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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 6th August 2024 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
1st August 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.24/1240/DISCON. Newt Lodge, Windsoredge Lane, Nailsworth. Application discharge of condition. Discharge of condition 4 (biodiversity enhancement) from S.21/2532/VAR
- b) 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.

TREES IN A CONSERVATION AREA

- c) S.24

PREVIOUSLY TRACKED APPLICATIONS

- d) S.24/0784/CPE. 19 Colliers Wood, Nailsworth, Stroud, Gloucestershire. Application: Certificate Existing Lawful Use/Dev. Certificate of Lawfulness for a garage conversion for a period in excess of four years. Application permitted NTC: No observations
- e) S.24/1092/PBC. Ruggers Green Barn, Tetbury Lane, Nailsworth. Application: PBC. Notice for 60 day camping rule. Application notification received NTC: No Observations
- f) S.24/0919/HHOLD Harley Wood House, Bath Road, Nailsworth, Stroud. Application: Householder. Erection of a replacement garage. Application permitted. NTC: No observations.
- g) Appeal ref APP/C1625/W/23/3329704 for S.23/0237/PIP Land North Of, Windsoredge Lane, Nailsworth, Gloucestershire. The development proposed is described as 'between 2 and 4 custom build houses. Decision: The appeal is allowed and permission in principle is granted for between 2 and 4 custom build houses at Land North of Windsoredge Lane, Nailsworth, Gloucestershire GL6 0NP in accordance with the terms of the application, Ref S.23/0237/PIP and the plans submitted with it.
- h) S.24/1103/TPO. Swedish House, Spring Hill, Nailsworth, Stroud. Application: Tree Preservation Order. T1 (TPO 484) Copper beech tree to be inner crown thinned by 20%. Remove deadwood and crossing branches. Application approved. NTC: No observations
- i) S.24/0929/HHOLD. 34 Park Road, Nailsworth Stroud. Application: Householder. Erection of a single storey rear extension, raised level area of front garden and dropped kerb. Application permitted. NTC: No observations.



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Clerk to Council: Katherine Kearns

- j) S.23/2258/HHOLD 1 Dark Lane, Nailsworth Stroud Gloucestershire GL6 0DR. Application Household Proposal. Reconfigured vehicular access. Ground floor windows to existing wc and new ensuite. Application permitted. NTC: Object. NTC is very concerned about the intention to use the pavement for vehicle parking and feels this will set a precedent for others to do so.
 - k) S.24/0795/LBC. Weavers House, Horsley Road, Nailsworth, Stroud. Application: Listed Building Application. Removal of electric gates. Application permitted. NTC No observations
 - l) S.24/0794/HHOLD. Weavers House, Horsley Road, Nailsworth, Stroud. Application: Householder. Removal of electric gates. Application permitted. NTC No observations
 - m) S.24/0983/LBC. Barley House, Horsley Road, Nailsworth, Stroud. Application: Listed Building Application. Installation of an EV charger (Ohme ePod) on the side rear wall. Application permitted. NTC: Support; this application is in line with NTC's policies on Climate Change.
 - n) S.24/0982/HHOLD Barley House, Horsley Road, Nailsworth, Stroud. Application: Householder. Installation of an EV charger (Ohme ePod) on the side rear wall. Application permitted. NTC: Support in line with NTC's policies.
 - o) S.24/1131/TPO. Beaudesert Park School, Box, Stroud, Gloucestershire. Application: Tree Preservation Order. TPO group 0245 - Crown raise over the road to 6.0m & cut back to the inside of the wall between the 2 entrances. Small Chestnut tree - fell to near ground level. Application approved. NTC: no comments
 - p)
- 6 To confirm minutes of the Full Council meeting held on Tuesday 16th July 2024.
- 7 To consider the recommendations of the Environment Committee from 2nd July 2024;

It was **recommended** to approve the midsummer tree survey at a cost of up to £2,715.50.

It was **recommended** to adopt the Biodiversity Policy in accordance with legislation.

It was **recommended** to approve the five-year tree planting plan and to use the Climate Emergency Reserve for tree planting in Winter 2024-25.

It was **recommended** to commission a provider to hold a community tree planting event in Winter 2024-25 (funded from the Climate Emergency Reserve) and to invite NCAN to take part and to contribute funding.

- 8 To consider membership of three newly co-opted cllrs to Committees and working parties.

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 16th July 2024
DRAFT

Present:

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

Minutes:

Clerk

Apologies:

Cllr Julian Dennis

Verbal Introductions

These were made.

2024/051**Public Participation**

There were 14 members of the public present for item 2024/053 (S24/1169 Beechwood Farm Windsoredge Lane Nailsworth. Application: PBC. Use of land for temporary recreational campsite), and item 2024/056 Co-option to three casual vacancies.

A representative from Windsoredge Community Group read a statement objecting to the proposed temporary campsite at Beechwood Farm, Windsoredge.

2024/052**Declarations of Interest & Applications for Dispensations**

Cllr Peter Bodkin declared an interest in item 2024/053 (S24/1169 Beechwood Farm) and it was agreed that Deputy Mayor Ros Mulhall chair this item.

2024/053**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.24//1172/FUL. Land At, Old Bristol Road, Nailsworth, Gloucestershire. Application: Full Erection of 4 no. dwellings. Resubmission of S.24/0120/FUL
Comment: NTC supports this resubmission and requests 'S boxes' (swift boxes) are installed, and that CIL Funds are allocated to Nailsworth.
- b) S.24/1169/PBC. Beechwood Farm Windorsedge Lane Nailsworth. Application: PBC. Use of land for temporary recreational campsite
Comment: NTC objects.
 - the application contains inaccurate and misleading information; the site map doesn't show an existing permanent wooden structure and track.
 - The proposed site access is via a locked gate owned by a third party.
 - There are several safety hazards: the site is rough grassland on a steep gradient; it includes contaminated land; access for emergency vehicles is difficult and dependent on specific appliances being available; access for waste removal is difficult.
 - Access on the narrow lanes leading to the proposed campsite for 50 pitches is not suitable for multiple campervans and motorhomes.
 - No consideration has been given to Special Areas of Conservation.

- The site is not suited for this level of tourism.

TREES IN A CONSERVATION AREA

None

PREVIOUSLY TRACKED APPLICATIONS

- c) S.24/0590/FUL. 1 Brewery Gardens, Brewery Lane, Nailsworth. Application: Full planning application. Description: Erection of a garage (retrospective). Application permitted. NTC object to this application.
- d) S.24/0856/HHOLD. Briar Bank, Bath Road, Nailsworth. Application: Householder. Description: Erection of a detached two-storey garden room. Application refused. NTC request a condition that the building is ancillary to the main dwelling is implemented.
- e) 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. Application approved. NTC: No Observations
- f) S.24/0510/HHOLD. Kingsgate, Horsley Road, Nailsworth, Stroud. Application: Householder. Erection of single storey extension, loft conversion, new dormer & gable windows, rooflights and external veranda. Application permitted. NTC: no observations.

2024/053

To confirm minutes of the Full Council meeting on Tuesday 2nd July 2024

The minutes were noted.

All agreed

2024/054

To confirm minutes of the Environment Committee on Tuesday 2nd July 2024

The minutes were noted.

All agreed

2024/055

Accounts

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

The payment list was reviewed.

Cllr Peter Bodkin and Steve Robinson agreed to authorise payments online before midday on Friday.

All agreed.

2024/056

To consider co-options to three casual vacancies

The Chair moved this item forward, for the benefit of the three candidates who were all present.

The process for voting was explained to all present. There was an opportunity for each candidate to be asked questions by council members, on their reasons for wishing to become a town councillor and the skills and knowledge they will bring to the role.

A vote was taken on each of the candidates in turn.

It was **agreed** that Louis Nicolas be co-opted to the council.

All agreed

It was **agreed** that Luke Stewart be co-opted to the council.

All agreed

It was **agreed** that Colleen Rothwell be co-opted to the council.

All agreed

2024/057**To review NTCs Strategic Priorities**

The Strategic Priorities report was noted.

There was a discussion about how NTC's Emergency Plan (one of the priorities noted) will coordinate with SDC's forthcoming Emergency Plan. Currently neither County or District councils coordinate their Emergency Plan with town and parish councils, and this can cause issues particularly in clear communication, when an emergency occurs (for example during the pandemic).

Cllr Phil Sullivan undertook to raise this with SDC's Community Safety Group.
District Cllr Steve Robinson was asked to raise this with SDC.

2024/058**To consider grant requests:****a) Grant request from Love Nailsworth**

Love Nailsworth requested a grant of £1,000 towards the annual Nailsworth Goodwill evening. It was confirmed the group have received some sponsorship for the event and that this is the only Christmas community event NTC is aware of this year.

After discussion, it was agreed that NTC will waive charges for hiring rooms and open spaces (Mortimer Garden) and that NTC will undertake printing leaflets and posters to reduce costs. The group stated their wish for the annual Christmas event to become self-funding in time.

It was **resolved** to award Love Nailsworth £1,000 towards Nailsworth Goodwill evening.

All agreed.

b) Grant request from Concord

Concord Coffee Group requested a grant of £400 towards plants, planters and outdoor furniture to create a seating area.

Cllr Steve Robinson declared an interest in this item.

After discussion it was agreed to award the funds.

It was **resolved** to award Concord Coffee Group £400 towards creating an outdoor events area.

All agreed.

c) Grant request from Nailsworth In Bloom (NiB)

Nailsworth in Bloom requested a grant of £500 for zinc planters and plants for the Town Square/bus station.

There was a discussion about how best to purchase the planters and it was noted that NTC own two recycled plastic formal-style planters with watering reservoirs. They are currently planted with sustainable planting of perennials and shrubs. These could be repositioned in the bus station.

It was **resolved** to donate the two planters plus £150 to Nailsworth in Bloom for this project.

All agreed.

2024/059**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.

2024/060

To review NTC’s Risk Assessment

The report was noted.
The switch to Sharepoint has caused some issues.

2024/061

Report from Town Mayor

The report was noted.

2024/062

Report from District and County Councillors

It was noted that Stroud District wasn’t included in the proposal for electric buses. Disappointment was expressed that the cities (Cheltenham and Gloucester) benefitted to the detriment of rural areas.

2024/063

To receive an update on NTC office activities

The report was noted.

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

.....
Date



NAILSWORTH TOWN COUNCIL
Minutes of the Environment Committee
Held at 7pm in the Town Hall on Tuesday 2nd July 2024
DRAFT

Present:

Clr Shelley Rider (Chair)
Clr Julian Dennis
Clr Tyler White

Minutes:

Deputy Clerk

Apologies:

Clr Peter Bodkin (ex officio as Mayor)

Note of Public Participation

None

Declarations of Interest & Applications for Dispensations

There were none.

To consider a tree survey of all NTC's tree stock at a cost of up to £2,715.50

It was **recommended** to approve the midsummer tree survey at a cost of up to £2,715.50.

Agreed

To consider the draft Biodiversity Policy

It was **recommended** the council adopts the Biodiversity Policy in accordance with the legislation.

It was agreed the council should adopt the biodiversity policy.

Clr Dennis commented that the document is a nicely presented document. Also, that the limited use of chemicals should be highlighted at the next review of the document.

To consider a tree planting plan as part of NTC's Biodiversity Action Plan.

It was **recommended** to

Approve the five-year tree planting plan and to use the Climate Emergency Reserve for tree planting in Winter 2024-25

Commission a provider to hold a community tree planting event in Winter 2024-25

Approach NCAN for funding for tree planting

Approach GCC for funding for tree planting

It was agreed to accept the tree planting plan in principle, the finer detail of the plan should be discussed at a later date. It was agreed to hold a meeting at the King George V playing field on the 16th July at 5:45pm to discuss the plan.

To review Environment Committee [Environment Action Plan](#)

The action plan was reviewed, and members allocated as owners of specific entries.



.....
Chair of Environment Committee
Nailsworth Town Council
Civic Centre, Old Market, Nailsworth, GL6 0DU

.....
Date



Nailsworth Town Council

Agenda Item 8a

Meeting of Full Council

Meeting date Tuesday 6th August 2024

Subject To consider membership of three newly co-opted cllrs to Committees and working parties.

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

Three new cllrs were co-opted onto the council in July. There are vacancies on both Recreation & Amenities Committee and the Environment Committee; all cllrs are required to serve on at least one Committee.

There are six active working parties which new cllrs may wish to join, to bring their expertise to specific projects.

Detail

Committee membership

To share out the work of council among all members, all cllrs are required to serve on at least one Committee as well as attending Full Council meetings. There are three Committees:

- Recreation & Amenities
- Environment
- Personnel

The council's buildings, land and services are divided between Recreation & Amenities Committee and the Environment Committee. The Personnel Committee is responsible for staffing matters, training and development for cllrs and staff and policy development. A full list of each of the committee's responsibilities is attached (Item 8b).

The Committees meet on the first Tuesday of the month, six times a year, after a shorter Full Council meeting. (The Personnel Committee meets on an ad hoc basis).

There are currently two vacancies for new cllrs on the Environment Committee and one vacancy on the Recreation & Amenities Committee. Each Committee has no more than 5 members (the Mayor is an ex officio member of all committees).

Council is asked to consider which committee each of the new cllrs should join.

Working Party membership

Council also has six active working parties (the work of Carters Way working party has nearly completed). See Item 8c for more details of working party membership and remit.

The current working parties are;

1. KGV Buildings working party – project to build new toilets and grounds maintenance store for KGV Field, including removal of the wooden pavilion.



Nailsworth Town Council

2. Town Centre Regeneration working party – project currently working on feasibility for improvements to Market Street. Wider project to improve the town centre.
3. Support for Town Services working party – monitoring group for NTC's larger grants for community services (youth work service and Homestart).
4. Asset Transfer working party – project to take transfer of Beechwood Close play area from Redrow Housing. Also to discuss asset transfer from other organisations.
5. Town Hall Major Projects working party – overseeing repairs to the retaining walls. Exploring future work such as energy efficiency and refurbishment.
6. Tourism working party – to develop a more cohesive and strategic approach for the visitor economy. Working party membership allows members of the public to join.

The three new cllrs are asked to consider which of the 6 working parties they can contribute their expertise and knowledge.

Options

1. To appoint one new cllr to the Recreation & Amenities Committee.
2. To appoint two new cllrs to the Environment Committee.
3. To appoint new cllrs to working parties according to their choice.

Recommendation

1. To appoint one new cllr to the Recreation & Amenities Committee.
2. To appoint two new cllrs to the Environment Committee.
3. To appoint new cllrs to working parties according to their choice.

Costs

None

Funding Source

n/a

ENDS.

Committees and outside bodies

NTC have three Committees: Environment, Recreation and Amenities and the Personnel Committee.

Recreation and Amenities Committee

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

Areas of Responsibility

Buildings

- Town Hall
- Mortimer Room
- Hazelwood Bungalow (the Groundsman's accommodation)
- Clocktower
- War Memorial
- King George V (KGV) changing rooms
- King George V (KGV) pavilion
- King George V (KGV) Groundsman's store (proposed)
- Buildings risk assessments

Recreational spaces

- Miles Marling Field (MMF) including grass cutting
- KGV football pitch, car park, tennis courts and play areas
- Shortwood Green including play area
- Town Centre Gardening
- Mortimer Gardens
- Market Street Garden
- Town planters

Other

- Youth service
- Support for Gloucestershire Play Rangers
- Dunkirk Mill Museum

Environment Committee

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

Areas of Responsibility

- Town signage
- Litter bins and benches
- Commemorative policy
- Upkeep of various parcels of NTC land including Shortwood manorial waste
- Common land
- Footpaths (monitoring)
- Norton Wood
- Carters Way community allotments
- Tree planting

- Highway improvements and street lighting (working with GCC)
- Christmas lights
- Environmental enhancement projects
- Town Archive
- Town Information Centre
- Upkeep of closed churchyard (All Saints, Shortwood)
- Bunting Hill nature reserve
- 20mph scheme for the town
- Snow warden and winter maintenance (working with GCC)

Personnel Committee

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

(a) Purpose

The purpose of the Personnel Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council.

(b) Membership

The Personnel Committee shall comprise of up to five (5) Councillors. The Committee quorum is three (3) and the Committee shall meet as required.

(c) Functions

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for;

- HR strategy
- development and review of HR, Health & Safety and other policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- staff recruitment, selection and staff retention
- reviewing staff conditions of service and general terms of employment, working hours, salary grading and pay
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- oversight of sickness absence management by the Clerk
- reviewing the Clerk's appraisal
- training and development of cllrs and staff
- any other matters delegated to the Committee or deemed relevant to these terms of reference.

d) Confidentiality

The meetings of this Committee will be confidential and not open to the public.

**NAILSWORTH TOWN COUNCIL
WORKING PARTIES 2024-2025**

The first action of a working party is to appoint a Chair to the group, and membership of the group is by Council resolution. Meetings can be held at any time and with or without the Clerk/Deputy Clerk. Terms of Reference can be changed by Council resolution.

KGV BUILDINGS WORKING PARTY (established February 2023 minute 2022/198)

Terms of Reference:

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

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

TOWN CENTRE REGENERATION WORKING PARTY

Established 2014 and Terms of Reference updated September 2023; Minute 2023/086

Terms of Reference:

- *To encompass the commercial heart of the town (i.e. Bridge Street, George Street, Fountain Street, Market Street, Cossack Square, Old Market, lower Spring Hill and adjacent areas)*
- *To work initially on design considerations for improvements to Market Street as the first phase of development;*
- *To engage an outside person to carry out the consultation and to set aside funds for this within the project budget*
- *To establish costs for a phased implementation of the work*

Group email: towncentre@nailsworthtowncouncil.gov.uk

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
Established September 2023 (Minute 2023/084)

Terms of Reference:

- *To ensure the community group's policies and procedures are in line with those of the Council*
- *To identify specific terms to be included in the lease in accordance with best practice and Council policies and procedures*
- *To establish a lease with the group, and for the Clerk to instruct the Council's lawyers to act in this matter*

Cllr Peter Bodkin (Chair)

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

SUPPORT FOR TOWN SERVICES WORKING PARTY
Established September 2023 (Minute 2023/088)

Terms of Reference:

- *To establish a timetable of service monitoring with quarterly deadlines*
- *To devise monitoring reports to be completed by beneficiaries/service deliverers, according to the type of service which is supported*
- *To assess quarterly monitoring reports submitted by beneficiaries/service deliverers*
- *To provide quarterly reports to Council on their findings*

Cllr Peter Bodkin

Cllr Shelley Rider

Cllr Julian Dennis

CIVIC CENTRE WORKING PARTY (established as a Committee in Feb 2015 but changed to a Working Party 19/05/15)

Terms of Reference (Minute 2020/143):

- *to examine a redevelopment of the Civic Centre area, which includes NTC land at the Mortimer Room and Civic Centre, and GCC's land, to provide a better civic centre and an improvement to Old Market*
- *to engage with the public and gauge the public's enthusiasm for such a redevelopment*
- *to take recommendations to Council based on these findings*

Cllr Steve Robinson

Cllr Julian Dennis

Cllr Tyler White

Mike Kelly*

Jonathan Duckworth*

Clerk

ASSET TRANSFER WORKING PARTY (established 17/10/2023)

Terms of Reference:

- *To discuss in confidence and make recommendations concerning transfer of assets to NTC*
- *To negotiate and secure the best deal to recommend to Council*
- *To ensure NTC seeks the best solution for the community and with regards to value for money*

Cllr Steve Robinson

Cllr Peter Bodkin

Clerk/Deputy Clerk

TOWN HALL MAJOR PROJECTS WORKING PARTY (established 05.12.2023)

Terms of Reference:

- *To establish the extent of work needed to repair the retaining wall*
- *To research and advise the council on how to finance the work*
- *To delegate the power to spend the Town Hall retaining wall Reserve to carry out surveys, technical and design work*
- *To research and recommend a specialist Structural Engineer/Project manager if needed to oversee this work*

Cllr Steve Robinson

Cllr Peter Bodkin

Cllr Phil Sullivan

TOURISM WORKING PARTY (established December 2022; minute 2022/133)

Tourism Development working party consisting of Councillors (to put forward NTC's perspective), members of the public, and traders.

Terms of Reference:

- *To initially establish a working group consisting of members who represent a cross section of the town.*
- *To coordinate the advisory group with the tourism specialist*
- *To ensure the longevity of the tourism brief work by establishing ways to use the created content in future.*
- *To develop a more cohesive and strategic approach to support the visitor economy*

Cllr Shelley Rider

Cllr Tyler White

Derek Pitt*

Terry Rogers*

Maggie Rogers*



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 6th August 2024 starting at **6.45pm**.

K Kearns
Town Clerk
1st August 2024

1. Apologies
2. Verbal Introductions and Safety Briefing
3. Public Participation
4. To consider a review of the special rates for use of the Town Hall for performances.
5. To consider a review of the Town Hall stage lighting.
6. To review the Recreation & Amenities Committee [RAM Action Plan](#)



Agenda Item 4

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 6th August 2024

Subject To consider a review of the special rates for use of the Town Hall for performances.

Author Deputy Clerk/Clerk

Status Action

Summary

A comprehensive review of facilities hire charges took place in 2021-2022 resulting in increases for most of NTC's hire charges. The Facilities Review brought NTC's charges in line with other community room rates across the town and in the local area.

There are still some historical concessionary rates, and these are now being addressed.

Detail

In June, NTC reviewed the rate of hire for elections, bringing it in line with other venues in the district. A similar exercise has been carried out to look at the rates of hire for performances in the Town Hall.

It is good practice to continually review hire fees, and the 2021-22 Facilities Review followed a time of significant changes in charges made by other venues and increased building costs. The new rates were introduced with a fair notice period and in stages so that hirers had a chance to make changes to their membership fees and customer rates. Consideration was given to how rate changes;

- demonstrate fairness to all hirers, without being seen to favour one hirer over another
- take into account costs for heating, lighting and general building running costs
- reflected how much other venues charge
- reflect how each venue benefits the community.

Town Hall performance space

The Town Hall is currently the largest performance space in Nailsworth and the only venue in town with a stage. Last year the Council invested in decoration for the Main Hall and set aside a budget for the floor and stage to be refurbished. This work has just finished. Last year's redecoration attracted different hirers, including a new dance school. It's hoped that further improvements (sound, lights, and projector for example) will increase the hall's use by the community and businesses alike.

A recent enquiry from a hirer who would like to use the Town Hall for a charity fundraising performance, highlights how the current performance rate favours one group over others.

Current hire rates

The current concessions for the main hirer of the Town Hall for performances is as follows;



Nailsworth Town Council

Rates	Historical concession rate	Actual sessional hire rate	Discount
Set Building Rate (use of Main Hall for 1 full day – 2 sessions).	£33 per day	£96 per day	£63 per day
Performance Week rate (exclusive use of Town Hall – 2 halls for total of 12 sessions for performance and rehearsals).	£162 per week	£532 per week	£370 per week

There are currently two performances per year by the main hirer. NTC currently charge a total of £294 per performance*.

*** Concession rate breakdown**

Current concessionary charge for a performance; 4 days at £33 + £162 = £294.

Actual full sessional hire rate per performance = 4 days at £96 + £532 = £916

Concession per performance: £252 (£63 x4) + £370 = £622

Based on the current hire rates, the hirer pays significantly below the current chargeable rate for the Town Hall. The concession received at present, equates to a total of £622 per performance (Annually equalling £1,244). No other hirer, including Nailsworth Festival, receives such a concession, with other users self-funding and/or applying for grants for transparency.

New rates for consideration with immediate effect

The proposed new rates are a reduction on the full amount which could be charged for all the sessions used. This is to keep the use of the hall affordable and to encourage more hirers to take advantage of the improved facilities.

Rates	Proposed new rate	Increase on concessionary rate
Set Building Rate 1 Full day hire of Main Hall; 2 sessions 0900-1800	£55 per day	£22 per day
Performance Week Rate Exclusive use of both halls. Maximum of 5 sessions to incorporate set up time, 4	£276	£114



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evening shows and a clear away session.		
Rehearsal rate (new) Same conditions as standard occasional bookings	Charged at the current room rates for each individual hall.	There is currently no rate for rehearsals.
Total performance cost (4 Set Building days and 1 Performance Week)	£496	£202 Rehearsal rate is not included.

Breakdown of proposed new rates

Performance rate (Exclusive use of whole building): £276

- New performance rate is the existing overnight exclusive use rate (£180) plus 2 sessions at £48. $£180 + £96 = £276$.
- This condensed rate equates to 10 individual sessions at £27.60 per hall.

Set building (Main Hall use only): £55

- Set building rate is the above condensed rate of £27.60 per session (rounded down) x 2 to account for a full day's hire.

Rehearsal rate: current hire rates

- All rehearsals can be booked as an 'occasional hire' and charged at the current room rates.

Transparency and fairness

The review of this historical concessionary rate addresses a benefit to one group which is currently not transparent. There is a significant difference between the current rate given to one hirer compared to the rate for any other hirer, including other not-for-profit and community groups. This hides a benefit which is being given to one group.

There is significant impact on other hirers when the hall is used for multiple days for performances, set building and rehearsals. Most hirers of the Town Hall are not for profit groups, and for some hirers the disruption is minor. For others, it affects their income as a small business.

To encourage performances by a variety of hirers and ensure fairness, giving a new concessionary benefit to all, it's recommended that NTC create one rate for all performances.

It's also recommended that hirers asking for the Performance Week rate or Set Building Rate for the Town Hall give 3 months' notice, to allow other hirers to be informed, relocated or make other arrangements.

The Committee is asked to consider, in line with minute 2023/099 (Full Council meeting held on 19th September 2023) the change to hire fees for use of the Town Hall for performances.



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Options

1. To recommend the new Set Building Rate (£55 a day) and Performance Rate (£276) for the Town Hall.
2. To recommend the introduction of a Rehearsal Rate charged at the current room rate.
3. To introduce the new rates immediately.
4. To encourage hirers to seek grant funding for activities which fall within NTC's grant funding criteria.
5. To review the new Performance, Set Building and Rehearsal rates in January 2025.
6. To make no changes and to acknowledge the concession for one hirer.

Recommendation

1. To recommend the new Set Building Rate (£55 a day) and Performance Rate (£276) for the Town Hall.
2. To recommend the introduction of a Rehearsal Rate charged at the current room rate.
3. To introduce the new rates immediately.
4. To encourage hirers to seek grant funding for activities which fall within NTC's grant funding criteria.
5. To review the new Performance, Set Building and Rehearsal rates in January 2025.

Costs

Income

Funding Source

Hire charge income

ENDS



Nailsworth Town Council

Agenda Item 5

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 6th August 2024

Subject To carry out a review of the stage lighting in the Town Hall.

Author Deputy Clerk

Status Action

Summary

Due to age of the current town hall stage lighting, a review of the lights and how best to modernise them is advised.

Detail

During the portable appliance testing, it was highlighted by the contractor that the current stage lighting in the town hall is excessive, old and when required any replacement bulbs will be difficult to purchase. A meeting was held with Nailsworth Dramatic Society (NDS) to ascertain ownership of the 35 lights. There is confusion as to the ownership of the lights, NDS believe they own most of the lights. Confirmation has been requested from NDS as to which lights they own, as approx. 90% of the lights have NDS written on them.

It was also highlighted by the electrician that due to age of the lights; the electrical consumption is approx. 75% higher than modern LED lights. Due to the complexity of the lighting rig the use of the lights is limited to either NDS or hirers NDS are willing to assist. Additionally, the number of lights on the rig is deemed to be excessive (by NDS and the contractor) this may be adding additional weight and strain on the rig. NDS have been requested to remove any lights they feel are redundant too easy the strain on the rig.

There are currently 21 lights on the hall lighting rig, the contractor has suggested this could be reduced to 6-8 LED lights.

A review is requested to be carried out of the lights and how best to replace them with modern LED lights. A request will be submitted for contractors to submit designs and quotes. NDS have been requested to provide NTC with their suggestion for replacements.

It is recommended that any new lights should be the property of NTC, this will ensure all hirers have the same opportunities as NDS to use the lights.

The committee are requested to approve a review is carried out regarding the replacement of the stage lighting.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts? With modern LED lights the power consumption in the town hall will be reduced significantly.

Carbon Reduction: Reducing the power consumed by the aging lights with reduce the town halls carbon footprint



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Local Economy: With new lights that are easy to operate hopefully this will encourage more hirers to use the facility.

Resilience: Modern and easy to use lights will increase the attraction of using the Town Hall for performances by other groups.

Options

1. To recommend a review is carried out for the replacement stage lighting in the town hall.
2. Do not approve the addition.

Recommendation

1. To recommend a review is carried out for the replacement stage lighting in the town hall.

Costs

None

Funding Source

ENDS

Ser No	Date added	Vision	Priority	Committee	Task detail	Comments	Budget	Estimated Cost	Minute Reference	Documents	Owner	Projected completion date	Status	Completed	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 Cllr Kelly (Chair)	01-Dec-23	Ongoing		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. 25 July Meeting held with local architects to discuss options.					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	War Memorial Reserve	£7k	19 June 2018 Rec & AM Meeting item 14		Deputy Clerk	30-Oct-23	ongoing	16-Apr-24	15 Dec Weather conditions have hampered progress.

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				Replacement bridge complete March 24
34	29/823	3, 7		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		ongoing	30-Nov-23	Council agreed to remove from action plan 11 June 2024	
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. 18 Jun contractor hastened by email requesting a start date 15 Jul Survey due to be carried out on the 31 July. Once report has been received council will be informed of the findings.	Reserve	unknown	2023/065 01 August 23	Loss Assessors letter	Deputy Clerk/WP	ongoing			
36	29-Aug-23	1, 2	Med	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	ongoing		This is normal routine business and has been removed from the sheet.	

43	08-Nov-23		Low	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.	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	ongoing	Feb-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 carried out. Awaiting confirmation date. 13 Dec Inspection carried out, awaiting report. Initial results are negative for RAAC. 21 Dec Report received, roof does not contain RAAC. Building safe for continued use.	3010/2 KGV Field Repairs & Maintenance	£770.00	RAM meeting 05 Dec		WP/Deputy Clerk	01-Jan-24	Complete		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. 15 Jul Work due to commence the week starting 29 July.	Town Hall repair & maintenance	£6k	18th April 2023: 2022/240		Deputy Clerk	01-Sep-24	start date: August 2024		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 damaged and the incorrect size. They have been replaced to match 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	ongoing		
47	29-Apr-24	1, 3,		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. 28 Jun consideration has been given to replacing the centre path with paving or concrete to reduce the risk of further erosion. Awaiting quotes.	3000 MM Field Maint, 4000upkeep NTC land	between £4-6K			Deputy Clerk	01-Aug-24	ongoing		

