

2023-04-04 NTC_agenda _____	2
2023-03-21_NTC_minutes.DRAFT _____	4
2023-03-17_NTC_minutes DRAFT Personnel _____	9
2023-04-04 NTC Item 8 Poet laureate _____	11
2023-04-04 RAM_agenda _____	13
2023-04-04 RAM Item 3 Town Hall decoration _____	14
2023-04-04 RAM Item 4 Town Hall LED lights _____	16



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 a meeting of the Nailsworth Town Council to be held in the Town Hall, Old Bristol Road, Nailsworth on Tuesday 4th April 2023 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
29th March 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 and Safety Briefing (fire and covid-19)
- 3 Declarations of interest and applications for dispensations
- 4 Consideration of Planning Applications received as follows:
CONSULTATION
 - a) S.23/0367/FUL 3 Church Street, Nailsworth, Stroud, Gloucestershire. Application: Full. Change of use from shop with flat over to single dwelling.
 - b) S.23/0531/HHOLD Spindle Cottage, Whips Lane, Watledge, Nailsworth. Application: Householder. Two storey side extension, loft conversion & single elevation lower ground floor rear/side extension
 - c) S.23/0547/HHOLD Beaconsfield Cottage, Watledge Road, Nailsworth, Stroud. Application: Householder. Construction of new two storey extensions (revised application following permission S.22/1387/HHOLD)
 - d) S.23/0617/FUL Land Adjacent 1 Ledgemoor, Watledge Road, Nailsworth, Gloucestershire. Application: Full Building of a single residential property (Resubmission of S.22/0886/FUL)**TREES IN A CONSERVATION AREA**

None.

PREVIOUSLY TRACKED APPLICATIONS
 - e) S.23/0344/DISCON The Maltings, Tetbury Lane, Nailsworth. Discharge of condition 3. (land remediation statement) Application permitted
 - f) S.23/0286/TCA Wellington House (Renishaw PLC), Inchbrook Trading Estate, Bath Road, Woodchester. Application: Trees in a Conservation Area. (1) 3 Alder- Fell to near ground level. (2) Maple - Remove large dead branch over the roof. (3) Dead ivy clad twin stemmed Elm - Fell to near ground level. (4) Sugar Maple - Remove major deadwood. All trees are Ash unless otherwise stated. Trees 1646, 1647, 1648, 1649, 1650, 1651, 1652 (Whitebeam), 1653 and Group 3 (15 Ash). Fell to near ground level. Application: Permitted NTC: No observations
 - g) S.23/0237/PIP Land North Of Windsoredge Lane Nailsworth Gloucestershire. Application PIP Between 2 and 4 custom build houses. Application refused
 - h) S.23/0217/HHOLD 13 Colliers Wood, Nailsworth, Stroud, Gloucestershire. Application: Householder. Two storey side extension/first floor extension, garage conversion, front porch extension & new dropped kerb. Application: approved NTC: No observations
 - i) S.23/0182/HHOLD 1 Upper Hayes Road, Forest Green, Nailsworth, Stroud. Application: Householder. External thermal upgrade with 2 storey rear & front extensions. Application permitted NTC: No observations
- 5 To confirm minutes of the Personnel Committee on 17th March and the Full Council meeting on 21st March 2023.



NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

6 To consider Personnel Committee recommendations:

It was **recommended**

1. To enrol Cliff Christie in the Local Government Pension Scheme.
2. To confirm Cliff Christie's appointment as Deputy Clerk, subject to the probationary period and satisfactory references.

It was **recommended** to adopt the Internal Controls Policy and for it to be reviewed throughout the first year to ensure it fits NTC's processes.

It was **recommended** to adopt SDC's standard Code of Conduct for town and parish councils.

It was **recommended** to adopt the Councillor Officer Protocol in line with the Civility and Respect Pledge.

- 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*
- 8 To consider an honorarium to the Nailsworth Poet Laureate and to extend the tenure of the position to 2 years (paper available)



NAILSWORTH TOWN COUNCIL
Minutes of Nailsworth Town Council
DRAFT

held at the Town Hall, Old Bristol Road, Nailsworth GL6 0JF
on Tuesday 21st March 2023

Present:

Cllr Mike Kelly (Chair)
Cllr Shelley Rider
Cllr Steve Robinson
Cllr Patsy Freeman
Cllr Jonathan Duckworth
Cllr Robert Maitland
Cllr Paul Francis
Cllr Angela Norman
Cllr Natalie Bennett

Minutes:

Clerk

Apologies:

Cllr Colleen Rothwell
Cllr Ros Mulhall

Also present:

11 members of the public. Cliff Christie (incoming Deputy Clerk).

2022/214

Verbal Introductions and safety briefing

Those present identified themselves.

2022/215

Declarations of Interest & Applications for Dispensations

There were none.

2022/216

Consideration of Planning applications as follows:

CONSULTATION

- a) S.23/0395/FUL Beechwood Farm, Windsoredge Lane, Nailsworth, Gloucestershire. Application: Full. A single-storey eco-lodge.

Members of the public addressed the council and raised concerns about this application.

After discussion, it was agreed to submit comments objecting.

Comment: NTC objects. The proposal is against the following policies in SDC's Local Plan; CP15 (2), EI10 (4 and 5), E15(1 and 3), CP14 (13 and 14).

Tourism promotion is not one of the listed Strategic Priorities in Strategic Vision 1.1 of the LDP, and SDC has no specific targets or duties to meet for increased tourism or new holiday homes.

This is a key site which separates Windsoredge from Norton Wood and this application will increase pressure to develop this protected valley. The site is outside the permitted area of development and in the AONB.

The applicant states this is the first stage of considerably more development; the substantial harms of this proposal (integrity of the AONB, settlement limit, noise



and other nuisance, pressure on further development) outweigh its contribution to the rural economy.

This development is not essential to promote public enjoyment or to support the rural economy (CP15.2), there being plenty of other holiday stock available, including non-serviced accommodation, in locations better suited for connections to facilities and transport.

The site is 2km from Nailsworth town centre and not well served by bus routes. Access to bus routes is via steep footpaths. Cars will be needed to access the site and nearby facilities, with increase traffic expected from short holiday lets. Site access is inadequate; access is from a narrow lane with no turning points or footpaths. The holiday lets will be unmanaged.

NTC's views on S.22/1750/FUL Ruggers Green Barn and S.22/0876/FUL Cheldon and the Meadows are relevant.

It was **resolved** to ask for the application to be called in if the planning officer was not minded to refuse.

All agreed.

- b) S.23/0478/TEL Pavement Outside, Jeanage Youth Club [*this is the name used by the applicant for the Junction Youth Club*], Northfields Road, Forest Green. Application: Telecommunications Notification. Installation of 15.0m high phase 9 slim-line monopole, supporting 6 no. antennas, 3 no. equipment cabinets and ancillary development thereto.

Members of the public were present and made comments on this application. It was noted that a meeting of residents has been called by the District Cllr to discuss this application on Wednesday 22nd March in the Youth Club. NTC is not connected to this public meeting.

There was a discussion about the application and the following points were noted;

- The mast can be allowed under Permitted Development rights with the only material objection possible being an Article Four Direction. This can only be made by the District Council.
- The proposed mast is next to a Listed Building and with other Listed and historic buildings surrounding it.
- The 15 metre mast is more than twice the height of the Youth Club roof and will dominate the view, spoiling the character of this part of town
- The application is contradictory; on one hand stating it's in an urban area but also that it is away from residential buildings, due to being next to the non-residential Youth Club [*residential buildings are closer than the Youth Club*].
- It is intrusive to the street scene and adds visual clutter.
- It was questioned whether Nailsworth needs this mast
- Can the mast not be located with others at FGR or in a different, less intrusive location?
- 5G is the future and necessary.
- The application refers to Stroud and it looks like it has been duplicated from a different location without consideration for this site
- Both opinions, that there are/are not health risks to 5G, were expressed
- It was clarified that the application cannot be decided on health grounds, only on planning grounds, according to planning legislation

Comment: NTC objects. The 15 metre mast and associated three cabinets will be highly visually intrusive and is surrounded by historic and Listed buildings. The location is close to residential buildings and will dominate the view, spoiling the character of this part of town.



- c) S.23/0472/HHOLD 2 Springhill Gardens, Spring Hill, Nailsworth, Stroud.
Application: Householder. Erection of first floor side and infill extension over garage and single storey rear extension. (Resubmission of S.22/1439/HHOLD).
Comment: No observations.
- d) S.23/0392/FUL 5 Old Bristol Road, Nailsworth, Stroud, Gloucestershire.
Application: Full Change of use of garden studio/storage to annexe, single storey rear extension and installation of woodburning stove/flue.
Comment: NTC object. The building should only be used as ancillary to the existing dwelling.
- e) S.23/0482/FUL Holcombe House, Minchinhampton, Stroud, Gloucestershire.
Application Type: Full. Change of use of land from agricultural to residential garden within the curtilage of the dwellinghouse.
Comment: No observations.
- f) S.23/0399/HHOLD September House, Chestnut Hill, Nailsworth, Stroud.
Application: Householder. Erection of single storey front and rear extension, installation of rear dormer, and enlargement of parking area.
Comment: NTC support this skillfully designed proposal which will make the house more accessible, with provision for a stairlift internally.

2022/217

To confirm minutes of the Full Council meeting and the Environment Committee held on Tuesday 7th March 2023

Full Council meeting 7th March 2023

All agreed

Environment Committee meeting 7th March 2023

All agreed.

2022/218

To consider Environment Committee recommendations:

- It was **recommended** that NTC designs a leaflet similar to Stroud TC's, on overgrown hedges, which can be printed on demand.

All agreed

- It was **recommended** to allocate £800 to footpath work for 2023-24.

All agreed.

It was noted that the Cotswold Wardens are drawing up their work plan for 2023-24 after which an application to SDC for a grant can progress. The grant must come from NTC and will be in consultation with the Footpath Group.

2022/219

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*

Cllr Robert Maitland announced his decision to step down at the end of the financial year 31st March 2023 and was thanked for his work.

It was noted that the Chamber of Trade have agreed to provide stalls and gazebos at no charge, for the Friday Market while the Library and Mortimer Room is closed.



There were complaints again about SDC's public toilets in the bus station being used by an individual to sleep overnight and during the day. There are multiple agencies working to resolve this. SDC plan to refurbish the toilets but won't do this while the situation continues.

All were advised to contact the Police to report any issues, so that action can be taken.

Cllrs were reminded to confirm their attendance at the Annual Town Meeting on Saturday 22nd April 10.30am – 12.30.

2022/220

Accounts

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

Agreed.

2022/221

To note the draft recommendations and final consultation on SDC's Community Governance Review

This was noted.

2022/222

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.

2022/223

To review NTC's Risk Assessment

This was noted and some of the higher risks highlighted e.g. Year End pressures.

2022/224

Report from Town Mayor

This was noted.

2022/225

Report from the County Councillor

In response to a question about hot meals on wheels, it was noted that Stroud area will be provided for, however not every area in the county will receive cover.

Funding has been secured for Homefield to be resurfaced.

2022/226

To receive an update on NTC office activities

The incoming Deputy Clerk, Cliff Christie was introduced to the council.

The Office have been dealing with extra work caused by road closures and contradictory and lacking information.

A meeting between NTC, GCC and Atkins on Monday 20th March, to discuss improvements to Market Street was very positive. The project has benefits for pedestrian prioritisation, flood alleviation, air quality, biodiversity and visual improvements.

2022/227

To receive a report on town councillor surgeries in the library

The report was noted. The session was very busy with about a dozen people visiting.

Appreciation shown for the session which was in a very accessible location. The next session



will be Saturday 8th April. Cllrs Ros Mulhall, Shelley Rider (Deputy Mayor) and Mike Kelly (Mayor) to attend. This is also the date of the next Market Street Market.

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

.....
Date

DRAFT



NAILSWORTH TOWN COUNCIL
Minutes of the Personnel Committee
DRAFT

Meeting in Town Hall at 2pm on Friday 17th March 2023. The meetings of this Committee will be confidential and are not open to the public.

Present:

Cllr Jonathan Duckworth (Chair)
Cllr Ros Mulhall
Cllr Shelley Rider
Cllr Colleen Rothwell
Cllr Angela Norman

Minutes:

Clerk

Apologies:

Cllr Mike Kelly (Mayor)
Cllr Patsy Freeman

Declarations of Interest and Dispensations

There were none.

To confirm the recruitment of a new Deputy Clerk

References have been requested. It was confirmed that the pension is according to the NTC contract and autoenrollment. Enrolment into NTC's pension scheme will be noted in Full Council minutes.

It was **recommended**

1. to enrol Cliff Christie in the Local Government Pension Scheme.
2. To confirm Cliff Christie's appointment as Deputy Clerk, subject to the probationary period and satisfactory references.

All agreed.

To consider an Internal Controls Policy

The contents of the Policy were noted and discussed. The Policy runs in line with the Internal Checker list (as an additional procedure). This is a useful completed document to give to an Internal Auditor.

The frequency of the Internal Controls to be added to the Policy; quarterly, biannually and annually.

Cllr Colleen Rothwell will carry out the Internal Controls.

It was **recommended** to adopt the Internal Controls Policy and it to be reviewed throughout the first year to ensure it fits NTC's processes.

All agreed.

To consider adopting SDC's standardised Code of Conduct for town and parish councils

The contents of the Code of Conduct were discussed, with two changes (removal of Ward and addition of 'party' political).

It was **recommended** to adopt SDC's standard Code of Conduct for town and parish councils



All agreed

To consider adopting the Councillor/Officer Protocol in line with NTC's Civility and Respect Pledge

The contents of the Pledge were discussed.

It was **recommended** to adopt the Councillor Officer Protocol in line with the Civility and Respect Pledge

All agreed

To agree the date of the next meeting

Date for the next meeting was set for **Friday 12th May at 1pm.**

ENDS.



Nailsworth Town Council

Agenda Item 8

Meeting of Full Council

Meeting date Tuesday 4th April 2023

Subject To consider an honorarium to the Nailsworth Poet Laureate and to extend the tenure of the position to 2 years.

Author Cllr Ros Mulhall

Status Action

Summary

Nailsworth Poet Laureate was elected during the Festival of Words, arranged by NTC, in July 2022. The post was initially for 12 months. An honorarium has been suggested by the Town Mayor to cover some expenses of the position however this has not yet been brought to council for a decision. For practical purposes, it is suggested that the role of Poet Laureate is extended to 2 years.

Detail

The first Poet Laureate in Nailsworth was selected in July 2022, following the submission of many high-quality entries to a competition arranged by the Festival of Words. The remit of the competition was to write about Nailsworth. Pip Heywood, local film director, poet, and co-organizer of the festival, kindly offered to organize the competition and help judge the entries. As a result, Mark Corcoran was crowned Nailsworth Poet Laureate by the Mayor during a Poetry Cafe on Sat 9th July 2022. Pip subsequently met with Mark to discuss ideas about how to develop and embed the role, acting as a supportive mentor, the understanding being that the role would develop organically as befits the writing of poetry.

Some ideas discussed were reorganizing the poetry section of the town library and engaging with primary school children.

To date, Mark has arranged the following:

- * Nailsworth News Article Sept 2022 including the inspiration for his winning entry "The Willow Giant"
- * Visited Nailsworth Town Archives for inspiration.
- * Poetry reading at St Georges Church Sat 28th Jan 2023
- * Valentine Poem Nailsworth News Feb 2023 "Love is the thing that makes your soul sing"
- * Poetry Cafe to mark World Poetry Day on 21st March 2023.

It has been suggested the new role of Nailsworth Poet Laureate be extended to 2 years.

This will give time to request submissions for a new Poet Laureate in Dec 2023, and a new Poet Laureate will be crowned by the Mayor at the Annual Town Meeting in April 2024. Pip has kindly agreed to organize this.

An honorarium of £200 has been suggested, and council is invited to consider this and what terms to put in place for the honorary post e.g. to specify the number of events, poems or activities by the Nailsworth Poet Laureate. For example, the Nailsworth Poet Laureate could be asked;

- to produce a specified number of poems with a connection to Nailsworth each year for publication in Nailsworth News
- to attend the Annual Town Meeting and at least one other town event
- to promote poetry in Nailsworth through events, activities and talks

NB It's worth noting other unpaid roles for NTC which include the Clock Warden (expenses paid only) and Town Crier (attendance at major town events; sole responsibility for flags in Mortimer Garden regularly changed according to local, national and international events. £500 honorarium).



Nailsworth Town Council

Options

1. To extend the Nailsworth Poet Laureate's tenure to 2 years
 2. To keep it as 1 year.
 3. To agree an honorarium of £100 a year for 2 years
 4. To agree an honorarium of a different amount
 5. To specify and define the role of Nailsworth Poet Laureate in more detail (see suggested list) through an informal meeting
-

Recommendations

1. To extend the Nailsworth Poet Laureate's tenure to 2 years
 3. To agree an honorarium of £100 a year for two years
 5. To specify and define the role of Nailsworth Poet Laureate in more detail (see suggested list) through an informal meeting
-

Cost

£100 p.a. for 2 years.

Funding Source

Budget heading: 1090 Civic Fund

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 4th April 2023 starting at **7.00pm**.

K Kearns
Town Clerk
29th March 2023

1. Apologies
2. Verbal Introductions and Safety Briefing (fire and covid-19)
3. To consider quotes for redecoration of the Main Hall in the Town Hall (paper available)
4. To consider quotes for upgrading all lighting throughout the Town Hall building to LED (paper available)



Nailsworth Town Council

Agenda Item 3

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 4th April 2023

Subject To consider quotes for redecoration of the Main Hall in the Town Hall

Author Deputy Clerk

Status Action

Summary

To obtain quotes for the following repair work in the Town Hall (main hall):

- Removing plastic wood effect panelling
 - Repair plaster under panelling
 - Repaint walls and ceiling
 - Re-sand and varnish floor.
 - Re-sand and stain stage.
-

Detail

An action plan for property improvements for 2023-24 was agreed at the last meeting of the Rec & Am Committee. It was agreed to investigate costs and options for all high priority items on the list as follows:

- Main Hall redecoration
- Convert all lighting to LED and upgrade light fittings in upper landing
- Redecoration of Town Archives room using funds from the Mortimer Bequest
- Main Hall windows replacement for energy efficiency

The Locum Clerk has obtained 3 quotes from local building companies for redecorating the Main Hall. The work is in two parts:

- removing plastic wood effect panels, making good and repainting the Main Hall.
- sanding and varnishing/painting the floor and stage

Contractor 1:

£19,850

This quote was not broken down into parts. Not VAT registered

Contractor 2:

£23,344.12 (excluding VAT).

Broken down as:

Re-finishing stage floor £3,500

Main floor £4,950.00

Decoration £14,894.12

Contractor 3:

£11,500.00 (excluding VAT).

All labour and materials included. Broken down as:

Re-finishing stage floor £2,000

Re-finishing main floor £5,000

Decoration £4,500



Nailsworth Town Council

A specialist company was also asked to quote just for re-finishing the floor and stage.

Contractor 4:

Main hall, sand and seal £3,920

Stage floor, sand and seal £2,070.00

Total cost: £5,990.00

It was recommended to complete all repair and decorating work before commencing work on the floor, and that the floor and stage sanding work is booked in for Summer 2024.

Locum Clerk recommends Contractor 3 is engaged to redecorate the hall this year and Contractor 4 (Flooring Solutions and Maintenance Limited) is engaged to sand and revarnish the floor and stage in 2024.

The Committee is asked to recommend a budget of £5,500 towards decorating the Main Hall. The Committee is also asked to recommend a further budget of £6,000 for the stage and floor renovation in 2024 using the specialist company (Contractor 4).

Options

1. To recommend Contractor 3 to redecorate the Main Hall in 2023 and to allocate a budget of £5,500.
2. To recommend Contractor 4 to complete the floor renovation in Summer 2024 and to allocate a budget of £6,000.
3. To consider alternative quotes

Recommendations

1. To recommend Contractor 3 to redecorate the Main Hall in 2023 and to allocate a budget of £5,500.
2. To recommend Contractor 4 to complete the floor renovation in Summer 2024 and to allocate a budget of £6,000.

Costs

£5,500 (hall decoration)

£6,000 for the floor and stage renovation to be completed in 2024

Funding Source

2040 Town Hall repairs and maintenance budget (£8,500)

6030 Town Hall repairs Reserve

6500 CIL Fund Reserve (decoration and sanding)

ENDS.



Nailsworth Town Council

Agenda Item 4

Meeting of Recreation and Amenities Committee

Meeting date Tuesday 4th April 2023

Subject To consider quotes for upgrading all lighting throughout the Town Hall building to LED

Author Deputy Locum Clerk

Status Action

Summary

Following previous recommendation and agreement by this Committee, it was agreed to obtain quotes for the following repair work in the Town Hall:

- Replacing all lighting throughout the building with LED bulbs
 - To replace the three chandeliers in the landing (upstairs) with a more modern alternative and/or with LED bulbs.
-

Detail

The Locum Clerk has obtained 3 quotes from local electricians for this work in the Town Hall.

The specification given to the companies, prior to a site visit asked for costs to replace all the lighting throughout the building with LED bulbs. This will help reduce energy use and contribute to NTC's Climate Emergency response.

Companies were also asked to look at changing the two chandeliers on the landing, however this has proved problematic. Due to health and safety concerns, it would require further investigation and costs to upgrade the current fittings. It has therefore been agreed to simply upgrade the bulbs in the existing chandeliers to LEDs.

Contractor 1:

£2,970.00

This company did not provide a detailed breakdown of work.

The costs of replacing the 4 strip lights in the Archive rooms were included in this quote.

Contractor 2:

£3,895.00

Included in this quote was £336 for the cost of replacing the lights in The Archive Room.

Contractor 3:

£2,143.63 (excluding VAT)

This contractor provided the most thorough breakdown of work required.

A separate quote for the Archives Room was also provided by this company:

£484.98 (excluding VAT)

It's recommended to engage Contractor 3 to carry out this work.

The Committee is asked to recommend a budget of £2,200 towards the cost of upgrading the lighting in the Town Hall.

The Committee is asked to recommend a budget of £500 towards the cost of upgrading the lights in the Archive Room. This budget to be taken from the Archive refurbishment budget. This work can take place before the ceiling is reboarded.



Options

1. To recommend the quote from Contractor 3 and to allocate a budget of up to £2,200
 2. To consider an alternative quote.
 3. To recommend the quote from Contractor 3 for the Archive Room and allocate up to £500 for the work to be completed at the same time.
 4. To not complete the Archive Room lighting upgrade at the current time.
-

Recommendations

1. To recommend the quote from Contractor 3 and to allocate a budget of up to £2,200
 3. To recommend the quote from Contractor 3 for the Archive Room and allocate up to £500 for the work to be completed at the same time.
-

Costs

£2,200 for upgrade of main lighting
£500 for Archive Room lights

Funding Source

6510 Climate Emergency Reserve (currently £7,659.11)
6460 Town Archive Reserve

ENDS.