

Minutes of the Works Committee Meeting held on
Wednesday 21st January 2026 at 6.00 p.m. at the Parish Centre, Gerald's Way
in accordance with notice given

In the Chair: Cllr Samaroo

Present: Cllrs Gardiner, Golding, Oakley, D Taylor, L Taylor and Woodfine

In attendance: Clerk, Chris Attwood

Cllr Samaroo wished everyone a Happy New Year and welcomed them to the first meeting of the year. She also welcomed a student from Thomas Keble School, who attended with a parent to present her Citizenship project aimed at tackling littering in the local community.

W.01.01.26 Apologies – Cllrs Funnell and Humberstone

W.02.01.26 Declarations of interest – None

W.03.01.26 Public participation – Two members of public attended.

The student gave a confident and clear presentation about her GCSE Citizenship project which is focused on “Tackling Litter Issues within our local community”. She briefly outlined what her project is about and what its aims are. During the presentation, she raised several excellent points regarding the danger that litter poses to wildlife and the importance of education and awareness; she had designed some fantastic posters to raise awareness of this, Cllrs were impressed with her designs, and it was agreed to display these on the parish noticeboards. The student also talked about the need for additional litter bins in certain areas of the parish.

Cllr Woodfine congratulated and thanked the student for her excellent work. He advised that he is the Chair of Governors at Chalford Hill Primary School and invited the student to speak to pupils about this important issue. The student confirmed that she would be very happy to do so. Cllr Woodfine will speak with the Headteacher, and arrangements will be made via the Clerk.

The Clerk explained that Stroud District Council (SDC) is responsible for approving requests for additional litter bins, with considerations including siting, emptying arrangements, costs, and ongoing maintenance. Cllr Gardiner noted that he had identified several locations during walks that could benefit from a litter bin. It was agreed that Councillors and the student would identify potential locations and notify the Clerk. These suggestions will be considered at a future meeting and, if agreed, a request will be submitted to SDC.

Cllr Gardiner, as a member of the Local Nature Action Plan Working Group, advised that he would raise the issue of protecting wildlife so that it can be included on an upcoming agenda.

Action: Cllr Gardiner

Cllr Samaroo advised the student that SDC has a ‘Litter and Clean Environment Member Champion’ who has been working on delivering SDC’s Litter Action Plan, including litter awareness and education initiatives. Cllr Samaroo asked the Clerk to forward the relevant contact details to the student so she may discuss her project further with them.

Cllr Samaroo and the Committee thanked the student for attending the meeting and commended her on her excellent work. **ACTION: Cllr Woodfine / Clerk**

W.04.01.26 Minutes of last meeting – Cllr Oakley proposed “**acceptance of the minutes of 19th November 2025**” This was seconded by Cllr D Taylor. There was one abstention.

W.05.01.26 Clerk's Report –

Cllr Oakley asked the Clerk to note thanks to ChalCAN members for providing updated tree plans for Bussage Pleasure Ground and France Lynch Pleasure Ground.

Following a resident concern, Cllr Oakley noted that the cutting regime is reviewed on an annual basis not every time an individual concern is raised. The Clerk explained that the resident had already raised their concerns and was not content with the outcome of this year's review. It was noted that Cllr Samaroo and the Clerk are due to meet with the resident, and feedback will be provided following that meeting.

Cllr L Taylor raised concerns that the land on The Ridgeway (opposite Daffodil Bank) has not been cut in the last 12 months. The Clerk advised that she has contacted SDC several times regarding this matter and has requested that their system be updated to ensure the area is correctly managed this year. Cllr L Taylor suggested that the Parish Groundsman cut the area; however, as the land is not owned by the Parish Council, this cannot be undertaken without SDC's permission. It was agreed that the Clerk would contact SDC again to request permission for the Parish Groundsman to cut the area as a one-off. Cllr Oakley noted that a significant amount of positive feedback has been received regarding the management of this area. **ACTION: Clerk**

W.06.01.26 Correspondence – The Clerk reported that she had received a concern regarding the condition of a wall near Belvedere Millpond, which has begun to collapse following works carried out by an unknown party. Following investigations, the Clerk established that responsibility for the wall lies with the Environment Agency. The resident who raised the concern has been put in contact with the Environment Agency so that they can liaise directly.

The Clerk further advised members that a resident contacted her to request a village sign in Brownhill. The Clerk contacted Highways who advised that "*Traffic Signs Regulations and General Directions (TSRGD 2016)* is clear that, signs on the public highway may only refer to recognised town or parish council areas, and not to subsidiary locations. As such, while Chalford Parish would be acceptable, unfortunately Brownhill would not, as it sits within the Parish of Chalford rather than being a separate parish in its own right". Therefore, it would be acceptable to site a sign within the boundary of the Brownhill allotment site rather than on Highways land. The Clerk will ask the resident to provide a proposal setting out more detail such as the style and size of the sign, the cost, who would be funding and installing the sign etc and if the proposal is received in time, this matter will be brought to the February meeting. Cllr Oakley noted that Brownhill officially begins prior to the suggested location, which may need to be considered when discussing the proposal. **ACTION: Clerk**

W.07.01.26 Works Budget – The RFO provided a report which was circulated prior to the meeting. Cllr L. Taylor queried the level of expenditure on fuel, noting that he had understood the new parish vehicle to be more economical. The Clerk clarified that the fuel costs listed relate to all Parish Council machinery, including the tractor, strimmers, leaf blowers, hedge cutters, etc. She further confirmed that she would ask the RFO to provide a cost comparison between the HI-Jet and the Land Rover. Cllr Gardiner referred to previous financial reports and advised that there has been an approximate 40% reduction in fuel expenditure.

W.08.01.26 Tanglewood Way Entrance to Frithwood – A resident requested that the stone at the entrance to the wood be replenished, as it has deteriorated over time. The Committee noted that all entrances must remain accessible for wheelchair, pushchair, and mobility scooter users. The Clerk updated the Committee that she had met earlier in the week with two members of the Footpath Working Group (FWG) and the Public Rights of Way Officer, and the preferred material is self-binding gravel, as this provides a smooth, sturdy surface suitable for all users. The estimated cost of the works is approximately £220.00, and FWG volunteers have confirmed they are willing to carry out the work. Cllr Gardiner kindly offered to check whether he has access to any self-binding gravel that could be used for the project and will update the Groundsman accordingly.

Cllr Oakley proposed **“the entrance to Frith Wood is replenished with self-binding gravel”** This was seconded by Cllr D Taylor. There was one abstention. **ACTION: Cllr Gardiner/Groundsman**

W.09.01.26 Brownhill Bus Shelter – At the previous meeting, Members discussed options for managing the disused bus shelter in order to prevent anti-social behaviour. The Groundsman subsequently obtained a quote from a local contractor. The Clerk explained that, as the works are bespoke, it has been difficult to source contractors willing to undertake this type of job.

Members commented that the quote received was vague and not presented in a particularly professional manner. The Groundsman clarified that the proposal is not to brick up the opening, but to install a metal panel and door.

The Clerk advised that the quote exceeds the current budget and suggested that it may be more appropriate to defer the matter until the new financial year, when the bus shelter refurbishment project is due to commence. This would also allow time for further quotes to be obtained. Members agreed.

ACTION: Clerk

W.10.01.26 Alder Way Bench – The wooden bench at Alder Way was recently vandalised. The Groundsman carried out a temporary repair; however, the wood is rotten and the bench requires replacement. The Clerk presented a quote for a recycled plastic bench from Marmax, which comes with a 25-year guarantee. The Committee agreed that the bench should be replaced, however, Cllr Oakley queried whether the new bench should be repositioned rather than facing the road. Alternative locations were considered; however, Members agreed that the bench should be installed in the same location, as it is frequently used by people who take a rest at this point. Cllr L Taylor proposed **“we replace the bench with a recycled Marmax bench”** This was seconded by Cllr Golding and unanimously agreed. **ACTION: Clerk**

W.11.01.26 Allotments a) software The Scribe software will be paid for by the Charity, and as the charity is unable to claim the VAT back the total monthly cost is £56.70 not £47.25 a difference of £9.45. Cllr Golding proposed **“the charity pay the monthly fee of £56.70”** This was seconded by Cllr Gardiner and unanimously agreed. **ACTION: Clerk**

b) non cultivation letters – Cllr Oakley suggested an amendment to letter 1, which was to add ‘as part of our regular monitoring’ to the first sentence, and to remove the final sentence ‘as you may be aware, we undertake regular site visits and will continue to review the situation’. Cllr Oakley also suggested that it should be acknowledged within letter 2 if the tenant has carried out some work to their plot. The Clerk explained that acknowledgement of work carried out by tenants is normally included within the body of the email to ensure correspondence is tailored to individual circumstances. She added that, with the introduction of the new software, she will need to clarify whether this can be incorporated in the same way. Subject to the proposed amendments Cllr Oakley proposed **“we accept the non-cultivation letters”**. This was seconded by Cllr Golding and unanimously agreed.

ACTION: Clerk

W.12.01.26 Footpath Working Group Report – a) Cllr Beioley provided an update via a report which was circulated to members with meeting papers. The group have been busy working on two projects over the last few weeks to replace a broken fence, remove a stile and replace various sections of the wooden edging on a path. Members noted that the new group has made an excellent start and requested that the Clerk convey thanks to the group for their continued hard work in repairing and improving footpaths within the parish. The Clerk advised that she had met earlier in the week with two members of the Footpath Working Group (FWG), including Cllr Beioley and the Public Rights of Way (PRoW) Officer. It was agreed that the FWG will follow the same administrative process to ensure a clear audit trail when requesting permission to carry out works on footpaths and the ‘task’ will be brought to the Works Committee for consideration. The Clerk explained that Cllr Beioley had requested permission for small amounts of expenditure to be agreed without the need for taking every purchase to the Committee; members agreed that up to £100 was acceptable. The PRoW Officer will

also send a monthly report to the group lead as there may be work that the FWG can support with.

ACTION: Clerk

b) Task to MCH103, 104 and 105 – The FWG are proposing to replace three old stiles with new self-closing gates. Grant funding has been provided by the Countryside Fund and therefore the cost to the parish is approximately £160.00. Cllr Oakley proposed **”we approve this task”** This was seconded by Cllr Golding and unanimously agreed. **ACTION: Clerk**

W.13.01.26 Chris Attwood’s report – A copy of Chris Attwood’s report was circulated to the Committee prior to the meeting.

Cllr Woodfine enquired about the level of graffiti around the parish. Chris Attwood confirmed that incidents have reduced and noted that graffiti is usually a seasonal issue, tending to decline during the winter months.

Play Inspections – copies of the latest reports are available in the office. Cllr Samaroo encouraged members to make the time to look through them. There are three pieces of equipment that have been flagged as a moderate risk this year in FLPG, these are two pieces of the exercise equipment and the multi play toddler unit. The Clerks are in the process of obtaining quotes for the necessary improvements/parts.

W.14.01.26 Ward Matters –

Cllr Golding raised several matters:

Tesco Express Car Park: SEP Properties have left a significant amount of building materials in the car park, creating a potential safety hazard. Cllr Golding also reported that the Salvation Army clothes bank is frequently overflowing, with bags of clothing being left in the car park next to the recycling bin. The Clerk will contact SEP Properties again to request removal of the building materials and will contact the Salvation Army to enquire about the frequency of collections. **ACTION: Clerk**

Alder Way Parking: Cllr Golding expressed concern that the grass verge on Alder Way has been damaged due to a van regularly parking on it. Photographs have been sent to the Clerk showing the depth of the ruts. The Clerk suggested placing a polite notice on the van’s windscreen requesting that the resident refrains from parking on the verge. Members agreed. **ACTION: Clerk**

Cllr L Taylor asked whether the Clerk could investigate the cost of installing a hearing loop at the Parish Centre, everyone agreed. **ACTION: Clerk**

Cllr Gardiner reported that while waiting for the bus on The Ridgeway near Munday Close, there is no hard standing for passengers, and the grassy slope can become slippery. The Groundman Will inspect the area and report back to the Clerk. **ACTION: Groundsman**

W.15.01.26 Any Other Matters – Cllr Samaroo thanked everyone for their contribution. There being no further business, the Chair closed the meeting at 7:31pm.