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NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

Tel: 01453 833592 email: clerk@nailsworthtowncouncil.gov.uk

Clerk to Council: Katherine Kearns

You are summoned to attend the meeting of Nailsworth Town Council to be held at the Town Hall, Old Bristol Road, Nailsworth on Tuesday 1st August 2023 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
26th July 2023

All residents of the Parish are welcome to attend and a 15 minute period will be set aside for members of the public to raise questions.

- 1 Apologies
- 2 Verbal Introductions
- 3 Declarations of interest and applications for dispensations
- 4 Consideration of Planning Applications received as follows:

CONSULTATION

- a) S.23/1433/HHOLD Springers, Watledge Road, Nailsworth, Stroud. Application: Householder. Construction of limestone filled Gabion baskets. (Retrospective).
- b) S.23/1376/HHOLD Dunkirk Farmhouse, Dunkirk Mills, Inchbrook, Stroud. Application: Householder. Erection of a single storey side extension.

TREES IN A CONSERVATION AREA- None

PREVIOUSLY TRACKED APPLICATIONS

- c) S.23/1287/DISCON Evergreen Cottage, George Street, Nailsworth. Application DISCON. Discharge of condition 3 S.22/0265/VAR. Application compliance of condition.
 - d) S.23/0888/HHOLD Haydenville, Old Bristol Road, Nailsworth, Stroud. Application: Householder. Description: Erection of single storey side and rear extension. Erection of dormer window. Application approved. NTC: No observations.
 - e) S.23/1066/HHOLD 8 Hawthorn Ridge, Nailsworth, Stroud, Gloucestershire. Application: Householder. Erection of porch. Application: permitted. Comment: No observations
- 5 To confirm minutes of the Full Council meeting held on Tuesday 18th July 2023
- Recommendation** to authorise the electrical remedial works be carried out by the contractor.
- Recommendation** to change the inspection schedule from 5 to 3 years.
- Recommendation** to approve the deputy clerk position as permanent
- 6 To discuss the recommendations of the visual survey of the Town Hall retaining wall and consider a Geotechnical investigation is carried out. (Paper available)
- 7 To reconsider a grant request from Nailsworth Football Club. (Paper Available)



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- 8 Matters of Urgency: *important items that have arisen since the meeting summons (agenda) and cannot wait to be addressed with a written report at a future meeting, due to inflexible deadlines.*
- 9 **Confidential Item** A discussion on Personnel Committee meeting paper reference the introduction of a Project Officer post.

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
 Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 18th July 2023
DRAFT

Present:

Cllr Mike Kelly (Chair)
 Cllr Shelly Rider
 Cllr Jonathan Duckworth
 Cllr Patsy Freeman
 Cllr Steve Robinson
 Cllr Angela Norman
 Cllr Colleen Rothwell
 Cllr Natalie Bennett
 Cllr Paul Francis

Minutes:

Deputy Clerk

Apologies:

Cllr Ros Mulhall

Public Present

2 members of the public were present

Verbal Introductions and safety briefing

Those present identified themselves.

2023/048**Declarations of Interest & Applications for Dispensations**

Cllr Duckworth is on the NN committee so did not take part in the Nailsworth News' grant application discussion

2023/049**Consideration of Planning Applications received as follows:****CONSULTATION –**

- a) S.23/1336/HHOLD Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: Householder. Refurbishment, improvement access, new garage, landscaping and replacement of outbuilding. (Resubmission of S.22/2306/HHOLD)

Cllr Robinson pleased to see interest in the cottage, it's been unused for a while. Building slowly deteriorating

NTC resolved to support the application

- b) S.23/1337/LBC Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: listed building Refurbishment and alterations (Resubmission of S.22/2307/LBC)

NTC support the application

- c) S.23/1297/HHOLD. Willow Cottage, Tetbury Lane, Nailsworth, Stroud. Application: Householder. Erection of detached two storey three bay garage and detached single storey two bay car port.

No observations

TREES IN A CONSERVATION AREA

None

2323/050

To confirm minutes of the Council meeting and the Environment Committee meeting held on Tuesday 4th July 2023

To consider Personnel Committee (6th July meeting).

It was **recommended** to introduce the post of a Project Officer within NTC with an initial review of three months.

All agreed

2023/051

Matters of Urgency: important items that have arisen since the meeting summons (agenda) and cannot wait to be addressed with a written report at a future meeting, due to inflexible deadline

Cllr Freeman Carters Way has had some delays but continues to move in the right direction.

2023/52

Accounts To agree payments in accordance with the budget as listed in the attached reports

Cllr Robinson entry 1636 for £195 would like clarification of what the funds were for.

2023/53

To consider co-option to a casual vacancy

The Chair briefed the councillors on the voting process prior to the vote.

Questions were asked of both candidates prior to the vote. Both candidates were thanked for their applications and Peter Bodkin congratulated on being successfully voted onto the council.

2023/54

To Consider a grant request from Nailsworth Football Club for the sum of £750. The money will assist with Pitch fees, training equipment and football kits. (paper available)

Two of the grants issued previously may have been issued from the incorrect budget. This will be investigated by the office prior to a decision being made at the next meeting.

Item to be rediscussed at council meeting on the 1st August

2023/055

To consider a grant request from Nailsworth News for the sum of £480. To assist with cost of with the hiring of the town hall.

Approved

2023/056

To agree the completion of Electrical Inspection Certification Report remedial works

The deputy clerk briefed the council on the current situation regarding the electrical repairs required for the town hall, Mortimer room and KGV changing rooms following the electrical inspection. Breaking down budgets and the works required to make the buildings electrically safe. Additional quotes have been requested for the Town hall repairs.

NTC **approved** for the repairs to be carried out within the 28-day deadline in accordance with the EICR and reissue of certificate.

Recommendation to change the inspection schedule from 5 to 3 years. **Approved**

Due to the age and condition of the Town Hall, it was suggested that there should be a review of future budgets for the building.

Reports for information (no decisions required):

2023/057

Financial summary:

- a) Income and Expenditure report
- b) Budget comparison report
- c) Main bank account reconciliation report
- d) Premier bank account reconciliation report

Noted

2023/058

To review NTC's Risk Assessment

Noted

2023/059

Reports:

- a) Report from Town Mayor **Noted**
- b) Report from Deputy Mayor **Noted**
- c) Report from District and County Councillors
Cllr Robinson briefed on EV charges. Nailsworth may be moved into phase one due to changes in the schedule. County council have confirmed the location for EV charges only to be placed in areas where residents do not have allocated parking.
Road from Arkell to the FGR Stadium is in a bad state of repair, GCC highways have been approached with regards to repairing this stretch of road.
- d) To receive an update on NTC office activities **Noted**
- e) To receive a report on town councillor surgeries in the library. Verbal brief provided by the Chair. Actions being reviewed.

.....
Town Mayor
Nailsworth Town Council
Civic Centre, Old Market, Nailsworth, GL6 0DU

.....
Date



Nailsworth Town Council

Agenda Item 5

Meeting of Full Planning/Council

Meeting date Tuesday 1st August 2023

Subject To consider a Geotechnical investigation of the Town Hall retaining wall

Author Deputy Clerk

Status Action

Summary

One of the recommendations of the visual investigation report on the boundary wall is for a geotechnical survey to be carried out.

Detail

NTC have received the visual investigation report regarding the Town Hall boundary wall. The report is extensive and is an annex to the paper. Below are the conclusions and recommendations from the report.

Conclusions and Recommendations

At the time of inspection, the boundary walls to the rear of the Town Hall along Arnolds Lane and along the party line between Folly Cottages and the courtyard to the rear of the Hall presented in poor to extremely poor condition. Based on prevailing levels it is thought that the walls are retaining in nature supporting the courtyard area some 1500-1700 above the garden level of Folly Cottages and up to 3700 above the lowest adjacent level of Arnolds Lane. Investigations regarding prevailing ground conditions and wall build up will be necessary to understand with certainty the nature of retaining that might exist. The foregoing notwithstanding the arrangement and condition of the walls is concerning, particularly along the rear of the gardens to Folly Cottages and action is required in the short term to ensure safety.

The wall along Arnolds Lane presents in poor condition and the capacity of the wall with regards retaining is questionable. Investigations are necessary to establish prevailing ground conditions and construction of the wall. Remediation options will need to be considered once soil information and wall construction details are known, which may require reconstruction of the wall. In the interim, vegetation growth is prevalent and detrimental to the wall and should be carefully removed. Loose material is prevalent to the entire exposed face of the wall which may fall and be a danger to pedestrians along Arnolds Lane. Consideration to netting the wall may help prevent larger sections of stone falling from the wall whilst remediation measures are considered. Note that the wall along Arnolds Lane either side of the rear of the Town Hall are in a similar condition and would also benefit from attention.

The wall along the party line between Folly Cottages and the courtyard of the Town Hall is in extremely poor and concerning condition. Localised failure cannot be ruled out. The adequacy of this wall is highly suspect and requires intervention at the earliest opportunity. It is highly likely that a replacement structure will be required along the 2320 – Nailsworth Town Hall, Boundary Walls Structural Appraisal Page 6 party line. The nature of the replacement structure will be informed by the results of investigations but is likely to require partial or full reconstruction or a replacement retaining arrangement.

As a temporary measure placing of ballast bags along the face of the wall would help prevent any sudden, localised movement whilst remediation is being considered. However, ballast should not be placed in close proximity to the wall along Arnolds Lane and this will exacerbate lateral loads due to surcharging the wall.



Nailsworth Town Council

The privacy screen is also in a precarious condition with at least one of the SHS support posts loose in the ground. As a temporary measure the SHS posts should be securely propped to prevent excess movement, (or the screen structure removed). The current arrangement is poorly conceived, and we would recommend that the arrangement is carefully dismantled and if a privacy screen is a requirement that this is constructed from the upper ground level of the courtyard.

The current pre-cast structure located in the courtyard is in a dilapidated and dangerous condition. There is a potential for the roofing sheets that are breaking down to contain asbestos. The structure also surcharges the adjacent wall along the party line between Folly Cottages and the Town Hall. We would recommend that from a safety standpoint the dilapidated structure is carefully removed.

Note that access for investigations, remedial work or reconstruction is severely restricted. Access to the wall along Arnolds Lane is via narrow, steeply sloping pathways only. Similarly, the courtyard to the rear of the Town Hall can only be accessed via the steep path that runs along the Southern flank of the Hall. Access to the garden of No. 2 Folly Cottages can be made only via the narrow, gated access. This will restrict possible options for investigations and solutions for remediation and may well increase any costs significantly. In the intervening period it would be prudent to undertake regular inspections of the walls to check for deterioration.

Also note that the wall along the party line with Folly Cottages and the Town Hall extends to meet the wall along Arnolds Lane. The arrangement of the wall below ground level is unknown and this may give rise to complications in remedial design particularly where the adjacent wall along Arnolds Lane is in excess of 4000 in height.

In summary we would recommend the following;

Wall to Rear of Town Hall along Arnolds Lane

- Investigations are undertaken to establish the nature of the soil/geology retained by the wall along with ground conditions below the base of the wall
- Investigations are undertaken to establish the build-up of the wall
- Appropriate remediation measures to be determined based on results of investigations
- Vegetation growth to the face and base of the wall is carefully removed. Overgrowth to the terraced area is carefully trimmed down and removed
- Consideration of netting the face of the wall to prevent loose and dislodged stone falling from the wall. (If stone units become unstable restrictions on the use of Arnolds Lane may become necessary)
- Ongoing regular visual inspections are undertaken to monitor deterioration in the intervening period until remediation is completed

Wall to Party Line between Folly Cottages and the Town Hall

- Investigations are undertaken to establish the nature of the soil/geology retained by the wall along with ground conditions below the base of the wall
- Investigations are undertaken to establish the build-up of the wall
- Appropriate remediation measures to be determined based on results of investigations 2320 – Nailsworth Town Hall, Boundary Walls Structural Appraisal Page 7
- Current arrangement of privacy screening is temporarily propped or removed
- Consideration of temporarily providing ballast bags placed against face of wall within the garden of No. 2 Folly Cottages to help prevent any sudden movement (Ballast should not be placed towards the Arnolds Lane end of the wall as this will surcharge the wall along the lane)
- Ongoing regular visual inspections are undertaken to monitor deterioration in the intervening period until remediation is completed



Nailsworth Town Council

Courtyard

- Careful removal of dilapidated pre-cast garage type structure and removal of slab as necessary (Removal of the dilapidated structure will also allow improved access for soil investigations to be undertaken)

NTC are requested to authorise the Geotechnical survey is carried out at the earliest opportunity to ascertain the ground condition at the rear of the Town hall. Due to the timeframe of receiving the report and the meeting, the office is awaiting an estimate for the geotechnical survey. The author of the report has recommended a contractor they work closely with carry out the geotechnical survey. Due to delays in this project and the possible consequences. The office recommend we proceed with recommended contractor.

Options

- 1. Authorise for the geotechnical survey be carried out by the recommended contractor**
- 2. Seek additional quotes from contractors to carry out a geotechnical survey**
- 3. Do nothing**

Recommendation

- 1. Authorise for the geotechnical survey be carried out by the recommended contractor**

Costs

unknown

Funding Source

ENDS.



Nailsworth Town Council

Agenda Item 7

Meeting of

Meeting date Tuesday 1st August 2023

Subject To reconsider a grant request from Nailsworth Football Club.

Author Deputy Clerk

Status Action

Summary

This item was discussed at the previous meeting, additional clarity was sought on remaining funds

Detail

The grant application for Nailsworth Football Club was discussed at the council meeting held on the 18th July. Further investigations were requested regarding the grants paid so far this financial year. During the last meeting it was suggested that the 2 x coronation grants may have been actioned from the incorrect budget. On investigation it was identified that a separate budget was not set up for the coronation. The grants budget was increased to £4000 for FY 23/24 to allow for additional funding for the coronation.

The Football Club grant application is for the sum of £750. There have been 5 payments from the grants budget and 2 that have yet to be paid.

Grants Actioned

Concord Coffee Group £300 (coronation)

Nailsworth in Bloom £500 (coronation)

Nailsworth in Bloom £500

Nailsworth Climate Action £600

Nailsworth News £480

Total funds issued £2380

Remaining funds £1620

Grants yet to be actioned

Nailsworth Friday Market £500

Nailsworth Street Markets £750

Total £1250

As the figures above show the grants budget has £1620 remaining with £1250 allocated against 2 remaining grants. This leaves £370 remaining in the budget for grants for the remainder financial year.

The football club have requested £750, they received £500 last year to assist with in the initial setting up of the club. With limited funds remaining in the grants budget the council are requested to consider the following options.

Options

1. Consider granting the application in full and reduce the sums available for the unactioned grants
2. Consider reducing the sum to ensure we remain within the grants budget



Nailsworth Town Council

3. Refuse the Nailsworth Football club grant application
-

Recommendation

1. Consider reducing the sum offered to ensure we remain within the grants budget
-

Costs

Funding Source

1060 Grants from NTC

Ends



NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

Tel: 01453 833592 email: clerk@nailsworthtowncouncil.gov.uk

Clerk to Council: Katherine Kearns

You are invited to attend a meeting of the Recreation & Amenities Committee to be held in the Town Hall, Old Bristol Road, Nailsworth on Tuesday 1st August 2023 starting at **7.00pm**.

K Kearns
Town Clerk
26th July 2023

1. Apologies
2. Verbal Introductions and Safety Briefing
3. To consider replacing a damaged 16m section of fencing on KGV field (paper available)
4. To consider legionella chlorination of KGV changing rooms and the Town Hall water tanks. (paper available)



Nailsworth Town Council

Agenda Item 3

Meeting of Environment Committee

Meeting date Tuesday 1st August 2023

Subject To consider replacing a damaged 16m section of fencing on KGV field

Author Clerk

Status Action

Summary

A section of fencing at the far end of KGV has been highlighted requiring repair.

Detail

During the repair of 2 sections of fencing on the King George V playing field it was noted by the contractor that an additional 16M section of fencing was damaged and requires replacing. The section of fence is at the eastern end of the second field.

A section of the fence has been removed; this has allowed for a path to be introduced from the adjacent field to KGV. To stop pedestrians using this as a thoroughfare, barbed wire has been used to prevent use. This is unsightly and could cause injury to members of the public.

The Committee is asked to consider the repair to the damaged 16M section of fence at a cost of £1040 and a review of the remaining fence is carried out by the contractor during the repair.

Options

1. To recommend replacing the damaged 16m section of fence at a cost of £1040 (£1248 VAT)
 2. To do nothing
-

Recommendation

1. To recommend repairing the 16M section of fence at a cost of £1040.
-

Costs

£1040

Funding Source

Upkeep of Council Land 4000

ENDS.



Nailsworth Town Council

Agenda Item 4

Meeting of Environment Committee

Meeting date Tuesday 1st August 2023

Subject To consider legionella chlorination of KGV changing rooms and the Town Hall water tanks.

Author Deputy Clerk

Status Action

Summary

The annual legionella chlorination of the water tanks in the KGV changing rooms and the town hall is due to be carried out in August.

Detail

Legionella bacteria is commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C. Legionnaires disease is a potentially fatal type of pneumonia which is contracted by inhaling airborne water droplets that contain viable Legionella bacteria.

NTC are required to have the chlorination of the tank at KGV changing rooms and the water heater in the kitchen at the Town Hall completed annually. It is required to ensure the continued safety of visitors and staff.

The necessary compliance is:

Cleaning and Chlorination of Changing Rooms 2 x CWS Tanks and Services.

Cleaning and Chlorination of Town Hall Header Tank.

To provide Full Certification.

In accordance with "L8 Approved Code of Practice (ACOP) was revised and republished in November 2013 and retained the guidance on the requirements of HSWA and COSHH for employers AND those with responsibilities for the control of premises including landlords (L8 ACOP, paragraphs 1 and 2). It applies to the control of Legionella bacteria in any undertaking involving a work activity AND applies to premises controlled in connection with a trade, business or other undertaking where water is used or stored and there is a reasonably foreseeable risk of exposure to Legionella bacteria (L8 ACOP, paragraph 22)".

The last full set of assessments throughout the buildings was in July 2022 and will be due again in July 2024 as these are a biannual requirement.

Options

1. To agree to chlorinate the tanks at the Town hall and the KGV changing rooms
 2. To not carry out the chlorination of tanks
-

Recommendation

To carry out the annual chlorination at the Town hall and the KGV changing rooms



Nailsworth Town Council

Costs

£540 plus VAT

Funding Source

Budget lines 2040/1 and 3090

ENDS.