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# NAILSWORTH TOWN COUNCIL

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

Tel: 01453 833592 email: [clerk@nailsworthtowncouncil.gov.uk](mailto: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 2<sup>nd</sup> April 2024 starting at **6.30pm**.

Mrs K Kearns  
Town Clerk  
27<sup>th</sup> March 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.24/0460/HHOLD. The Chippings, Jubilee Road, Forest Green, Nailsworth. Application: Householder. Installation of terraced parking. (Retrospective)
- b) S.24/0234/LBC. Flat 4, Spring Hill House, Spring Hill, Nailsworth. Application: Listed Building Application. Replacement of two internal doors.
- c) S.24/0483/FUL. Miry Barn At Miry Fields, Pike Lane, Nailsworth, Gloucestershire. Application: Full Barn conversion to form a dwelling with associated access arrangements and landscaping. Erection of a stable.
- d) S.24/0488/HHOLD. Tudor Cottage, Harley Wood, Nailsworth, Stroud. Application: Householder. Erection of single storey side extension and renovation works to existing dwelling.
- e) 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 verandas

#### **TREES IN A CONSERVATION AREA**

- f) S.24/0451/TCA. 1 Dunkirk Bank, Theescombe, Amberley, Stroud. Application: Trees in a Conservation Area. Description: Reduce a mature goat willow tree by 30%.
- g) S.24/0495/TCA. Grove Lodge, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Pear Trees x 2 - removal.

#### **PREVIOUSLY TRACKED APPLICATIONS**

- h) S.23/2392/FUL. Ruggers Green Barn, Tetbury Lane, Nailsworth, Stroud. Application: Full Timber glamping pod for use as holiday accommodation. Application refused. NTC: Resolve to support the planning application
- i) S.24/0125/VAR. 1 Upper Hayes Road, Forest Green, Nailsworth, Stroud. Application: Variation of Condition. Variation of condition 2 (approved plans) from S.23/0182/HHOLD -alterations to the design of the two storey rear and front extensions. Application refused. NTC: No observations
- j) S.23/2053/FUL 5 Old Bristol Road, Nailsworth, Stroud, Gloucestershire. Application: Full Change of use of garden studio / storage to 1 bedroom holiday let /family annexe,



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including 2.9m<sup>2</sup> single storey rear extension under existing roof overhang. Installation of woodburning stove / flue. Application permitted. NTC: no observations

- k) S.24/0022/DISCON 4 The Maltings Tetbury Lane Nailsworth Stroud. Discharge of condition 7 (internal surfaces) from S.18/1787/LBC. Application permitted.
  - l) S.24/0384/TCA. Brockley House, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Fell Leylandi (T1) to ground level. Application consent. NTC noted.
- 
- 6 To confirm minutes of the Full Council meeting held on Tuesday 19<sup>th</sup> March 2024.
  - 7 To ratify three late payments from the previous month.

**NAILSWORTH TOWN COUNCIL**  
**Minutes of a meeting of the Town Council**  
 Held at 6.30pm in the Town Hall, Old Bristol Road  
**on Tuesday 19<sup>th</sup> March 2024**  
**DRAFT**

**Present:**

Cllr Mike Kelly (Chair)  
 Cllr Shelley Rider  
 Cllr Jonathan Duckworth  
 Cllr Peter Bodkin  
 Cllr Colleen Rothwell  
 Cllr Paul Francis

**Minutes:**

Clerk

**Apologies:**

Cllr Steve Robinson  
 Cllr Angela Norman  
 Cllr Ros Mulhall  
 Cllr Natalie Bennett  
 Cllr Patsy Freeman

**Verbal Introductions**

These were made.

**2023/213****Public Participation**

There were no members of the public present.

**2023/214****Declarations of Interest & Applications for Dispensations**

There were none.

**2023/215****Consideration of Planning Applications received as follows:****CONSULTATION****TREES IN A CONSERVATION AREA**

- a) S.24/0384/TCA. Brockley House, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Fell Leylandi (T1) to ground level.

**NTC Comment:** noted.

**PREVIOUSLY TRACKED APPLICATIONS**

- a) S.23/2355/FUL Egypt Mill, Stroud Road, Nailsworth. Application: Full Partial demolition and new extensions to provide new kitchen and restaurant. Enlarge windows to first floor principal elevation. Application approved. NTC notes that it's good to see investment in this property.
- b) S.23/2356/LBC Egypt Mill Stroud Road Nailsworth Gloucestershire GL6 0AE. Application Listed building. Partial demolition and new extensions to provide new kitchen and restaurant. Enlarge windows to first floor principal elevation. Application approved. NTC: Noted.
- c) S.24/0238/TCA. Coopers Mill , Dunkirk Mills, Inchbrook, Gloucestershire. Application: Trees in a Conservation Area. Description: T1 - Ash. Remove. T9 - Ash. Remove. T10 - Ash. - Remove. T11 -Ash. Remove. T12 - Ash. Remove. T13 - Crack Willow. Reduce to 12m. T17 - Black Poplar. Remove. T18 - Sycamore. Remove entirely the compromised western stem with bark loss (facing the parking area) to 1.5m above the trifurcation. T19 - Sycamore. Pollard western stem showing signs of a phytopthera or Kretzmaria. T20 -Ash. Remove. T21 - Ash. Remove. Application approved. NTC Comment: noted
- d) S.24/0295/TCA. The Old George, Tabrams Pitch, Nailsworth, Gloucestershire.

- e) Application: Trees in a Conservation Area. T1 Crack willow: Crown reduce by 4m. T2 Crack willow: Crown reduce by 4m. T3 Crack willow: Crown reduce by 4m. Application permitted. NTC comment: noted.
- f) S.24/0426/T5DAY. 7 Whitcroft, Forest Green, Nailsworth. GL6 0NS. Application 5 day notice – trees. TPO/0174 Fallen Cedar. Application approved as no extension given on emergency works.

**2023/216****To confirm minutes of the Council meeting held on Tuesday 5<sup>th</sup> March 2024**

These were noted.

All agreed

**2023/217****To confirm the minutes of the Environment Committee meeting held on Tuesday 5<sup>th</sup> March 2024**

These were noted.

All agreed

**2023/218****To consider the recommendations of the Environment Committee**

It was clarified that the project is for up to £1,500 from Budget heading 4090 Tourism Promotion.

It was **agreed** that Designer 3 be approached to produce the new Town Map artwork.

All agreed

**2023/219****Accounts:****To agree payments in accordance with the budget as listed in the attached reports**

The Clerk noted several invoices were received after the payments list was closed. While this wouldn't usually be an issue, and the invoices would wait until the next month, council was asked to authorise these payments online this month. This is to make sure the payments are within the 2023-2024 financial year and to ensure a payment is made for Annual Town Meeting market stalls in good time for the meeting.

All the additional payments come within the Clerk's delegated authority, against agreed budget headings. Cllrs Jonathan Duckworth and Peter Bodkin agreed to authorise the payments.

All agreed

**2023/220****To consider submitting a resolution to GAPTC's AGM**

A motion for GAPTC was put forward. The motion relates to Annual Town/Parish Meetings and aims to allow the spirit of legislation to be followed to achieve the best results for each individual parish.

Currently the law requires parishes to have an Annual Meeting of the Parish. The legislation states that this meeting shall be held after 6pm; presumably this time was fixed when most people worked closer to home and an evening meeting was more achievable for residents. Now, working patterns have changed; more home working, but more pressures on time and longer commutes and working days for those who work out of the parish. Some parishes have a very high number of second homes, with part time residents disengaged from their 'other community' – not so available during the week.

The purpose of the Annual Meeting of the Parish is;

- For the town or parish council to present its annual report
- To allow for a parish poll
- To engage a diverse range of residents

After a short discussion;

It was **agreed** to submit the following resolution to GAPTC's AGM:

*To propose that the legislation allows for the Annual Meeting of the Parish to be held at a time, day and venue most suited to engaging the community and to enacting the spirit of the legislation.*

All agreed

### **2023/221**

#### **To receive a brief on the plans for the D-Day 80th Commemoration and consider a budget for the event.**

The Deputy Clerk was thanked for his work with Nailsworth Royal British Legion, on the national D-Day commemoration on Thursday 6<sup>th</sup> June. Various items including flags, lanterns for peace and unforeseen costs for a varied event across the day were detailed.

It was **agreed** to set aside a budget of £500 for Nailsworth's D-Day 80 commemorations.

All agreed

### **2023/222**

#### **Financial summary:**

- a) Income and Expenditure report**
- b) Main bank account reconciliation report**
- c) Premier bank account reconciliation report**

These reports were noted.

### **2023/223**

#### **To receive a report from the cllr acting as internal checker**

Cllr Colleen Rothwell was the appointed internal auditor and noted that there were no concerns about the processes examined;

- How cash and ticket sales are handled in the NTC office and the volunteer-run TIC
- How complaints are handled.

The report was noted.

### **2023/224**

#### **To review NTC's Risk Assessment**

The Clerk drew attention to the following higher risks due to seasonal work:

- Increased workload on office staff over the next few months due to the end of year administration and elections. The plan is to complete Year End a month early.
- In preparation for the annual Health and Safety, staff are reviewing outstanding issues and introducing processes and procedures with regards to H&S.

The risk assessment was noted.

### **2023/225**

#### **To review the Council's [Action Plan](#)**

Noted.

### **2023/226**

#### **Report from Town Mayor**

The Mayor also attended a St Patrick's Day 'hoolie' at the Mortimer Room, for people of Irish descent.

### **2023/227**

#### **Report from Deputy Mayor**

The Deputy Mayor reported on a well-attended event organised by Transition Stroud concerning community energy. The event included case studies of community energy schemes local to Nailsworth (Minchinhampton Community Hub and Radnock School in Dursley).

Transition Stroud and their partners (SACEN) have a free community consultation toolkit and will also carry out consultation for a fee. The toolkit maps what is possible in the area. Transition Stroud are working with SACEN to put community consultation at the beginning of the process and not at the end.

**2023/228**

**Report from District Councillors**

Noted.

**2023/229**

**To receive an update on NTC office activities**

The old storeroom in the Town Hall courtyard has now been removed and the surveyors have been notified so that their work can continue. This will help inform the extent of the damage and the work needed to the retaining wall. NTC's insurer is being kept informed.

**2023/230**

**To receive a report from the Town Improvements working party**

Noted.

**2023/231**

**To receive a report from Carters Way working party**

NTC's solicitors are expected to provide a draft lease this week. The next Carters Way working party meeting will be on Thursday 4<sup>th</sup> April in the Council Chamber, to review the draft lease prior to meeting with FGCA.

**2023/232**

**To receive a report on Minchinhampton and Rodborough Common Advisory Committee**

Noted.

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

.....  
 Date



# Nailsworth Town Council

## Agenda Item 7

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**Meeting** of Full Council

**Meeting date** Tuesday 2<sup>nd</sup> April 2024

**Subject** To ratify three late payments from the previous month

**Author** Clerk

**Status** Action

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**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.**

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### Summary

Several invoices were received after the cut off date in March. The payments were made in March, and council is now asked to ratify them to maintain transparency.

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### Detail

Several invoices were received from suppliers, after the March Payment Approval List had been sent to cllr. All of the invoices were for items already agreed by council in the Annual Budget and were within the Clerk's delegated powers to spend. The invoices were authorised online by two cllrs and the payments have been made.

To maintain transparency, council is asked to ratify these payments:

|  |                         |
|--|-------------------------|
| Cotswold Markets - market stalls for Annual Town Meeting | £1,440 (including VAT)  |
| Tortworth Plants Ltd – plants for town centre gardens    | £720 (including VAT)    |
| Badges Plus Ltd - awards for Annual Town Meeting         | £254.40 (including VAT) |

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### Options

1. To ratify these three late payments from March 2024
- 

### Recommendation

1. To ratify these three late payments from March 2024
- 

### Costs

As detailed above

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### Funding Source

Annual Budget

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**ENDS.**





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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 2nd April 2024 starting at **6.45pm**.

K Kearns  
Town Clerk  
27<sup>th</sup> March 2024

1. Apologies
2. Verbal Introductions and Safety Briefing
3. Public Participation
4. To review the Recreation & Amenities Committee [RAM Action Plan](#)

| Ser No | Date added | Strategic Plan | Vision     | Priority | Risk         | Committee | Task detail   | Comments   | Budget                                 | Estimated Cost  | Minute Reference                      | Documents                             | Documents                             | Owner                 | Projected completion date | Status                  | Completed   | Remarks   |  |
|--------|------------|----------------|------------|----------|--------------|-----------|---|--|--|---|---------------------------------------|---------------------------------------|---------------------------------------|-----------------------|---------------------------|-------------------------|---|---|--|
| 5      | 23-Aug-23  | Y              | 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  | 6140                                   | £25,000.00  | 19 Sept 2023: 2023/086                |                                       | <a href="#">Agenda Item 13</a>        | WP Cllr Kelly (Chair) | 01-Dec-23                 | Ongoing                 |   | Name change to Town Centre Regeneration Working Party |  |
| 6      | 23-Aug-23  | Y              | 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.   |  |   |                                       |                                       | WP                                    |                       |                           |                         |   |   |  |
| 23     | 23-Aug-23  | Y              | 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.   | War Memorial Reserve                   | £7k   | 19 June 2018 Rec & AM Meeting item 14 |                                       |                                       | Deputy Clerk          | 30-Oct-23                 | ongoing                 |   | 15 Dec Weather conditions have hampered progress.     |  |
| 25     | 29-Aug-23  | Y              | 1, 6       | Med      | Med          | Rec & Am  | Town Hall heating   | Investigating replacement heating systems for the Town Hall, including looking at energy efficiency measures for the building and green solutions. 13 Nov. Meeting held with Matt Partridge GCEC reference solar panels and new heating system. Meeting to be scheduled with Minchampton Hub who have had similar works carried out. 27 Nov Additional information reference electric bills passed to GCEC   |  |   |                                       |                                       | Cllr Rider                            |                       |                           |                         | One contractor has been approached to provide a quote for the installation on new boiler. |   |  |
|        | 16-Oct-23  | Y              | 1          | Low      | Low          | Rec & Am  | Town Hall main hall floor   | Work on the floor is due to take place in the summer of 2024   | Town Hall repair & maintenance         | £6k   | 18th April 2023: 2022/240             |                                       |                                       | Deputy Clerk          | 01-Sep-24                 | start date: August 2024 |   | Work has been booked in with contractor.              |  |
| 29     | 29-Aug-23  | Y              | 1, 2       | Low      | High         | Rec & Am  | KGV buildings: new Groundsman's store and removing of wooden pavilion <b>Further detail in Major Projects #19</b>     | Contractors have been approached, so far 1 quote received £50k, other contractors require drawing prior to submitting a quote. Alternative solution may require investigating. 29 Aug additional contractor to visit the site week of 4th Sept to carry out survey. 8th Sept also came back with a quote of over £50k. Alternative solution may need to be sought. Deputy Clerk looking into alternatives 13 Nov. WP to review project with Deputy Clerk to further discuss the project, with regards to the structure of the building. 13 Dec. Architects approached with regards to providing plans for the building. 15 Jan Previous drawing received from architect dated 2016. Site visit held with architect to discuss options. Awaiting design. 20 Mar. Architect contacted for update on plans.   | Reserve £20k                           | Unknown   |                                       |                                       | Deputy Clerk/WP                       |                       | ongoing                   |                         | See Major Projects #19  |   |  |
|        |            |                |            |          |              | Rec & Am  | Removal of pavilion at KGV playing fields   | 10 Nov. Contractors approached to provide quotes for the removal of the wooden building and the brick foundations. No quotes have been received to date. 15 Dec contractors have been hastened, one contractor visited the site and recommended the work be carried out in the summer. This will reduce the costs due to the ground being dry.   | Reserve                                | Unknown   |                                       |                                       |                                       |                       | 01-Apr-24                 | ongoing                 |   |   |  |
| 31     | 29-Aug-23  | Y              | 2, 6, 7    | Low      | 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                           |                       | Complete                  | Complete March 24       |   |   |  |
| 34     | 29/8/23    | N              | 3, 7       | Med      | Low          | 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   | none                                   | £0.00   | 19 Sept 2023: 2023/090                |                                       | <a href="#">Youth Club SLA</a>        |                       | ongoing                   | 30-Nov-23               | Awaiting initial monitoring report  |   |  |
| 35     | 29-Aug-23  | Y              | 1          | High     | Med          | 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. | Reserve                                | unknown   | 2023/065 01 August 23                 | <a href="#">Retaining wall survey</a> | <a href="#">Loss Assessors letter</a> | Deputy Clerk/WP       |                           | ongoing                 |   |   |  |
| 36     | 29-Aug-23  | N              | 1, 2       | High     | 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                          |                       |                           |                         |   |   |  |
| 43     | 08-Nov-23  |                |            |          | Medium       | Rec & Am  | Replace worn play equipment bridge at Shortwood <b>Minor project #15</b>  | 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 GPPFA is £500 to be applied for when invoice received. <b>Complete Feb 24</b>   | 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 GPPFA  |   |  |
| 44     | 28-Nov-23  |                | 1, 3, 5    | High     | 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 Feled Repairs & Maintenance | £770.00   | RAM meeting 05 Dec                    |                                       | WP/Deputy Clerk                       | 01-Jan-24             | Ongoing                   |                         | Several contractors have been approached with only 1 contractor submitting a quote.       |   |  |
| 45     |            | Y              | 1          | Low      | Low          | Rec & Am  | Town Hall main hall floor   | Work on the floor is due to take place in the summer of 2024   | Town Hall repair & maintenance         | £6k   | 18th April 2023: 2022/240             |                                       |                                       | Deputy Clerk          | 01-Sep-24                 | start date: August 2024 |   | Work has been booked in with contractor.              |  |
| 46     | 03-Jan-24  |                |            | High     | High+H52-R52 | 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  |  | £3,400.00   | 23 Jan 24                             |                                       | Deputy Clerk                          | End Jan 24            | ongoing                   |                         |   |   |  |