



NAILSWORTH TOWN COUNCIL

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Clerk to Council: Katherine Kearns

RECREATION & AMENITIES COMMITTEE

You are invited to attend a meeting of the Committee to be held at the Town Hall Nailsworth on Tuesday 2 August 2016 at approximately **7.30 pm**.

Mrs K Kearns
Town Clerk
27 July 2016

1. Apologies, Declarations of Interest and Councillors' Dispensations
2. Review of scale of charges for facilities (report attached)
3. Review charges for football pitch (report attached)
4. To propose a 'hire of open spaces' policy (report attached)
5. To review tennis court fee collection (report attached)
6. To draw up a plan for relocating basketball hoop at KGV (report attached)
7. To progress a disability access audit of NTC's public open spaces (report attached)
8. Receive an update on KGV FIT grant project (report attached)
9. To make comments on the proposed new storeroom for the Groundsman (report attached)
10. To progress the prioritisation and timescales of projects on the Town Action Plan (report attached)



Meeting (e.g. Full Council/Committee Name)	Recreation & Amenities Committee
Meeting date	2 nd August 2016
Subject	Review of charges for Town Hall and Mortimer Room
Author(s)	Katherine Kearns
Status (Information/Action)	Action

Summary A sentence describing the agenda item	Annual review of charges for bookings at the Town Hall and Mortimer Room
Detail Full details of the item. If a decision is required include enough detail for Council to be able to make it	<p>Rooms are let in the Town Hall and Mortimer Room to a range of clubs, groups, businesses and individuals. The current rates and facilities are shown in a separate paper attached. There was no increase in rates for 2015/16 but the normal increase is 3%. This is also shown on the paper attached.</p> <p>NTC also charge a food van for pitch space outside the TIC. This is charged at £10 for an evening.</p> <p>There has been an enquiry about commercial hire of stall space outside the library. There is not currently a charge for this space and some organisations use it when they hire the Mortimer Room. NTC do not want to disadvantage the Farmers Market who charge around £25 for a stall on market days.</p> <p>NTC do not currently have a rate for hiring the Mortimer Gardens.</p> <p>Fees are charged on a per session basis.. This means it can be difficult to judge how much a hirer should be charged if their booking goes across two sessions. A session is not a defined timescale. It is also sometimes difficult to accommodate several hirers if it's not clear how long one user will be in the building.</p>
Options Indicate all reasonable options	<ol style="list-style-type: none"> 1.To increase the charges by 3% (rounded up) 2. To offer the stall space outside the library for charities and campaigns only so as not to discourage Farmers Market stallholders. 3. For the clerk to investigate an hourly rate for hiring facilities
Recommendation If there is a recommendation to Council	1) To recommend an increase in charges
Costs Detail the costs for the item, both initial capital cost and any on-going revenue cost	n/a
Funding Source Indicate how this item will be funded	n/a



Meeting (e.g. Full Council/Committee Name)	Recreation & Amenities Committee
Meeting date	2 nd August 2016
Subject	Review of charges for football pitch
Author(s)	Katherine Kearns
Status (Information/Action)	Action

Summary A sentence describing the agenda item	Annual review of charges for football pitch bookings															
Detail Full details of the item. If a decision is required include enough detail for Council to be able to make it	<p>The football pitch at KGV field is currently used by two teams through the football season. The team's pay £37 per adult game (£16.50 for a training session) or £17.50 for a junior game.</p> <p>For this charge NTC mark out the pitch, open changing rooms on match day clean up changing rooms afterwards, put out the corner posts and put up the nets on match day (weekends).</p> <p>Charges have increased by £1 for adult games and 50p for junior games every year for the past six years.</p> <p>A comparison to other facilities shows the following:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>PITCH</th> <th>FEES</th> <th>DETAIL</th> </tr> </thead> <tbody> <tr> <td>NTC</td> <td>£37 adults £17.50 juniors</td> <td>Mark pitch, open/close and clean changing rooms, put out corner flags, provide and put up nets</td> </tr> <tr> <td>SGC</td> <td>£71 adults (senior pitch) £35.50 juniors</td> <td>Mark pitch, use of pavilion. Teams must supply their own nets and corner flags</td> </tr> <tr> <td>Eastington Owen Harris Memorial Ground</td> <td>£40 adults £20 juniors</td> <td>Mark out pitch and use of changing rooms. Clubs put own nets and corner flags up</td> </tr> <tr> <td>Painswick Parish Council</td> <td>£18.50</td> <td>Mark out pitch and use of changing rooms. Clubs put own nets and corner flags up</td> </tr> </tbody> </table> <p>With the football season starting next week, it is still possible to change the fees.</p> <p>NTC has also been approached by the Acorn School who already use the field for PE classes and would like to use the showers.</p>	PITCH	FEES	DETAIL	NTC	£37 adults £17.50 juniors	Mark pitch, open/close and clean changing rooms, put out corner flags, provide and put up nets	SGC	£71 adults (senior pitch) £35.50 juniors	Mark pitch, use of pavilion. Teams must supply their own nets and corner flags	Eastington Owen Harris Memorial Ground	£40 adults £20 juniors	Mark out pitch and use of changing rooms. Clubs put own nets and corner flags up	Painswick Parish Council	£18.50	Mark out pitch and use of changing rooms. Clubs put own nets and corner flags up
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Options Indicate all reasonable options	<ol style="list-style-type: none"> 1) Don't change the pitch fees at all 2) Increase the pitch fees in line with other similar pitches 3) Change the way NTC manages its pitch. NTC can still 															



	<p>provide pitch marking and changing rooms for clubs. The new doors on the changing rooms will be operated by a code, taking away the need for them to be locked and unlocked on the day. If clubs put up their own nets and corner flags there would be no need for the Groundsman to be present at weekends to do these tasks.</p> <ul style="list-style-type: none">4) Create a separate new charge for 'dressing the pitch' (nets and corner flags) of £10-£205) To introduce a charge rate for the changing rooms only at a suggested rate of between £15 - £20 per session (3 hours)
<p>Recommendation If there is a recommendation to Council</p>	<ul style="list-style-type: none">4) Bring in a separate new charge for 'dressing the pitch'5) Introduce a charge rate for the changing rooms
<p>Costs Detail the costs for the item, both initial capital cost and any on-going revenue cost</p>	<p>No additional costs – income generating/time saving</p>
<p>Funding Source Indicate how this item will be funded</p>	<p>n/a</p>



Meeting (e.g. Full Council/Committee Name)	Recreation & Amenities Committee
Meeting date	2 nd August 2016
Subject	Propose a 'hire of open spaces' policy
Author(s)	Katherine Kearns
Status (Information/Action)	Action

Summary A sentence describing the agenda item	There is currently no policy for commercial, group and school use of our public open spaces other than for the football pitch.
Detail Full details of the item. If a decision is required include enough detail for Council to be able to make it	<p>NTC have been approached in the past by businesses such as personal trainers wanting to use the KGV field. NTC currently don't charge and businesses don't book their dates with the office or show any Public Liability insurance. Some commercial users have advertised dates for paid coaching sessions without checking these dates first with the office, assuming the courts and field will be available for them to use when they like.</p> <p>NTC has a duty of care to ensure that any commercial activities on our public open spaces are being carried out in a safe manner and so to request sight of Public Liability insurance.</p> <p>In addition, the Acorn School use KGV field every week for PE classes and have asked to use the changing rooms and showers in order to fulfil their Ofsted requirements.</p> <p>To formalise use by groups and businesses it is proposed that a 'hire of open space' policy be introduced and charges for use of KGV field and changing rooms reviewed.</p>
Options Indicate all reasonable options	<ol style="list-style-type: none"> 1. To introduce a 'hire of open space' policy for commercial, school and group users and advertise this at KGV Field. This requires businesses and groups to book the field or tennis courts before advertising any events or activities. Charges to be determined in the annual review of charges. 2. To allow the Acorn School to use the changing room showers and to introduce a charge for this to cover utilities, opening/locking and cleaning. Charges to be determined in the annual review of charges 3. To require all group users to submit a copy of the Public Liability insurance annually to the Town Hall.
Recommendation If there is a recommendation to Council	To introduce options 1 and 2 with options 3 being part of the new policy. Policy to be developed by the Clerk in conjunction with the Rec & Am Committee.
Costs Detail the costs for the item, both initial capital cost and any on-going revenue cost	No costs – potential income generation
Funding Source Indicate how this item will be funded	



Meeting (e.g. Full Council/Committee Name)	Recreation & Amenities Committee
Meeting date	2 nd August 2016
Subject	Tennis fee collection
Author(s)	Katherine Kearns
Status (Information/Action)	Action

<p>Summary A sentence describing the agenda item</p>	<p>Proposals to simplify the collection of tennis court fees and KGV Field</p>
<p>Detail Full details of the item. If a decision is required include enough detail for Council to be able to make it</p>	<p>Currently tennis courts are paid for through an honesty box system. This consists of a large box at the Groundsman’s bungalow containing booking sheets, envelopes and the key to the courts.</p> <p>Money for the courts is put in envelopes and posted through the letterbox at Hazelwood bungalow.</p> <p>There are several problems with this system:</p> <ul style="list-style-type: none"> - the ‘honesty’ money is often incorrect, with over, under and non- payments - counting the cash and reconciling the actual cash with what should have been paid and banking it takes quite a lot of time for the Groundsman and also the NTC office - it can be disruptive for the Groundsman and his family for the cash to be posted through their letterbox <p>The padlock on the courts has recently been replaced with a combination lock (code regularly changed and posted on the court booking forms). This is to prevent the key from getting lost.</p> <p>It is also not clear on the booking forms that the fee is per court, per hour and not per person. A simple change can be made to the form to clarify this for users.</p> <p>Last year the total income from the tennis courts was £2657 net.</p>
<p>Options Indicate all reasonable options</p>	<ol style="list-style-type: none"> 1. Stop charging for the tennis courts. This will mean a reduction of income of £2657 but will reduce the amount of time spent on sorting and collecting the cash. The gates will still need to be unlocked and locked each day. 2. Keep the same system but make a new secure ‘honesty’ box on the boundary of the bungalow 3. Investigate a ‘jeton’ (token) system to unlock the gate. Tennis players will need to pre-purchase tokens from for example, the TIC, Town Hall and a local shop. This will ensure the correct money is always collected and may slightly increase income. It will reduce the admin involved



	in collecting cash.
Recommendation If there is a recommendation to Council	To investigate options 2 (as a temporary measure) and 3 (as a permanent measure) and their costs.
Costs Detail the costs for the item, both initial capital cost and any on-going revenue cost	Not yet known
Funding Source Indicate how this item will be funded	From current maintenance budgets



Meeting (e.g. Full Council/Committee Name)	Recreation & Amenities Committee
Meeting date	2 nd August 2016
Subject	Plan for relocation of basketball hoop
Author(s)	Katherine Kearns
Status (Information/Action)	Action

Summary A sentence describing the agenda item	The basketball hoop at KGV is situated in an awkward position and will need to be moved if a new storeroom is built there.
Detail Full details of the item. If a decision is required include enough detail for Council to be able to make it	<p>The basketball hoop is situated as you go through the main gate at KGV field on the right hand side. It is at the top of a slope at the edge of the tarmac and between the car park and the changing rooms.</p> <p>Currently cars park on the tarmac under the basketball hoop and play is disrupted by cars going in and out of the park. The slop means that the ball rolls down towards cars. The hoop is missing a net.</p> <p>A new location has been suggested near the skate park but there are concerns that this will disrupt skate. Public consultation on a new location for the basketball hoop may draw out possible problems and solutions which can be explored.</p> <p>The basketball hoop will need to be resited on a level tarmac surface of at least 5 metres square. Markings can be added to the tarmac with scores, to make it more interesting</p>
Options Indicate all reasonable options	<ol style="list-style-type: none"> 1. Remove the basketball hoop altogether 2. Store it for relocation to a different park eg Miles Marling Field 3. Consult young people and other park users on a new location, subject to funding
Recommendation If there is a recommendation to Council	<ol style="list-style-type: none"> 3. To carry out a public consultation with park users on a new location 4. To seek costs for relocation, tarmac pad and markings
Costs Detail the costs for the item, both initial capital cost and any on-going revenue cost	None at present
Funding Source Indicate how this item will be funded	n/a



Meeting (e.g. Full Council/Committee Name)	Recreation & Amenities Committee
Meeting date	2 nd August 2016
Subject	Disability Access
Author(s)	Katherine Kearns
Status (Information/Action)	Action

Summary A sentence describing the agenda item	To progress the idea of a disability access audit for NTC's public open spaces
Detail Full details of the item. If a decision is required include enough detail for Council to be able to make it	<p>At the June meeting of Rec & Am Committee it was suggested that a disability access audit might be commissioned for NTC's public open spaces.</p> <p>One way of doing this is to invite a local disability action group to tour the open spaces with councillors and an officer to record their findings.</p> <p>Any observations from an audit can then be costed and brought to the Rec & Am Committee for a decision, This can form part of a three year improvement plan for NTC's open spaces.</p> <p>A lead councillor is needed to progress this work with a timescale for action</p>
Options Indicate all reasonable options	<ol style="list-style-type: none"> 1. To contact Stroud and District Access Group to invite them to help with an audit 2. To contact similar local groups and individuals with an interest in this matter to help with an audit
Recommendation If there is a recommendation to Council	That a lead councillor explore which groups are willing to help and work with the Clerk to fix a date for the audits.
Costs Detail the costs for the item, both initial capital cost and any on-going revenue cost	No costs at this stage but the audit itself could highlight any future costs that will need to be budgeted for.
Funding Source Indicate how this item will be funded	Existing and future budgets



Meeting (e.g. Full Council/Committee Name)	Recreation & Amenities Committee
Meeting date	2 nd August 2016
Subject	KGV90 FIT Grant
Author(s)	Katherine Kearns
Status (Information/Action)	Action

Summary A sentence describing the agenda item	The work on KGV Field to spend the KGV90 grant has nearly finished.
Detail Full details of the item. If a decision is required include enough detail for Council to be able to make it	<p>Most of the planned work to KGV Field has been completed but there are a couple of items that need a decision.</p> <p>The specified goal posts (scaffolding poles) are not up to scratch and sturdier ones have been quoted at £770.</p> <p>The work to refurbish the kitchen in the changing rooms has highlighted that there is no hot water supply to the kitchen. The Project Assistant, working with the Clerk, is investigating whether a hydroboiler can be installed within the existing budget. Some small plumbing work is also needed to adapt the existing pipework to prevent possible Legionella bacteria. This plumbing work can be done in house.</p> <p>The grant funder, Fields In Trust would like some sort of launch to increase publicity of their work.</p>
Options Indicate all reasonable options	<p>1. Further work: goal posts</p> <p>a) Look into other supplier options for the goal posts</p> <p>b) Leave the goal posts as they are for now and budget for this in the New Year</p> <p>2. Press and publicity:</p> <p>a) To produce a press release and photocall with the Mayor and site users such as the youth club</p> <p>b) To ask the youth club to put on a special event for a launch</p>
Recommendation If there is a recommendation to Council	<p>To budget for new goal posts in the New Year</p> <p>To agree on the level of publicity for the KGV90 project</p>
Costs Detail the costs for the item, both initial capital cost and any on-going revenue cost	<p>Goal posts: Possible future costs of approx. £770</p> <p>KGV90 launch: No cost to produce a press release and photocall. There may be some small costs for a special event but the youth club might be willing to cover this</p>
Funding Source Indicate how this item will be funded	Existing budget for KGV Field



Meeting (e.g. Full Council/Committee Name)	Recreation & Amenities Committee
Meeting date	2 nd August 2016
Subject	Proposal for new Groundsman's storeroom
Author(s)	Myles Robinson/Katherine Kearns
Status (Information/Action)	Action

Summary A sentence describing the agenda item	Council have been investigating providing a new storeroom at KGV field for the Groundsman.
Detail Full details of the item. If a decision is required include enough detail for Council to be able to make it	<p>Currently the Groundsman stores tools, materials and chemicals (such as fuel and paint) in a small metal shed at Hazelwood bungalow a storeroom in the pavilion and in the garage at the side of the TIC. There are also other items stored at the Town Hall.</p> <p>The Rec & Am committee previously identified a need for a new storeroom that could accommodate the Groundsman's vehicle which is currently parked on the drive at Hazelwood bungalow. In addition the storeroom will act as a workshop.</p> <p>There is a need to store chemicals and fuel in a separate chemical store.</p> <p>Keith Angus was commissioned to draw up some plans and these are presented to the committee for comments now</p> <p>A new building will require planning permission and approval by Fields In Trust as part of the KGV field Deed of Dedication.</p>
Options Indicate all reasonable options	<p>Make comments on the initial design for the new groundsman's storeroom, considering the following points;</p> <ul style="list-style-type: none"> - size - appropriate location - any 'dead space' or maintenance issues created - choice of materials - facilities to be included in the building
Recommendation If there is a recommendation to Council	To draw up a list of comments that can be fed back to the architect
Costs Detail the costs for the item, both initial capital cost and any on-going revenue cost	None at present
Funding Source Indicate how this item will be funded	n/a



Meeting (e.g. Full Council/Committee Name)	Recreation & Amenities Committee
Meeting date	2 nd August 2016
Subject	Prioritisation & timescales for Town Action Plan projects
Author(s)	Katherine Kearns
Status (Information/Action)	Action

Summary A sentence describing the agenda item	Council needs to draw up a four year programme of projects with timescales.
Detail Full details of the item. If a decision is required include enough detail for Council to be able to make it	At the last committee meeting councillors were given a list of projects from the Town Action Plan. These are: MUGA at Forest Green Miles Marling field (includes its development and negotiating acquisition of land from SDC) A programme of tasks with timescales are needed for these and other Rec & Am projects in order for them to move forward. Councillors are invited to work with the clerk to develop this programme.
Options Indicate all reasonable options	To develop four year programme of tasks for all projects To develop a 'service plan' with a four year programme of tasks for all of Rec & Am's responsibilities to be used to set annual budgets
Recommendation If there is a recommendation to Council	Chair and Rec & Am committee to work with the clerk to develop a 'service plan' for Rec & Am
Costs Detail the costs for the item, both initial capital cost and any on-going revenue cost	This will inform future budgets
Funding Source Indicate how this item will be funded	n/a