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Dymock Parish Council Meeting

Minutes of the Parish Council Meeting held on

Tuesday 12th September, 2023, 7.30pm in Dymock Parish Hall

Present: Cllrs Tony Eagle (In the Chair); Trevor Blandford; Ian Bruce; Nick Fairburn; John George; James Jackson: Gill Kilmurray

In attendance: Rachel Freestone - Clerk

Public: 26

1. To receive and accept apologies for absence:
There were none. County Councillor Gill Moseley unable to arrive at the start of the meeting but would be attending.

2. To receive any declarations of interest or written applications for dispensation from Councillors on agenda items:
There were none.

3. Public Participation:
A member of the public who as Chair of the Windcross Paths Group brought to the councils attention the condition of local footpaths. See Attachment 1. Many of the stiles are in disrepair and footpaths overgrown. Gloucestershire Public Rights of Way had given them equipment to tackle the issues but they need extra support both financially and from volunteers. The Parish Council were asked whether a public forum could be arranged to tackle the issues. A member of the public commented that walkers visiting the area are often frustrated with the condition of the paths and poor signage. It was Agreed to defer to Cllr Gill Moseley's arrival.

It was agreed to defer Agenda Items 4a and 4b until the arrival of County Councillor Gill Moseley.

5. To approve and sign the Minutes of the Parish Council meeting held on the 18th July 2023:
Members considered the minutes of the Parish Council meeting held on the 18th July 2023. **It was RESOLVED:** to approve the minutes as a correct record. They were duly signed by the Chairman.

6. Compliance:

a. To consider the following policies:

i. Dymock Code of Conduct: **It was RESOLVED:** to re-adopt the policy for 2023-24.

ii. Standing Orders: **It was RESOLVED:** to defer to the next meeting pending a review by a working party comprising of Cllr Ian Bruce and Clerk Rachel Freestone.

iii. Financial Regulations: **It was RESOLVED:** to defer to the next meeting pending a review by a working party comprising of Cllr Ian Bruce and Clerk/RFO Rachel Freestone.

b. **It was RESOLVED:** to continue to comply with the transparency code.

c. The Clerk reminded councillors of the self-disqualification law.

7. Environment and Conservation:

a. Tim Rickard and Chris Bligh from DyFRA were invited to speak. They introduced Jackie Fraser, FoD Cabinet Minister for Environment and Biodiversity also present. The briefing pack had been circulated previously, attachments 2 and 3. It was explained that every Parish Council has a duty of care to have a plan by the end of the year and to work alongside other villages in the area. They commented that 7 of the 11 proposals within the Environment Act apply to Dymock. There are two deadlines; Biodiversity Net Gain which affects planning by November and the final report from the County Council by the beginning of January 2024. **It was RESOLVED:** authority granted for Cllrs Kilmurray and Jackson to liaise with DyFRA and report at the next meeting.

8pm – 2 members of the public left the meeting.

b. Members considered the Tree Surgeon Report previously circulated. It was reported that the tree in the Parish Hall car park is the most urgent with recommendations to take out the dead wood. A member of the public commented that the fungi affecting the tree can cause severe root damage. The Chair reassured that the tree surgeon had tested the roots of the tree and that the condition of the tree would be monitored. **It was RESOLVED:** the Clerk to contact Adrian Hope Tree Services to authorise the recommended work.

8. Neighbourhood Development Plan:

a. Members received an update from Cllr Fairburn. Attachment 4.

Since the last meeting the Department for Levelling Up had announced funding available for 23-24, a Basic Grant had been applied for and £5093 awarded. The Clerk/RFO has been provided with a breakdown of future expenditure for the NDP. Furthermore, Locality had been contacted regarding an application for a Technical Grant which provides for the creation of an Architectural Design Guide for the Parish to sit alongside the NDP. This had been awarded with the full cost of £8000 covered. The Design Guide will assist in the control of any future building within the Parish. The NDP is ahead of the Design Guide which can take 3-4 months to finalise. The aim of the Parish Council is to introduce both documents together. Feedback had been received from the FODC regarding the Pre-Reg 14 Consultation, they haven't disagreed with any of the policies.

8.15pm - 4 members of the public left the meeting.

9. Beauchamp Arms:

a. Members received an update from Cllr Fairburn from the Beachamp Arms Working Group and considered the minutes of the recent monthly status meeting Attachment 5.

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It was reported that maintenance expenditure over the summer had been large and the Tenant had commented that due to historic maintenance shortfalls many items were needing attention. The Lease is a full Repairing Lease however, clarification has been requested on Tenant/Landlord maintenance costs and responsibility. **It was RESOLVED:** The Clerk to contact Wellers Hedleys for costs to provide clarification of the Lease.
A member of the public commented on Item 4c of the Working Group minutes that an inventory had been completed for the Beauchamp Arms some time ago. **It was RESOLVED:** to complete an up-to-date asset register and inventory for the Beauchamp Arms and for monthly status meeting dates to be arranged with the Tenant.

b. Members considered the report previously circulated. Attachment 6.
FOBA are looking to enhance the outside area with a Pergola, the project is in the planning stage with updates to be provided to the Parish Council. **It was RESOLVED:** to endorse the principle of the project and to await further developments.
A member of the public commented on the safety of the steps that lead from the pub to the garden as they are steep with no hand railing. **It was RESOLVED:** to complete an inspection of the steps and to survey the pub with regards health and safety and accessibility.

8.30pm 1 member of the public left the meeting.
8.30pm County Councillor Gill Moseley arrived.

c. Receive an Update on the Community Ownership Grant:
There were no further updates.

10. Parish Hall:

a. Members received a report from the Parish Hall Representative,
financially the Parish Hall is doing well with the solar panels earning money. A member commented that the external wall to the rear of the building is crumbling and requires attention. **It was RESOLVED:** Cllr George to communicate with the Parish Hall committee regarding the wall.

11. Play Area and Public Conveniences:

a. Members received an update from Cllr Eagle regarding the Play Area and Public Conveniences. The Play Area has not been mowed as per the contract and agreed maintenance not been completed by Greenfields due to illness. **It was RESOLVED:** Cllr Eagle to contact Greenfields to request a credit to the August invoice to reflect work not completed. The Clerk to contact Greenfields to arrange dates for the agreed maintenance work.

The area in front of the public conveniences is not regularly mowed as not part of the Greenfields contract and they require decorating and for the overgrown ivy to be removed. A member suggested a wildlife meadow to replace the grass. **It was RESOLVED:** to defer the decoration of the public conveniences.

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4. Reports:

a. County Councillor Gill Moseley provided an update on Broadband. GCC are coordinating with Herefordshire to provide broadband in remote rural areas. It had been identified that in this area there are 10x fewer households without superfast broadband than in other parts of Gloucestershire. The Fastershire Project is coming to an end and is being replaced by Project Gigabit. Letters will be going out shortly to households to explain the Digital Household Grant which is all that is currently available.
Agenda Item 3, footpaths were referred to. Funding is available to help with footpaths/stiles/kissing gates from GCC via a scheme named Highways Local. It was confirmed that the grant is a reoccurring budget and applications can be made annually. **It was RESOLVED:** The Windcross Paths Group to discuss and then liaise with the Parish Council regarding a grant application to be requested by the Parish Council.
Cllr Moseley reminded members of Grit Bins being available and locations of current bins is available from Highways at GCC if needed.

b. District Councillor Gill Kilmurray had nothing further to report.

12. Planning:

a. Members considered the Clerk's delegated authority to respond to planning queries between meetings. **It was RESOLVED:** to approve the Clerk's delegated authority to respond.

b. To comment on Planning Applications for Determination by the FODC:

- Shakesfield – **It was RESOLVED:** to support the application.
- Berkswell – **It was RESOLVED:** to support the application with the recommendation that the tree be replaced.
- 39 Western Way – **It was RESOLVED:** to support the application.

c. To note planning decisions made by the FODC:
There were none.

8.55pm 3 members of the public left the meeting.

13. Highways/Footpaths:

a. Nothing further to report following Agenda Items 3 and 4.

b. Members considered the appointment of a Footpaths Officer. **It was RESOLVED:** to liaise with Mr Mike Townsend of the Windcross Paths Group.

c. See Agenda Item 13d.

d. Members received an update from Cllr Bruce. Two weeks of Speedwatch completed recently with good support from volunteers. Sessions had been held 3 times a day in the second week to assess speeds and quantities of people travelling at certain speeds. More data will be required to support any changes with more volunteers needed. Educational Letters at the expense of the Parish Council are sent in certain instances of excessive speed. **It was RESOLVED:** to approve a budget of £500 for Speedwatch postage costs. The next meeting is being held on the 23rd September to organise the next 2 months of checks. The loan of an autowatch speed camera has been requested from Gloucestershire County Council.

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14. Finance:

a. The Clerk/RFO reported that the external auditor had queried the Annual Return Accounting Statement 2022-23. Amendments had been subsequently made to the expenditure section of the form which had been accepted by the external auditor. **It was RESOLVED:** to approve the amendments and return the amended form to the external auditor.

b. Members considered the 'payments and receipts' accounting method for 2023- 24. **It was RESOLVED:** to adopt this method for 2023-24.

c. Members considered Regular Payments. **It was RESOLVED:** to approve the list of Regular Payments and Direct Debits.

d. Members considered Unity Bank Signatories. **It was RESOLVED:** to add Cllr James Jackson as a signatory.

e. Members considered the Clerk's delegated authority to make payments between meetings as necessary within Budget and as per the Financial Regulations. **It was RESOLVED:** to approve delegated authority for the Clerk.

f. Members considered an amendment to the Clerks paydate from the 1st Tuesday in the month to the last working day in the month. I**t was RESOLVED:** to approve the change.

g. Finance Working Group structure. **It was RESOLVED:** Cllrs Ian Bruce; James Jackson and Tony Eagle alongside RFO Rachel Freestone.

h. Members received the financial reports to 31st August 2023 and noted the bank reconciliation. **It was RESOLVED:** to defer the revised budget with allocated reserves to the next meeting to allow the Finance Working Group to review.

i. The balance of Dymock Parish Council Account as at 31st August NOTED as £25398.60.

The balance of the Memorial Fund Account as at 31st August 2023 Noted as £2173.44

The balance of the Beauchamps Arms Account as at 31st August 2023 Noted as £5068.26

j. **It was RESOLVED:** to approve the following invoices for payment:

• Greenfields	July 23	£669.60
• Perpetua Press	NDP Printing	£96.00
• Red Fox Media	Website Annual Fee	£360.00
• Adrian Hope	Tree Survey	£90
• Greenfields	August 2023	£764.40
• Dymock Parish Hall Hire	August	£105
• Gareth Kemp	Cleaning July/August	£315
• PATA	Payroll services	£33.80
• Clerk	Microsoft Licence	£59.99
• Outgoing Clerk	Norton Anti-Viral	£49.99
• Councillor	Display Sign and Ink	£111.98
• Councillor	No Parking Sign	£48.34

It was RESOLVED: to query the August Greenfields Invoice for £764.40 as per Agenda Item 11.

The Clerk requested that the invoice for insurance invoice be considered as received following the Agenda but due prior to the next meeting. **It was RESOLVED:** to approve the invoice for payment to BHIB for £1062.12

k. **It was RESOLVED:** to ratify the following payments made between meetings:

• Gareth Kemp	Cleaning	17.07.23	£595.00
• HMRC		17.07.23	£334.80
• Dymock Parish	Hall Hire	24.07.23	£240.00
• Smith of Derby	Clock	08.08.23	£2734.56
• FODC	Election	08.08.23	£211.80

l. Members noted income received:

• Beauchamp Arms	19.07.23	£2000
• Grant Parish Clock	24.07.23	£2800
• Beauchamp Arms	16.08.23	£2000
War Memorial Account		
• Receipt	03.08.23	£100
• Receipt	09.08.23	£969.57
• Receipt	11.08.23	£204.00

m. Members considered the Asset Register. **It was RESOLVED:** to defer this item to allow a working group comprising of Cllrs Nick Fairburn and Ian Bruce with RFO Rachel Freestone to update.

15. Training:

a. Members commented on the GAPTC training schedule previously circulated. **It was RESOLVED:** the Clerk to book Cllrs Nick Fairburn and Gill Kilmurray onto the planning session. The Clerk was authorised to book training sessions for councillors within the budget as they are requested.

16. Communication and IT:

a. Receive a report from the Communication and IT Working Group:
There was none.
b. Members considered moving the Website Domain name from Ionos to Red Fox.
The Clerk reported that the Domain is hosted by Ionos but also included in the contract with Red Fox. **It was RESOLVED:** the Clerk to contact Ionos to terminate the contract and to authorise Red Fox to take over the domain.
c. Members considered the inclusion of a Village Diary on the Website. **It was RESOLVED:** Cllr Jackson and Clerk Rachel Freestone to meet to look at the scope of the website and report at the next meeting.

17. Correspondence:

A member of the public commented that a Litter Pick is due and organised by the Parish Council. **It was RESOLVED:** to hold a Litter Pick on the 14th October. The Clerk to inform the insurers and FODC for collection of the waste.

18. To consider items for the next meeting:

FOBA representative

19. Next meeting: It was NOTED that the next meeting of Dymock Parish Council will be held on 10th October at 7.30pm.

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Signed…Tony Eagle…….. Date: 10.10.2023
Chairman

Meeting closed at 9.25pm.

Attachment 1

SUPPORTING THE FOOTPATHS IN DYMOCK PARISH

1) Why is Dymock so special in its paths?

a) We have an ***unprecedented three recognised paths of national importance*** running through our parish and all of these are shown on OS Explorer maps. They are*: The Daffodil Way; Poets' Path 1 and Poets' Path 2.*

b) in addition to this, a large network of other "link" paths exists, which , together with quiet country lanes, can be used for further recreational walks

c) Our paths *are* ***critical in attracting tourism to the village*** through its two key attracting points i.e. the Dymock Poets' heritage and the Daffodils. Promoting tourism is a major thrust within our Parish's Neighbourhood Development Plan.

d) Dymock is fortunate in having **a well-recognised charitable paths group based here.** The Windcross Paths Group (WPG) has been heavily involved in path "developments" since the mid-1980s. We produce five small brochures, all currently retailing at £1.50. These are sold in several outlets in our local region, including Dymock Church and Shop, and also nationwide through contacts via our website .

2) What has been happening in recent years with the paths?

The WPG has gradually been updating and reprinting its five guides and co-operated with Forestry England to create in 2020 a new set of *Centenary Walks in Dymock Forest*.

WPG set up its first website about five years ago and this has given it a much wider, national reach.

WPG has also, in the last two summers, organised a total of four volunteering efforts to help clear the paths and note problems.

The group has established a good, close working relationship with The Gloucestershire Public Rights Of Way (PROW) Department. Two of the WPG Committee have attended training events put on by Glos PROW and they have provided us with free saws, secateurs, gloves, eye-protectors and signage markers to help with the upkeep of our local paths.

3) Current Problems

So, on paper, this all sounds very good. **HOWEVER, i**n summer in particular the state of the paths leaves much to be desired. A number of local landowners are not respecting the basic rules. In one particularly bad example, a field which is crossed by two paths, including the established Poets' Path 2, was completely impassable in June as rapeseed had been allowed to grow wildly right over the paths and even fighting one's way around the perimeter of the field was extremely difficult. One member of the public who we encountered as we set out was intending to follow PP2. We heard from her later that day that she had given up as it was just impossible!

We can and do report such instances of path blockages to the Glos PROW team and they do usually try to take the issue up.

But our group is small, mainly older, and we only have a small band of regular helpers. ***This is not sufficient to maintain the paths to the level I am sure we would all in Dymock wish to have them.***

So, how can the Council help?

1) Provide a forum for the Council, path enthusiasts, Glos PROW and local landowners to meet and agree on how we can mutually co-operate. (This has worked reasonably well in Kempley Parish.)

2) Support funding for path improvements such as the replacement of rickety old stiles by steel kissing gates (which also provide better access for less physically able walkers). At present each replacement seems to become a protracted battle to obtain the requisite funding between the landowner, Glos PROW and requests for contributions from organisations such as The Windcross Paths Group and Friends of Dymock Poets.

3) Look into any extra funding which might be available via the "pot" suggested by our local counsellor earmarked for local initiatives. (WPG would happily co-operate in putting forward a bid.)

4) Push, with the Council's clout, for more community-led path-clearing events.

In sum, the footpaths of Dymock are an immense natural, historic and literary trump card for the Parish. We must however work constantly to keep them up to standard. I trust the Council will consider my proposals and ensure that we do not neglect what makes us unique.

Mike Townsend, Chair Windcross Paths Group, mpt4@btinternet.com 01531-890481

Attachment 2

BioDiversity Policy in Dymock, Forest of Dean.

Summary for Dymock Parish Council meeting 12.9.23

DyFRA (Dymock Forest Rural Action) has distributed to you personally a hardcopy pamphlet offering a brief history of the Dymock Ward and our neighbouring Herefordshire borderland giving some context to Cllr. Gill Kilmurray's agenda item on Biodiversity.

This summary offers aims and objectives, outlines the work proposed at parish and ward level and offers Dymock's centrality to the Golden Triangle as a working exemplar to feed into the District's overall biodiversity planning.

The geographical area under consideration is the water catchment area of the River Leadon which flows through Dymock. It is augmented by Preston and Kempley brooks and other small tributary streams deriving from the top of the watershed in Dymock Forest, before exiting the parish at Ketford and flowing on to the River Severn.

Gloucestershire County Council is currently developing its Biodiversity Strategy, which should be in place by the end of the year. Meanwhile, new requirements for Biodiversity Net Gain will come into force this November. Both will have considerable effect on the Forest of Dean District and, of course, our own special landscape in the Golden Triangle.

It is a sincere hope that our community and landowners will continue to work together to help regenerate our rural economy and to encourage access to and understanding of the natural environment.

Aims and objectives

- To implement mitigation and adaptation policies which will protect and enhance the region's biodiversity in response to climate change

- To begin with immediately manageable objectives, specifically to protect and extend the wild daffodil's habitat, and by doing so enhance the biodiverse quality of the landscape, and extend its social and economic potential through tourism and regenerative agriculture

- To build on the last twenty years of sustained action in the Golden Triangle, not just to conserve the wild daffodil and wildflower habitats, but to protect our watercourses, to coordinate tree and hedge management and to create wildlife corridors across public lands and the working landscape.

- To enable Dymock PC as a public authority and its representative for Dymock Ward to respond to its statutory obligation to fulfil its duties according to the Environment Act 2021.

Manageable Actions at a Local Level

- Continue work to restore the wild daffodil populations to the Beauchamp Arms bank, and the entry points of the Daffodil Way footpaths.

- Ensure CRVs are properly monitored, managed and mown at the correct time

- Encourage biennial hedge flailing

- Where possible, make use of Biodiversity Net Gain for local purpose, engaging the farming community and landowners to best effect in landscape regeneration

- Liaise with forestry sub-contractors and Highways, including the significant seed banks of acorns (20t in 2022) and wild service tree seed.

- Foster our co-operative community links as outlined Biodiversity Resolution passed in January 2021.

Planning and Policy

In the summer of 2023 three significant and worthy reports have been drafted which summarise current policy and planning which directly affect Dymock. Review of these is made in the DyFRA Pamphlet circulated in hard copy and made available to the Clerk for minuting.

1 Dymock Neighbourhood Development Plan
Pre-Regulation 14 Version, July 2023

The Dymock NDP very clearly indicates that the natural environment, access to the rural landscape, and opportunities for recreation are the prime interests and support for respondents living in the hamlets, villages and largest settlement of Dymock.

2 Forestry England: Dymock Forest Plan
2023-2033 FE June 2023 (draft only)

According to objectives outlined in the three draft reports, the Michael Harper Reserves will continue to be managed by volunteers from the Ledbury Naturalists, under the guidance of the Forestry England Assistant Ecologist. They will continue to provide biodiverse areas of valuable wildlife habitat within a working forest. The Forestry England Beat team will improve connectivity between the reserves with corridors or patches of similar habitat, creating an extensive area for biodiversity in the centre of Queens' Wood. This community woodland, the Centenary Glade located in Queens' Wood, Upton Bishop, 30 yds south of the Daffodil Way path, features prominently in this 10 year plan, with the full expectation that the evolved management strategy for native flora and fauna will become extended under the government's 2030 target for Biodiversity restoration.

3 Climate Action for Smaller Councils
July 2023 (See project, actions and benefits page 26)
Document on request from timrickard@orpheusmail.co.uk

To quote from the guidance: 'Consider how nature recovery might be supported on green spaces we control, bearing in mind the duty to consider biodiversity in our actions that is reconfirmed for all local councils under the Environment Act 2021 and to which recent Government guidance is asking for a considered local response by the end of 2023'.

We expect to be joined for the discussion of this agenda item by the cabinet lead for Environment & Biodiversity at the Forest of Dean District Council, Cllr. Jackie Fraser. The audience will include authors of the nominated reports by DyFRA and the Dymock NDP team as well as members of heritage groups in the Golden Triangle.

Attachment 3.

The Environment Act 2021 introduces a strengthened 'biodiversity duty'.
'This means that, as a public authority, you must:

1. Consider what you can do to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on your consideration.
3. Act to deliver your policies and achieve your objectives.

Tonight's meeting can help to achieve the first two and though…
'Some public authorities need to publish a biodiversity report (https://www.gov.uk/guidance /reporting-your-biodiversity-duty-actions).
Local authorities (excluding parish councils) and local planning authorities must write and publish a biodiversity report. Other public authorities must fulfil their duty, but do not need to publish a report. '
The action you take for biodiversity will contribute to the achievement of national goals and targets on biodiversity.
The Environmental Improvement Plan (EIP23), published in January 2023, sets out government plans for significantly improving the natural environment.
By 2030, the government has committed to:

- halt the decline in species abundance
- protect 30% of UK land

By 2042, the government has committed to:

- increase species abundance by at least 10% from 2030, surpassing 2022 levels
- restore or create at least 500,000 ha of a range of wildlife rich habitats
- reduce the risk of species extinction
- restore 75% of our one million hectares of terrestrial and freshwater protected sites to favourable condition, securing their wildlife value for the long term

Local nature recovery strategies
'Preparation of local nature recovery strategies is expected to begin across England from April 2023. You may want to consider how you could get involved in preparing and delivering them now. For example, you could contribute by acting on proposals to create or improve habitat on land you own or manage, or help someone else to do so. By including any positive actions you plan to take in the strategy, you can help improve their quality. It will also make it easier for you to show how you have fulfilled your duty.'
Manage land to improve biodiversity
Consider how the land you manage could improve biodiversity. This includes green and blue spaces like:

- allotments
- cemeteries
- parks and sports fields
- amenity spaces and communal gardens
- roadside and railway verges
- field margins and hedgerows
- rights of way and access routes
- woodlands and nature reserves
- canals and rivers
- water-dependent habitats
- estuaries and coastal habitats

Of the eleven kinds of land offered as examples for management, seven apply to the Golden Triangle and Leadon Valley.

Attachment 4

Dymock NDP Steering Committee:
Update for Parish Council:
Sept 12th, 2023.

1). Grant applications

Basic Grant from Locality finally awarded (£5093).
PC's anticipated responsibility reduced from £7906 to circa £2500.
Breakdown of Basic Grant Application award with Clerk.
Funds to be lodged in PC bank account.

Technical Grant (Architectural Design Guide):
Full Grant awarded (circa £8000).
Funds paid directly to AECOM (Design Guide Consultants) from Locality.

2). Pre Regulation 14 Consultation

Comments back from FoDDC; mainly issues of structure.
Comments from community consultation also with NDP Project Manager, to be incorporated.

3). Next steps.

Regulation 14 (official submission to FoDDC) within 6-8 weeks, potentially. However, Architectural Design Guide to take 3-4 months. Steering Committee to discuss implications of delaying submission of NDP until Architectural Design Guide is complete.

Attachment 5.

Beauchamp Arms August Status Meeting.
Parish Council sub committee.
Update: September 12th, 2023

1. **Parish Council Expenditure.**

It was explained that, over the past few months, the PC had voted to spend relatively heavily on repairs to the Beauchamp Arms. PC finances had consequently suffered.
Due to the financial pressures on the PC, it was pointed out that the responsibility for future repairs, upkeep and maintenance would lay with the Tenant, where the Lease Agreement dictated. The tenant pointed out that he had not asked for any funding from the PC.

2. Challenges for the Beauchamp Arms.

The tenant reiterated that there were still pressures on the pub in terms of energy costs, wholesale wet purchases and effect of 'cost of living' crisis. Also, the tenant felt that a lack of investment by the PC and/or repairs etc not carried out by previous tenants had culminated in a range of structural issues 'coming home to roost' under the current tenant's tenure. Finally, the tenant expressed the view that the current Lease Agreement was onerous in respect of the tenant's responsibilities. It was countered that the contract was a standard Full Repairing Lease and that negotiations had taken place between both sets of solicitors, over the final, signed Lease Agreement.

3. New working methods and communication.

a) The **Status Meetings** will be held monthly and would provide the opportunity for both the Landlord and Tenant to air issues affecting both the asset and the business, respectively. Dates will be agreed.
b) A **Work Requisition Docket** (WRD-working title) will be completed by the Tenant where repairs/maintenance is required on the pub. This will allow the PC to monitor any improvements/remedial work being undertaken on the asset, instigated and paid for by the tenant.
c). **Inspections and Inventory**. These to be organised as soon as mutually convenient.

d). **Green Man Environmental Services.** The WRD would be passed to any member of the Beauchamp Arms Sub Committee (then to the Clerk) to be logged, as a matter of record. The WRD would simultaneously be passed to GMES for action. The tenant is free to use any project management/service provider, as he chooses, for work which the tenant is financially responsible.

4). Contractual Clarifications.
Both parties felt that there was clarification needed over certain aspects of the contract in respect of landlord/tenant responsibilities - eg the oil tank; is this a 'conduit' (tenant's responsibility to repair) or not? Suggested that Red Kite solicitors provide required clarification.

5). PC's view of pub.
Tenant asked about the PC's view of the pub. It was commented that there was no consensus offered prior to the meeting but it was commented, during the meeting itself, that the beer garden in particular was untidy and had indoor chairs deposited around the area (this has now been resolved).

6). Conversion of garage into shop.
Tenant expressed an interest in converting the pub garage in to a shop/coffee shop. This to be explored in subsequent meetings. Noted that a this facility that ranked very high as a community need, as indicated in the recent NDP Community Survey.

Attachment 6

Friends of the Beauchamp Arms
Proposal for a permanent structure in the pub garden

Aim
FOBA agreed recently to establish a sub-committee to explore new design options and objectives for a pergola in the pub garden. This paper is the outcome of an initial meeting intended to clarify the specific purpose of such a structure together with very general specifications to meet the intended purpose.
The paper is very deliberately set in terms of *general principles* rather than detail as its intention is to gain in-principle approval from both FOBA and Dymock Parish Council before developing detailed plans for approval.

Purpose of a permanent pergola
The provision of a pergola is intended to enhance the environment of the pub and in so doing add to the community value of this most important village amenity. We see three core purposes for such a structure –

- Additional covered facility for customers to enjoy pub hospitality. This would allow customers to make use of the pub services regardless of weather and in so doing increase the number of customers that could be catered for.
- A venue for entertainment providing cover for concerts, dances, discos etc.
- A venue for events whether they be private, community or pub lead. Events could be held in the pergola alone or in conjunction with the pub itself and/or the village hall. By thinking of the possible combined use of pub, pergola and village hall the potential exists for larger gatherings across flexible spaces.

As an aside it has been noted that such a structure could future proof the pub in the light of any future lockdowns.

General specifications required to meet the above purposes
It is proposed that the pergola should be sited at the opposite end of the garden from the recent marquee. It would stand adjacent to the fence alongside the village hall and reach from the edge of the garden next to the pub kitchen to the opposite garden wall. The width would extend to the edge of the steps down to the pub. This situation would allow for easy access to and from the kitchen for the service of food and also co-use with the village hall.
It would be a covered structure with solid flooring but other than staging would have no other fixtures to allow maximum flexibility of use.
Electricity supply would be installed to enable lighting, heating and poser for appliances.

Funding
Research is already being undertaken to ascertain possible grant sources to support such a project. These include The Pub is the Hub (AD), The Community Ownership Fund (PB) and the local MP (JR). It is acknowledged that any grant funding is likely to require matching.

Next steps
In-principle agreement sought from FOBA and Dymock Parish Council.
If agreed in principle the sub-committee will develop detailed specifications with expert specialist support.
Detailed specifications will be presented for approval by FOBA and Dymock Parish Council
Specifications put out to tender
Sub-committee considers tenders and makes recommendations to FOBA/Dymock Parish Council
Research into possible funding streams will be ongoing and could influence specifications either negatively or positively.

FOBA Sub committee
Andy Downing, Paul Boon, Colin Bell, Justin Radcliffe
James Jackson (Parish Council representative), Matt Hill (Pub representative)

Next meeting
7.30pm Wednesday 20th September