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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 5th March 2024 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
28th February 2024

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.24/0296/FUL. Beechcroft, Harley Wood, Nailsworth, Stroud. Application: Full Installation of decking, storage area and steps to the rear of the property. Dropped kerb to the existing driveway.
- b) S.18/0815/OUT. Forest Green Rovers FC, The New Lawn, Smiths Way, Forest Green. Application: Outline Planning Application. Description: Resubmission of S.17/0850/OUT - The demolition of The New Lawn Football Stadium.(Forest Green Rovers FC) and re-development to provide the erection of up to 95 dwellings, up to 0.11 hectares of community uses (which may include D1/D2/A3/B1 uses), landscaping, open space, associated access, parking and infrastructure. All matters reserved except access (using existing access).

APPEALS

- c) S.23/0237/PIP Land North Of, Windsoredge Lane, Nailsworth, Gloucestershire. Application: Permission in Principle. Between 2 and 4 custom build houses. S.23/050/APPREF

TREES IN A CONSERVATION AREA

- d) S.24/0295/TCA. The Old George, Tabrams Pitch, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. T1 Crack willow: Crown reduce by 4m. T2 Crack willow: Crown reduce by 4m. T3 Crack willow: Crown reduce by 4m.

PREVIOUSLY TRACKED APPLICATIONS

- e) S.23/2318/LBC Whitehall Worley Nailsworth. Application: Listed Building Application. Installation of two replacement windows. Application permitted. NTC: no comment.
- f) a) S.24/0186/TCA 5 Old Bristol Road Nailsworth Stroud. Description T1 Walnut - Reduction to previous cuts, (Approx 2.5m). T2 Horse Chestnut - Reduction to previous cuts, (Approx 1m). Application approved. NTC noted
- g) S.23/2422/HHOLD. Playing Place, Box, Stroud, Gloucestershire. Application: Householder. Erection of single storey side extension, new garage and garden room. Demolition of existing single storey extension and garage. Remodelling of existing dwelling to amend window and door openings and new external finishes. Application permitted. NTC: No observations



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Clerk to Council: Katherine Kearns

- h) S.23/2300/LBC Location: Weavers House, Horsley Road, Nailsworth, Stroud. Application Type: Listed Building Application Erection of replacement gates. Application permitted. NTC: no observation.
 - i) S.24/0059/DISCON. Gigg Mill Old Bristol Road. Discharge of condition 3 (CEMP) from S.23/0765/FUL. Application permitted.
- 5 To confirm minutes of the Full Council meeting held on Tuesday 20th February 2024.
 - 6 To confirm the minutes of the Personnel Committee meeting held on Friday 23rd February 2024.
 - 7 To consider the recommendations of the Personnel Committee;

It was **recommended** that the Project Officer job description is adopted.

It was **recommended** that the reviewed policies are adopted in line with the AGAR and best practice.

It was **recommended** to adopt the Stress Policy

It was **recommended** to adopt the Gifts and Hospitality Policy

It was **recommended** to adopt the Council Training Plan

It was **recommended** to introduce a new council induction and refresher evening on Tuesday 7th May

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 20th February 2024
DRAFT

Present:

Cllr Mike Kelly (Chair)
 Cllr Shelley Rider
 Cllr Jonathan Duckworth
 Cllr Peter Bodkin
 Cllr Colleen Rothwell
 Cllr Ros Mulhall
 Cllr Paul Francis
 Cllr Patsy Freeman
 Cllr Natalie Bennett

Minutes:

Clerk

Apologies:

Cllr Steve Robinson
 Cllr Angela Norman

Verbal Introductions

These were made.

Members of the Public

A resident was present concerning planning application S.24/0120/FUL Land At Old Bristol Road. They made it clear that they didn't object to housing on this site, however they raised concerns;

- on the effect on the neighbouring Grade II Listed building.
- on no consideration of the effect on habitat loss.
- On the choice of materials being not in keeping with the surrounding stone buildings.

2023/189**Declarations of Interest & Applications for Dispensations**

There were none

2023/190**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.23/2477/FUL. Rock Cottage, Rockness Hill, Nailsworth, Stroud. Application: Full. Erection of an outhouse store
NTC Comment: no observations.
- b) S.24/0120/FUL. Land At Old Bristol Road, Nailsworth, Gloucestershire. Application: Full. Erection of 4 no. dwellings.
NTC Comment: NTC asks that S106/CIL is allocated to Nailsworth parish for this development. As there is an active Swift colony in the nearby Town Hall, NTC request that S-brick (Swift boxes) be included in these new dwellings.

TREES IN A CONSERVATION AREA

- c) S.24/0186/TCA. 5 Old Bristol Road, Nailsworth, Stroud, Gloucestershire. Application: Trees in a Conservation Area. T1 Walnut - Reduction to previous cuts, (Approx 2.5m). T2 Horse Chestnut - Reduction to previous cuts, (Approx 1m).
NTC Comment: noted

- d) S.24/0238/TCA. Coopers Mill , Dunkirk Mills, Inchbrook, Gloucestershire. Application: Trees in a Conservation Area. Description: T1 - Ash. Remove. T9 - Ash. Remove. T10 - Ash. - Remove. T11 -Ash. Remove. T12 - Ash. Remove. T13 - Crack Willow. Reduce to 12m. T17 - Black Poplar. Remove. T18 - Sycamore. Remove entirely the compromised western stem with bark loss (facing the parking area) to 1.5m above the trifurcation. T19 - Sycamore. Pollard western stem showing signs of a phytopthera or Kretzmaria. T20 -Ash. Remove. T21 - Ash. Remove.

NTC Comment: noted

PREVIOUSLY TRACKED APPLICATIONS

- e) S.23/2435/HHOLD Tulip Cottage, Windsoredge Lane, Nailsworth, Stroud. Application: Householder. Alterations to existing extension roof and erection of an outbuilding. Application permitted. NTC comment: NTC request that the outbuilding's use to be ancillary to the existing dwelling.
NTC's comment was not included as a condition.
- f) S.24/0114/TCA. 1 Egypt, Stroud Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. 2 Willows - fell. Application permitted. NTC no obs
- g) S.23/1972/FUL. Location: September House, Chestnut Hill, Nailsworth, Stroud. Type: Full Planning Application. Description: Demolition of existing dwelling and erection of new dwelling. Application permitted. NTC comment: support. NTC is in agreement as long as the Conservation Officer's concerns can be addressed. NTC ask that a biodiversity consideration includes Swift bricks in the new building.
NTC's comment was not included as a condition.

2023/191

To confirm minutes of the Council meeting held on Tuesday 6th February 2024

All agreed

2023/192

To confirm the minutes of the Recreation and Amenities Committee meeting held on Tuesday 6th February 2024

All agreed

2023/193

Accounts:

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

These were agreed.

Cllrs Peter Bodkin and Natalie Bennett agreed to approve the payments before Friday at midday.

All agreed

2023/194

To ratify the emergency spend above the budget for repairs to the Mortimer Room roof

The reasons were noted.

It was **agreed** to ratify the increase in the final cost of repairs to the roof of the Mortimer Room from £5,000 to £6,600.

All agreed

2023/195

To consider movements of Reserves to fund emergency work to the Mortimer Room

It was agreed to move £7,000 from the General Fund to 6040 Mortimer Room Repairs Reserve

All agreed

2023/196**To approve the appointment of the independent Internal Auditor**

It was **agreed** to appoint the Independent Internal Auditor, Ian Crowe, and to agree the proposed scope of work.

All agreed

2023/197**To amend NTC's Code of Conduct to include recommendations from the Personnel Committee**

There was a discussion about the level of expectation for cllr training and development.

It was **agreed** to amend to the Code of Conduct to include definitions of the Seven Principles of Public Life

All agreed

It was **agreed** to amend to the Code of Conduct to include an expectation that cllrs participate in training and development.

All agreed

2023/197**To consider a digital upgrade to include a new NTC website, email hosting and cloud storage.**

Thanks were given to Cllr Jonathan Duckworth for all of his help over the years with NTC's website, email hosting and IT.

It was noted that due to changes in IT, NTC's office can now operate independently of the office location. This move will put NTC on a more secure footing. It was acknowledged that training will be needed for both staff and cllrs.

A review of NTC's website should be carried out at least during each new council term (every four years) if not sooner.

It was **agreed** to use a contractor to change to Office 365, providing cloud storage via Sharepoint, online meetings via Teams; email hosting, migration and support; IT support.

All agreed

It was **agreed** to outsource this work to Contractor one.

All agreed

2023/198**Financial summary:**

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

These reports were noted.

2023/199**To review NTC's Risk Assessment**

This was noted.

2023/200

To review the Council's [Action Plan](#)

Noted.

2023/201

Report from Town Mayor

Noted.

2023/202

Report from County Councillors

Noted.

2023/203

To receive an update on NTC office activities

Noted.

The Clerk confirmed the bad weather contingency plans for the Annual Town Meeting; the event moves inside to the Town Hall. The market stalls which are now used are more wind and weather resistant, so reducing the need for moving inside.

2023/204

To receive a report from NTC's NCAN representative

Cllr Shelley Rider undertook to send details of an NCAN meeting about Community Energy on 16th March.

2023/205

To receive a report on the Rural Services Network Seminar: Rural Net Zero

Noted.

2023/206

To receive a report from the Police on Nailsworth crime figures.

Noted.

The Clerk undertook to thank the Police for their reports.

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

.....
Date



NAILSWORTH TOWN COUNCIL

Minutes of the Personnel Committee

Meeting in the Town Hall at 11am on Friday 23rd February 2024. The meetings of this Committee will be confidential and are not open to the public.

Present:

Clr Jonathan Duckworth (Chair)
Clr Ros Mulhall
Clr Shelley Rider
Clr Mike Kelly (Mayor)
Clr Patsy Freeman

Minutes:

Clerk

Apologies:

Clr Angela Norman
Clr Colleen Rothwell

Declarations of Interest and Dispensations

There were none.

To agree the Job Description for the Project Officer role

Some amendments to the Job Description were discussed:

- Action or liaise with colleagues, contractors, and cllrs to monitor and ensure project delivery.

was changed to:

- Action or liaise with colleagues, contractors, **project managers** and cllrs **to ensure project monitoring.**

It was **recommended** that the Project Officer job description is adopted.

All agreed

To carry out an annual review of the council's policies

The reviewed policies were noted. There was a discussion about what a review of policies means for a council;

- Up to date policies ensure a council passes the annual audit
- Keeps in line with legislation
- Maintains public information in line with the Transparency Act
- Helps the proper running of the council
- Helps the understanding of staff, cllrs and members of the public of the regulations guiding the council

Policies are reviewed every year and the next review is due by March 2025.

The following policies were reviewed and no amendments were made;

1. Code of Conduct
2. Financial Regulations
3. Standing Orders
4. Attendance Policy
5. Co-option Policy



6. Complaints Policy
7. Councillor Officer Protocol
8. Data Protection Policy
9. Disciplinary Procedure
10. Environmental Policy
11. Equality and Diversity
12. Expenses Policy
13. Gifts and Hospitality Policy: **New policy**
14. Grants Award Policy and Application Form
15. Grievance Policy
16. Health and Safety Policy
17. Internal Controls
18. Internet Banking
19. Lone Workers Policy and Risk Assessment
20. Open Spaces Policy
21. Pre-application Policy
22. Privacy Notice (General)
23. Procurement Policy
24. Publication Scheme
25. Risk Management Policy
26. Safeguarding Policy
27. Sickness (return to work form)
28. Social Media Policy
29. Stress Policy: **New Policy**
30. Vexatious complaints Policy
31. Volunteer Policy

It was **recommended** that the reviewed policies are adopted in line with the AGAR and best practice.

All agreed.

To consider a Stress Policy as part of NTC's Health & Safety audit

The policy has come about as part of a Health and Safety review and is a standardised policy.

There was a discussion about the policy during which the following points were clarified;

- For training, NTC staff use the HSE website and a stress risk assessment tool. All staff have undertaken training on stress management within the past few months. This has been appropriate to their job level; staff member/line manager
- Where there are changes to people's jobs [which causes stress] this ongoing policy and training is used by line managers to spot stress and by employees to alert others.
- The results of the individual online stress risk assessments are sent to the H&S representative (Deputy Clerk)
- Training will be done annually

There was a discussion about cllrs' involvement in stress awareness and it was agreed to include a briefing on workplace stress awareness to cllrs

An amendment was agreed:

4. Procedures:
- g. Provide a brief on workplace stress awareness to cllrs



To **recommend** council adopts the Stress Policy

All agreed

To consider a Gifts and Hospitality Policy

There was a discussion about what constitutes gifts and hospitality and how this relates to both staff and cllrs.

To **recommend** council adopts the Gifts and Hospitality Policy

All agreed

To consider the Council Training Plan

There was a discussion about the role the Council Training Plan will play and how it will be delivered. The Training Plan will guide the content of training.

Delivery will be in different ways and at different times, and according to existing skills and strengths of cllrs. Methods of delivery will include;

- Cllr induction pack
- Annual Budget briefing
- Strategic Planning sessions
- Formal training via GAPTC and others
- Pre-meeting briefings

For cllrs, the key issues are;

- Understanding roles and responsibilities
- Understanding the legal basis for decision making

To **recommend** council adopts the Council Training Plan

All agreed

There was a discussion about introducing an Induction meeting on 7th May for the new council. This will mean moving the Environment Committee meeting to earlier in April, but will allow time for the new council to start to get to know each other, sign essential documents and be briefed before the Annual Meeting (signing of the Annual Governance Return).

To **recommend** a new council induction and refresher evening on Tuesday 7th May, and to move the Full Council and Environment Committee meetings to Tuesday 30th April.

All agreed

To agree the date of the next meeting

No date was set for the next meeting.

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 **Environment Committee** to be held in the Town Hall on Tuesday 5th March 2024 starting at 7pm.

K Kearns
Town Clerk
28th February 2024

1. Apologies
2. Verbal Introductions
3. To consider redesigning the Town Maps
4. To report on Summer events to promote biodiversity
5. To review Environment Committee [Environment Action Plan](#)



Nailsworth Town Council

Agenda Item 3a

Meeting of Full Council

Meeting date Tuesday 5th March 2024

Subject To consider redesigning the Town Maps

Author Clerk

Status Action

If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.

Summary

There are three Town Maps in the town centre which need redesigning. A choice of designer is needed.

Detail

There are three Town Maps in prominent places in the town centre – see picture below:



The maps are looking quite dated and some parts are now incorrect. The same artwork is used for a printed version of the town map which is used by the TIC to give to visitors and residents. To keep the town centre looking up to date, the proposal is to commission new artwork to replace the old Town Maps, and to use the same artwork to provide a printed version and to put on NTC's website.

Several local designers have been approached to quote to redesign the maps and produce artwork ready to send to print. One requirement will be that any text on the map must be designed separately so that it can be kept up to date. Services such as the bus stop, library and Civic Centre will be included but individual shop names will not, so that it keeps up to date.

Three contractors have expressed an interest;

- Designer 1: no examples of their work were available.
- Designer 2: has a good track record of working with NTC and interpreting design requirements.



Nailsworth Town Council

- Designer 3: has a good track record of working with parishes and other larger organisations. Examples of their work available.

The Environment Committee were sent details of all three designers (email 22/01/2024). The total cost of artwork is expected to be c. £1,000 - £1,500.

The Environment Committee is asked to consider a choice of designer for this work.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?

Local Economy: Encouraging the use and visibility of local services. Contributing to the general upkeep and welcoming feel of the town centre and encouraging tourism.

Fairness: Providing information in different formats to suit people using digital and non-digital methods.

Options

1. To recommend a designer for new Town Maps
 2. To not go ahead with this project
-

Recommendation

1. To recommend a designer for new Town Maps
-

Costs

Up to £1,500

Funding Source

Budget heading 4090 Tourism Promotion

ENDS.

Welcome to Nailsworth

The original settlement was known as 'Naeglesleag', meaning the ley or pasture of someone called Naegl (the Saxon word for nail). By 1197 the name appears on official documents closer to the modern form, showing that the ley of the landowner had become a small hamlet or 'worth'.



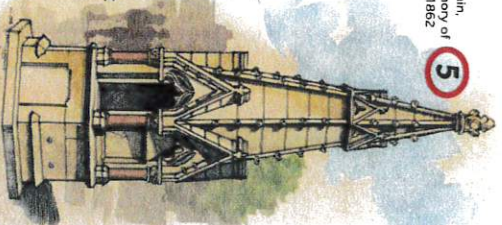
1 Quaker Meeting House, 1680

- Key**
- Buses
 - Car Park
 - Church / Chapel
 - Doctors' Surgery
 - Information Centre
 - Library
 - Pharmacy
 - Post Office
 - Public Payphone
 - Public Toilets
 - Town Hall
 - Town Council Office Civic Centre



6 Pedestrian/cycle track to Dunkirk Mill

5 Drinking fountain, erected in memory of lawyer Smith, 1862



Morrison's Supermarket

The Parish

The Parish of Nailsworth was formed in 1892 from parts of Avening, Horsley and Minchinhampton.

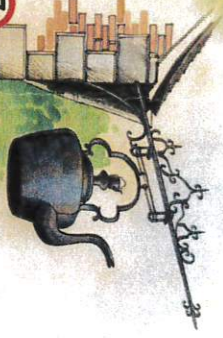
The Mills

In the 17th century, around 12 local mills worked the different processes for manufacturing woollen cloth. Many of the mills have been restored - look out for the picture boards telling their stories.



6 Memorial Clock, 1952

7 The Copper Kettle celebrates Queen Victoria's Golden Jubilee, 1887





Nailsworth Town Council

Agenda Item 4

Meeting of Environment Committee

Meeting date Tuesday 5th March 2024

Subject To report on Summer events to promote biodiversity

Author Clerk

Status Information

If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.

Summary

Nailsworth Town Council has carried out Biodiversity Awareness training for staff and cllrs. A Biodiversity Policy and Action Plan is being drafted.

Detail

NTC held Biodiversity Awareness training for staff and cllrs (including people from other parishes) in January 2024. This was part of NTC's commitment to consider biodiversity in accordance with the 2021 Environment Act and guidance to councils published in May 2023 (minute 2023/125).

NTC's Biodiversity Policy is being drafted and work has started on an action plan.

Under their Garden Guardians project, Stroud Valleys Project has offered to run a 'bioblitz' at KGV playing fields in July 2024 (date to be confirmed). There will be no charge for this event. Stroud Valleys Project have also offered to run a bumblebee safari in August at Miles Marling Field.

All details will be confirmed and promoted by Stroud Valleys Project.

ENDS.

| Ser No | Date added | Strategic Plan | Vision | Priority | Risk | Committee | Task detail | Comments | Budget | Estimated Cost | Minute Reference | Documents | Documents | Owner | Projected completion date | Status | Completed | Remarks |
|--------|------------|----------------|---------------|----------|------|-------------|--|--|------------------------------|---|--------------------------------------|---|------------------------------|-----------------------------|---------------------------|-----------|--|--|
| 1 | 01-Jan-23 | Y | 6 | High | Low | Environment | Introduce new Christmas lights to the Mortimer Gardens | The lights have been ordered and received by the contractor. Electrical works scheduled to be carried out by the end September 23. The light supplier is in touch with electrical contractor for handover and demo. Work started 25th Sept (trenching and electrics). 03 Oct trenching works complete. 10 Oct awaiting start date by electrician. All materials and lights stored in the Civic Centre garage. 30 Oct Installation to start 04 Nov. 13 Nov. Electrical work continues. | 6020 6520 6500 | £10,500.20 | | | | Deputy Clerk/ Cllr Robinson | 30-Oct-23 | Complete | 23-Nov-23 | Struggled to find a contractor to carry out the groundworks. Lights have been delivered awaiting installation when electric works complete. Ground works complete. |
| 2 | 01-Jan-23 | Y | 6 | High | Low | Environment | Replace the current Christmas street lights | There are 14 Christmas streetlights that require replacing due to their age. One contractor has provided quotes for both hire and purchase.06 Sept:meeting held on the 5 Sept resolved to purchase the Christmas Street lights. To be passed to full council for approval 19th Sept. 15 Sept: Due to unavailability alternative lights have been chosen should the originals not be available. Lights are on order. 03 Oct lights to be installed the week of 20th Nov. Contarctor to visit site to review fittings and assess the task. 25 Oct Lights being delivered Monday 30 Oct. 30 Oct Lights have been delivered, installation contractor has been to carry out an inspection prior to installation on the week of 21 Nov. 13 Nov. Lights to be installed the week of the 21 Nov. | 6520 | Purchase £7,519 | 2023/080 | | Lights Quote | Deputy Clerk/ Cllr Robinson | 15-Oct-23 | complete | 24-Nov-23 | Paper raised for the 5th September Environment committee meeting. Committee resolved to purchase the lights. Light to be installed the week of 21 Nov. |
| 3 | 23-Aug-23 | Y | 2 | High | | Environment | Make the town a safe place to walk | Simu-spec walk carried out with Gloucester Slight Loss 27 Oct. | Nil | Nil | | | Deputy Clerk | | | | | |
| 4 | 23-Aug-23 | Y | 5 | High | | Environment | Cycle path signage | | | | | | | | | | | |
| 7 | 23-Aug-23 | Y | 5, 6 | High | | Environment | Adequate parking, cycle parks and EV chargers | | | | | | | | | | | |
| 8 | 23-Aug-23 | Y | 2, 5, 6 | High | | Environment | Pedestrian Priority town | Green Plaque walking route leaflets proposed, to accompany Blue Plaque walking route leaflets. 07 Nov. Committee agreed to the funding. Completed | 4090 | £800.00 | | | | | Complete | 01-Jan-24 | Online version (Komoot) with QR code being done by resident. | |
| 10 | 23-Aug-23 | Y | 5, 6 | High | | Environment | Car alternatives, electric car club, Uber/Lyft/bolt, electric bikes | Cllr Rider has carried out investigations into electric bikes. | | | | | Cllr Rider | | | | | |
| 11 | 23-Aug-23 | Y | 2, 7 | High | | Environment | Crime and anti-social behaviour | | | | | | | | | | | |
| 12 | 23-Aug-23 | Y | 1, 2, 3, 4, | High | | Environment | Town Branding/Maps, walking maps. TIC material to be reviewed | One of three perspex panels has been replaced other 2 to be carried out when the new mpas have been produced. Quotes received to redesign the maps. Design decision by Environment Committee March 2024. | 4090 | £1,500.00 | | | Deputy Clerk/Clerk | | ongoing | | | |
| 13 | 23-Aug-23 | Y | 2, 3, 4, 5 | High | | Environment | TIC development, promotion and improvement | Regular volunteer meetings resumed. Ticket sales procedures and day-to-day procedues: training ongoing.Volunteer and cllr ilnput required for recruitment and induction process. Office window display planned. | none | | | | | | | | | TIC procedures, recruitment and induction agreed with volunteers, ready for recruitment drive starting in February 2024. |
| 14 | 23-Aug-23 | Y | 2, 3 | High | | Environment | Festivals and events | 02 Jan information received reference 80th Anniversary of D-Day is 6th June. Plans to be considered and a meeting to be held with RBL regarding activities. Working with Love Nailsworth and Market Street Traders to assist planned Food festival, Nailsworth Goodwill and other events for 2024. 23 Feb Local schools have been contacted reference participation. Awaiting RBL meeting to discuss contacting local restaurants reference participation. | | | | | Deputy Clerk | | 06-Jun-24 | | | |
| 15 | 23-Aug-23 | Y | 1, 2 | High | | Environment | New NTC website | Quotes received from two suppliers for a new website. Also investigating Office365 to resolve and upgrade online meetings, storage and digital phones. 23 Feb. Contractor has been approached and we are awaiting confirmation regarding the website. | none | TBC | | | Clerk | | ongoing | | Quotes to be taken to Full Council with a view to migrating email and website in time for 1st May 2024. | |
| 16 | 23-Aug-23 | Y | 2, 4, 5 | High | | Environment | Partnership development (SDC town groups) | Tourism group formed with 4 other market towns. | | | | | | | | | | |
| 17 | 23-Aug-23 | Y | 2, 4, 5 | High | | Environment | Public communication about NTC activities | Annual Town Meeting preparation is well underway. NTC attended clerk and cllr networking session to speak about improvements made to our Town Meeting. | | | | | | | | | | |
| 18 | 23-Aug-23 | Y | 1, 3, 4, 6, 7 | High | | Environment | Carters Way allotments | Ground works complete. NTC leasing agreement to be completed. Approx £4,000 remains in the budget, contractor has been approached to provide additional quote of more beds. 5th Sept: To allow access to volunteers until lease agreement is signed. Limitations in place for use. 03 Oct WP to be set up to review and create the lease for FGCA. 16 Oct Due to the WP continued work on the lease. No further funds will be allocated to the project until the lease has been approved. | 6500 6550/2 | cost to date £17,890.83 | Env Comm meeting 02 Nov 21. 2023/080 | | Cllr Freeman | 30-Sep-23 | ongoing | | Amendment to open spaces policy being drafted to allow for use of alternative weed killer on site. 06 Sept Temporary lease agreement approved at committee meeting 5th Sept. Allotment committee dcided to not have a water supply, this is being reviewed by the working group during the considerations for the lease agreement. | |
| 19 | 23-Aug-23 | Y | 1, 3, 4, 7 | High | | Environment | Cost of living crisis | Creative Sustainability is coordinating help across the county in 2023. NTC office promoting help. Food Bank operating from Arkell Centre. | none | minimal | | https://cscic.org/contact/ | NTC office | | ongoing | | | |
| 20 | 23-Aug-23 | Y | 2, 3, 7 | High | | Environment | Improve community use of the Arkell centre | Meeting to be held 5th Sept to discuss community development workers plan for free sessions to encourage use of centre. 08 Sept: It was agreed at the meeting on the 05 Sept that FGR will continue to pay for the Monday session . The other 2 will be provided for free. September Facilities Report shows that most room bookings are for community use. 23 Feb The main hall has very little availability. Upper hall not as popular. Food Bank operating from Arkell Centre. | | 3 x free sessions per week will cost approx £7,100 per year | | | Cllr's Robinson | | | | | |
| 21 | 23-Aug-23 | Y | 2, 3, 7 | High | | Environment | Arkell drop in Café | This is an Arkell Trust action | | | | | | | | | | |
| 22 | 23-Aug-23 | Y | | Med | | Environment | NTC land identification and registered with land registry | NTC's documents have been reviewed. Eight Statutory Declarations are being prepared for submission to Land Registry. | General Fund | £5,000.00 | Council meeting 17.10.2023: 2023/108 | | Clerk | 01-Jun-24 | ongoing | | | |
| 24 | 29-Aug-23 | Y | | Med | | Environment | Tree planting strategy | | | | | | | | | | | |
| 26 | 29-Aug-23 | y | | Low | | Environment | Twinning and friendship; expanding connections internationally | | | | | | | | | | | |
| 27 | 29-Aug-23 | Y | | Low | | Environment | Definitive footpath map; footpaths not formally registered as Public Rights of Way by 2026 will not be included in the Definitive Footpath Map | | | | | | | | | | | |
| 28 | 29-Aug-23 | Y | | Low | | Environment | Landscape Management Plan for Bunting Hill Nature Reserve | 23 Feb. This will need reviewing due to the Health and Safety concerns of operarting within this area. | | | | | | | | | | |
| 30 | 29-Aug-23 | Y | 6 | Low | | Environment | Flood alleviation and emergency plan | | | | | | | | | | | |
| 32 | 29-Aug-23 | Y | 2 | Low | | Environment | Forest Green wildflower display and roundabout enhancement | Some improvement work was carried out to the roundabout in Oct/Nov | | | | | | | | | | |
| 33 | 29-Aug-23 | Y | | Low | | Environment | All Saints Churchyard improvements | Contractor trimming hedge back on neighbours property. Delay due to storms: new date 26th Sept. 05 Oct Winter work to boundary hedge to be identified. 23 Feb Hedge works have been completed on all of the hedge. | | | | | | | Completed | | | |
| 40 | 09-Oct-23 | N | 1, 6 | Medium | Low | Environment | Star Hill Green flood swale and tree planting | 09 Oct. Quote sought for creating swale on Star Hill Green to cope with surface rainwater. | 4000: Upkeep of Council Land | £1,000.00 | Council meeting 06.09.2022: 2022/096 | | Environment Committee | 01-Mar-24 | | | Quote for tree planting needed. 4x trees on Star Hill including 2 x Tilia (Lime); 3x small trees (Rowan/Birch/Bird Cherry) on Moffatt Rd green. | |
| 42 | 24-Oct-23 | N | | High | Low | Environment | Biodiversity action | Biodiversity Policy and Action Plan needed under new government guidance. Biodiversity Awareness training delivered Jan 2024. Biodiversity policy being drafted. Grounds maintenance investigations for biodiversity improvements: KGv extension Field meeting March 2024. Bioblitz proposal for Summer 2024. | n/a | n/a | Environment meeting 07.11.23 | | Environment Committee/ Clerk | 01-Apr-25 | ongoing | | Biodiversity Policy being drafted. Action Plan will be required which will affect grounds maintenance. | |