2023** - minutes received.  
The cost of stalls and having one rate was discussed.  
Cllr Turner Proposed, Cllr Reader Seconded £15+VAT rate. All in agreement. .

**15) To receive an update on the Community Hospital, Skatepark, Dockham Road & Dilke Hospital**

Hospital update - an update on the commissioning and decommissioning was received.

A grant funding application had been unsuccessful. Further opportunities would be explored.

Latest planning correspondence - Archus and CTC were waiting to hear from FODDC.

Mavericks update - advised they won't finish a previous build until August. Joint meeting to be arranged with the car park contractor to discuss logistics planned. The car park/drainage/footpath contractor has been updated on dates.

Dockham Road & FVAF Lease update - Revised documents provided with track changes. Council were asked to note and approve changes.

Proposed to agree signing of the Dockham Road/FVAF Lease Cllr Witham, Seconded Cllr Turner. Cllr D Martin abstained. Remaining Councillors were in favour.

**16) 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 totalling the following payments be paid:  
Payroll - noted at 25.01.2023 meeting. .

Payment made since last meeting January/February 2023 - £126160.51 (LUF building works & solar panels related to £121298.31 of this expenditure)

Expenditure to be approved: £35393.15 (LUF expenditure £33151.07)

Approved Cllr Charlton-Wright, Seconded Cllr Sterry. All in agreement.

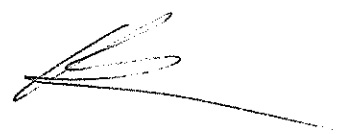
- b) **To receive the Internal Control Checklist**

January check to be undertaken. .

- c) **To receive the latest financial reports**

Received.

- d) **To discuss earmarked reserves & virements & update from FODDC on reserves**



An update on reserves was received. The Linear Park reserves are for helping maintain to keep the old Wiggins railway wagon at Ruspidge Halt painted.

Limited information was provided on the EDI reserve use. 2006 correspondence showed an EDI community strategy plan priority was to "Improve Quality of Life by creating affordable recreation facilities and extreme sport facilities". Council agreed the skate park project fell under this priority and agreed these reserves could be used for the new skatepark project.

- e) **To agree the resolution to apply for a PWLB to finance the car park, drainage, footpath and lighting works in accordance with the formal PWLB process**  
This had not been progressed whilst the EDI reserves position was being clarified. Council discussed agreeing to the resolution at the next meeting.
- f) **To receive and agree the wording of the 2023/24 precept statement**  
Council received the draft wording and video presentations and agreed to these.
- g) **To note the unavailability of previously appointed Internal Auditor Ian Crowe**  
Council noted Mr Crowe was unable to undertake the Internal Audit due to a family illness and a new auditor was to be appointed. .
- h) **To appoint Andy Imrie as Internal Auditor for 2022/2023**  
Council appointed Andy Imrie as Internal Auditor for 2022/2023.

#### 17) Planning Applications

Council considered the applications and agreed to submit the following comments:

**Erection of 6 flats with associated parking, landscaping and works. (Revised Description).**

Heywood Mews Heywood Road Cinderford GL14 2PN (Ref. No: P1671/20/FUL)  
No further comment. Previous comments stand.

**Erection of single storey rear extension.**

20 Ashdean Cinderford Gloucestershire GL14 2LL (Ref. No: P0067/23/FUL)  
No objections.

**Variation of Condition 5 (prior to use completed car/vehicle parking spaces), Condition 6 (prior to occupation parking spaces to be fitted with EVC points), Condition 14 (prior to occupation hard and soft landscaping to be submitted) and Condition 15 (prior to occupation of any residential unit, internal communal facilities shall be provided) relating to planning permission P0971/21/FUL. This application seeks to change the wording of these conditions to apply to the parts that are being occupied on an individual basis. The intention is to occupy all of the self-contained apartments at the same time thereby creating a two phased completion of the site.**

St Anthonys School 93 Belle Vue Road Cinderford GL14 2AA (Ref. No: P0105/23/FUL)  
No objections.

**Discharge of condition 09 (land contamination) relating to planning permission P1234/22/FUL**

Sandpits The Ruffit Littledean Gloucestershire GL14 3LF (Ref. No: P0011/23/DISCON)  
No objections.

**Erection of a two storey extension to factory unit to form additional factory space, ground floor boiler Room and office accommodation and toilets on the first Floor with external staircase and lift and associated works.**



Rackhams House Floor Ltd Broadmoor Road Cinderford GL14 2YT (Ref. No: P1633/22/FUL)  
Support.

**Erection of single storey rear extension.**

123A Victoria Street Cinderford Gloucestershire GL14 2HU (Ref. No: P1767/22/FUL)

No objections,

**18) Date of next Meetings (N):**

- Events Meeting - Tuesday 7th February 2023
- Council Meeting - Tuesday 14th March 2023

Signed:.....

Date:.....14 / 03 / 2023.....



APPROVE 14.02.2023 MEETING.

Mrs E. Bennett

Last logged on 11 February 23 at 04:39

PM

Cinderford Town Council

Switch business

## Review and authorise payments

Cinderford Town Council

three to authorise <sup>1</sup>

Payment control

The number of users needed to authorise each payment depends on the payment control service set up for your business.

\* LUF payments.

Payments you can't authorise

Below is a list of payments which you can view or reject. You can't authorise these payments as you have already authorised them.

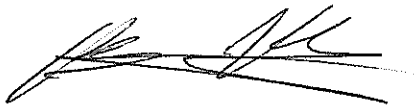
Previous Next Latest

Recipients	Type	Payment date	Amount	
* CENTRAL GROUP Roof Design. Inv 3.	Payment New	ASAP	GBP26029.49	<a href="#">View</a>
CITY ELECTRICAL FA VOC CURE	Payment New	ASAP	GBP19.95	<a href="#">View</a>
CITY ELECTRICAL FA SFC LED 1.5m + CIP	Payment New	ASAP	GBP106.34	<a href="#">View</a>
EMMA BENNETT Coronation Flags	Payment New	ASAP	GBP27.00	<a href="#">View</a>
* FOREST OF DEAN COU Building Civil Fee to market SE	Payment New	ASAP	GBP434.95	<a href="#">View</a>
HALE & CO DRYBROOK Paint materials WF.	Payment New	ASAP	GBP463.06	<a href="#">View</a>
RIALTAS BUSINESS S Training Bennett + Weyman 4160	Payment New	ASAP	GBP276.00	<a href="#">View</a>
* SEAL GLASS LTD 12 windows Rheola House	Payment New	ASAP	GBP6646.63	<a href="#">View</a>
SLCC Bennett membership fee	Payment New	ASAP	GBP279.00	<a href="#">View</a>
SLCC Legionella course (JPC)	Payment New	ASAP	GBP72.00	<a href="#">View</a>
TH HASKETT & SON L Triangle Boiler Service	Payment New	ASAP	GBP174.00	<a href="#">View</a>
TRAVIS PERKINS mccerms	Payment	ASAP	GBP587.70	<a href="#">View</a>

Recipients	Type	Payment date i	Amount i	
	New			
VALLEYOAKS GARAGE <i>Service vehicle</i>	Payment New	ASAP	GBP277.03	<a href="#">View</a>

Total to be authorised  
at 14.02.2023 meeting  
= £35393.15.

[Previous](#) [Next](#) [Latest](#)



C

O



NOTE AT 14.02.2023 NTE

Transaction Date   Transaction Description (SINCE LAST MEETING 25.01.2023)

13/02/2023 DD	MODULEITLTD	12
08/02/2023 FPO	MIDLANDS BUILDING - RHEOLA HOUSE WORKS	65123.93
08/02/2023 FPO	HMRC - ACCOUNTS OF	3179.27
08/02/2023 FPO	GSM LTD - WESLEY SOLAR	56174.38
06/02/2023 DD	MODULEITLTD	232.5
01/02/2023 DD	ALLSTAR	99.51
01/02/2023 DD	H3G	31
01/02/2023 SO	AR WEBSITE DESIGN	70
30/01/2023 DD	BRITISH GAS TRADIN BGL0068277-0061670	438.58
30/01/2023 DD	BRITISH GAS TRADIN BGL0068278-0061671	398.32
30/01/2023 DD	BRITISH GAS TRADIN BGL0068274-0061667	263.5
30/01/2023 DD	BRITISH GAS TRADIN BGL0068273-0061666	101.3
27/01/2023 PAY	SERVICE CHARGES REF : 386426373	7
27/01/2023 DD	BRITISH GAS TRADIN BGL0271957-0260863	29.22
		<u>126160.51</u>



100

C

C