



**Minutes of the Cinderford Town Council Meeting
The Council Chamber, Cinderford,
Tuesday 13th February 2024, 7 p.m.**

Present:

Cllr Graham Morgan (Chair)
Cllr Chris Brown
Cllr Darren Flower
Cllr Tim Holder
Cllr Di Martin (Vice-Chair)
Cllr Alison Pflug
Cllr Roger Sterry
Cllr Karen Turner
Cllr Mark Turner
1 member of the public

In attendance:

Emma Bennett, Clerk
Les Love, Estates Manager
Kara Kibble, Regeneration Officer, FODDC

Apologies received:

Cllr Louise Bent
Cllr Matthew Bishop.
Cllr Carol Marsh
Cllr Jeremy Charlton-Wright
Cllr Jacob Sanders
Cllr Lynn Sterry

Absent:

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- 1) **To receive apologies for absence**
Apologies for absence were received and accepted for Cllr C Marsh, Cllr Charlton-Wright, Cllr L Sterry, Cllr Bishop, Cllr Sanders, Cllr L Bent.
- 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 9G Dockham Road - Cllr D Martin declared a non pecuniary interest as a Trustee of FVAF. Cllr Brown declared a pecuniary interest as CEO of FVAF.
- 3) **Public Participation Session** – A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council. (i) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council. (ii) Questions may be answered but not debated by the Council. (iii) Any issues which the Council deem require consideration will be referred to the appropriate committee or deferred to the next Council Meeting
A resident raised highway and safety concerns with regards to annual New Years Eve Fireworks and the Police updated on action.

EM

A resident raised concern regarding crime, carrying weapons and Stop and Search procedures. The police advised on crime figures and explained the regulations regarding Stop and Search.

Councillors updated the resident on the Community Safety Partnership meeting and crime figures provided by the Police.

A resident raised concern over Business Rates. The resident was advised to contact Forest of Dean District Council as this was not a matter under Cinderford Town Council's remit.

A resident queried funding received from Government settlement schemes. The resident was advised that CTC did not receive any financial settlement support. The resident was advised to contact Forest of Dean District Council and Gloucestershire County Council for information on the finances they may have received.

A resident queried the lack of response from Forest of Dean District Council to a supplementary question request and the District Councillors would follow up on this.

The Chair of Cinderford Town Council advised the resident to report and follow up on matters with the correct Councils.

4) Chairman's Urgent Business (for information only items)

Coal Cart & Wigan tanker - the Chair advised that CTC would investigate re-painting of these items to help with historical preservation and area improvements.

FOD Active Travel Strategy Questionnaire - details of the questionnaire had been sent to all Councillors to reply individually. Cllr M Turner volunteered to submit the response on behalf of CTC.

FODDC Market Town Community Research Project - Cllr Bishop volunteered to link with FODDC on the project.

5) To confirm the Minutes of the Meeting held on 9th January 2024.

The Minutes of the meeting were accepted and signed as a true record.

Proposed: Cllr R Sterry, Seconded Cllr D Flower. All in favour.

6) Matters Arising from Minutes (for information only)

EVCP at FODDC Cinderford Car Parks - infrastructure to be developed by FODDC.

7) Police Update

a) To receive and note the written monthly report

The January 2024 report was provided detailing incidents, crimes and proactive works. The Police thanked the community for their support in providing intelligence.

b) To discuss recent issues

Road safety concerns regarding fireworks - the Police and CTC would encourage fireworks were lit in safe areas away from Highways with suitable firework fall out areas.

Temporary CCTV - the Police were looking to install a temporary camera and would be seeking the necessary consent.

8) To receive a presentation from the FODDC Regeneration Officer on the Use our Loo (UOL) Scheme Proposal & other projects and provide feedback on information presented

Public Conveniences - written update on works planned, received and circulated. The FODDC representative updated on the proposed UOL scheme across the Forest market towns. Councillors discussed the proposed scheme and were supportive. FODDC would follow up on communicating with local businesses, incentive scheme, water preservation options, timescales and future maintenance programmes. Council discussed the Clock Tower toilets and CTC would look at the lease.

Propose to work with FODDC on the Use our Loo Scheme Cllr C Brown, Seconded Cllr R Sterry. All in favour.

EPM

FODDC Market Town Community Research Project - the FODDC representative updated on the project work which included consultant work, surveys and report generation. Works would link to the existing Future High Street and Levelling Up works. CTC would explore events and tourism within the Town.

19.50pm K Kibble, FODDC Officer and CTC Chair left the meeting. The Vice-Chair took the Chair.

- 9) **To receive an update from the Estates Manager on the Levelling Up Fund, Changing Places, Estates Matters and note and agree future works:**
- a. **The Wesley** - some users groups had reported a drop in group numbers and would not be making future bookings.
 - B. **6 Market Street** - replacement windows and doors are in and internal works to floor and walls are underway.
 - C. **Rheola House** - painting due to be completed. Floor levelling works started. New flooring being fitted in February.

19.55pm The CTC Chair rejoined the meeting and took the Chair.

D. To receive an update on the stage and associated works at The Wesley and agree any further works and actions

The unsafe stage had been cleared. Brick piers had been rebuilt, new insulation and steels installed. The stage sides and stairs have been rebuilt. Works were being funded by the Enover grant. Storage at The Wesley was limited due to the number of users. Green Room works were underway by 37 Construction students from Gloucestershire College who would be undertaking works under supervision from College staff. The Estates Manager was investigating options relating to stage lighting, electrics and audio.

E. To receive and approve from GWT the draft of the mural and the interpretation board for approval at The Wesley Courtyard

Designs were provided in advance of the meeting.

Proposed Cllr Flower, Seconded Cllr Brown. All in favour.

F. To receive an update on the Town Clock installation at 6 Market Street and discuss and agree the purchase of an automatic winding mechanism at a cost of £2622 from Cumbria Clock Company (CCC)

Quayside Clocks in Gloucester had recommended a small winding unit to the clock mechanism. The clock movement would need to be sent to CCC to fit a sprocket to the barrel, the winding unit would be mounted below. The system is completely reversible and doesn't alter the clock in any way. The cost would be £2622.00 and includes a 10 year warranty. Works to be required for ease of use and health & safety and funded by LUF. The new case is currently being built.

Proposed to purchase: Cllr R Sterry, Seconded Cllr Flower. All in favour.

G. To receive an update on the Changing Places Toilets and agree any further works and actions

Preparation work at 6 Market Street and Dockham Road was underway. New sanitaryware was due to be installed in February for sign off in March.

Permission for additional power sockets and data sockets and removal of redundant sockets was sought at Dockham Road noting that there would be no additional cost to CTC.

Proposed to note works and agree works at Dockham Road as outlined above Cllr Martin, Seconded Cllr Flower. All in favour.

H. To receive an update on the Energy Performance Certificates

Contractors had been on site. Further meeting to be held.

I. To receive information and quotation from AJ Lowther for roof works at Freedom Leisure and agree way forward

To discuss at Trust meeting on 5.3.2024.

J. To approve a replacement boiler by TH Haskett & Son Ltd at Rheola House following previous repair works to the existing boiler

The Rheola House boiler had failed on the lower ground floor. After investigations and fitting of some new parts the boiler still would not function. The manufacturer recommended a replacement boiler due to the cost of further parts and age of the boiler.



Proposed the installation of a new boiler at a cost of £1879.00 + Vat.
Proposed Cllr R Sterry, Cllr Flower. All in favour.

10) To receive an update from the Cinderford Community Emergency Plan Working Group

Data and information being gathered and to be added to the plan.

11) Climate Action - to receive an update from a member of the Climate Action Working Group

Latest FODDC Meeting attended by Cllr Flower. Toolkit to be released soon.

12) Correspondence (N/D/A)

a) To note the request for a Governor of The Heart of the Forest School near Speech House

The request was noted and Councillors were encouraged to contact the school for more information.

b) To receive information from Coleford Area Partnership regarding Heritage Open Days England and consider a reply

Coleford Area Partnership has been involved in coordinating a programme of events to take place for Heritage Open Days England. Cllr Turner would contact the CAP regarding the Cinderford event which would take place on 14th September 2024 which is the same date as the St Stephens event.

c) To receive documentation from Forestry England relating to the St White's bus stop proposal

CTC have been provided with a Temporary Works Licence to enable ground works to be carried out and a licence for the installation and maintenance of the shelter. CTC were working with GCC to progress this. Councillors authorised the Chair to sign the Forestry England documentation.

d) To note GCC Highways letter regarding the High Street completion date delayed to 1.3.2024

GCC had advised that the scheme has been delayed. GCC anticipate works finishing on 01/03/2024. GCC apologise for any inconvenience this may cause and thank residents for their cooperation and patience. Residents and Councillors were dismayed at the extension of the completion times and works being undertaken.

e) To note the Town Crier attending the Yeovil 2024 Annual Town Criers Competition on 20.04.2024 and wish good luck at the event

Councillors received details of the event and wished CTC's Town Crier the best of luck in his first Annual Town Criers competition.

f) To note Department for Transport letter regarding proposed stopping of Highway at Winner Garage and consider a reply

Council received the DOT letter, notice and map relating to the proposed stopping up of the highway at Winner Garage, Forest Vale Road, Broadmoor Road. GCC and CTC are against the works due to safety issues.

Proposed the Clerk writes objecting to the proposed stopping of the highway Cllr R Sterry, Seconded Cllr Brown. All agreed.

g) To note FODDC is calling for sites within the district to potentially accommodate future housing and employment and consider and agree a reply

The allocation of sites for future housing or employment development will be determined through the FOD Local Plan or neighbourhood plans. FODDC are inviting interested parties, landowners, and developers to advise of suitable sites. CTC had previously recommended sites and noted past sites carry forward. The Clerk would advise FODDC that CTC does not wish to make any changes to the site listing. Land decontamination is an issue at the brownfield sites recommended.

h) To receive and approve the quote for the tree inspections from Independent Arboriculture & Urban Forestry Ltd

An external tree inspection is due late 2024. Approximately 50 trees will need to be inspected. The previous inspector had advised reinspection would be for a fixed fee of £960.00 plus VAT. Any works identified would then need to be undertaken by a separate tree arborist.

Proposed that IA&UF Ltd undertake the 2024 tree inspection by Cllr R Sterry, Seconded Cllr Brown. All in favour.

13) Reports/Minutes (N)

- a) **Written update from County Councillor** - written report received covering recent Highways meeting.
- b) **Written update from District Councillor** - Written report received and noted covering the FODDC draft budget, Local Plan and meetings attended.
- c) **Committee Updates:**
Events 25/12//2024 - minutes received and noted.
Dilke Hospital Working Group update 13.02/2024 - meeting with FODDC. Site is not being marketed currently. CTC will contact FODDC for a potential meeting.
- d) **Other Meetings - Councillor Advocacy Scheme 22/01/2024** - update from first meeting provided.

14) Community Hospital, Skatepark, Dockham Road & Dilke Hospital update (A/N/D):

- a. **Skatepark & associated works update** - lighting had been installed. Solicitors are progressing the legals by way of a Licence to enable the drainage works. The licence would allow contractors to get on site and effect the works with a formal Deed of Easement to follow. The FODDC Planning Officer has checked the planning conditions. Drainage will need to be connected prior to use and opening otherwise CTC would be in breach of the planning permission. The fencing contractors are due to advise on a start date.
- b. **To receive the response from FODDC re Dilke Hospital ACV submission and agree a reply following consideration by the Dilke Hospital Working Group**
Advised to arrange a joint meeting of CTC and FODDC. Clerk to progress.
- c. **To receive and note the quotation from MFF regarding the Surfacing to Car Park & Footpath noting this expenditure and works had been approved by Councillors by email to avoid project delays and works undertaken**
Council received the finalised quotation from MFF for the surfacing to the Car Park & Footpath binder and surface course at a cost of £32,173.72.
- d. **To receive the quote for grass seeding or turfing the skatepark area and decide on works**
Council received the quotation and drawing from MFF for the Lay Turf & Topsoil works to Cinderford Skatepark. CTC's maintenance team would investigate the works required and further quotes would be sought for comparison.

15) Finance (N/A)

- a) **To agree the Accounts for Payment as per the list circulated prior to the meeting**
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:
Payment made since last meeting January 2024 - £67502.96 (see appendix 1)
Payroll to be approved £12606.799
Expenditure to be approved: £37946.77 (see appendix 2)
Approved Cllr R Sterry, Seconded Cllr Brown. All in favour.
- b) **To note any urgent payments already made for ratification including card payments**
Covered at 15(a).
- c) **To receive the latest financial reports - income & expenditure, earmarked reserves, balance sheets, debit card use, bank statements, bank reconciliation to 31.1.2024 (mth10)**
Outstanding debtors would be reviewed in the confidential session.
Reports received, noted and signed.
Proposed Cllr Martin, Seconded Cllr DF. All in favour.
- d) **To receive the Internal Control Checklist & Clerk/RFO Update**

Due to staff holidays and office move the January 2024 check would be undertaken shortly.

e) To discuss earmarked reserves & virements

Report noted and discussed. Council agreed the following virements:

- o Move £2500 from 110/4020 Staff Employers NI to 110/4010 Staff Pension
- o Move £1000 from 200/4420 Tree Work to 200/4415 Town gardening
- o Move £1000 from 220/4110 Play areas new equipment to 220/4225 grass cutting
- o Move £1000 from 200/4430 Town cleaning materials to 305/4430 St Annals House cleaning materials

Proposed: Cllr Morgan. All in favour.

f) To receive the update on the PWLB application for CTC's contribution to the skatepark project

Council agreed that the Direct Debit form was signed by the bank signatories and agreed that the PWLB Lending Facility form was completed by the Clerk and both forms submitted to cover CTC's contributions to the skatepark project.

g) To receive details of the 2025 Canopy event information noting costings and information presented to the Events Committee and consider allocating a sum in the 2025/26 budget

A proposal for a Cinderford Arts Festival in Spring 2025 was outlined at the Events Committee. The Festival would be part funded by Arts Council and would require CTC match funding. The event format would be similar to the 2022 event and would include community activities prior to the event and involve other organisations. Canopy would like CTC to consider adding £6k match funding within the 2025/26 budget which would be set later in 2024.

Councillors discussed the proposed event, the 2022 event, costs and budgets of other events. The written proposal from Canopy was discussed and Councillors discussed the difference between options 1 and 2.

Proposed by Cllr Brown Option 2 being added to the 2025/26 budget recognising this offered better value for money with reduced sessions, Seconded by Cllr M Turner. Against Cllr R Sterry. Abstained Cllr K Turner. Remaining Cllrs in favour.

16) Planning Applications - see list attached (D)

The following planning applications were discussed and the responses agreed:

Erection of a dwelling with associated parking, landscaping and works.

Land At 63 Springfield Drive Cinderford Gloucestershire (Ref. No:

P1678/23/FUL)

No objections.

Minor Variation - Variation

Licensing Application - Golden Lion 27 High Street Cinderford

Gloucestershire GL14 2SL (Ref. No: F/24/00046/PRMMV)

Support.

Change of use from Use Class C2 (residential institutions) to Use Class C3 (dwellinghouse)

17 Belle Vue Road Cinderford Gloucestershire GL14 2AA (Ref. No:

P0105/24/FUL)

No objections.

17) Date of next Meeting (N): 12th March 2024, 7pm.

18) CONFIDENTIAL AGENDA ITEMS

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. To resolve to continue in 'Closed Session' under the



provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature.

- 19) **To receive an update on staffing matters and consider and agree any recommendations**

See confidential restricted minute.

- 20) **To receive information on the HR software Access PeopleHR and approve the annual purchase at a cost of £324.00 plus VAT**

Recommended by Taurus HR. Package demonstration for Clerk & Personnel Committee held. The Clerk advised on the basic package which would assist with leave, sickness, HR & policy documentation management.

Proposed to purchase Cllr R Sterry, Seconded Cllr Martin. All in favour.

- 21) **To discuss any matters arising from the FODDC lease meeting request**

See confidential restricted minute.

Item 15C finance - outstanding debtors. See confidential restricted minute.

- 22) **Close of Meeting - 21.01pm.**

Signed:.....

Date:.....

