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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 June 2023 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
31st May 2023

All residents of the Parish are welcome to attend and a 15 minute period will be set aside for members of the public to raise questions.

- 1 Apologies
- 2 Verbal Introductions
- 3 Declarations of interest and applications for dispensations
- 4 Consideration of Planning Applications received as follows:

CONSULTATION –

- a) S.23/0933/HHOLD 2A Tynings Road, Nailsworth, Stroud, Gloucestershire. Application: Householder. Erection of single storey side extension.

PREVIOUSLY TRACKED APPLICATIONS

- b) S.23/0685/TCA Haydenville, Old Bristol Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Description: T1-Goat willow - remove. G1-Hazel x 2, Privet x 2 - remove. T4-Holly - remove. G2-Sycamore x 5 - (dbh 180) - remove. G3-Sycamore, Spruce, Hazel - remove. T6-Ash - ash dieback - remove. T8-Goat willow - remove. T9-Goat willow - remove. T10-Sycamore - remove. T11-Ash - remove. G4-Apple x 3, plum x 1 - remove. G5-Hazel x 1, Privet x 1, Horse Chestnut x 1 (dbh 150) - remove. Application permitted. NTC would like to see some evidence of a replanting plan. It was noted that the reasons given for tree removal was due to the low quality of the trees and to allow larger trees to thrive.
 - c) S.23/0742/FUL. Land Adjacent Ondine, Newmarket Road, Nailsworth, Gloucestershire. Application: Full Planning Construction of new dwelling. Application refused NTC: Council resolved to OBJECT to this application on the grounds of restricted visibility leaving the road to the surgery. Council would welcome a report from Highways Department. Although this application has been reduced, Council remains concerned regarding the size of the application.
- 5 To confirm minutes of the Full Council meeting held on Tuesday 16th May 2023 and the Personnel Committee held on Friday 12th May 2023 (papers available)
 - 6 To consider Personnel Committee recommendations:
 - It was **recommended** that the Deputy Clerk line manage the Groundsman role and the Clerk line manage the two Customer Services roles.
 - It was **recommended** to adopt the change to Financial Regulations section 11.1 b. of Financial Regulations in line with NALC's 2022 update.
 - It was **recommended** that NTC adopt the updated Standing Orders in line with NALC's 2022 version.



NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

Tel: 01453 833592 email: clerk@nailsworthtowncouncil.gov.uk

Clerk to Council: Katherine Kearns

- 7 Matters of Urgency: *important items that have arisen since the meeting summons (agenda) and cannot wait to be addressed with a written report at a future meeting, due to inflexible deadlines.*

16 May NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
DRAFT

Held at 6.30pm in the Town Hall on Tuesday 16th May 2023

Present:

Clr Mike Kelly (Chair)
Clr Natalie Bennett*
Clr Jonathan Duckworth
Clr Shelley Rider
Clr Ros Mulhall*
Clr Paul Francis
Clr Angela Norman
Clr Steve Robinson
Clr Colleen Rothwell

Minutes:

Clerk

Apologies:

Clr Patsy Freeman

2023/001

Election of Town Mayor

Clr Mike Kelly was elected unopposed.

2023/002

Election of Deputy Mayor

Clr Shelley Rider was elected unopposed.

**Clrs Natalie Bennett and Ros Mulhall joined the meeting at this point.*

2023/003

Verbal introductions & safety briefing

Those present identified themselves.

2023/004

Declarations of Interest & Applications for Dispensations

There were none.

2023/005

Appointment of Committees

Members of Committees were confirmed as;

Recreation and Amenities Committee – members

Clr Ros Mulhall (Chair)
Clr Shelley Rider
Clr Steve Robinson
Clr Paul Francis
Clr Jonathan Duckworth
Clr Mike Kelly (ex officio as Mayor)

Environment Committee – members

Clr Angela Norman (Chair)
Clr Natalie Bennett
Clr Patsy Freeman
Clr Colleen Rothwell
Clr Mike Kelly (ex officio as Mayor)

Personnel Committee – members

Cllr Jonathan Duckworth (Chair)
 Cllr Angela Norman
 Cllr Ros Mulhall
 Cllr Colleen Rothwell
 Cllr Shelley Rider
 Cllr Patsy Freeman
 Cllr Mike Kelly (ex officio as Mayor)

All agreed.

2023/006**Appointment of Representatives on outside bodies**

The Council's representatives were confirmed as follows.

Nailsworth Youth Club: Cllr Mike Kelly
 National Trust Minchinhampton & Rodborough Commons Advisory Cttee: Cllr Colleen Rothwell
 Nailsworth & District Twinning Association: Cllr Patsy Freeman – to be confirmed
 Nailsworth Health Partnership: Cllr Mike Kelly
 Dementia Friendly Town Group: Cllr Angela Norman
 Nailsworth Youth & Community Enterprise (NYCE): Cllr Jonathan Duckworth is Chair of this group.
 Gloucestershire Rural Community Council (GRCC): Cllr Angela Norman
 Gloucestershire Market Towns Forum (GMTF): Cllr Colleen Rothwell
 Nailsworth Chamber of Trade: Cllr Shelley Rider
 Police liaison: Cllr Steve Robinson
 Fair Trade Group: Cllr Angela Norman
 Gloucestershire Association of Parish and Town Councils (GAPTC): Cllr Colleen Rothwell
 Nailsworth Climate Action Network: Cllrs Shelley Rider and Colleen Rothwell
 Council for Protection of Rural England (CPRE): vacancy
 Patient Participation Group: Cllr Mike Kelly
 Nailsworth in Bloom: Cllr Shelley Rider
 Nailsworth Community Land Trust: Cllr Jonathan Duckworth
 Love Nailsworth: Cllr Jonathan Duckworth

All agreed.

The Clerk undertook to inform these organisations of their new NTC representative and to put cllrs in touch with the organisations where needed.

2023/007**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.23/0888/HHOLD Haydenville, Old Bristol Road, Nailsworth, Stroud. Application: Householder. Description: Erection of single storey side and rear extension. Erection of dormer window.

NTC comment: No observations.

2023/008**To confirm minutes of the Full Council meeting and the Environment Committee held on Tuesday 2nd May 2023**

Full Council meeting held on Tuesday 2nd May 2023

All agreed.

Environment Committee held on Tuesday 2nd May 2023.

All agreed.

2023/009

To consider Environment Committee (2nd May meeting) recommendations:

- It was **recommended** that a midsummer tree safety survey be undertaken for trees on all NTC owned land of up to £2,027.

All agreed.

- It was **recommended** to accept the tree planting plan to be carried out by a local landscape architect.

All agreed.

- It was **recommended** to commission the local photographer for 3 days work throughout the year.

It was confirmed this was at a cost of £375 per day (£1,125).

All agreed.

- It was **recommended** to commission Contractor 1 to install a permanent lighting display in Mortimer Gardens for use at Christmas and also at other times of year, at a cost of £10,500.20.

All agreed.

- It was **recommended** to accept the quote from Contractor 4 to upgrade and replace the current electricity supply in Mortimer Gardens and to allocate a budget of £7,000.

All agreed.

2023/010

Matters of Urgency: *important items that have arisen since the meeting summons (agenda) and cannot wait to be addressed with a written report at a future meeting, due to inflexible deadlines.*

There were none.

2023/011

Accounts

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

These were agreed.

Cllrs Steve Robinson and Natalie Bennett undertook to authorise payments before Friday 19th May midday.

2023/012

To approve the schedule of meeting dates for the year 2023-2024

These dates were approved.

There was a correction to the date for the Annual Town Meeting which was confirmed as Saturday 20th April 2024.

2023/013

To approve the Council's annual insurance for 2023-2024

The Council's insurance was approved for a contract of three years at a cost of £7,303.00.

All agreed.

2023/014

To consider increased match funding for additional parking restrictions

The parking restrictions refer to additional double yellow lines in agreed locations in Nailsworth.

There was a query about whether additional lines at Ragnall Lane can be added to the maps at this stage. Cllrs Steve Robinson and Angela Norman undertook to liaise on the exact location and whether this can be added to Highways' TRO.

1. To increase NTC's contribution by £1,000 to make a total of £6,000
3. To insist that the 20mph scheme is completed before the contribution is made

All agreed

2023/015

To approve the contractor for landscaping work for the community garden/allotments on the land at Carters Way

To approve Contractor 3 for landscaping work on the land at Carters Way up to a budget of £12,000.

All agreed.

2023/016

To ratify the decision to allow temporary use of Mortimer Garden by a pizza van while the Civic centre pitch is not in use

The decision was ratified.

It was confirmed that a report in Stroud News and Journal that the library will be closed an extra month is incorrect.

All agreed.

2023/017

To ratify emergency spending to fix the Town Hall boiler at a cost of £964.89.

The decision was ratified.

The Town Hall boiler is now fixed.

All agreed.

2023/018

Confidential item

2023/019

To confirm salaries for 2023-2024 in accordance with the annual budget

The salary rates were confirmed.

All agreed.

2023/020

Financial summary:

a) Income and Expenditure report

- b) Budget comparison report**
- c) Main bank account reconciliation report**
- d) Premier bank account reconciliation report**

These were noted.

2023/021

To review NTC's Risk Assessment

The Risk Assessment was reviewed.

There was a discussion about the risks covered by the NTC risk assessment, and the difference between procedural measures and the risks identified as part of the whole council risk assessment.

2023/022

Report from Town Mayor

This was noted.

2023/023

Report from District and County Councillors

This was noted.

SDC Planning Department have declared this week 'Enforcement Backlog Week' and are focussing their efforts on this work.

2023/024

To receive an update on NTC office activities

It was noted that Community Policing is very responsive with very helpful collaboration and exchange of information between the PCSOs, Neighbourhood Warden and NTC office.

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

.....
 Date



NAILSWORTH TOWN COUNCIL

Minutes of the Personnel Committee

Meeting in the Town Hall at 1pm on Friday 12th May 2023. The meetings of this Committee will be confidential and are not open to the public.

Present:

Clr Ros Mulhall (Chair for the meeting)
Clr Shelley Rider
Clr Colleen Rothwell
Clr Angela Norman

Minutes:

Clerk

Apologies:

Clr Mike Kelly (Mayor)
Clr Patsy Freeman
Clr Jonathan Duckworth (Chair)

Declarations of Interest and Dispensations

There were none.

To review the Deputy Clerk's progress during the probationary period and consider line management duties

There was a discussion about the proposed changes and it was confirmed that the deputy clerk's probationary period is three months.

It was **recommended** that the Deputy Clerk line manage the Groundsman role and the Clerk line manage the two Customer Services roles.

All agreed

To confirm the measures in place for disciplinary procedures

There was a discussion about the different types of action set out in procedures depending on the issue is with staff or cllrs.

The previous measures for addressing disciplinary procedures were clarified; that an independent person, as advised by GAPTC be appointed should the need arise for disciplinary action.

All agreed

To consider a review of Financial Regulations in line with NALC's update

In accordance with the national update, the change was noted.

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).



There are no other suggested changes.

It was **recommended** to adopt the change to Financial Regulations section 11.1 b. of Financial Regulations in line with NALC's 2022 update.

All agreed.

To consider a review of Standing Orders to bring up to date with NALC's 2022 version

The following updates to Standing Orders were considered;

1. In line with the update of Financial Regulations above, for section 18a. (Public Contracts) of Standing Orders to be updated to the NALC 2022 version;

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

2. In Section 21 (Data Protection), 21a has now changed from the legally required 'shall' to the more informal 'may appoint a Data Protection Officer'. Although no longer legally required. It is good Practice to continue to appoint a DPO. The rest of Section 21 remains a legal requirement, so must be in bold (see also standing order 11):
 - a) *The Council may appoint a Data Protection Officer.*
 - b) ***The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.***
 - c) ***The Council shall have a written policy in place for responding to and managing a personal data breach.***
 - d) ***The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.***
 - e) ***The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.***
 - f) ***The Council shall maintain a written record of its processing activities.***
3. Page 5, (Section 3 f and g) the brackets have been removed around the times.

It was **recommended** that NTC adopt the updated Standing Orders in line with NALC's 2022 version.

All agreed

To consider progress on job evaluations and a review of project management needs

A job evaluation of the Groundsman roles was paused due to sick leave. The work is nearly complete and a report is due to be made which is based on the job role and service delivery, as with the previous job evaluations.

In addition to this, there was a discussion about the need for an evaluation of the work to progress NTC's projects, and the feasibility of a project officer role to achieve this. There is the potential for this to be an internal appointment. The evaluation will include suggestions on how a new role might be financed.



To note the inspection of NTC's Internal Controls

Thanks were recorded to Cllr Colleen Rothwell for completing the inspection.

To agree the date of the next meeting

Subject to confirmation, it was suggested the next meeting is at 2pm, Friday 9th June.

The Clerk undertook to confirm attendance before this date is set.

ENDS.



NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

Tel: 01453 833592 email: clerk@nailsworthtowncouncil.gov.uk

Clerk to Council: Katherine Kearns

You are invited to attend a meeting of the Recreation & Amenities Committee to be held in the Town Hall, Old Bristol Road, Nailsworth on Tuesday 6th June 2023 starting at **7.00pm**.

K Kearns
Town Clerk
31st May 2023

1. Apologies
2. Verbal Introductions and Safety Briefing (fire and covid-19)
3. To consider introducing a new hire rate for one off bookings of the Main Hall in the Town Hall (paper available)
4. To consider the introduction of a permanent available pitch in Mortimer Gardens for £15 per session (paper available)
5. To approve the carrying out of periodic Electrical Installation Condition Report (EICR) on all NTC areas at a cost of £1,755 (paper available)
6. To consider NTC's grass cutting contracts (paper available)
7. To note the use of the Main Hall by Nailsworth News (paper available)
8. To note the Committee's action plan for 2023-2024 (paper available)



Nailsworth Town Council

Agenda Item 3

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 6th June 2023

Subject To consider introducing a new hire rate for one off bookings of the Main Hall in the Town Hall

Author Admin/Clerk

Status Action

Summary

To respond to feedback on Main Hall use in light of the change in hire rates. A proposal to introduce the Town Hall Main Hall rate on 1st July to £15 per hour/£60 per session for one off hirers only, and to keep the £10 per hour/£40 per session rate for regular users.

Detail

At the Recreation and Amenities meeting held on the 5th April 2022 it was agreed that the hire charges for NTC's rooms, storage and open spaces would be reviewed to bring them in line with other venues in the town, and to meet rising costs. On the meeting held on 4th Oct 2022 and approved at the Full Council meeting on 18th October 2022 Minute 2022/104 hire charges were discussed across NTC buildings and outside spaces.

The first hire charge increase was in September 2022 with a second in January 2023. For the Town Hall Main Hall, a further increase was agreed for July as listed below.

1st September 2022	£8.75 per hour/£35 per session
1st January 2023	£10 per hour/£40 per session
1st July 2023	£15 per hour/£60 per session

A comparison of income from Town Hall bookings shows no significant loss of income since the new rates have been introduced.

September – November 2022 average income from Town Hall bookings: £1,086 per month

January – March 2023 average income from Town Hall bookings: £1,119 per month

We have been monitoring hirer use and behaviour in response to the facilities review. Some groups have rescheduled their sessions, moved to just one hour sessions or moved their sessions to the Lower Hall. In one case the hirer has stopped using the hall, however there were several other factors involved in this decision. The cost-of-living crisis and the ongoing impact from covid has seen some groups running with lower numbers and some groups have not returned post covid.

There have been no other issues with the facilities review changes with other venues.

The Main Hall still has a steady user group, however the planned move to increase the rate further from 1st July may risk losing some of these regular hirers. The office believes it is essential that we retain our current hirers. It's recommended that the planned increase for 1st July is reconsidered for our regular Main Hall hirers.

NTC needs to strike a balance between the rising costs of running facilities, keeping our hire charges affordable, and bring rates in line with other community buildings available in Nailsworth.



Nailsworth Town Council

One way of meeting this challenge is to keep the current rate (£10 per hour/£40 per session) for regular hirers, and to introduce the new rate on 1st July for one off hirers (£15 per hour/£60 per session).

This proposal will mean the £15 per hour/£60 per session rate will apply to one off bookings for events, occasional hire, and evening parties. This is in line with other venues in Nailsworth who have different rates for regular hire and one-off hires.

The office has seen an increase in enquiries regarding one-off hires post covid and the Main Hall has hosted some events. The feedback received from hirers often focus on poor decoration of the Main Hall and the outdated kitchen. Once the Main Hall redecoration has been completed, hopefully this will increase the appeal of hiring the hall. Additionally, a new and fully fit for purpose kitchen would boost the hire potential for the Town Hall. This may be something the Committee might consider in the future.

Options

1. To introduce the £15 per hour/£60 per session rate from 1st July for one off bookings only, in line with other venues
2. To keep the £10 per hour/£40 per session rate for regular users of the Main Hall
3. To increase the hire charges as agreed previously.

Recommendation

1. To introduce the £15 per hour/£60 per session rate from 1st July for one off bookings only, in line with other venues
2. To keep the £10 per hour/£40 per session rate for regular users of the Main Hall

Costs

Income

Funding Source

N/A

ENDS.



Nailsworth Town Council

Agenda Item 4

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 6th June 2023

Subject To consider the introduction of a permanent available pitch in Mortimer Gardens for £15 per session

Author Admin/Clerk

Status Action

Summary

An area at the entrance of the Mortimer Gardens to be considered as a permanent pitch. Pitch to be available at a cost of £15 per session, compared to £50 for the hire of the whole of Mortimer Garden.

Detail

Part of Mortimer Gardens was recently approved by the council to be used temporarily by the hirer of the Civic Centre pitch, while this was being used as a site compound. The area is the small semi-circle area on the right as you enter Mortimer Gardens.

The hire cost for the Mortimer Gardens is £50 (for all the garden area) per session, with an extra charge of £20 for electricity use. The Civic Centre pitch is hired for £15 per session.

The office has had feedback from the current hirer of the Civic Centre car park on Fridays, and they are eager to continue to use the Mortimer Gardens space when the library reopens.

They have noted the following benefits of using Mortimer Gardens;

1. less disruption on Old Market when their van arrives and departs
2. no issues with making sure other cars aren't parked in the way, in the Civic Centre car park, when they arrive
3. customers don't block the main road when collecting pizzas
4. at the Civic Centre car park pitch, the pavement can get blocked when there are several customers
5. customers can wait for the food in a more pleasant location
6. the presence of the pizza van may provide some 'passive policing' in the Mortimer Garden

A stipulation for hire would be that the area must be left clean and tidy at the end of the session.

To date NTC has received no comments regarding the change of location for the current vendor. The vendor has reported customers prefer the current location rather than the Civic Centre car park. The open spaces policy Paragraph 6 Table has been reviewed and Mortimer Gardens can be used for this venture.

The Committee is invited to consider introducing a pitch hire of £15 per session for the space in the Mortimer Garden, with a review of the use and costs in six months. Should any future vendor require an electric supply, this charge would be separate.

Options

1. To recommend the introduction of a permanent pitch in an area of Mortimer Gardens for £15 per session
2. To review this arrangement in six months' time (5th December Rec & Am Committee)



Nailsworth Town Council

3. To not recommend use of this area for a permanent pitch
-

Recommendation

1. To recommend the introduction of a permanent pitch in an area of Mortimer Gardens for £15 per session
 2. To review this arrangement in six months' time (5th December Rec & Am Committee)
-

Costs

Income

Funding Source

N/A

ENDS.



Nailsworth Town Council

Agenda Item 5

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 6th June 2023

Subject To approve the carrying out of periodic Electrical Installation Condition Report (EICR) on all NTC areas

Author Admin/ Deputy Clerk

Status Action

Summary

In accordance with current regulations there is a requirement for all NTC areas of responsibility to have periodic EICRs carried out in accordance with current regulations.

Detail

In accordance with current regulations (HSE Regulation 6 and NTC H&S Policy para 17) all NTC areas are to have Electrical Installation Condition Reports (EICR) carried out periodically. The last EICR was carried out in July 2018 and therefore, the required 3-5 years has been reached and the inspection is due to be carried out.

The following works will be carried out:

1. Carry out Periodic Electrical Installation Condition Report on the Town Hall at Old Bristol Road.
2. Testing of the mains position, the Stairs Cupboard by the Stage DB2, Cupboard by the Stage DB3, First
3. Floor Cleaners Cupboard DB4, First Floor Cleaners Cupboard DB5, Stage area DB6, Basement
4. Playground area DB7, Playground area DB8, Cupboard by Stage DB9 and the emergency lighting.
5. Carry out testing of the distribution boards in the Mortimer Rooms.
6. Carry out Periodic electrical test and inspection of the Civic Centre
7. Carry out testing of the Changing Rooms at the King George V Playing Field

The committee are requested to approve approx. £1,755 for the above work to be carried out.

Options

None. Legal compliance

Recommendation

None. Legal compliance

Costs

£1,755

Funding Source

Town Hall repair and maintenance budget

ENDS.



Nailsworth Town Council

Agenda Item 6

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 6th June 2023

Subject To consider rationalising NTC's grass cutting contracts

Author Deputy Clerk/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

Most of the grass cutting on NTC's open spaces is carried out by two contractors. With the ride on mower beginning to cost more in repairs, this is a chance to re-examine how this work is carried out.

Detail

Grass cutting areas

NTC utilises two contractors and the NTC groundsman to carry out grass cutting across NTC's open spaces;

1. SDC cut the following areas;
Nymphsfield common land 786 sq m
Star Hill greens: 1878 sq m
Shortwood Green: 4310 + 1738
Total grass cut area: 8,712 sq m

Annual cost of £1,489.55 in 2022-23
2. Contractor 2 cut the following areas:
KGV Field and Miles Marling Field, including meadow cut (cut and remove) of the bottom of Miles Marling Field
Total area: 8,906 sq m + 22,480 sq m = 31,386 sq m total (3.138 hectares)

Annual cost of £4,262 in 2022-23
In addition contractor 2 also carries out football pitch maintenance throughout the year, with additional work during Spring and Autumn.
3. NTC's Groundsman cuts the play area at KGV Field (1,386 sq m) and manages an area of 200 sq m as long grass between the pavilion and changing rooms.
Total area: 1,586 sq m (3.8%)
Time spent grass cutting estimated as 106 hours per year (April – October) at a labour cost of approx. £1,207 per year.
Average cost of ride on mower repairs and servicing over 7 years: £434
Cost of repairs and servicing in 2022-2023: £1,143.

The estimated cost of NTC grass cutting work (labour, mower repairs and servicing, but not fuel and insurance) is £1,632 per year¹.

¹ Mower repairs and maintenance costs averaged over 7 years.



Nailsworth Town Council

In summary;

- Total open space that requires grass cutting is 41,684 sq m
- Total cut by contractors: 40,098 sq m (96.2%)
- Total cut by NTC staff: 1,586 sq m (3.8%)

Proposed changes to the grass cutting contract

The ride on mower was purchased in 2016 at a cost of £2,500 plus VAT. Rising repair and running costs are shown here;

2022/23	£1,143
2021/22	£359.47
2020/21	£642.58

Replacement ride on mower cost:

ATCO GTX40H garden tractor: £3,500 (online price)

Nailsworth Garden Machinery: £4,499 (RRP: £5,070)

To add the 3.8% extra KGV grass cutting to the current contract has been quoted as £1,500 p.a. This includes;

- Regular cuts of the play area (8 to 10 cuts per year)
- Leaving longer grass areas below the pavillion (up to 3 cuts a year; one in early Spring and two in Autumn)

Conclusion:

To dispose of the ATCO garden tractor and to add the KGV extra grass cutting (play area and long grass by pavilion) to the contract at an additional cost of £1,500. There may be a resale value for the ride on mower.

Bringing all the grass cutting under two contractors means that NTC won't need to find the resources to replace the mower and to fund increasing repair and maintenance costs.

This proposal will be a minor cost saving and gain at least 15 hours a month of the groundsman's time over the seven month grass cutting season, which can be used doing other tasks. The proposal will make service delivery more resilient – the contractor has the resources to cover sickness and holidays.

Options

1. To rationalise NTC's grass cutting contracts, bringing all grass cutting under two contractors
2. To dispose of the ride on mower (possible secondhand resale value)
3. To investigate the purchase of a new ride on mower at a possible cost of £5,000

Recommendation

1. To rationalise NTC's grass cutting contracts, bringing all grass cutting under two contractors
 2. To dispose of the ride on mower (possible secondhand resale value)
-



Nailsworth Town Council

Costs
£1,500

Funding Source

Budget heading 3010/1 KGV grass cutting

ENDS.



Nailsworth Town Council

Agenda Item 7

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 6th June 2023

Subject To note the use of the Main Hall by Nailsworth News

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

New arrangements for Nailsworth News to hire the Main Hall at the Town Hall for packing and distribution of the newsletter, once a month.

Detail

Nailsworth News is an important communication mechanism for Nailsworth residents and was invaluable during the pandemic for spreading vital information about how people could get help. While it's no longer a legal requirement for town and parish councils to produce a residents' newsletter, it's an important way for NTC to communicate with people.

The volunteer team at Nailsworth News delivers newsletters to every household in Nailsworth, as well as to business premises; a total of 4,000 copies. The team of volunteer distributors, production and management committee are independent of any organisation or business. Distribution accounts for some 1,800 voluntary hours per annum. Production of the paper and administration involves a further 700 hours per annum. It will shortly be Nailsworth News' 23rd anniversary.

Nailsworth News has been affected badly by the pandemic, with a 35% loss of income from advertising reducing their reserves. To save production costs, Nailsworth News propose collating the newsletter themselves and have booked the Main Hall at the Town Hall as a packing and distribution centre once a month. Their team of volunteer distributors will pick up their delivery bundles from this point.

NTC staff have discussed the logistics of this arrangement in detail with the Nailsworth News management team and have worked out a way that issues can be delivered, packed and collected for delivery from the Town Hall. Nailsworth News will hire the Main Hall once a month for one session at a cost of £48.

Nailsworth News will be submitting a grant application to the July small grants round, to support their work in their initial stages of recovery. They hope this will be a one-off grant and that their finances will recover enough with their new arrangements so they won't need an annual grant.

Climate Emergency Impact



Nailsworth Town Council

What are the Climate Emergency benefits or impacts?

Resilience: The pandemic showed how important a local newsletter can be to keep people informed of arrangements during an emergency. Nailsworth News contributes to the town's community resilience by providing information on groups, clubs and events locally.

ENDS.



Nailsworth Town Council

Agenda Item 8a

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 6th June 2023

Subject To note the Committee's action plan for 2023-2024

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

The Recreation & Amenities Committee action plan for the next year, based on NTC's Strategic Priorities, with updates on progress.

Detail

At the Full Council meeting on 18th October 2022, Nailsworth Town Council reviewed its strategic priorities and visions, to guide work from 2021-2024. The next step is to put NTC's priorities into an action plan so that progress can be monitored.

The attached list sets out the Rec & Am Committee work programme for the next 12 months. The Committee is asked to review the action plan at each meeting and update progress on projects.

Working Parties are asked to note their responsibilities and actions, and to give updates on progress by sending reports to the Clerk or Deputy Clerk.

ENDS.



Nailsworth Town Council – Recreation & Amenities Committee Action List 2023-2024

Quarter one report

1. Carters Way community garden

Detail:

Creating a community garden/allotment site at Carters Way, to be lease to an independent allotment group. Landscape work imminent.

Action Required:

- Start date from landscape contractor
- Heads of Terms and lease to be drafted for community group to take on allotment management
- Letters to relevant residents clarifying access and wayleaves for drainpipes

Responsible person: Deputy Clerk/Clerk

Is this in the strategic plan? Yes

Status: ongoing

Completion expected: Quarter 2

Priority: High

Risk level: Medium

Vision 6: Environment and Climate Change - A town which protects and values the environment

Vision 7: Health and Wellbeing - A healthy and caring place to live

2. Town Hall retaining wall

Detail:

Structural survey to retaining walls below Town Hall to inform potential replacement.

Action Required.

- Structural surveyor has been instructed to carry out initial inspection and report
- Initial inspection will inform larger design and technical work required



Nailsworth Town Council – Recreation & Amenities Committee Action List 2023-2024

- Costs needed to identify appropriate funding source

Responsible person: Clerk

Is this in the strategic plan? Yes

Status: ongoing

Completion expected: Quarter 1

Priority: High

Risk level: Medium

Vision 1: Built Environment – An attractive working Cotswold town

3. Property repair and maintenance schedules

Detail:

Maintenance schedules for all NTC land and buildings, to plan budgets and work schedules.

Action Required.

- Collate existing information
- Introduce a rolling programme of maintenance to ensure NTC's land and buildings are consistently improving

Responsible person: Deputy Clerk/Clerk

Is this in the strategic plan? No

Status: ongoing

Completion expected: Quarter 3

Priority: High

Risk level: Medium

Vision 1: Built Environment – An attractive working Cotswold town

Vision 2: Tourism and Leisure – A safe place to live and visit

4. Youth Provision service level agreement



Nailsworth Town Council – Recreation & Amenities Committee Action List 2023-2024

Detail:

Putting in place a service Level Agreement for youth service provision, currently funded by NTC.

Action Required.

- SLA to be finalised (NTC)
- Regular monitoring format to be decided (NTC)

Responsible person: Cllrs Angela Norman, Shelley Rider, Jonathan Duckworth and Clerk

Is this in the strategic plan? No

Status: ongoing

Completion expected: Quarter 2

Priority: Medium

Risk level: Low

Vision 3: Education and Training – A town with opportunities to learn and play

Vision 7: Health and Wellbeing - A healthy and caring place to live

5. War Memorial refurbishment.

Detail:

Stone slabs surrounding the War Memorial to be replaced, to complete the refurbishment. Vegetation was removed several years ago, and the surrounding wall was repointed in lime mortar.

Action Required.

- Stone mason to advise of date to continue work.
- Work to be completed before November 2023

Responsible person: Deputy Clerk/Clerk

Is this in the strategic plan? No

Status: ongoing

Completion expected: Quarter 2

Priority: Medium



Nailsworth Town Council – Recreation & Amenities Committee Action List 2023-2024

Risk level: Low

Vision 1: Built Environment – An attractive working Cotswold town

6. Town Hall heating (green energy and boiler replacement)

Detail:

Investigating replacement heating systems for the Town Hall, including looking at energy efficiency measures for the building and green solutions.

Action Required.

- NTC waiting for contact from green energy specialist

Responsible person: Deputy Clerk/Clerk/ Cllr Shelley Rider

Is this in the strategic plan? No

Status: ongoing

Completion expected: Quarter 4

Priority: Medium

Risk level: Medium

Vision 1: Built Environment – An attractive working Cotswold town

Vision 6: Environment and Climate Change – A town which protects and values the environment

7. KGV Buildings

Detail:

Removing the wooden pavilion and building a new groundsman's store.

Action Required.

- Considering scope, specification and location. Next meeting of working party;

Responsible person: KGV Buildings working party (Cllrs Ros Mulhall, Jonathan Duckworth (WP Chair) and Steve Robinson)



Nailsworth Town Council – Recreation & Amenities Committee Action List 2023-2024

Is this in the strategic plan? Yes

Completion expected: Quarter 4

Status: ongoing

Priority: Low

Risk level: High

Vision 1: Built Environment – An attractive working Cotswold town

Vision 2: Tourism and Leisure – A safe place to live and visit

8. Shortwood Green improvements

Detail:

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).

Action Required.

- Community consultation to identify improvements for all ages

Responsible person: Rec & Am Committee

Is this in the strategic plan? Yes

Status: not started

Completion expected: 2024

Priority: Low

Risk level: Low

Vision 2: Tourism and Leisure – A safe place to live and visit

Vision 6: Environment and Climate Change – A town which protects and values the environment

Vision 7: Health and Wellbeing - A healthy and caring place to live
