

NAILSWORTH TOWN COUNCIL  
**RECREATION & AMENITIES COMMITTEE**  
**Minutes of a meeting held on 5 April 2016**

Present		Cllr SE Thorpe (chair) Cllr JL Duckworth Cllr A Elliott * Cllr NI Kay Cllr MP Robinson Cllr S Robinson
	*	denotes absence from part of the meeting
In attendance for part of the meeting		Cllr SK Millett Cllr D L Powell

### **DECLARATIONS of INTEREST AND CLLRS' DISPENSATIONS**

There were no declarations of interest or requests for dispensations.

### **UPDATE ON NTC CAMPAIGN FOR CHILDREN'S CENTRE AND FUTURE FUNDING**

Cllr Thorpe reported that County Cllr Binns had stated publicly that she would use funding from her divisional Children's Activity allocation to ensure that the Children's Centre professionally staffed drop-in provision at the Arkell Centre would continue after April 2017.

Cllrs greatly welcomed this assurance, but were unsure if this allocation would cover the full cost of running the service, whether it would continue for the whole of the period covered by the tender contract for the service provision, and whether the tender documents would specify that the Children's Centre drop-in service for Nailsworth must be provided at the Arkell Centre. Concern was also expressed that concentration of the Children's Activity allocation on the Children's Centre could have an adverse impact on other worthy projects in Cllr Binns' division.

Cllr M Robinson reported that Cllr Binns had verbally confirmed that she planned to attend the next Council meeting. After discussion, the Clerk was asked to email Cllr Binns to give her advance notice of the issues on which the Council required clarification, as outlined above.  
*Cllrs Millett and Powell left the meeting at this point.*

### **GLOUCESTERSHIRE PLAYING FIELDS ASSOCIATION PLAY ASSESSEMENTS**

A report by GFPA assessing the provision at the KGV field (including the skate park and tennis courts), the Miles Marling Field and the play area at Shortwood Green had been previously circulated and was noted. The Clerk confirmed that the recommendations in the report were advisory rather than mandatory requirements. No safety issues had been highlighted in the report and many of the recommendations were already scheduled to be dealt with. The Clerk agreed to liaise with the new Town Groundsman regarding the loose goalposts and wobbly lines on the KGV football pitch. It was agreed that the provision of cycle racks at the KGV field would be desirable.

Members were pleased to note that the only item in the report assessed at 'poor' was the lack of disabled access to the tennis courts. Discussion ensued on possible ways of addressing this and it was agreed to **recommend to Council** to consider undertaking a full accessibility survey of all NTC-owned sites.

### **REQUEST FROM SCOUTS TO REBUILD KGV PAVILION AND CHANGE LEASE ARRANGEMENTS**

The Clerk had received an engineer's report on the KGV pavilion which had been commissioned, as previously agreed, by the Scouts who were currently leasing the building. The Scouts had indicated that in their view the building was coming to the end of its useful life and that they were keen to start negotiations with NTC as to how the building might be replaced, to mutual benefit.

The Clerk reported that she had checked with Fields in Trust (FIT) as it was her understanding that this body would have to approve any such project. She had been had advised by FIT that NTC would need to seek legal advice, and that FIT might look more favourably on a short-term lease than a permanent transfer of any structure on the field to a specific organisation for its sole use. However, some members recalled that the pavilion had originally been owned by the Army Cadets, who they understood had enjoyed sole use of the building prior to it being obtained by the Council.

After discussion, the Clerk was asked to investigate the matter further with FIT and seek to confirm the maximum lease period which this body would be likely to approve.

### **REQUEST FROM STROUD TENNIS CLUB TO BLOCK BOOK TENNIS COURTS**

A request had been received from Stroud Tennis Club to block book the tennis courts for 2 hours on Wednesdays and Sundays respectively for a period of 12 months. After careful consideration, members agreed not to grant the request as it would place undue restrictions on casual use of the courts. The Clerk was asked to respond accordingly.

### **CONSIDERATION OF NEED FOR CONDITION SURVEYS ON ALL NTC ASSETS**

Cllr Thorpe suggested that a professional survey of the condition of all NTC open spaces and buildings would be desirable in order to set out phased priorities for repair and improvement, possibly on an annual basis. The Clerk confirmed that the Council had an asset register which could be used as a basis for such a project.

After discussion it was agreed to **recommend** that the Council proceed to work towards the development of a condition survey of all its assets and to seek to set out a programme for undertaking this work during the coming year.

### **UPDATE ON MAINTENANCE ISSUES ON BUILDINGS AND OPEN SPACES**

The Clerk reported that the refurbishment of the **Town Hall gents' toilets** was finally nearing completion and that she had made the contractors well aware of the deadline.

The Clerk reported that the supplier of the replacement **ridge tiles for the roof at the rear of the Town Hall** had confirmed they had indeed been placed upside down. The contractor had agreed to rectify this.

The Clerk advised that work to replace the **flooring on the lower landing** and back stairs in the Town Hall and was due to commence on 18 April.

The Clerk reported that the connection socket for **the induction loop system in the Mortimer Room** had been damaged. She had instructed the electrician to repair it. The **fascia boards** outside the Mortimer Room were due to be repaired (**replaced?**) later in the month. She had been advised that there appeared to be a problem of water ingress in the **Library/Mortimer Room lobby**, which she would investigate.

Cllr S Robinson suggested that consideration be given to replacing the strip lights in the Mortimer Room with more energy-efficient LED alternatives.

### **PROPOSALS FOR SECTION 106 WISH-LIST**

After discussion, it was agreed to add the following to the Council's 'wish-list' of possible projects for S106 funding: cycle racks; seats and play equipment for Shortwood Green play area; informal running track around KGV field; start-up costs for electric bicycle club.

### **PROPOSAL TO SPEND S106 MONEY AT KGV FIELD**

Cllr Thorpe advised that no detailed proposal had had yet been made as to the spending of £12K S106 money from the Vicarage development, which could only be spent on facilities for the KGV field, within 10 years of the allocation date of March 2015. Cllr M Robinson suggested that consideration be given to appropriate facilities in the KGV extension field.

Cllr Thorpe reported that GCC officers had recently inspected the outdoor gym equipment at the Miles Marling and KGV fields as a condition of its grant aid to NTC for this equipment. She had toured the sites with the officers and had been pleased to note that the KGV play area had been particularly busy at that time.

#### **UPDATE ON MUGA PROJECT**

Cllr Kay updated members on the progress of the MUGA at Nailsworth Primary School. Four potential contractors were being approached for tenders, with a decision hopefully to be made in May to allow the work to be carried out within the school summer holidays. The Heads of Terms agreement with the diocese for the lease on the land was in place and the Clerk confirmed that the Council's solicitors were actively pursuing the solicitors to the diocese regarding the completion of a detailed agreement, as it was highly desirable that this agreement should be in place before building work commenced. Cllr Kay indicated that he was willing to pursue the matter directly with the diocese if required.

Cllr Kay reported that he had been informed by Mr Ian Crawley of the Primary School governors that he anticipated a response to NTC's bid to Sport England for funding for improvements to the changing room and ancillary work during the current month.

*\*Cllr Kay left the meeting at this point.*

#### **UPDATE ON KGV FIELDS IMPROVEMENTS FUNDED FROM FIELDS IN TRUST GRANT PROJECT**

The Clerk reported that Grimshaws had confirmed a start date of 25 April for the resurfacing of the tennis courts and other improvements. The work was expected to take 3-4 weeks and she would arrange for an information notice to be displayed in the location and on the NTC website.

Cllr Thorpe and the Clerk agreed to liaise regarding the planned improvements to the KGV changing rooms, the resurfacing of the car park and relocation of the basketball net, all of which was to be funded from the FIT grant.

#### **UPDATE ON PROPOSED STORAGE FACILITY FOR GROUNDSMAN'S EQUIPMENT**

The Mayor reported that he and Cllr S Robinson were in the process of studying the architect's drawings for the proposed facility.

#### **MILES MARLING FIELD – VOLUNTEER WORKDAY AND YOUTH CONSULTATION**

Cllr Thorpe reported that the District's five Neighbourhood Wardens, together with local volunteers, would be undertaking boundary clearance at the Miles Marling Field on Saturday 9 April. NTC would fund refreshments for the workers at the Arkell Centre during the day. Consultation with local youth regarding what facilities they would like to see in the field was being carried out by Tracy Young, Nailsworth youth worker and a report on this would be submitted to the June Recreation and Amenities Committee meeting, after which the tender document for improvements to the field would be produced.

#### **CONSIDERATION OF REPLACEMENT OF TOWN GARDENER**

Mr Peter Tessloff, the contractor who had been undertaking part time gardening work in the Town Centre had sadly been taken ill and was unable to continue with his duties. It was not clear if and when he would be able to re-commence work. The Clerk reported that a local volunteer had kindly been doing some weeding etc in the Mortimer Gardens and that two local contractors were being paid to do some sweeping and tidying on a casual basis.

After discussion, the Clerk was asked to investigate suitable local gardening contractors and to invite them to submit prices, and to seek to contact Mr Tessloff to inform him of NTC's plans.

#### **PROPOSAL TO UPGRADE NTC OFFICE PHOTOCOPIER**

The Clerk explained that the existing office photocopier, supplied by Clarity Copiers as a used machine on a rental lease with service contract in 2007, had unsurprisingly been showing signs of wear and tear. She had therefore obtained a quote from Clarity for a new copier which could be networked to the office computers, would be quicker and more efficient than the existing one, and had the potential to reduce the Council's copying costs. The quotation, which included purchase and rental options, had been previously circulated to all councillors.

After discussion, it was agreed to **recommend** that NTC proceed with the 5 year lease rental option for a new multi-functional photocopier from Clarity Copiers, as detailed in the quotation, at a cost of £87.52 + VAT per quarter, subject to clarification from the company on options for further upgrading and advice on the logistics of moving the machine to a different location at a future date.

#### **REVIEW REPORT FROM SP ELECTRICAL ON EMERGENCY LIGHTING FAULTS**

A report from the Council's electrical contractor containing various recommendations and costings for repairing/improving emergency lighting in the Mortimer Room, Town Information Centre and KGV Pavilion, previously circulated, was considered.

Members were somewhat surprised at the extent and nature of the recommendations and the Clerk was asked to query with the contractor which aspects, if any, of the recommended work was considered essential rather than simply desirable.

#### **PROPOSAL TO INTRODUCE A FACILITIES BOOKING SYSTEM**

The Clerk reported that she had found the Council's current paper-based booking and invoicing system for the hire of its facilities a laborious and highly time-consuming process which was taking up a disproportionate amount of her time. She recommended that consideration be given to replacing this with a computer-based system and had circulated a quotation from Edge Systems for a product and support package which would provide an integrated bookings invoicing and receipting system. The quotation was based on a 5 year option for up to 1000 bookings per annum and totalled £1,085.50 for the first year, to include initial setup and training.

In discussion, it was suggested that the annual number of bookings for Council buildings probably exceeded 1000 it was agreed to **recommend** to Council that the quotation from Edge Systems for an online facilities booking system as specified be accepted in principle, subject to clarification of the costs to NTC if its bookings exceeded 1000 per annum, to be funded from the Council's IT budget.

The Clerk reported that Grimshaws Ltd was investigating on behalf of the Council an alternative to the current honesty box booking and payment arrangements for the hire of the tennis courts.

As Cllr Thorpe would not be seeking re-election to the Town Council in May, the Mayor took the opportunity to thank her for her tireless and effective work over the years in her capacity as Chair of the Recreation and Amenities Committee, adding that he had greatly appreciated her support during his time as Mayor.

.....  
Chair

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Date

**RECOMMENDATIONS FOR RATIFICATION BY FULL COUNCIL**

- RECOMMENDED** that the Council consider undertaking a full accessibility survey of all NTC-owned sites.
- RECOMMENDED** that Council proceed to work towards the development of a condition survey of all its assets and to seek to set out a programme for undertaking this work during the coming year
- RECOMMENDED** that NTC proceed with a 5 year lease rental option for a new multi-functional photocopier from Clarity Copiers, as detailed in its quotation, at a cost of £87.52 + VAT per quarter, subject to clarification from the company on options for further upgrading and advice on the logistics of moving the machine to a different location at a future date.
- RECOMMENDED** that the quotation from Edge Systems for an online facilities booking system as specified be accepted in principle, subject to clarification of the costs to NTC if its bookings exceeded 1000 per annum, to be funded from the Council's IT budget.