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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 November 2024 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
31st October 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 Declarations of interest and applications for dispensations
- 3 Public Participation
- 4 Consideration of Planning Applications received as follows:

CONSULTATION

- a) S.24//1778/VAR. Land At Windsmeet, Dark Lane, Nailsworth, Gloucestershire. Application: Variation of Condition. Variation of Condition 2 from application S.22/0564/FUL (2no. new dwellings & associated access & parking) - Changes to roof structure
- b) S.24/1817/LBC. 2 Quakers Close, Chestnut Hill, Nailsworth, Stroud. Application: Listed Building Application. Installation of an additional handrail to the staircase
- c) S.24/1780/HHOLD. 45 Nortonwood, Forest Green, Nailsworth, Stroud. Application: Householder. Demolition of garage and porch and erection of extension, garden room and raised walkway.

TREES IN A CONSERVATION AREA

- d) S.24/1862/TPO. TPO 245, Beaudesert Park School, Box, Stroud. Application: Tree Preservation Order. T987 Copper Beech - Fell to near ground level.
- e) S.24/1893/TCA. Bramshaw, Theescombe, Amberley, Stroud. Application: Trees in a Conservation Area. Sycamore (T1) - fell.
- f) S.24/1942/TPO St Georges Church, Church Street, Nailsworth, Gloucestershire. Application: Tree Preservation Order. Leylandii - Cut back overhanging branches. Sycamore - reduce 50% of its height.

FOR INFORMATION: PREVIOUSLY TRACKED APPLICATIONS

- g) S.24/1155/HHOLD. Worley House, Worley, Nailsworth, Stroud. Application: Householder Erection of a single storey front extension and extension of loft conversion including increase in roof height and dormer window. Installation of a parking and turning area. Application refused. NTC: No comment
- h) S.24/1702/TCA. Mortimer Gardens, Fountain Street, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. Hornbeam tree requires a 10% reduction overall to maintain management of the tree and ensure safety of pedestrians. Application approved. NTC: no comment
- i) S.24/1727/TCA. Mortimer Gardens, Fountain Street, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. Felling the tree (T1) to street level. As the tree has small and sparse leaves. Application approved. NTC: no comment



NAILSWORTH TOWN COUNCIL

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Clerk to Council: Katherine Kearns

- 5 To confirm minutes of the Full Council meeting held on Tuesday 15th October 2024.
- 6 To confirm minutes of the Recreation and Amenities Committee of Tuesday 1st October 2024
- 7 To receive an update from GAPTC's CEO on their work with councils across the county.
- 8 To consider a report from the Support for Town services working party and recommendations
- 9 To consider improvements to the relevance and effectiveness of Council

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
 Held at 6.30pm in the Town Hall, Old Bristol Road
 on Tuesday 15th October 2024
DRAFT

Present:

Cllr Peter Bodkin (Chair)
 Cllr Steve Robinson
 Cllr Phil Sullivan
 Cllr Tyler White
 Cllr Julian Dennis
 Cllr Paul Francis
 Cllr Louis Nicolas
 Cllr Shelley Rider
 Cllr Luke Stewart

Minutes:

Clerk

Apologies:

Cllr Ros Mulhall

Also present:

District Cllr Kate Kay, and a member of the public concerning a grant application.

2024/098**Public Participation**

A member of the public was present to support a grant application.

2024/099**Declarations of Interest & Applications for Dispensations**

There were none declared.

2024/100**Consideration of Planning Applications received as follows:****CONSULTATION**

- a. S.24/1691/HHOLD. 2 Laurel Cottages, Church Street, Nailsworth, Stroud. Application: Householder Application. Removal of existing extensions and erection of a single storey rear extension.
NTC comment: Support.
- b. S.24/1697/HHOLD. Laurel Cottage, Bath Road, Nailsworth, Stroud. Application: Householder. Erection of a detached single storey outbuilding.
NTC comment: NTC requests that the new building only be ancillary to the dwelling. There are concerns that biodiversity be considered, with reports of bats in the vicinity.

TREES IN A CONSERVATION AREA

- c. S.24/1702/TCA. Mortimer Gardens, Fountain Street, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. Hornbeam tree requires a 10% reduction overall to maintain management of the tree and ensure safety of pedestrians.
NTC comment: It was noted this tree is owned by NTC.
- d. S.24/1727/TCA. Mortimer Gardens, Fountain Street, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. Felling the tree (T1) to street level. As the tree has small and sparse leaves.
NTC comment: It was noted this tree is owned by NTC. NTC plans to plant several new trees in Mortimer Garden during Winter 2024, as part of a replanting project for the garden.

2024/101**To confirm minutes of the Full Council meeting on Tuesday 1st October 2024**

These were noted.

All agreed

2024/102**To consider the recommendations of the Recreation and Amenities Committee of Tuesday 1st October 2024;**

To **recommend** the rental charge for the Town Hall offices be increased.

All agreed

To **recommend** that both leases are renewed with the two tenants.

All agreed

2024/103**Accounts****To agree payments in accordance with the budget as listed in the attached reports**

The payment list was reviewed.

Cllr Peter Bodkin and Colleen Rothwell agreed to authorise payments online before midday on Friday.

All agreed.

2024/104**To consider a grant requests:****a) Grant request for Nailsworth Christmas Hall**

A member of the public spoke about this application.

It was clarified that grants cannot be given to individuals and that an organisation or business will need to be found to host the grant.

Some of the points raised during discussion with the applicant included;

- Contact with Community Development Worker at the Arkell Centre and The Long Table.
- how to identify the people in need
- whether other organisations were doing something similar
- useful contacts

After further discussion,

It was **agreed** to grant £500 for Nailsworth Christmas Hall at the Arkell Centre on the condition that a 'host' organisation be found to accept the grant.

All agreed.

2024/105**Reports for information (no decisions required):****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.

2024/106**To review NTC's Risk Assessment**

This was noted.

It was noted that the accepted minimum for the General Fund (also known as free reserves) is three months running costs. On 1st April 2024 NTC had £85,000 which is £28,000 lower than the minimum ideal sum (£113,000).

2024/107

Report from District and County Councillors

District Council:

Particular SDC news to highlight;

- Leisure Centres are coming back under SDC
- SDC have adopted a Cultural Strategy which comes with some funding (around £500,000) to get the strategy off the ground, with a big effort to make it a district wide effort rather than Stroud specific. Its purpose is to grow and develop ideas and community groups at grass roots level.
- SDC Crowdfunding is up and running, with the ability for community groups to ask for funds of up to £10,000.

There were some observations on the future of council housing, the New Homes programme and the creation of a Housing Oversight Board;

There will be consultation on the National Planning Policy Framework. Stroud will need to build 1/3 more houses than in the previous Local Plan. SDC will need to review the strategy which protected a lot of villages and market towns.

County Council:

Watledge drainage work (a spring which has been running across the road causing problems). Work will start on Wednesday – emergency road closure – to repair the pipe.

2024/108

To receive an update on NTC office activities

The report was noted.

The town is gearing up for Remembrance and Goodwill and the office is liaising with groups and traders for both these annual events.

2024/109

Review NTC [Action Plan](#).

The Action Plan was noted.

Next Tuesday 22nd October 6.30pm in the Council Chamber there will be a six-month review of NTC’s Strategic Plan.

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

.....
 Date



NAILSWORTH TOWN COUNCIL
Minutes of the Recreation and Amenities Committee
Held at 6.45pm in the Town Hall on Tuesday 1st October 2024
Draft

Present:

Cllr Peter Bodkin (Chair)
Cllr Steve Robinson
Cllr Paul Francis
Cllr Colleen Rothwell
Cllr Phil Sullivan

Minutes:

Deputy Clerk

Apologies:

Cllr Ros Mulhall

Public Participation

None present.

Declarations of Interest & Applications for Dispensations

Cllr's Robinson and Sullivan declared an interest as they are members of the Youth Club management committee.

To consider the draft Recreation & Amenities budget for 2025-2026

The budget was reviewed, and specific elements were discussed, and additional information provided by the Clerk.

Information to be provided by Cllr Stewart regarding the possibility of GCC providing trees through an initiative.

All agreed

Confidential Item

To consider the findings of the Town Hall rent review

The current rental charges for the Town Hall Offices were discussed. The outcome was for one **recommendation** to be amended.

From

To **recommend** the rental is kept the same, in line with the advice of the valuer.

To **recommend** that both leases are renewed with the two tenants.

To

To **recommend** the rental charge for the Town Hall offices be increased by 3% every year.

To **recommend** that both leases are renewed with the two tenants.

Approved

To receive the recommendations of the Support for Town Services working party

To **recommend** an increase in funding for the Youth Service by £5,000 for 2025/2026

The Committee were not quorate, due to 2 members declaring an interest. The item will now be included in the Annual Budget meeting on 26th November.



To receive a report on town centre gardening

A discussion was held with regards to the number of planters being removed. NIB is to be approached with regards to the possibility of a reduction in the number of planters to be removed.

GCC to be approached and requested to provide a written report on the serviceability of the railings on Bridge Street

NTC would like to thank Cllr Robinson for his dedication to the servicing and maintenance of the planter in town over the last several years.

The report was noted.

To review the Recreation & Amenities Committee RAM Action Plan

Reviewed and noted

.....
Chair of Recreation and Amenities committee
Nailsworth Town Council
Civic Centre, Old Market, Nailsworth, GL6 0DU

.....
Date



Nailsworth Town Council

Agenda Item 8

Meeting of Full Council

Meeting date Tuesday 5th November 2024

Subject To consider a report from the Support for Town services working party and recommendations

Authors Cllrs Shelley Rider, Julian Dennis and Peter Bodkin

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

A report from the Support for Town Services working party with recommendations following youth service monitoring.

Detail

NB: The Recreation & Amenities Committee wasn't quorate for this discussion as two of the Committee members are connected to The Junction youth club. For this reason the report has been brought to the Full Council meeting.

Background

The Youth Club has been commissioned by NTC to provide Youth Services for Nailsworth. The funding provided by NTC for these services is £46,070 per annum for a period of three years from 1st April 2023 to 31st March 2026. A formal contract for the Service Level Agreement (SLA) with the Youth Club was introduced in 2023. The Youth Club is required to report quarterly (1st July, 1st October, 3rd January and 1st April) on its service delivery against NTC's objectives, agreed outcomes and strategic priorities (the monitoring report).

The Youth Club has to date completed two monitoring reports (April 1st 2024 and July 1st 2024) and feedback has been given by the Support for Town Services working party on the content of the monitoring reports completed to date and the desire, shared by both parties, to enhance the quality of the information about service delivery.

Whilst the monitoring reports to date show how the service matches with NTC's strategic priorities, further information would be helpful for the Youth Club to reflect on its provision, and to NTC in assessing the service delivery in line with the service specification.

This includes:

- Providing more detail of the Club's significant achievements illustrated with specific examples and relating these to the desired outcomes in Appendix A of the SLA.
- Cross referencing the objectives of each activity to the objectives outlined in Appendix A of the SLA.
- More detail of the regularity and timings of the sessions delivered; again, cross referenced with opening times in Appendix A.
- Clarity, if and when funding from sources other than NTC is used to fulfil service delivery in full or in part.



Nailsworth Town Council

- Enhancing the quality of the Club's evaluation of its work by undertaking surveys with its users and their families. This might be achieved through an annual questionnaire.

In section 5, regarding problems encountered in the service delivery, reference was made to increased costs and the future funding of the Youth Club. The Club is requesting that the funding from NTC is raised in the 25/26 financial year by £5,000 to £51,070 and then by a further £5,000 in 26/27 to £56,070.

The rationale behind their request is:

- Costs of running the service have increased sharply in recent times and there has been no increase in the annual level of funding from NTC since 2014. Between 2011 and 2014 funding was index linked.
- Audited accounts for the year ending 31st March 2024 show that the annual cost of running the Youth Club and the services it provides is £80,812.22. NTC's current level of funding (£46,070) amounts to 57% of this cost. The Youth Club receives other revenue from Lettings (£7,535), Coffee Bar (£2,070), Donations + Gift Aid (£4,790), Fundraising (£3,885), Sponsorship (£1,020), Recycling (£400), Bank Interest (£1,472) and Grants (£4,260) [*Total of other income is: £25,432*]. The grant (for outreach work, from Gloucestershire PCC) is not currently available due to a freezing of the budget. In the year ending 31st March 2024, the Youth Club's total income (NTC funding and other outlined above) amounted to £71,502, resulting in a deficit on expenditure of £9,310. The Club's reserves stand at £54,751 with £10,308 in cash at the bank.

For information and comparison:

Running costs for Youth Club: £80,812.22

Income for Youth Club: £71,502

Total reserves for Youth Club: £54,751 (67.7% of running costs)

NTC annual precept for 2024-25: £434,766

NTC's total free reserves (General Fund) 1st April 2024: £85,196 (19.5% of running costs)

NTC's total Earmarked Reserves 1st April 2024: £172,854.51

Total NTC reserves including General Fund/Earmarked Reserves: £258,050.51

NB: Earmarked Reserves are ring fenced funds which have been set aside for specific projects agreed by NTC, grant funding related to specific projects or funds where NTC is 'saving up' for equipment or projects. Taking funds from 'Earmarked Reserves' for annual budget items may help in the short term but will need to be addressed in the longer term, if the council decides to continue the funding increase after next year.

NTC's General Fund at 1st April 2024 was around £28,000 lower than recommended. The recommended General Fund is at least 3 x monthly outgoings, which are currently averaging £37k.

- Other local town councils (e.g. Dursley and Stonehouse) that commission youth services from alternative providers are paying more for fewer hours. Dursley pays £48,106 for 10 hours, Stonehouse £52,572 for 7 hours. The youth workers only provide their services within the hours for which they are contracted. They are not available outside these hours. These councils also have, in addition, the running costs of the premises which are used. The running costs of The Junction are included in the funding which NTC provides.

The Support for Town Services working party considered the information above at a meeting on 19th September.



Nailsworth Town Council

The working party recommend that funding for the Youth Service increases by £5,000 to £51,070 for 2025-26. The working party agreed that funding for 2026/2027 would be considered when the 2026/2027 precept is considered.

Options considered by the working party with additional comments raised post meeting:

The SLA is a contract for a fixed amount from 2023 – 2026. Can the working party say how this formal contractual obligation will be dealt with?

Varying a contract during its term is possible, if agreed by both parties.

How will this increase affect other pressures on NTC's funds? e.g. Town Hall wall and refurbishment; Civic Centre project; 10% rising costs expected on utilities.

The Clerk who is also the RFO (Responsible Financial Officer) reminded the Town Services Working Party that budgets are tight, with large essential construction projects (Town Hall retaining wall; KGV store room) on the horizon, with unknown costs. This was considered by the Working Party and it was agreed to recommend to the Council that it should grant the increase, but savings may need to be made in other expenditure lines when considering expenditure priorities.

The Working Party discussed using quarterly meetings with the youth service to agree activities, encourage partnership working with others and help to direct work where most needed by NTC.

The Town Council's requirements are set out in the contract. It was felt that rather than trying to vary these by requesting greater detail, during the contract period, it was felt more practical to consider issues at the quarterly meetings as they arise. An additional section in the monitoring report enabling the Youth Club to outline briefly activities and objectives for the next quarter may be helpful.

All options considered by the Town Services Working Party are described under "Options" presented to the Rec & Am Committee. One option that was not considered but has been subsequently added, is to consider funding of a different amount than £5,000.

Options

1. To not increase the funding for the Youth Service for 2025/2026, in accordance with the current SLA.
2. To increase funding for the Youth Service by £5,000 for 2025/2026
3. To increase funding for the Youth Service for 2025/2026 by a different amount
4. To make additional funding conditional on specific service delivery, including external funding bids.
5. To consider if the same level of service and value for money could be commissioned with a different supplier.

Recommendation

1. To increase funding for the Youth Service by £5,000 for 2025/2026

Costs

£5,000



Nailsworth Town Council

Funding Source

2025-26 Annual Budget for Youth provision 3140.

ENDS.



Nailsworth Town Council

Agenda Item 9

Meeting of Full Council

Meeting date Tuesday 5th November 2024

Subject To consider improvements to the relevance and effectiveness of Council

Author Cllr Peter Bodkin

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

Consideration of the means by which Councillors and NTC Officers can conduct a review of the manner in which Council undertakes and conducts its business to improve its relevance and effectiveness.

Detail

The last review of council structure took place before 2015.

We have three sub-committees, Rec and Am, Environment and Personnel. Are there any gaps in their terms of reference? Finance and Planning spring to mind. Can we close these with the current structure? Perhaps, a more radical approach would be to ask the question: do we need all of these committees? Rec and Am and Environment meet every other month and then make recommendations to full Council. Therefore, it can take weeks for a decision to be forthcoming through this route. The Personnel Committee is probably a separate issue.

Can we achieve a better balance between the proper functions of approving recommendations made in committees and working parties, and the opportunities for adding value through discussion?

Would there be any less scrutiny if issues went direct to full Council and recommendations were made by Working Parties (or their equivalent) comprising Councillors, Officers or co-opted members of the public with the relevant expertise?

There is much expertise and experience tied up in both Councillors and Officers but how widely is the detail of this known, even within the Council? Has there ever been a skills audit conducted? Certainly, to the best of my knowledge there is not one for the current Council. We are potentially missing a trick here, particularly as the motivation for many volunteering for the Council is to use their professional and life experience to add value.

When Working Parties are set up, whilst no one should be discouraged from volunteering, it would also be sensible to have those with the experience and expertise of the issue under consideration, identified from the skills audit, asked to join the group. If we don't have that amongst us, we can always, as we sometimes do now, co-opt members of the public who do. Do we have a list of former councillors, other residents and what they might offer? Might we identify these by word of mouth or advertising in the Nailsworth News and elsewhere? This might also help with succession planning as Councillors step down. Too much valuable information is potentially lost as the Council changes at



Nailsworth Town Council

least every four years, if not more rapidly. On occasions it may be more appropriate to employ a professional so that continuity can be kept.

Not only are there the structures through which we conduct business, there are also the non-statutory terms of engagement, within Standing Orders. Those by which we are legally bound are highlighted in bold type in the document on NTC's website entitled NTC -Governance-Standing Orders. These are derived from a standard model published by NALC. Whilst many of non-statutory standing orders are entirely sensible (and I am not suggesting that we need wholesale change) they are not entirely bespoke to Nailsworth. There is a mechanism by which we can change some of this guidance if we want to. The relevant section can be found under Paragraph 26 b). At present, it requires 9 councillors to propose a motion for change. My research suggests that some Councils have opted for a lower bar.

In short, I am suggesting that a skills audit is conducted without delay and a Working Group is set up quickly to debate these issues and to consider some of the questions which I have posed. I do not claim to have all the ideas, or all the answers and I am sure that others have much to contribute to the review. The Working Party's remit would be to consider these and any other issues which may currently inhibit our effectiveness as a Council and present recommendations to Council for improvement.

Proposed Terms of Reference;

- To propose how the skills audit can be reviewed as part of the regular council calendar, and embedded in the selection and induction process for cllrs and staff
- Assessing the impact of the skills audit on the structure of committees and working parties
- To consider how any changes may affect Standing Orders

Vision

Council Relevance and Effectiveness

A Quality Gold Town Council

Objectives:

7.1 A council at the forefront of best practice

7.2 A council that achieves excellence in governance, community leadership and council development

7.3 A council that values the contribution of all its members: cllrs, staff and volunteers

Options

1. To conduct a skills audit of councillors and staff
2. Establish a Working party to investigate the structural and functional inhibitors to Council effectiveness and to recommend to Council actions for improvement.
3. Not to set up a Working party and leave structures and functions of Council as they are.

Recommendations

1. To conduct a skills audit of councillors and staff
 2. Establish a Working party to investigate the structural and functional inhibitors to Council effectiveness and to recommend to Council actions for improvement.
-



Nailsworth Town Council

Costs

None

Funding Source

n/a

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 November 2024 starting at 6.45pm.

K Kearns
Town Clerk
31st October 2024

1. Apologies
2. To consider a request for a dedicated bench in Mortimer Garden
3. To consider a Town Information Centre working party to move forward improvements to the service
4. To consider cutting back and seeding the Extension Field at the King George V Playing Field
5. To consider the draft Environment Committee budget for 2025-2026
6. To review Environment Committee [Env Action Plan](#)



Nailsworth Town Council

Agenda Item 2

Meeting of Environment Committee

Meeting date Tuesday 5th November 2024

Subject To consider a request for a dedicated bench in Mortimer Garden

Author Clerk

Status Action

Summary

NTC has had a request for a dedicated bench in Mortimer Garden. There is an empty concrete plinth where the bench can be installed.

NTC's Open Spaces Policy sets out guidance for the style and material of benches at each piece of NTC owned land.

Detail

The Environment Committee is responsible for the Council's Commemorative Policy and for benches and other street furniture. A resident has requested a commemorative bench in memory of their parents who were residents of Nailsworth.

There is an empty bench plinth in Mortimer Garden where the bench can be installed and a bench to match the existing ones (black powder-coated black) can be sourced (see picture below).



NTC's Open Spaces Policy (section 11) gives guidance for style and materials for all benches on NTC land, to ensure replacements are in keeping with each location. For Mortimer Garden, the guidance states;

- It's recommended that replacement benches follow the same guidelines as the original design, with two different bench styles, reflecting the two locations: (event circle and garden edge).
- Event circle and garden edge: black plastic-coated/powder-coated metal, formal park benches similar to the original style benches.



Nailsworth Town Council

Mortimer Garden is a popular place for people to sit during the day and this is a good opportunity to install an additional bench.

The cost of the bench, dedication plaque, delivery and installation will be paid by the resident requesting the bench. In accordance with the Commemorative Policy, payment for the bench and installation will be received before the bench is purchased.

The Committee is asked to **recommend** that the request for a dedicated bench of this style is approved for Mortimer Garden.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?

Health & Wellbeing: Strengthening the community by emphasizing our local identity and valuing places and people.

Options

1. To recommend that the request for a dedicated bench of this style is approved for Mortimer Garden.
 2. The cost of the bench, plaque, delivery and installation be paid by the resident.
 3. To not recommend a dedicated bench at this location
-

Recommendation

1. To recommend that the request for a dedicated bench of this style is approved for Mortimer Garden.
 2. The cost of the bench, plaque, delivery and installation be paid by the resident.
-

Costs

None to NTC

Funding Source

Income.

ENDS



Nailsworth Town Council

Agenda Item 3

Meeting of Environment Committee

Meeting date Tuesday 5th November 2024

Subject To consider a Town Information Centre working party to move forward improvements to the service

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

NTC's Strategic Plan puts TIC development, promotion and improvement as a high priority. To move this forward a working party of TIC volunteers and cllrs is proposed.

Detail

There is much knowledge and enthusiasm in the TIC volunteer group and a willingness to make the most of this service for both residents and visitors. At previous TIC volunteer meetings an 'action plan' for the service has been discussed, and also a chance to consider key questions such as the purpose of the TIC, who uses the service and how changes can be made.

There is a dormant Tourism working party which could be changed to fit this remit and take in a broader view of tourism and resident information services for Nailsworth. The working party could be renamed 'Town Information working party'.

Proposed terms of reference for a revitalised Town Information working party are;

- *To establish a working party of TIC volunteers, councillors and residents with expertise*
- *To consider the current services offered by the TIC, the purpose, who uses the service and why*
- *To consider the purpose of the TIC and how it can be improved for residents, visitors and volunteers*
- *To develop an action plan to bring back to the Environment Committee*

These terms of reference can change as the group evolves.

Options

1. To change the Tourism working party to a Town Information working party
2. To recommend membership of the working party
3. To agree the terms of reference
4. To not establish a working party

Recommendation



Nailsworth Town Council

1. To change the Tourism working party to a Town Information working party
 2. To agree the terms of reference
-

Costs

None at this stage

Funding Source

n/a

ENDS.



Nailsworth Town Council

Agenda Item 4

Meeting of Environment Committee

Meeting date Tuesday 5th November 2024

Subject To consider cutting back and seeding the Extension Field at the King George V Playing Field

Author Deputy 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

The Extension Field at the KGV requires cutting back. Seeding with wildflowers will improve the field's biodiversity.

Detail

The Extension Field at the KGV has grown well over the summer period and now needs to be cut back. Stroud Landscape Project (SLP) visited the site in the summer and provided NTC with some ideas on how best to improve the biodiversity of the field. This included seeding the field with native wildflower seeds. They have cultivated and allocated a batch of wildflower seeds for the Extension Field. However, prior to any seeding being carried out the area needs to be cut and the ground prepared.

Details of Stroud Landscape Project's work and aims can be found here;
[Stroud landscape project | Gloucestershire | National Trust](#)

The Extension Field is on the edge of the AONB and is a useful wildlife link between the adjacent woodland and farmland and the more formal playing field. The grass is currently cut once a year and a path for walkers is maintained around the edge of the field. The grass is species poor and will benefit from the introduction of native wildflowers for biodiversity and the appearance and enjoyment of the Field. This work is in line with NTC's Biodiversity Policy and commitment to Climate Action.

Several contractors and farmers have been approached with regards to cutting back the field, collecting the waste and removing it. Unfortunately, the contractors approached were unable or unwilling to quote for the task as they do not have the sufficient machinery to carry out the task. The equipment required to complete the task is specialised and not something they have available.

Stroud Landscape Project have suggested they prepare the site using brush cutters, rakes etc, with the help of volunteers, and seed the field in the same day. For the work to be carried out they request a donation of £41 p/h. The funds for this work can come from the existing maintenance budget.

The committee are requested to consider the offer from SLP and approve the work be carried out.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?



Nailsworth Town Council

Health & wellbeing: Improving the biodiversity of the meadow will encourage more visitors to the site.

Options

1. To agree SLP carry out the ground works and wildflower seeding of the KGV extension Field as part of NTC's commitment to biodiversity.
 2. To not agree to the work being carried out.
-

Recommendation

1. To agree SLP carry out the ground works and wildflower seeding of the KGV extension Field as part of NTC's commitment to biodiversity.
-

Costs £41 p/h (around £500 in total). This is within the current budget.

Funding Source

Budget heading 3010/1 KGV grass cutting

ENDS.



Nailsworth Town Council

Agenda Item 5

Meeting of Environment Committee

Meeting date Tuesday 5th November 2024

Subject To consider the draft Environment budget for 2025-2026

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

A look at the budget requirements for Environment Committee for 2025-2026.

Detail

The Environment Committee is invited to consider predicted income and expenditure for the annual budget for 2025-2026.

The attached spreadsheet shows:

- Actual Figures from 2023-2024
- Budget for 2024-2025
- Actual net amount for April to August 2024
- Estimated amount for September to March 2025
- Total Estimate for 2024-2025
- 2025-26 Budget Forecast
- 2026-27 Budget Forecast

The spreadsheet shows the details of each budget heading and what the money is spent on. Each budget heading has been adjusted according to annual projected spending.

A change to the budget heading is proposed, to combine Tourism Promotion and Town Events. £2,000 annually is already allocated to Nailsworth Festival. This budget is also used for town maps, walking leaflets and other promotional activities.

The town centre Christmas lights were replaced in 2022 and 2023. Now they have been replaced, the budget is purely for annual installation in November and removal in January, plus incidental maintenance.

The Environment budget presented here is still in draft form, and some predictions may be adjusted before the full Annual Budget is presented to Council for debate at the Special Budget meeting on Tuesday 26th November.

If you have any questions, please ask the Clerk for more details and they will be brought to the meeting.

Options



Nailsworth Town Council

To use this information and discussion to inform the Environment Committee budget for 2025-2026 and to make recommendations to Council.

Recommendation

To use this information and discussion to inform the Environment Committee budget for 2025-2026 and to make recommendations to Council.

Costs

As detailed in the attached spreadsheet.

Funding Source

Environment Committee annual budget.

ENDS.

NOTES	Estimated % increase for 2025-2026	BUDGET HEADINGS FOR OFFICE USE	[COLUMN NUMBERS FOR OFFICE USE]							VARIANCE 2024-25 vs 2025-26	VARIANCE 2024-25 estimated vs 2025-26 budget	% VARIANCE
			ACTUAL 2023-24	BUDGET 2024-25	Actual Net APR- AUG 2024-25	Estimated SEPT- MAR 2024-25	Total estimated for 2024-25	2025-26	2026-27			
			1	2	4	4a	3	6	7			
ANNUAL BUDGET - ENVIRONMENT COMMITTEE												
INCOME												
	405	Grants, donations, refunds	-£600.00	£0.00	-£100.00	£0.00	-£100.00	£0.00	£0.00	0%	£100.00	0%
		Total Income	-£600.00	£0.00	-£100.00	£0.00	-£100.00	£0.00	£0.00	0%	£100.00	0%
TOWN INFORMATION CENTRE												
INCOME												
	410	Town Information Centre	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%		0%
		Total income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%		0%
TOWN INFORMATION CENTRE EXPENDITURE												
	4021/9	Contribution to GCC library building costs for TIC space in the Library (8%)	£1,713.60	£1,700.00	£856.80	£856.80	£1,713.60	£1,800.00	£1,800.00	£100.00 106%	£86.40	110%
		Total TIC Expenditure	£1,713.60	£1,700.00	£856.80	£856.80	£1,713.60	£1,800.00	£1,800.00	£100.00 106%	£86.40	110%
		TIC TOTALS	£1,713.60	£1,700.00	£856.80	£856.80	£1,713.60	£1,800.00	£1,800.00	100 106%	£86.40	110%
EXPENDITURE												
1	4000	Upkeep council land	£5,910.33	£5,500.00	£31.08	£5,468.92	£5,500.00	£6,000.00	£6,000.00	£500.00 109%	£500.00	1709%
2	4050	Bunting Hill Nature Reserve	£0.00	£500.00	£0.00	£0.00	£0.00	£500.00	£1,000.00	100%	£500.00	0%
3	4060	Environmental enhancement projects	£844.24	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%		0%
4	4080	Tree maintenance	£11,643.00	£8,000.00	£1,984.50	£6,275.00	£8,000.00	£9,000.00	£10,000.00	£1,000.00 113%		
5	4090	Tourism promotion/Town Events	£2,988.00	£5,000.00	£0.00	£5,000.00	£5,000.00	£6,000.00	£6,000.00	£1,000.00 120%	£1,000.00	0%
6	4120	Christmas lights	£8,144.10	£9,000.00	£493.09	£8,506.91	£9,000.00	£7,000.00	£8,000.00	-£2,000.00 78%	-£2,000.00	-306%
	4140	Upkeep of All Saints graveyard	£3,480.00	£4,000.00	£1,740.00	£2,260.00	£4,000.00	£4,000.00	£4,500.00	100%		100%
	1080	Town Archives	£530.19	£600.00	£472.53	£127.47	£600.00	£600.00	£600.00	100%		100%
		Total Expenditure	£33,539.86	£32,600.00	£4,721.20	£27,638.30	£32,100.00	£33,100.00	£36,100.00	£500.00 102%	£1,000.00	121%
		GRAND TOTAL - Environment	£34,653.46	£34,300.00	£5,478.00	£28,495.10	£33,713.60	£34,900.00	£37,900.00	£600.00 102%	£1,186.40	122%

NOTES

- This covers Shortwood manorial waste cutting and general green space repairs, miscellaneous landscape tasks e.g. signs, gates, trellis
- Bunting Hill Nature Reserve needs an ecological survey
- This budget is used for grit bins. To simplify the budgets, this will be merged with the Upkeep of Council Land budget
- Tree maintenance (surveys and tree work) for all of NTC land
- A proposed change to include a contribution to Town events in this budget. £2,000 is annually earmarked for Nailsworth Festival. This budget is also used for Town Maps, walking leaflets and other promotional projects.
- This budget includes installation and maintenance costs for Christmas lights.

Ser No	Date added	Vision	Priority	Committee	Task detail	Comments	Budget	Estimated Cost	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 24 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 24 held with designers as there weren't enough options provided.	6140	£25,000.00	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 23 Zoom meeting to be set up at the end of Oct beginning of Nov with SWPM and WP to review Tidworth project 13 Nov 23. awaiting confirmation dates from contractor. 21 Dec 23 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. 25 July 24 Meeting held with local architects to discuss options.				External funding for project manager depending on new council Strategic Plan.
25	29-Aug-23	1, 6	High	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 23. 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 23 Additional information reference electric bills passed to GCEC. 22 Mar No response yet from GCEC. 20 Jun 24 Meeting being held on 24 Jun with councillors to discuss. 22 Jul 24 A visit to Minchinhampton Hub was carried out on the 19th July to view their newly installed aircon units and solar panels. The design of the ACU's requires further consideration due to the installation design. September 24 Emergency works were carried out on the boiler safety system. The old system was unserviceable and no longer met regulations. The system was replaced.				One contractor has been approached to provide a quote for the installation on new boiler.

29	29-Aug-23	1, 2	High	Rec & Am	<p>KGV buildings; new Groundsman's store and removing of wooden pavilion</p> <p>Further detail in Major Projects #19</p>	<p>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 23 additional contractor to visit the site week of 4th Sept to carry out survey. 8th Sept 23 also came back with a quote of over £50K. Alternative solution may need to be sought. Deputy Clerk looking into alternatives 13 Nov 23. WP to review project with Deputy Clerk to further discuss the project, with regards to the structure of the building. 13 Dec 23. Architects approached with regrds to providing plans for the building. 15 Jan 24 Previous drawing received from architect dated 2016. Site visit held with architect to discuss options. Awaiting design. 20 Mar 24. 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 24 Recommended changes to WP TORs submitted to committee for approval. The changes are to allow for the project to progress without delay. 22 Jul 24 A planning application has been submitted. Once this has been approved contractors will be approached to provide quotes. Investigation will continue to be carried out with regards to funding lines. 24 Sept 24 - contractors have been approached and quotes requested for the building of the store. 15 Oct 24 Planning application submitted, further information requested by SDC.</p>	Reserve £20k	Architect approx £3600		See Major Projects #19 Project could be eligible for Rural SPF: planning permission needed prior to an application.
			High	Rec & Am	<p>Removal of pavilion at KGV playing fields</p>	<p>10 Nov 23. 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 23 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. 22 Jul 24 linked to funding for the Store 24 Sept 24 - contractors have been approached and quotes requested. 22 Oct 24 Survey of the pavilion being carried out 28 October</p>	Reserve	Quotes from £10000 - £13000	01-Apr-24	Part of the KGV Buildings project.
29			High	Rec & Am	<p>Relocation of the basketball hoop</p>	<p>Once the work starts on the new store the basket ball hoop will be removed. There is a requirement for it to be relocated within the park 22 Jul 24 linked to funding for the Store. 8 Oct 24</p>				
31	29-Aug-23	2, 6, 7	Low	Rec & Am	<p>Shortwood Green improvements</p>	<p>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).</p>	6010			Replacement bridge complete March 24

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 23 Awaiting response from contractor regarding date of surveys. 12th Sept 23. 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 23 - Contractor hastened again via email 15 Nov 23. loss assessor visited the site to carry out assessment of the wall. Copy of the survey to be forwarded. 18 Nov 23 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 23 contractor emailed reference removal of the shed, awaiting start date. 15 Jan 24 Contractor submitted incorrect quote, decision passed to council for decision 23 Jan 24. 24 Jan 24 Contractor currently busy, removal of the storage shed start date to be confirmed. 11 Mar 24 Work has started on the removal of the building at the rear of the Town Hall. 18 Mar 24. 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 24 Site visit carried out, awaiting potential start dates for the survey work to start. 18 Jun contractor hastened by email requesting a start date 15 Jul 24 Survey due to be carried out on the 31 July. Once report has been received council will be informed of the findings. 12 Sept 24 Report being updated, it is believed there will be a requirement for additional surveys of the areas closer to the walls to confirm thickness and structure. Report hastened 13 Sept 24. 18 October 24 additional meeting held with contractors and residents of Folley Cottage to discuss options. A report on options is expected w/c 21 Oct 24. 29 Oct 24 report received meeting to be arranged with WG for w/c 4th Nov 24	Reserve	unknown		
37	09-Oct-23	1,7	Med	Full Council	Register all NTC land	09 Oct 23 NTC Deed packets have been assessed and an estimate received for this work. Council decision and budget allocation needed. 15 Nov 23 Assessment of the deeds is nearly complete some questions to be asked and further investigation to be carried out 15/16 Nov 23 . 27 Nov 23. Approx 60% of the work has been completed. Contractor has meeting scheduled with clerk 28 Nov to review progress. 14 Feb 24 All land can be registered in 8 registrations. Clerk gathering information required. 23 Apr 24 Clerk hastening contractor for completion date. 03 July 24 Contractors visited for hopefully the last time. awaiting confirmation of task completion. 21 Oct 24 additional documentation to be scanned and forwarded to contractors.	General Fund	£5,000.00	01-Oct-24	
38	09-Oct-23	7		Full Council	Internal audit checks by cllr	09 Oct 23. Next appointment to be arranged (quarterly checks and reports). 02 Jan Inspection due for December was delayed until January, date not yet set. 14 Feb 24 audit scheduled for 20th Feb. 11 Mar 24. Check carried out and report passed to council.	none	£0.00		
39	09-Oct-23	8	Low	Full Council	Local Council Award Scheme					
41	09-Oct-23			Full Council	Support for Town Services monitoring	09 Oct 23. First meeting held. Monitoring forms being drafted and discussed. 03 Jul 24 Reports have been received, awaiting feedback before passing on.	Annual Budget			

47	29-Apr-24	1, 3,		Rec & Am	Miles Marling Paths and drainage	29 April 24 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. 28 Jun 24 consideration has been given to replacing the centre path with paving or concrete to reduce the risk of further erosion. 21 Oct 24 Grant application submitted, council will be informed of the decision.	3000 MM Field Maint, 4000upke ep NTC land	between £4-6K	01-Aug-24	
50	12-Jun-24	7	High	Personnel	Staff review of non-office posts	Review to be carried out by independent party of all non-office roles.				
51	12-Jun-24		High	Personnel	Review of Hazelwood Bungalow	Once review of the non-office posts are carried out. A review of Hazelwood bungalow may be required.				
53	12-Jun-24	1	High	Rec & Am	Replacement Town Hall Windows	To ensure the Town Hall is energy efficient, the old sigle glazed window should be replaced with double glazing. 24 July 24 Two contractors have been approached and requested to provide quotes for a phased replacement of the windows. Quotes are yet to be received.		£100-£200K		
54	12-Jun-24	1, 2, 3, 6	High	Rec & Am	Repairs to skate park	The ROSPA report highlighted several area for improvement in th eskate park. As well as the repairs a consultation will be held with users of the park to ensure any improvements are agreed. 3rd Jul 24 Meeting held with the users of the skate park. They are content with the suggested repairs ans possible improvements. Funding lines are being investigated. 24 Sept 24 A grant application has been approved, NTC are awaiting confirmation. Once recieved the contractor will be approached reference a date for the repairs. 22 Oct 24 repairs to be carried the w/c 28th October		£4,000.00		
61	12-Jun-24	7	High		Large Grant Monitoring	NTC provide large grant to organisations, monitoring of the activities should be carried out.				
62	12-Jun-24	2	Med	Full Council	Cllr Visibility	Cllrs should be more accessable to the residents of Nailsworth. Consideration should be given as to how this will be achieved.				
64	12-Jun-24	1, 2, 4	Med	Rec & Am	Town Hall Sound and vision	The lighting rig at the town hall will be serviced on the 21st June 24. This is part of the annual PA testing of all portable appliances. During the service the engineer will carry out review of the lighting and provide advice on how best to improve it. 15th Jul 24 meeting held with NDS to discuss the lights and ownership. They are to provide us with proof of ownership. In addition the lighting specialist will provide a plan of what would best suit the space. 24 Sept 24 NDS contacted with a request for information on their preferred lighting requirement. 22 Oct 24 No response from NDS				
66		1, 2, 4	Med	Rec & Am	Town Hall Kitchen refurbishment	The kitchen is dated and requires modernising, this will encourage hirers to utilise the venue.				
67	12-Jun-24	1, 2, 4	Med	Rec & Am	Community room review	A review of all facilities within Nailsworth should be carried out to ensure NTC provide what is required by the town.				

69	12-Jun-24	1, 2, 3, 4	Low	Rec & Am	Town Archive refurbishment	A plan has been drawn up to improve the look of the archives. Additonal work is required with regards to how the work will be carried out.				
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