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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 4th June 2024 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
29th May 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 Public Participation
- 5 Consideration of Planning Applications received as follows:

CONSULTATION

- a) S.24/0590/FUL. 1 Brewery Gardens, Brewery Lane, Nailsworth. Application: Full planning application. Description: Erection of a garage (retrospective).
- b) S.24/0856/HHOLD. Briar Bank, Bath Road, Nailsworth. Application: Householder. Description: Erection of a detached two-storey garden room.
- c) S.24/0817/OUT. Land Adjacent To Gracedale, Old Bristol Road, Nailsworth. Application: Outline Planning Application. Description: Outline application for 1no. self-build dwelling with all matters reserved for future consideration.
- d) S.24/0873/HHOLD. Prencott, Harley Wood, Nailsworth, Stroud. Application Type: Householder Demolition of single storey extension and erection of a replacement two storey extension. Installation of roof lights and landscaping works.

TREES IN A CONSERVATION AREA

- e) S.24/0853/TPO. 29 Whitecroft, Forest Green, Nailsworth. Application: Tree Preservation Order. Description: T1 - Ash tree – fell
- f) 24/0838/TCA. Bramshaw, Theescombe, Amberley, Stroud. Application: Trees in a Conservation Area Description: Yew (T1) - fell. Silver birch (T2) - fell.
- g) S.24/0878/TPO. 6 Vicarage Gardens, Nailsworth, Stroud, Gloucestershire. Application: Tree Preservation Order. T1 Beech tree - Inner crown thin by 30%. T2 Lime tree - Pollard by 5m canopy and 2m lateral. Lower Large epicormic limb to be felled to ground.

PREVIOUSLY TRACKED APPLICATIONS

- h) S.24/0719/TCA Upper House, Spring Hill, Nailsworth, Stroud. Application: Trees in a Conservation Area Description: Silver birch (T1) - fell. Silver birch (T2) - remove the limb overhanging next door. Atlas cedar (T3) - raise the crown to 2.5m above ground level. Yew (T4) - directional prune. Application consent. NTC: Noted.
- i) a) S.24/0716/TPO. The Steppes Residential Care Home, Cossack Square, Nailsworth, Stroud. Application: Tree Preservation Order. Yew tree - Trim hard all over to tidy and contain. Application consent. NTC: noted



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- j) S.24/0796/TCA Overden, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Large Mature beech tree - Fell. Application consent. NTC noted
- k) S.24/0032/FUL. Land Off Tinkley Lane, Nympsfield, GL10 3UH, (The Majority Of The Former Thistledown Farm And Part Of Woodchester Park). Application: FULL. Use of land and buildings for National Trust access-to-nature site (sui-generis), including cafe, camping, car park alterations, and internal access improvements into Woodchester Park. Application permitted. NTC: Resolve to support the planning application.

APPEALS

- l) S.24/016/APPREF The Coach House Spring Hill Nailsworth Stroud Insertion of dormer window and re-roofing. Resubmission of S.22/2073/HHOLD
- 6 To confirm minutes of the Annual Meeting held on Tuesday 14th May 2024.
- 7 To confirm minutes of the Full Council meeting held on Tuesday 21st May 2024.
- 8 To consider changing the terms of reference for the KGV Buildings Working Party.
- 9 To consider changing the Mortimer Room charge for use in an election in line with the Facilities Review.
- 10 To consider a change to the council's insurance costs
- 11 To consider the installation of a map on NTC land at Rockness.

NAILSWORTH TOWN COUNCIL
Minutes of the Annual Meeting of the Town Council
Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 14th May 2024
DRAFT

Present:

Mike Kelly (previous Chair)
Cllr Peter Bodkin
Cllr Shelley Rider
Cllr Ros Mulhall
Cllr Tyler White
Cllr Steve Robinson

Minutes:

Clerk

Apologies:

Cllr Paul Francis
Cllr Julian Dennis
Cllr Phil Sullivan

Also present:

Two members of the public were present.

2024/001

Election of Town Mayor

The previous Mayor, Mike Kelly, presided over the election of a new Mayor.

It was **resolved** that Cllr Peter Bodkin be elected unopposed as Mayor.

All agreed.

Cllr Peter Bodkin on behalf of NTC thanked former Mayor Mike Kelly for his commitments and achievements as mayor and a councillor of 13 years' service. Thanks were also given to Wendy Kelly for her support. Thanks were also given to former mayor and councillor of 13 years' service Jonathan Duckworth for his commitment and action for the town and the community.

Thanks were also recorded for the service of those cllrs who left the council last week, Patsy Freeman, Natalie Bennett, Angela Norman and Colleen Rothwell.

2024/002

Election of Deputy Mayor

It was **resolved** that Cllr Ros Mulhall be elected unopposed as Deputy Mayor.

All agreed.

The previous Deputy Mayor Cllr Shelley Rider was thanked for her service as Deputy Mayor.

2024/003

Public Participation

There were no members of the public present.

2024/004

Declarations of interest and applications for dispensations

Cllr Shelley Rider noted that her planning application is mentioned in previously tracked planning applications.

2024/005**To appoint members to Committees**

There was a discussion about the Committee appointments.

It was **resolved** that Cllr Shelley Rider be appointed Chair of the Environment Committee.

All agreed.

Members of the **Environment Committee** were confirmed as;

- Cllr Shelley Rider (Chair)
- Cllr Julian Dennis
- Cllr Tyler White
- Cllr Peter Bodkin (ex officio as Mayor)

It was **resolved** that Cllr Ros Mulhall be appointed as Chair of Recreation & Amenities Committee.

All agreed.

Members of the **Recreation and Amenities Committee** were confirmed as;

- Cllr Ros Mulhall (Chair)
- Cllr Paul Francis
- Cllr Phil Sullivan
- Cllr Steve Robinson
- Cllr Peter Bodkin (ex officio as Mayor)

All agreed.

It was **resolved** that Cllr Julian Dennis be appointed as Chair of the Personnel Committee.

All agreed.

Members of the **Personnel Committee** were confirmed as;

- Cllr Julian Dennis (Chair)
- Cllr Steve Robinson
- Cllr Ros Mulhall
- Cllr Shelley Rider
- Cllr Phil Sullivan
- Cllr Peter Bodkin (ex officio as Mayor)

All agreed.

2024/006**To appoint members to working parties**

There was a discussion about the membership of working parties. It was agreed that, in recognition of their knowledge of the projects, two former cllrs will keep their membership on working parties.

KGV Buildings Working Party

Cllr Ros Mulhall
Cllr Steve Robinson
Deputy Clerk/Clerk
Jonathan Duckworth*

Town Centre Regeneration Working Party

A new Chair to be appointed at the first meeting.
Cllr Steve Robinson
Cllr Peter Bodkin
Cllr Tyler White
Mike Kelly*

Jonathan Duckworth*

Carters Way Working Party

Cllr Peter Bodkin (Chair)

Vacancy to be appointed. The last piece of work is to agree the lease.

Support for Town Services Working Party

Cllr Peter Bodkin

Cllr Shelley Rider

Cllr Julian Dennis

Civic Centre Working Party

Cllr Steve Robinson

Cllr Julian Dennis

Cllr Tyler White

Mike Kelly*

Jonathan Duckworth*

Clerk

Asset Transfer Working Party (Beechwood Close)

Cllr Steve Robinson

Cllr Peter Bodkin

Clerk/Deputy Clerk

Town Hall Major Projects Working Party

Cllr Steve Robinson

Cllr Peter Bodkin

Cllr Phil Sullivan

Children & Young People Working Party

This working party has continued to operate successfully without the need for NTC's involvement and so is now not considered a function of the council.

Tourism Working Party

Cllr Shelley Rider

Cllr Tyler White

Derek Pitt*

Terry Rogers*

Maggie Rogers*

* *Indicates resident who is a member of the working party*

It was **resolved** that the above changes to the working party membership be agreed.

All agreed

2024/007

To appoint members to act as NTC's representatives on external bodies and be responsible for reporting back on matters concerning NTC

The Council's representatives were confirmed as follows.

- Nailsworth Youth Club: Cllr Peter Bodkin
- National Trust Minchinhampton & Rodborough Commons Advisory Cttee: Cllr Tyler White
- Nailsworth & District Twinning Association: vacancy
- Nailsworth Health Partnership: Cllr Julain Dennis
- Dementia Friendly Town Group: Cllr Ros Mulhall
- Nailsworth Youth & Community Enterprise (NYCE): it was agreed a representative isn't currently required with this organisation.

- Gloucestershire Rural Community Council (GRCC): it was agreed a representative isn't required with this organisation.
- Stroud District Market Towns Forum: vacancy
- Nailsworth Chamber of Trade: Cllr Shelley Rider
- Police liaison: Cllr Steve Robinson
- Love Nailsworth: vacancy
- Gloucestershire Association of Parish and Town Councils (GAPTC): cllrs are appointed to the board and so no separate representative is needed.
- Nailsworth Climate Action Network: Cllrs Shelley Rider and Cllr Ros Mulhall
- Nailsworth in Bloom: Cllr Shelley Rider
- Nailsworth Community Land Trust: Cllr Julian Dennis

All agreed

It was noted that there's currently no NTC representation at SDC Community Safety Partnership meetings. This is to be considered at a later date.

It was suggested that all current cllrs are asked to represent the Council on at least one outside body.

2024/008

To approve the schedule of meeting dates for the year 2024-2025

These dates were approved.

The Clerk undertook to reopen the poll for the Strategic Planning session.

2024/009

To approve the Council's annual insurance for 2024-2025

It was **resolved** to approve the Council's insurance for 2024-2025 for a contract of three years at a cost of £7,303.00.

All agreed.

2024/010

To approve all regular payments, direct debits and annual contracts for the year 2024-2025 in accordance with Financial Regulation 4.1

It was **resolved** to approve the regular direct debits, standing orders and annual contracts.

All agreed

2024/011

To approve the Internal Auditor's report and note the matters for attention.

There was a discussion about the two items raised in the Internal Audit.

It was **resolved** to approve the Internal Auditor's report and the findings were noted.

All agreed.

There was a discussion about the terms of the Mayor's Allowance. The Clerk confirmed that there are no terms of reference for a Mayors Allowance to say what it can be used for. After further discussion,

It was **resolved** for the Mayor's Allowance to be issued via payroll services.

All agreed.

2024/012

To adopt the Annual Governance and Accountability Return 2023/24 (AGAR):

a) To adopt the Annual Governance Statement for Year Ended 31 March 2024

This was noted and agreed.

b) To adopt the Accounting Statement (section 2) for the Year Ended 31 March 2024

This was noted and agreed.

All agreed

2024/013

To agree the dates for the Notice of Public Rights (inspection of unaudited Annual Governance and Accountability Return) as Monday 3rd June to Friday 12th July 2024.

The dates were noted and agreed.

All agreed

2024/014

To agree the Council meets the conditions set out to exercise the General Power of Competence (GPC) following an election.

The conditions were noted and it was agreed that NTC meets the criteria for exercising the General Power of Competence following an election.

All agreed.

2024/015

To appoint a councillor to undertake a quarterly review of internal controls as required by Financial Regulations

After a discussion, Cllr Julian Dennis was appointed as Internal Checker.

It was **resolved** that Cllr Julian Dennis be appointed as Internal Checker.

All agreed.

2024/016

Consideration of Planning Applications received as follows:

CONSULTATION –

- a) S.24/0679/HHOLD. The Nook, Watledge Road, Nailsworth, Stroud. Application: Householder. Erection of a single storey rear extension.

Comment: No observations.

- b) S.24/0726/LBC. Flat 3, Spring Hill House, Spring Hill, Nailsworth. Application: Listed Building Application. Installation of a replacement door with a fire door.

Comment: No observations.

TREES IN A CONSERVATION AREA

- c) S.24/0719/TCA Upper House, Spring Hill, Nailsworth, Stroud. Application: Trees in a Conservation Area Description: Silver birch (T1) - fell. Silver birch (T2) - remove the limb overhanging next door. Atlas cedar (T3) - raise the crown to 2.5m above ground level. Yew (T4) - directional prune.

Comment: Noted.

- d) S.24/0716/TPO. The Steppes Residential Care Home, Cossack Square, Nailsworth, Stroud. Application: Tree Preservation Order. Yew tree - Trim hard all over to tidy and contain.

Comment: Noted.

- e) S.24/0796/TCA Overden, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Large Mature beech tree - Fell.

Comment: Noted.

PREVIOUSLY TRACKED APPLICATIONS

- f) S.24/0495/TCA. Grove Lodge, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Pear Trees x 2 - removal. Application consent. NTC: No Observations
- g) S.23/2477/FUL. Rock Cottage, Rockness Hill, Nailsworth, Stroud. Application: Full. Erection of an outhouse store. Application refused. NTC: no observations.
- h) 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. Application permitted. NTC : Object. NTC has concerns that this will overlook neighbouring properties to an unacceptable level.
- i) S.24/0460/HHOLD. The Chippings, Jubilee Road, Forest Green, Nailsworth. Application: Householder. Installation of terraced parking. (Retrospective) Application permitted. NTC: No observations.

LICENSING

- j) 24/00377/LAPRNW Premises license. Oldstone Restaurant, Old Market, Nailsworth, Stroud, Gloucestershire, GL6 0DU. To sell alcohol on premises only daily between 12:00 -21:00.
Comment: No observations.

2024/017

To confirm minutes of the Full Council and Annual Town Meeting on Tuesday 16th April and Saturday 20th April 2024

The Full Council meeting on Tuesday 16th April were noted.

All agreed.

The Annual Town Meeting on Tuesday 16th April were noted.

All agreed.

2024/018

To note the authorisation of a grant payment to Town Twinning Association by a cllr who is also a member of the group.

For transparency, this action to maintain NTC's transparency was noted.

2024/019

To consider a deadline and process for co-option to three cllr vacancies following an uncontested election

It was confirmed there are three vacancies.

An advert has been made ready for Nailsworth News and can appear in the June edition.

A closing date for applications of 1st July 2024 was agreed, with consideration of the applications by the end of July. If the vacancies aren't filled on this date, they can be filled at another time.

It was **resolved** to follow the timetable above.

All agreed

2024/020

To approve grants for maintenance of burial grounds for 2024-2025

For transparency, the grants to contribute to maintenance of non-Church of England burial grounds for 2024-25 were approved as follows:

Christchurch burial ground, Shortwood £450

Forest Green cemetery, Forest Green £450

Quaker Burial ground, Shortwood £200

All agreed

2024/021

Confidential item

2024/022

To confirm salaries for 2024-2025 in accordance with the annual budget

The salary rates were confirmed.

All agreed.

2024/023

To review NTC's Risk Assessment

The Risk Assessment was reviewed and noted.

2024/024

Reports:

To receive an update on NTC office activities

This was noted.

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

.....
Date

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 21st May 2024
DRAFT

Present:

Cllr Peter Bodkin (Chair)
Cllr Shelley Rider
Cllr Ros Mulhall
Cllr Tyler White
Cllr Steve Robinson
Cllr Paul Francis
Cllr Julian Dennis

Minutes:

Clerk

Apologies:

Cllr Phil Sullivan

2024/025

Public Participation

There were no members of the public present.

2024/026

Declarations of interest and applications for dispensations

There were none.

2024/027

Accounts

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

Cllrs Peter Bodkin and Steve Robinson agreed to authorise the payments.

All agreed

It was noted that bank mandates for other cllrs to become authorisers have been sent.

2024/028

Reports:

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.

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

.....
Date



Nailsworth Town Council

Agenda Item 8

Meeting of Full Council

Meeting date Tuesday 4th June 2024

Subject To consider changing the terms of reference for the KGV Buildings Working Party

Author Deputy Clerk

Status Action

Summary

To change the terms of reference for KGV buildings working party to allow the working party to ensure the Storage building and disabled toilet project can progress without delays.

Detail

The new KGV maintenance store and disabled toilet project is progressing. The WP carried out a review of the locations for the storage building within the KGV. There were 2 options available, one at the lower end of the car park and the other by the changing rooms. It was agreed the area by the changing rooms would be the more sensible location due to access being separate from the car park.

Different options of building were also investigated, brick, metal containers and rendered breeze block. Due to the building style of the changing rooms, it was agreed a similar style to the changing rooms would be more aesthetically pleasing than a metal ISO container.

However, due to the nature of the project, there have been delays in progression. This is due to procedures and processes that must be followed at specific stages as we progress.

- Contractors will not provide accurate quotes for the work unless we can provide architect's drawings.
- To apply for planning permission, you must first have architectural drawings.
- Additional funding cannot be applied for, until planning permission has been approved. Applications for funding will be submitted to assist with the building of the store/toilet and the removal of the wooden pavilion.

As part of this project, once the new storage building has been constructed, the wooden pavilion can be removed. Currently, a small amount of equipment is being stored within the pavilion, this will be relocated to the storage building on completion. Thus, allowing for the derelict building to be removed.

An architect provided two possible designs for the building, the first had a green roof and the other a more traditional slanted roof. After discussions with the WP it was agreed the traditional roof provided more storage space and therefore it was the better option (see item 8a).

It has been confirmed by Fields in Trust that no permission is required for the new building from them as the building is smaller than the wooden pavilion and its use is to maintain the public open space.

The KGV Buildings Working Party Terms of Reference (TOR) are currently:

- To consider the current and future uses of the two buildings (changing rooms and pavilion)



Nailsworth Town Council

- To investigate removal of the derelict pavilion, replacement storeroom and alterations/replacement of the changing room
- To feedback the working party's progress regularly, and to bring an action plan to the Recreation & Amenities Committee for consideration.

To ensure the project maintains momentum it is recommended the TORs of the KGV buildings working party has the following included.

- To approve the working party's choice of store room design
- To secure planning permission, permission from Fields in Trust and all other permissions for a new grounds maintenance store
- To draw up a specification (including fixtures and fittings), carry out initial surveys and seek costs for the new store, and removal of the wooden pavilion
- To approve a budget of up to £6,000 for the working party to carry out this work.

These additions will allow for the project to progress without delays of up to 1-2 months waiting for decisions to be made by committees and council.

The sum of £5,000 was agreed and added to the KGV building reserve budget at the annual budget meeting held on the 28th November 2023 (2023/137). This brings the KGV building reserve up to £35,852.

It is therefore recommended that the additional entries to the TORs for the KGV Buildings Working Party are approved to allow for the project to progress.

Options

1. To approve the additional entry to the terms of reference to the KGV Buildings Working Party.
2. Do not approve the addition.

Recommendation

1. To approve the additional entry to the terms of reference to the KGV Buildings Working Party.

Costs

£6000

Funding Source

6300 KGV buildings (£35,852)

ENDS



Nailsworth Town Council

Item 8a

Below is a proposed design for the storage building.





Nailsworth Town Council

Agenda Item 9

Meeting of Full Council

Meeting date Tuesday 4th June 2024

Subject To consider changing the Mortimer Room charge for election use, in line with the Facilities Review.

Author Clerk

Status Action

Summary

The charge to hire the Mortimer Room for elections is not in line with the 2022 Facilities Review. After benchmarking against ten other parishes, a new charge of £300 is recommended.

Detail

In 2022 NTC completed a Facilities Review for all its community buildings and facilities. The decision was made to increase charges in line with other community buildings in Nailsworth, and took into account the rising costs of building repair and maintenance. The intention was for Council to follow up the 2022 review with a review of all other hire rates which did not fit into the normal scale of charges.

NTC currently has a special charge for hiring the Mortimer Room for an election however this is not in line with the current hire charge of £40 per session for other hirers. With a General Election on 4th July, Council is asked to consider increasing the hire charge in line with the rate charged by other parishes.

Election hire charge:

Mortimer Room: £53

Arkell Centre: £93 (any changes will need to be decided by the Arkell Trustees)

Additional administration

When a community room is used for an election there is extra administration; informing hirers and moving them to different venues; a much longer use of the rooms outside of NTC's usual hiring times (4 sessions, starting before 7am and finishing after 10pm); storage of polling booths before and for up to a week after the election; disruption to other hirers from polling booth storage; moving and arranging delivery and collection of polling booths.

The polling station team would prefer to set up the rooms the evening before, and a different charge would give them the option of more time, without disadvantaging our hirers.

Proposed changes

Ten other town and parish councils responded to a question about their election charges. These ranged from £100 to £500 a day. The average charge was £290.

Based on the extra time involved, increased costs and benchmarking against other parishes, council is asked to consider an increased Election hire charge for the Mortimer Room from £53 to £300.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?



Nailsworth Town Council

Fairness: A review of special rates for different hirers ensures fairness for all users of NTC's community rooms.

Options

1. To agree an increased charge for elections of £300.
 2. To agree a different rate.
 3. To keep the charge the same.
-

Recommendation

1. To agree an increased charge for elections of £300.
-

Costs

£300.

Funding Source

Potential income.

ENDS



Nailsworth Town Council

Agenda Item 10

Meeting of Full Council

Meeting date Tuesday 4th June 2024

Subject To consider a change to the council's insurance costs

Author Clerk

Status Action

Summary

A change to NTC's insurance cover has been announced. The change requires a small increase in the council's annual insurance premium for the benefit of keeping Legal Expenses cover. Legal Expenses could be very costly should NTC have to draw in it without insurance cover.

Detail

The Clerk was contacted by the Council's insurers (after the Annual Meeting) and advised of a change to the cost of the annual policy.

Although NTC has agreed a three-year fixed term insurance policy, the fixed term does not apply to Part P – Legal Expenses. Part P is the only part of the insurance policy not administered or provided by the council's insurers; these are provided on behalf of the insurer by a third party. The third party has recently announced a price increase for legal cover. There are the following changes to the insurance cover;

- Legal Expenses cover is no longer mandatory so council can choose to remove all cover.
- The Contract Disputes limit has been taken away so is now subject to the overall limit of £200,000
- Debt Recovery and Contract Disputes can be individually or both removed

The increase is from £56 p.a. to £308 p.a. (an increase of £252 p.a.) however if NTC had to call on this provision then costs could be extremely high. One example would be if the council had to defend a claim for an accident on one of NTC's play areas.

NTC's insurers have given the option of not having legal cover and removing the cost from the contract.

The Clerk advises that NTC accept the cost and keep legal cover.

The council's insurer also advised that insurance costs across all councils have increased and that the council made a sensible decision to tie into a three-year fixed contract last year. When the contract expires, Council is advised to plan for an increase of several thousand pounds.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?



Nailsworth Town Council

Resilience: Proper insurance cover will help NTC to continue to deliver services to the community and look after its buildings and land.

Options

1. To accept the increase in costs and keep legal protection
 2. To not have legal protection
-

Recommendation

1. To accept the increase in costs and keep legal protection
-

Costs

£308

Funding Source

1100 Insurance budget heading

ENDS



Nailsworth Town Council

Agenda Item 11

Meeting of Full Council

Meeting date Tuesday 4th June 2024

Subject To consider the installation of a map on NTC land at Rockness.

Author Deputy Clerk

Status Action

Summary

Residents at Rockness have difficulty in receiving deliveries and request a map be installed to assist delivery drivers.

Detail

NTC have been approached by a resident of Rockness, who has highlighted issues residents have receiving deliveries. Drivers struggle to locate properties and deliveries are missed.

The resident is requesting permission to install a map of Rockness on a piece of NTC land on Pike Lane/Rockness Hill/Walkley Lane (what3words ///movies.deprives.coveted). The map will be located approx. 1.5mtrs from the edge of the road and will stand approx. 5-6 feet high. The posts and frame will be metal to ensure longevity. The map size is hoped to be AO(84cmx118cm), this is to allow for drivers to see the map from their vehicles. Thus, ensuring vehicles don't block the highway for anymore time than is necessary.

All materials required will be sourced and supplied by the resident. Once the materials have been received the posts will be installed by the NTC groundsman to help reduce costs.

The council are requested to approve the installation of a map at Rockness Hill to assist residents parcel deliveries.

Options

1. To approve the installation of a map of Rockness residential area on NTC land at Rockness Hill Lane
 2. Do not approve the installation
-

Recommendation

1. To approve the installation of a map of Rockness residential area on NTC land at Rockness Hill Lane
-

Costs

NIL

Funding Source

No cost incurred to NTC



Nailsworth Town Council

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 4th June 2024 starting at **6.45pm**.

K Kearns
Town Clerk
30th May 2024

1. Apologies
2. Verbal Introductions and Safety Briefing
3. Public Participation
4. To approve payment for the stone works carried out on the War Memorial
5. To consider a request for a commemorative tree in KGV Field
6. To review the Recreation & Amenities Committee [RAM Action Plan](#)



Nailsworth Town Council

Agenda Item 4

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 4th June 2024

Subject To consider payment for the stone works carried out on the War Memorial

Author Deputy Clerk

Status Action

Summary

Consider the invoices for the work carried out on the War memorial as they exceed the initial estimate.

Detail

The delayed work on the War memorial has now been completed. The initial estimate for the stonework was approx. £7,000. The estimate was submitted and approved in 2018. Due to circumstances beyond the contractor's control and Covid, the work was delayed for several years. It was agreed that due to the expertise required to carry out the work, and as the task was not urgent, the project could be delayed until an appropriate time.

The work was restarted in mid-2023 and completed in April 2024. NTC have received 2 invoices for the work; one covers the original quote (£7,190) and the other for additional work required due to the unknown condition of the stone and the requirement for the installation of two drains (£2,500).

Much of the stone was found to be of different depths and the ground had soft beds and large pockets of clay. After consultation with the contractor, it was agreed the stone should be cut to a depth of approx. 40-50mm to ensure the foundations would be level. During the removal of the stone, two drains were discovered. The drains had been damaged over time, replacing the drainage system ensured the memorial would drain correctly and not retain water as it has in the past.

The total cost for the works is £9,690 which is over the original quote submitted. Councillors are reminded the original quote was submitted 7 years ago and costs have increased significantly since then.

The committee are requested to review and recommend the payment of £9,690 for council approval, for the work carried out to repair the War Memorial.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?

Local Economy: well-maintained memorials, public buildings and land show that the town is looked after and cared for, encouraging people to spend time and visit the town.

Health & Wellbeing: well-maintained memorials, public buildings and land show that the town is looked after and cared for, strengthening connections to the place people live and building community.

Options



Nailsworth Town Council

1. To recommend for approval the payment of £9,690 for the work carried out to repair the War memorial.
2. Do not approve the payment

Recommendation

1. To recommend for approval the payment of £9,690 for the work carried out to repair the War memorial.

Costs

£9,690

Funding Source

6380 War Memorial Reserve	£7,201
6500 CIL projects	£2,489 (£6879)

ENDS



Nailsworth Town Council

Agenda Item 5

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 4th June 2024

Subject To consider a request for a commemorative tree in KGV Field

Author Clerk

Status Action

Summary

A request to plant a commemorative tree in KGV Field.

Detail

A request has been received to plant a commemorative tree in KGV field. The family has been advised of NTC's Commemorative Policy which contains the following conditions;

- *Nailsworth Town Council asks that any memorial trees don't have plaques added near them and that no wreaths, cards, or other objects are left nearby.*
- *The Town Council must approve the type of tree and the location, to make sure this fits in with how we maintain the land, any services underneath and future plans for the land.*
- *The Town Council reserves the right to remove any damaged, diseased or dead tree, or to carry out work to it without getting in touch with you. This is so that we can keep the park safe and well maintained. Nailsworth Town Council will only carry out work to prolong the life of trees.*
- *The Town Council don't permit ashes to be scattered on its land.*
- *We ask that full payment for the tree and planting costs are received before it is ordered. The tree and planting will be arranged by Nailsworth Town Council.*

The best time to plant trees is Autumn and Winter, for the tree to have the best chance of survival. The resident would like to have the tree planted in October, which will fit in with this timetable.

The Clerk will arrange to meet the resident on KGV Field to discuss a possible location. A tree planting proposal for KGV was drafted in 2021 and this can be used as a guideline for the tree species and location.

Tree planting also comes under the Environment Committee's responsibilities, so the KGV tree planting proposal will be raised with the Environment Committee at their next meeting. NTC could arrange for a number of trees to be planted this Autumn and Winter, which would tie in with a Biodiversity Action Plan. Funding for more trees may be available from GCC for Climate Action initiatives.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?

Carbon Reduction: Planting new trees helps to capture carbon.

Health & Wellbeing: Trees help reduce air pollution and provide shade.



Nailsworth Town Council

Nature Restoration and Biodiversity: Tree planting contributes to nature restoration and increases biodiversity.

Resilience: Involving residents in tree planting to mark important people and events in their lives helps to connect communities and build future resilience.

Options

1. To approve a request for a commemorative tree in KGV Field
2. Do not approve the request

Recommendation

1. To approve a request for a commemorative tree in KGV Field

Costs

None to NTC

Funding Source

A resident

ENDS

Ser No	Date added	Vision	Priority	Committee	Task detail	Comments	Budget	Estimated Cost	Minute Reference	Documents	Documents	Owner	Projected completion date	Remarks
5	23-Aug-23	1, 2, 3, 5	High	Rec & Am	Market Street Improvements	Feasibility and design study for an accessible Market Street commissioned. Costs shared with GCC Drainage Team. Community engagement costs included in project budget. 15 Jan Market Street closed 8-9 Jan to allow for a utilities survey to be carried out by GCC. Progress meeting held on 06.03.2024: walk through of design options. Work delayed due to GCC timetables. Public consultation will be the next step. 02 April WP meeting 23 April with designers as there weren't enough options provided.	6140	£25,000.00	19 Sept 2023: 2023/086		Agenda Item 13	WP	01-Dec-23	Name change to Town Centre Regeneration Working Party
6	23-Aug-23	1, 2, 3, 5	High	Rec & Am	Civic Centre Complex	Meeting to be held with South West Project Management who managed the new build Civic Centre in Tidworth on 6th December. 10 Oct Zoom meeting to be set up at the end of Oct beginning of Nov with SWPM and WP to review Tidworth project 13 Nov. awaiting confirmation dates from contractor. 21 Dec Awaiting confirmation from SWPM on a new date for the brief. Meeting with Nailsworth Community Land Trust who stated their interest in exploring potential for CLT flats to be included in the scheme. Funding bid needed for project manager/feasibility study.						WP		External funding for project manager depending on new council Strategic Plan.
23	23-Aug-23	1, 2,	Med	Rec & Am	Refurbishment of the War Memorial	Slabs around the memorial are being replaced. 12 Sept: Work started 5th Sept. 05 Oct Work ongoing, due to issues with the foundations and some of the stone, the project may not be completed by 12 Nov. 13 Nov. works continues approx 60% of the work completed, contractor continually hastened. 02 Jan Due to weather conditions the work has slowed, awaiting confirmation from contractor regarding a completion date. 15 Jan Completion date update requested from contractor. 24 Jan Contractor confirmed the weather has been the reason for the delay. 20 Mar. work is progressing slowly, contractor hastened weekly. 16 Apr works complete. 15 May Invoice received was for a larger amount. Contractor was requested to submit an explanation for the additional costs. Paper passed to council for consideration and approval.	War Memorial Reserve	£7k	19 June 2018 Rec & AM Meeting item 14			Deputy Clerk	30-Oct-23	15 Dec Weather conditions have hampered progress.

25	29-Aug-23	1, 6	Med	Rec & Am	Town Hall heating	Investigating replacement heating systems for the Town Hall, including looking at energy efficiency measures for the building and green solutions. 13 Nov. Meeting held with Matt Partridge GCEC reference solar panels and new heating system. Meeting to be scheduled with Minchampton Hub who have had similar works carried out. 27 Nov Additional information reference electric bills passed to GCEC. 22 Mar No response yet from GCEC. 21 May additional information passed to GCEC reference gas consumption						Cllr Rider		One contractor has been approached to provide a quote for the installation on new boiler.
29	29-Aug-23	1, 2	Low	Rec & Am	KGV buildings; new Groundsman's store and removing of wooden pavilion Further detail in Major Projects #19	Contractors have been approached, so far 1 quote received £50K, other contractors require drawing prior to submitting a quote. Alternative solution may require investigating. 29 Aug additional contractor to visit the site week of 4th Sept to carry out survey. 8th Sept also came back with a quote of over £50K. Alternative solution may need to be sought. Deputy Clerk looking into alternatives 13 Nov. WP to review project with Deputy Clerk to further discuss the project, with regards to the structure of the building. 13 Dec. Architects approached with regards to providing plans for the building. 15 Jan Previous drawing received from architect dated 2016. Site visit held with architect to discuss options. Awaiting design. 20 Mar. Architect contacted for update on plans. 23 Apr 24 - Design has been agreed, 2 quotes have been received from the architects awaiting approval from WP/Council. 20 May Recommended changes to WP TORs submitted to committee for approval. The changes are to allow for the project to progress without delay.	Reserve £20k	Architect approx £3600				Deputy Clerk/WP		See Major Projects #19 Project could be eligible for Rural SPF: planning permission needed prior to an application.
				Rec & Am	Removal of pavilion at KGV playing fields	10 Nov. Contractors approached to provide quotes for the removal of the wooden building and the brick foundations. No quotes have been received to date. 15 Dec contractors have been hastened, one contractor visited the site and recommended the work be carried out in the summer. This will reduce the costs due to the ground being dry.	Reserve	Quotes from £10000 - £13000					01-Apr-24	Part of the KGV Buildings project.
31	29-Aug-23	2, 6, 7	Low	Rec & Am	Shortwood Green improvements	Consult residents on improvements to Shortwood Green for all ages e.g. seating, mowing regime, tree planting and play equipment. (Shortwood Green is Common land and cannot be fenced).	6010					WP required		
34	29/823	3, 7	Med	Rec & Am	Service Level Agreement for youth service provision, currently funded by NTC since 2011.	29 Aug meeting to take place on the 31 Aug with all stakeholders to review SLA 19 Sept SLA agreed and ready to be signed. 05 Oct SLA signed by all parties. 13 Nov. SLA agreed, further discussion reference the monitoring process to be considered. 28th Mar 1st Monitoring form submitted	none	£0.00	19 Sept 2023: 2023/090		Youth Club SLA			Awaiting initial monitoring report

35	29-Aug-23	1	High	Rec & Am	Structural survey to retaining walls below Town Hall to provide information on the remedial action to be carried out.	Visual survey report has been received. Recommendation to have geotechnical and stone survey carried out. 29 Aug Awaiting response from contractor regarding date of surveys. 12th Sept. contractor hastened, they are awaiting a response from the ground surveyors. Once they have any information we will be informed. 03 Oct - Contractor hastened again via email 11 Oct - Contractor hastened again via email 15 Nov. loss assessor visited the site to carry out assessment of the wall. Copy of the survey to be forwarded. 18 Nov Loss assessor report received, assessment is that the damage is not covered by NTC insurance. However, once the survey reports have been received a final decision will be made. 8th Dec contractor emailed reference removal of the shed, awaiting start date. 15 Jan Contractor submitted incorrect quote, decision passed to council for decision 23 Jan. 24 Jan Contractor currently busy, removal of the storage shed start date to be confirmed. 11 Mar Work has started on the removal of the building at the rear of the Town Hall. 18 Mar. Storage building has been removed. Surveyors have been approached, awaiting on site meeting date to discuss plans and start date for the surveys. 23 Apr Site visit carried out, awaiting potential start dates for the survey work to start. 10 May contractor hastened by email requesting a start date	Reserve	unknown	2023/065 01 August 23	Retaining wall survey	Loss Assessors letter	Deputy Clerk/WP		
36	29-Aug-23	1, 2	High	Rec & Am	Maintenance schedules for all NTC land and buildings, to plan budgets and work schedules.	Create a plan for all NTC buildings highlighting maintenance schedule frequencies and impact. 8th September this will be incorporated into this database as an additional page. 19 November confirmation of specific maintenance works to be confirmed.	none	none	none			Deputy Clerk		
43	08-Nov-23			Rec & Am	Replace worn play equipment bridge at Shortwood Minor project #15	17 Nov. Quotes have been received from 3 contractors for replacing the wooden rope bridge with a new wooden bridge and the installation of safety matting. Grant application sent to Gloucester Playing Fields Association for £394 towards the project. 27 Nov to be passed to RAM for approval 5th December. The most cost effective quote was for £2628 will be recommended to the committee. 8th Dec Contractor emails awaiting start date confirmation. 13 Dec Due to supply chain issues, installation will be in the last 2 weeks of Jan. 15 Jan delivery from manufacturer is due 6 Feb, contractor will be in touch with start date. Grant sum awarded by GPFA is £500 to be applied for when invoice received. Complete Feb 24 20 May contractors have been contacted with regards to carrying out rectification works on the bridge. 23 May Contractor visited the site, work will start asap.	6010 Play and Tennis Equipment Reserve	£2190 (minus £500 if grant approved) Total £1690 plus VAT	Full Council 19 Dec 2023/149			Deputy Clerk	01-Jan-24	£500 grant received from GPFA

44	28-Nov-23	1, 3, 5	High	Rec & Am	Inspection of KGV Changing room Roof	28 Nov Due to the ongoing concerns regarding RAAC an inspection of the roof in the changingrooms should be carried out. This is to ensure the facility is safe for continued use. 01 Dec Contractor has been in touch and will arrange for a survey to be varried out. Awaiting confirmation date. 13 Dec Inspection carried out, awaiting report. Initial results are nehative for RAAC. 21 Dec Report received, roof does not contain RAAC. Building safe for continued use.	3010/2 KGV Feled Repairs & Maintenance	£770.00	RAM meeting 05 Dec			WP/Deputy Clerk	01-Jan-24	Several; contractors have been approached with only 1 contractor submitting a quote.
45		1	Low	Rec & Am	Town Hall main hall floor	Work on the floor is due to take place in the summer of 2024	Town Hall repair & maintenance	£6k	18th April 2023: 2022/240			Deputy Clerk	01-Sep-24	Work has been booked in with contractor.
46	03-Jan-24		High	Rec & Am	Mortimer Room Toilet repairs	02 Jan The Mortimer Room toilet block required maintenance work to be carried out. Due to extreme bad weather the repairs have become a priority. 15 Jan Work started should hopefully be completed within 2 weeks. 29 Jan Additional concerns raised reference the cap stones. They were dmaged and the incorrect size. They have been replaced to mach with the rest of the roof. 15 Feb. task complete		Between £3-£5K	23 Jan 24 Passed to Full council due to pty			Deputy Clerk	End Jan 24	
47	29-Apr-24		High	Rec & Am	Miles Marling Paths and drainage	29 April Due to inadequate drainage, the water run off from the amphitheater is causing the path to erode. There is a requirement for a 2m of slotted channel with silt trap to catch water run off, with a soak away to the grassed area at the side. In addition, it was highlighted in the H&S report that the paths within MM have degraded to the point where there are numerous trip hazards. There is a need to gravel the paths, raise the levels where required to eliminate trip hazards and generally refresh the paths with Cotswold path Hoggin.	3000 MM Field Maint, 4000upkeep NTC land	between £4-6K				Deputy Clerk	01-Aug-24	