



**Minutes of the Cinderford Town Council Meeting
The Council Chamber, Cinderford
Tuesday 8th September 2026, 6:00pm**

Present:

Cllr Mark Turner (Chair)
Cllr Jeremy Charlton-Wright
Cllr Darren Flower
Cllr Tim Holder
Cllr Katie Lovegood
Cllr Carol Marsh
Cllr Di Martin
Cllr Alison Pflug

In attendance:

Emma Bennett, Clerk
Les Love, Estates Manager
1 member of the public
Nigel Brinn, Chief Executive, FODDC

Apologies received:

Cllr Chris Brown
Cllr Karen Turner
Cllr Graham Morgan
Cllr Jacob Sanders
Cllr Roger Sterry
Cllr Emma Walker
Cllr Ray Donaghue, County Councillor
Cllr Piers Camp, County Councillor
Cllr Stuart Graham, District Councillor

Absent:

Cllr Louise Bent

1. Vacancy Cinderford West Ward:

- a) To note the resignation of Cllr Lynn Sterry and thank for past service**
Noted and thanked.
- b) To note FODDC Elections have not received requests for a by-election and CTC can co-opt**
Noted.
- c) To hear from applicants, consider written applications and eligibility**
Council received 3 written applications. 1 withdrew prior to the meeting. Two eligible candidates addressed Council.
- d) To co-opt a candidate as a new Councillor to fill the vacancy**
Voting undertaken. Council agreed to Co-opt Cllr Katie Lovegood.
- e) The successful co-opted Councillor to complete the Declaration of Acceptance of Office to join the rest of the meeting**
Completed.



2. To receive apologies for absence

Apologies received as detailed above.

3. Declarations of Interest and dispensations

a) To receive declarations of interest from councillors on items on the agenda

Ow Bist building and any discussions relating to FVAF - Cllr D Martin declared a non-pecuniary interest as Trustee of FVAF. Cllr Martin would leave the meeting for item 12B.

b) To receive written requests for dispensations for declarable interests (if any);

None.

c) To grant any requests for dispensation as appropriate

None.

4. 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.

None.

5. Chairman's Urgent Business (for information only items)

Safer Roads & Community 20s programme – Details received from GCC. Scheme delivery expected 2027. Engagement phase commences 29.09.2026.

6. To confirm the Minutes of the Meeting held on 14th July 2026

The Minutes were accepted and signed as a true record.

Proposed: Cllr Martin, Seconded Cllr Flower. All in favour.

7. Matters Arising from Minutes (for information only)

None.

8. Police Update:

a) To receive and note the written monthly report

Received and noted.

b) To discuss any Cinderford policing issues

Two areas were discussed. An update from the Police would be requested.

c) To receive and note the SARA meeting minutes 11.08.2026

Received and noted.



9. To receive a presentation from the Gloucestershire Fire Service Fire Brigade Union on plans for a proposed Day Crew at Cinderford Fire Station and note resulting impact on Cheltenham West Station

Unable to attend – rearranged to October Council meeting.

10. To welcome the FODDC CEO, receive information and ask questions on any FODDC matters

The Chair welcomed the FODDC CEO who gave an update on:

- LGR – currently a pause on creating a single council for Gloucestershire.
- Local Plan – gateway approach to prepare a new Local Plan underway.
- Enforcement cases – making progress on two Cinderford cases.
- Brownfield site regeneration/land contamination – hoped the unitary council could progress this.
- Leisure Centre - Academy ownership change. Awaiting response to progress.
- Biosphere – update session planned. Engagement work being undertaken.
- Heywood Road public toilets, trees, damaged wall and EV chargers – works due to take place.
- Old Engine Brook, Steam Mills – issues advised. Flood Risk Officer had visited the FODDC site. Flood gauge height meter requested.
- Importance of Forest economic development and need for job creation highlighted
- Dilke Hospital – initial planning advice provided.
- Emergency Planning – work with multi agencies and councils underway.

6.57pm Nigel Brinn left the meeting.

11. Reports/Minutes (N) - to receive reports from:

- a) Gloucestershire County Councillor
- b) Forest of Dean District Councillors
- c) Cinderford Transport Hub Meeting 29.07.2026
- d) GCC Highways Meeting 01.09.2026
- e) GCC DFE Meeting 12.08.2026
- f) FODDC Climate Meeting 13.08.2026

Reports received, discussed and noted for items A to F.

12. Estates (A/N/D) - To receive an update from the Estates Manager and note and approve any associated actions:

- a) The Wesley - Arts Council England funded works

Secondary glazing installed - payment delayed pending satisfactory works sign off. Emergency lighting issues to be addressed.

7pm Cllr Martin left the meeting at this point.



b) Ow Bist, Dockham Road:

- i. **to note request to give agreement in principle for FVAF to explore funding towards the Forest Community Energy scheme**
- ii. **To give Formal Landlord Consent for the installation of the solar array at Ow Bist**
- iii. **Approve in accordance with the Contract Side Letter that FVAF formally commence the work to develop the roof replacement strategy**

Items i to iii discussed. Agreed funding opportunities can be explored. Memorandum of Understanding to be drawn up relating to consent and installation and developing roof replacement strategy.

- iv. **To agree roof repairs to reduce water ingress into property**
Emergency works undertaken due to proximity to electrics at a cost of £864 undertaken by RMS Construction.

c) Triangle:

- i. **To give consent to the Estates Manager to explore funding for the installation of solar and give permission for installation if successful**

Artist impression required to assess visual impact. Solar generation for supply to town centre buildings.

Proposed Estates Manager to progress potential funding opportunities by Cllr Turner, Seconded Cllr Charlton-Wright. 1 abstention.

- ii. **To approve the installation of bicycle hoops and a water dispenser in the Triangle following FODDC funding**
Agreed.

- iii. **To agree Clock Tower repairs to reduce water ingress into business properties**

Proposed by Cllr Turner for RMS Construction to undertake renovation repairs to the Tower roof at £650.00 to reduce water ingress and £724 to remove two identified Flower Planter Boxes adding to water seeping down below the top floor and repointing works, Seconded by Cllr Flower. All in favour.

d) St Annals House:

- i. **To approve the replacement of three basement windows recognising poor condition at an approximate cost of £900**

Proposed to replace due to security risk and poor condition by Cllr Turner, Seconded by Cllr Charlton-Wright. All in favour.

7.10pm Cllr Martin rejoined the meeting at this point.



13. Correspondence/Community (A/N/D)

- a) **To note the request to comment on the proposal for SGS Forest High School (URN 138496), Gloucestershire, to transfer from South Gloucestershire and Stroud Academy Trust to Greenshaw Learning Trust and note CTC's written response to meet deadline date**
Response submitted. CTC confirmed support for the proposal.

b) Archive Room

- i. **To note current space constraints in Rheola House archive room**

Noted.

- ii. **To agree to selling of duplicate dated newspapers only**

Proposed to agree by Cllr Turner, Seconded by Cllr Martin. All in favour.

- iii. **To agree to creation of eBay account for selling of duplicate newspapers and other items**

Proposed to agree by Cllr Flower, Seconded by Cllr Marsh. All in favour.

- iv. **To agree monies raised can be used to purchase future heritage items and monies put into a newly created EMR**

Proposed to agree by Cllr Turner, Seconded by Cllr Martin. All in favour.

c) To note Assertion 10 Digital and Data compliance requirements and discuss way forward

Compliance requirements noted, received and discussed. Agreed to:

- Appoint Clerk as Data Protection Officer.
- Parish Council Websites (current website supplier) to undertake an independent Accessibility Review and provide report.
- Data Protection & Freedom of Information training materials to be circulated.
- Existing IT & Data Protection policies remained relevant and in date.
- Data Protection Audit to be undertaken

Proposed to proceed as detailed by Cllr Turner, Seconded Cllr Flower. All in favour.

d) To agree to Cllr Morgan attending the BBC radio 4 who are presenting their programme "Question Time" and discuss any questions to be potentially asked

Proposed by Cllr Turner, Seconded by Cllr Flower to Cllr Morgan attending. No questions identified. Invitation for attendance opened to all.

e) To note due to A40 road works resident request for bus shelter seating in the High Street due to increased wait times and the subsequent ordering of seating to fit [budget code 4215/200]

Noted that shelter bench ordered from Start Safely at £311.01 plus VAT.



- f) **To receive and note the GCC paper on the management and promotion of town and city centres in Gloucestershire**

Received and noted.

- g) **To receive the GCC Application to Cultivate form and letter, discuss whether we wish to submit, agree possible locations and agree Councillor to take forward**

Details received. Agreed Cllr Flower would take forward and explore with GCC and advise of funding requirement for 2027/2028 budget.

- h) **To approve the Snow Warden and Cinderford Winter Action Plan 2026/2027 and identify need for any additional grit bins and locations and submit to GCC**

Received.

Proposed to re-appoint Cllr R Sterry as Snow Warden. Confirmation from the Snow Plough Operator on continuing in existing role was awaited.

Proposed to approve Snow Warden, Snow Plough Operator and WAP 2026/27 by Cllr Turner, Seconded Cllr D Martin.

- i) **To receive an update on Emergency Planning and approve the Emergency Plan**

Working document provided.

Proposed approved Cllr Turner, Seconded Cllr Martin. All in favour.

- j) **To receive an update on the final designs for the Heritage Slabs funded by the GCC County Councillor**

Meeting to finalise design held. Heritage slabs in production.

- k) **To receive and discuss the Cinderford Action Plan and agree way forward**

Draft document compiled. Actions listed. To discuss at September Stakeholder meeting and explore options for taking forward.

- l) **To receive an update on the FODDC Market Towns Officer Role recruitment**

Two candidates recruited to the part-time roles. Further details relating to recruitment awaited.

- m) **To note FODDC Parish and Town Council Cluster group membership of Central 2 and note dates of meetings 12.11.2026, 25.02.27 and 10.06.27.**

Dates and group membership noted

- n) **To receive update on FODDC Parish & Town Council Elections for May 2027**

Seats due for election in May 2027. Further information arising from Local Government Reorganisation awaited. Estimated election costs provided for budget setting.

- o) **To receive and note FODDC Grant Agreement for:**

- i. **town centre noticeboard and Grails order with 50% match funding from CTC**

Grant Agreement received and noted.

- ii. **Wall mounted outdoor bottle filling station and order from Water Refill Group**



Grant Agreement received and noted. Costs for installation to be explored with FODDC once installed.

iii. Bikehanger “Hoopir” from Cyclehoop

Grant Agreement received and noted.

- p) To receive and note OPCC Grant Agreement for skatepark bowl CCT and subsequent Redhand order (existing CCTV supplier) with 50% match funding from CTC**

Grant Agreement received. CCTV installed. Match funding noted.

- q) To receive correspondence with residents from MF Freeman relating to the skatepark drainage connection, note work commencement and costs being held at 2023 prices**

Received and noted.

- r) To receive and note resident correspondence relating to P0129/25/FUL application**

Received and noted. CTC had submitted an objection requesting resident views should be considered.

- s) To note the September public engagement sessions on Cannop Ponds and agree attendance**

Details on sessions received. Councillor attendance noted.

- t) To receive an update on Youth Council activities**

To receive at October meeting.

- u) To note Councillor Training undertaken and agree any additional training**

Training undertaken included:

- Preparing for October's Employment Law Reforms
- How Councils can recruit a more diverse pool of local Councillors
- Powers, Policies & Procedures
- Addressing the Biodiversity Challenge
- Chairman Training

Councillors would re-familiarise themselves with the previously undertaken training relating to Freedom of Information and Data Protection Training for Assertion 10 compliance.

- v) To receive proposed Statutory Consultation information on a Traffic Regulation Order Scheme to implement Waiting and Stopping Restrictions on Various Roads, Cinderford and note CTC's written response to meet deadline date**

Councillors had not raised any concerns regarding the TRO Scheme proposed.

- w) To discuss ways to increase Market traders and agree way forward**

Update on market provided. Council discussed creation of a Community Interest Company comprising small crafters/home traders with liability insurance being potentially funded by CTC subject to investigation by Cllr Turner. Agreed to re-discuss at next meeting.

- x) To receive and note road closure information**

Current and planned road closures noted. Details can be found at [Roadworks | Highways](#)





14. Finance (A/N/D)

- a) To receive and approve the Accounts for Payment as per the list circulated prior to the meeting and urgent payments already made for ratification including debit card payments**

Members were circulated with the reports. Accounts and wages totalling the following were noted as paid:

Payments made since 14th July 2026 meeting to 7th September 2026 - £78630.20

Payroll July & August 2026 - £22626.95

Expenditure approved at the meeting to be paid £6006.00

Council noted and approved the payments.

Proposed: Cllr Turner, Seconded Cllr Flower. All in favour.

- b) To receive and discuss the latest financial reports - income & expenditure, income receipts, budget vs spend, earmarked reserves, balance sheets, bank statements, budget review, earmarked reserves, virements, bank reconciliation to 31.07.2026 (month 4) and 31.08.2026 (month 5)**

Received, discussed and reports noted.

Proposed reports approved Cllr Flower, Seconded Cllr Martin. All in favour.

- c) To receive and note the monthly Internal Control Checklist & Clerk/RFO Update**

Report received and noted.

- d) Financial compliance – to note petty cash is not used and agree the continued use of Town Council debit card for ad hoc purchases**

Proposed: Cllr Martin, Seconded Cllr Flower. All in favour.

- e) To appoint the Estates Manager as 'Full Access (Delegate) User' to create payments only and enable access to the bank accounts in Clerk/RFO absence**

Proposed to proceed as detailed by Cllr Turner, Seconded Cllr Marsh. All in favour.

- f) To receive and note the Estates & Finance Committee Quarterly Internal Audit Check Report dated July 2026**

Received and noted.

- g) To note the LGA has announced the 2026 Local Government Pay Settlement providing for a 3.3% increase in pay rates and allowances from 1 April 2026 and to approve its adoption**

Proposed to approve its adoption by Cllr Martin, Seconded Cllr Flower. All in favour. Details to be forwarded to Payroll provider for September payroll.

- h) To discuss running a shop local competition, consider scheme details, budget impact and agree way forward**

Details of the £50 a month voucher scheme to Christmas 2026 discussed.

Terms and Conditions would be produced by Cllr Turner including discussion with traders.

Proposed to proceed by Cllr Martin, Seconded by Cllr Flower. All in favour



15. Audit (N/D)

To note the conclusion of the Annual Audit for the year ending 31st March 2026 and receive the External Audit Report and Notice of Conclusion

The Council received and noted the External Audit Report and Notice of Conclusion. It was also confirmed that the Notice of Conclusion of Audit for 31.03.2026 had been displayed.

Staff were thanked noting it was a clean opinion.

16. Planning Applications(A/N/D):

- a) To consider and make recommendations on the following applications/correspondence received from FODDC:

Application under section 191 to establish whether the use of land as residential curtilage is lawful

The Bungalow Steam Mills Cinderford [P0703/26/LD1]

No objections.

Outline application for the erection of up to two dwellings with associated access, parking and drainage (some matters reserved)

Land Adjacent To 13 Steam Mills Road Cinderford [P0954/26/OUT]

No objections.

- b) **To note any late planning applications/correspondence received since the agenda was posted**

None received.

- c) **To note planning applications received during Council Recess and addressed under Delegated Powers and CTC response submitted:**

Erection of a two storey side extension and a single storey porch extension. Demolition of existing lean-to side extension

21 Steam Mills Road Cinderford [P0706/26/FUL]

No objections.

Conversion of existing dwelling to 1 studio, four 1 bed apartments and one 2 bed apartment. Erection of rear first floor extension and single storey side extension with associated works. Demolition of small side/rear extension.

9 Church Road Cinderford [P0804/26/FUL]

Objections submitted relating to car parking provision, Bin and recycling storage, Solar Panels/Renewable Energy Provision, Electric Vehicle Charging and Trees and Replacement Planting.



Advertisement consent for the erection of illuminated advertising boards secured to existing fascia's above existing shopfront

23 High Street Cinderford [P0850/26/ADV]

Councillors were divided on the application. Some Councillors were in support. Some Councillors felt a traditional, non-illuminated signage would be more appropriate.

Erection of 8 dwellings, altered access, construction of an access road with associated landscaping, car parking refuse and cycle storage.

Demolition of former church and dwelling.

Land South Of Parragate Road Cinderford [P0818/26/FUL]

Objection to the proposed demolition of the existing dwelling. No objection to the remainder of the proposed development. Detailed reply submitted.

17. Policies – to approve (A):

- a) Policy and Criteria for the Names of the Fallen to be added to the Cinderford War Memorial
- b) Unauthorised Traveller Encampment Action Procedure
Proposed approved by Cllr Turner, Seconded Cllr Martin. All in favour.

18. Date of next Meetings (N):

13th October 2026, 6pm

19. 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.

Proposed to enter Closed Session by Cllr Martin, Seconded Cllr Flower. All in favour.

20. To receive an update from the Clerk on any Staffing Matters

No matters report.

Staff appraisals due.

21. To receive an update on tenant changes and issuing of documentation

St Annals House – new tenant noted and tenant documentation discussed.



Signed:.....

Date:.....