

Minutes of the Works Committee Meeting held on
Wednesday 18th March 2026 at 6.00 p.m. at the Parish Centre, Gerald's Way
in accordance with notice given

In the Chair: Cllr Samaroo

Present: Cllrs Golding, Humberstone, Oakley, D Taylor and L Taylor

In attendance: Clerk, Chris Attwood

W.01.03.26 Apologies – Cllr Gardiner and Woodfine

W.02.03.26 Declarations of interest – None

W.03.03.26 Public participation – None

W.04.03.26 Minutes of last meeting – Cllr Oakley proposed “**acceptance of the minutes of 18th February 2026**” This was seconded by Cllr Humberstone and unanimously agreed.

W.05.03.26 Clerk's Report –

France Lynch Pleasure Ground - The Clerk confirmed that Caloo completed repairs to the exercise equipment at FLPG earlier than scheduled. The Groundman oversaw the work and confirmed it was completed, with only painting remaining.

Scribe Allotment Software - The Clerk reported that having used the Scribe allotment software and following two meetings with the provider, it is evident the system has limitations and does not meet the Council's administrative needs. It does not improve efficiency and incurs an ongoing cost to the charity, she therefore recommended cancelling the contract and reverting to the previous manual system as soon as possible to avoid disruption during the busy allotment season. This will result in a saving of £57.45 per month. Although a two-month free trial was offered, the Clerk advised there was no benefit in delaying cancellation. Members agreed with this recommendation. Cllr Humberstone proposed “**the Clerk is authorised to cancel the Scribe allotment software and revert to the manual system**” This was seconded by Cllr Golding and unanimously agreed. The Finance and Management Committee need to be made aware. **ACTION: Clerk/RFO**

W.06.03.26 Correspondence – The Clerk reported three items of correspondence.

Several concerns were raised regarding damage to the verge near Parish Bank, possibly caused by vehicles and building materials associated with nearby property works. The Clerk confirmed she had contacted the residents to advise that the verge is designated as a conservation verge. The residents informed their contractors not to park on the verge and confirmed that the building materials would be moved as soon as possible. Chris Attwood is monitoring the situation and will advise if any remediation is required.

A footpath in France Lynch (MCH86) has been worked on by Openreach who have left it in a poor condition. The Public Rights of Way Officer at GCC is liaising with Openreach.

Concerns were raised regarding the use of motorbikes and e-bikes in the areas of Bussage Pleasure Ground, Alder Way and the top of Old Neighbourhood, including reports of use in a field at the top of Old Neighbourhood. The bikes are reported to have no lights or number plates, and riders are not wearing helmets. Residents expressed concern that an accident may occur and are worried about the safety of both riders and other road users due to high speeds and poor visibility.

The Clerk confirmed the matter has been reported to the PCSO, who is due to visit the office. Members also raised a recent e-bike theft in Bussage; the Clerk will follow this up with the PCSO.

ACTION: Clerk

Cllr Golding noted that vehicles are still parking on the grass at Alder Way, the Clerk will print some A5 notices as these have worked well in the past. **ACTION: Clerk**

W.07.03.26 Works Budget – There were no questions.

W.08.03.26 A proposal to install ‘conservation verge’ signs at Abnash and Parish Bank was circulated with the meeting papers. The signs will complement existing information boards by identifying the verges as registered conservation verges, with further detail provided on the boards. Members agreed the signs would be beneficial in raising awareness. Cllr Humberstone suggested amending the wording to “Gloucestershire” rather than “Glos”, and that the signs, particularly at Parish Bank, be positioned prominently near to the entrance to the band hut track/start of the verge. The Clerk confirmed that Chris Attwood will install the signs, so final positioning could be agreed on site.

Cllr Humberstone proposed “**we approve installation of the conservation verge signs at Abnash and Parish Bank subject to these amendments**” This was seconded by Cllr Golding and unanimously agreed. **ACTION Clerk/Chris Attwood**

Cllr L Taylor suggested that the ‘old man’s beard’ on Abnash Bank be cut back. The Clerk will raise this with ChalCAN for their views. **ACTION: Clerk**

W.9.03.26 France Lynch Pleasure Ground (FLPG)

a) Installation of goal nets –A resident requested permission to install goal nets on the existing goal posts at FLPG for public use. The Clerk confirmed the resident will purchase the nets at their own cost and accepts that the Parish Council will not be responsible for any damage or theft. It was noted that the goals are removed during Chalfest. Cllr D Taylor proposed that the resident be permitted to purchase and install goal nets at FLPG. This was seconded by Cllr Oakley and unanimously agreed. **ACTION: Clerk**

b) Following several meetings with the organiser of Chalfest, he has proposed a donation of £4,000 in 2026 for the use of FLPG, increasing to £5,000 in 2027 and £6,000 in 2028. It will be for the Council to decide how this money is used. Members were pleased with the proposal. Following discussion, Cllr Samaroo proposed “**we recommend to the Charity Committee that the suggested donation for Chalfest to use FLPG be accepted**” This was seconded by Cllr Humberstone. There was one abstention. **ACTION: Clerk**

Cllr Oakley noted that, as the donation is for use of charity land, the monies will be paid to the charity and can only be spent on charity needs. The Clerk confirmed that the Assistant Clerk has contacted the Charity Commission and is continuing to investigate this. In future years, the Finance and Management Committee may reduce the amount allocated to recreational grounds and open spaces by the donation each year.

W.10.03.26 Cemetery – to consider a Refund Request. – Members carefully considered the refund request and were satisfied that the charges applied were appropriate and reflect the work carried out by the Clerks and Groundsman as requested in March 2026. They agreed that all possible steps had been taken to respect the family’s wishes. The Committee however noted that an error in 2010 had caused upset to the family, but due to the passage of time, it was not possible to determine how the error occurred or who was responsible. Following discussion, Cllr Humberstone proposed “**as a gesture of goodwill, an ex-gratia payment of £100.00 be offered in recognition of the error made in 2010**” This was seconded by Cllr D Taylor. A vote realised four in favour and two against. **ACTION: Clerk**

W.11.03.26 Bussage Pleasure Ground (BPG) -

a) Bussage School PTA Colour Run - The Clerk confirmed that Stroud District Council had agreed to a colour run station being positioned on The Old Common subject to a copy of the risk assessment being submitted by the organisers. Cllr Humberstone proposed **“we allow a ‘colour run station’ to be positioned within BPG subject to a copy of the risk assessment”** This was seconded by Cllr Samaroo and unanimously agreed. **ACTION: Clerk**

b) Bubble and Brew Coffee and Bake Trailer; request to trade in BPG – Cllr Oakley noted that the ‘exceptional use of Chalford Pleasure Grounds and related fair charging guidance’ document states that a fee of £25 should be charged. Cllr Samaroo suggested that perhaps a free trial period should be offered as if there are not many people using the park, sales may be slow and the business owner may find it unviable. Members felt that this was fair; Cllr Oakley suggested that the guidance document should be reviewed at the April meeting to ensure that all requests are dealt with fairly. It was suggested that the trailer be positioned near to the vehicle access gate to minimise ground damage, with any damage remediated by the trader. Litter must be removed, and a copy of the risk assessment and public liability insurance submitted. Cllr Humberstone proposed **“we allow Bubble and Brew to trade in Bussage Pleasure Ground, subject to a three-week free trial period, and thereafter if they continue to trade at a cost of £25.00 per session subject to all conditions being met”** This was seconded by Cllr D Taylor and unanimously agreed. **ACTION: Clerk**

W.12.03.25 Footpath Working Group – A report was included with meeting papers. The group continue to work on installing the new gates on path MCH103. The two top gates have been fitted and are nearly finished, so they will be moving onto the installation of the lower gate on path MCH105.

W.13.03.26 Chris Attwood’s report – A copy of Chris Attwood’s report was circulated to the Committee prior to the meeting.

Cllr Golding thanked Chris for installing the new bench at Alder Way. Chris advised that he had received several positive comments from members of the public while carrying out the installation.

W.14.03.26 Ward Matters –

Cllr Oakley noted that there are some very overgrown hedges at 2 Tanglewood Way which have narrowed the pavement. The Clerk advised that this property has been written to, so hopefully the hedges will be cut back soon.

Cllr L Taylor suggested that Chalford Band should not be charged rent for the band hut, as they rely solely on donations and are a credit to Chalford Parish. The Clerk confirmed that the band hut rent is due for review this year and may be considered at the April meeting. She also noted that the Council has awarded the band a grant of £350 this year.

Cllr L Taylor advised that there is a tree growing out of one of the verges on Cowswell Lane. Chris Attwood will have a look to confirm but thinks that this is a highways verge. **ACTION: Chris Attwood/Clerk**

Cllr Samaroo noted that the streetlight and bus stop on The Ridge is obscured by overgrown foliage. The Clerk confirmed that this property has been written to asking to cut back, she also explained that GCC have been contacted about this.

W.15.03.26 Any Other Matters –

Cllr Samaroo thanked everyone for their contribution. There being no further business, the Chair closed the meeting at 7:45pm.