

## **STONE TOWN COUNCIL**

### **Town Clerk**

Les Trigg

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15 January 2018

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in **St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 23 JANUARY 2018 at 7:00pm**.

I trust you will be able to attend.

Les Trigg  
Town Clerk

### **AGENDA**

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **Representations from Members of the Public**  
To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation
5. **To consider the minutes and recommendations of the undermentioned Committees:**
  - a) Environment Sub-Committee held on 12 December 2017, Minute Number ENV18/005 – ENV18/008
    - i. To consider the minutes
    - ii. The recommendation in Minute Number ENV18/008 will be considered at item 7, as part of the Council's budget recommendations
  - b) Management Sub-Committee held on 12 December 2017, Minute Number MAN18/011 – MAN18/016
    - i. To consider the minutes
    - ii. To consider the recommendation made in Minute Number MAN18/015
    - iii. The recommendations in Minute Number MAN18/014 will be considered at item 7, as part of the Council's budget recommendations
  - c) Tourism & Town Promotion Sub-Committee on 9 January 2018, Minute Number TTP18/025 - TTP18/034

- i. To consider the minutes
  - ii. To consider the recommendations in Minute Number TTP18/028 – TTP18/033
  - iii. The recommendations in Minute Number TTP18/031 will be considered at item 7, as part of the Council's budget
- d) Estates Sub-Committee on 9 January 2017, Minute Number EST18/019 – EST18/024
  - i. To consider the minutes
  - ii. To consider the recommendations in Minute Number EST18/022 and EST18/024
  - iii. The recommendations in Minute Number EST18/023 will be considered at item 7, as part of the Council's budget
- 6. **To consider the notes of the Neighbourhood Plan Steering Group**  
Neighbourhood Plan Steering Group Meeting held on 13 December 2017 (attached)
- 7. **To Determine the 2018-19 Budget for Recommendation to the Council**  
To receive the report of the Town Clerk (attached) and budget recommendations from Sub-Committees
- 8. **Meeting Schedule for 2018-19**  
To Determine the Council's Meetings Schedule for the Year 2018-19 (attached)
- 9. **Westbridge Park Public Consultation**  
To consider an invitation from Red Kite Network Limited to attend a meeting to share ideas and comments on Westbridge Park Public Consultation (see email attached)
- 10. **Land at Jasper Way, Stone**  
To consider the implications of the proposed vehicle distribution compound at Jasper Way, Stone, as included in planning application 17/27434/FUL
- 11. **Big Conservation Conversations: Where are the outstanding conservation areas?**  
To consider the content of an email from the President of Civic Voice Vice (see email attachment)
- 12. **Members Motions under Standing Order 4**

**Councillor J. Davies**

'At their AGM in October the HMS St Vincent Association asked that their original standard be laid-up in St Michael's and St Wulfad's church. This was agreed by the church and the date of Sunday 4 March 2018 had been pencilled-in. The Association has now confirmed the date so planning can begin. The Town Mayor is an honorary member of the Association; therefore, there is a civic involvement with this event. I would ask the Committee to agree a grant of £350 to meet the cost of refreshments, the order of service, a pike for the flying of the standard and a fixed standard holder at the church, in respect of the Council's support for the event'.

Members of the public are welcome to attend the General Purposes Meeting as observers

# Stone Town Council – Environment Sub-Committee

## Minutes of the meeting held in St Michaels Suite, Frank Jordan Centre on Tuesday 12 December 2017

**PRESENT:** Councillor P. Leason in the Chair and  
Councillors: A. Osgathorpe, R. Kenney, Mrs K. Green and Mrs J. Piggott

By Chairman's invitation: M. Green, I. Fordham and Mrs J. Hood

**ABSENT:** Councillors: G. Neagus, Mrs M. Goodall and M. Shaw

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**ENV18/005     Apologies**

Apologies were received from Councillors: G. Neagus, Mrs M. Goodall and M. Shaw

**ENV18/006     Declarations of Interest and Requests for Dispensations**

None received

**ENV18/007     Representations from Members of the Public**

None

**ENV18/008     Budget 2018-19 to 2020-21**

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee meeting on 23 January 2018 for services under its control.

**RECOMMENDED:** That the budget figures included in the Clerk's report are accepted, with an additional £1200 for the maintenance of trees at Crown Meadow, as suggested by the Council's grounds maintenance contractor.

**Town Mayor**

# Stone Town Council – Management Sub-Committee

## Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone on Tuesday 12 December 2017

**PRESENT:** Councillor M. Green in the Chair and  
Councillors Mrs E. Mowatt, A. Osgathorpe and R. Kenney

By Chairman's invitation: Mrs J. Hood, P. Leason and I. Fordham

**ABSENT:** Councillor G. Neagus, M. Shaw, Mrs M. Goodall and M. Williamson

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**MAN18/011** **Apologies**

Apologies were received from Councillor G. Neagus, M. Shaw, Mrs M. Goodall and M. Williamson

**MAN18/012** **Declarations of Interest and Requests for Dispensations**

None received

**MAN18/013** **Representations from Members of the Public**

None received

**MAN18/014** **Budget 2018- 19 – 2020-21**

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 23 January 2018 for the services under its control.

The level of the grants budget was discussed and the Town Clerk advised that it had been underspent during the current financial year.

The Sub-Committee noted that fewer grant applications are being submitted by community organisations, and the same ones apply year on year. It was suggested the funding opportunity (and uncomplicated nature of it) is made clear to prospective applicants.

The Town Clerk confirmed that monies can be moved/vired from one budget to another during the financial year.

**RECOMMENDED:** That the budget figures included in the Clerk's report are

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accepted.

**MAN18/015    Review of Grant Terms and Conditions**

The Sub-Committee considered a report of the Town Clerk\* the purpose of which is to review the Terms and Conditions under which the Council awards grants to voluntary organisations.

The report includes a suggestion that all grant recipients are required to inform the Council of the use to which their grant has been put, within a period of 12 months of the award.

The report also includes a suggestion that the Council consider grants twice a year (at its July and February meetings), and only considers grant applications at other meetings in cases of urgent need.

The report proposes that the grant form is redesigned to provide a separate section for personal information which can easily be excluded from the circulated papers. This would ensure compliance with the new General Data Protection Regulations.

**RECOMMENDED:** That the Sub Committee adopts the changes to its grants policy set out in the report for the 2018 grant year.

**MAN18/016    Updates on Current Issues**

**Website**

The Town Clerk advised that there were no updates to report.

**Outstanding actions listed in the council handbook**

Business Continuity Plan - The Town Clerk advised that there were no updates to report.

**Town Mayor**

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# Stone Town Council – Tourism & Town Promotion Sub-Committee

## Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre on Tuesday 9 January 2018

**PRESENT:** Councillor I Fordham in the Chair and  
Councillors: P. Leason, Mrs K. Green, Mrs J. Hood, M. Williamson and  
Mrs C. Collier.

Co-opted Member: Mr J. Heal

By Chairman's invitation: Councillor M. Green

**ABSENT:** Councillors: Mrs J. Piggott

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**TTP18/025     Apologies**

Councillors: Mrs J. Piggott

**TTP18/026     Declarations of Interest and Requests for Dispensation**

None received

**TTP18/027     Representations from Members of the Public**

Mr Ed Stant, representative of 'Stone Traders Group Ltd', addressed the Sub-Committee.

Mr Stant advised that following a request made by the Town Council, as part of the recently approved Stone Town Centre Development Strategy, the local business community have officially come together to form a business group, named 'Stone Traders Group Ltd'. The Group will represent traders within the town centre boundary and provide one voice to work with and develop clear communication lines with the Town Council.

During the course of January 2018, the Group intends to formalise its objectives and recruit as many of the businesses as possible. The Group would like two or three of its members to meet regularly with a similar number of Town Councillors.

Mr Stant said that he would, as Secretary of the Stone Traders Group, liaise with the Town Council during this process, and hoped the Group and Council would work positively and constructively in the future to pool ideas and develop initiatives that would achieve common objectives, and raise the profile of the town.

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**TTP18/028      Train Service - To Receive Updates**

Jon Heal provided an update on train services in Stone.

Abellio has now taken over the franchise, and routes previously operated by London Midland. From 10 December 2017 train services have been operated by The London North Western Railway, though the company is called West Midlands Trains.

The services will change in December 2018 when a new timetable is introduced.

Mr Heal advised that he will be able to pass on comments to the train company or to the people supervising the franchise, but after May 2018, will be resigning from his position as co-opted member of the Tourism & Town Promotion Sub-Committee. The Town Council will thereafter need to invite him if further train service items are to be discussed.

Mr Heal suggested that the Town Council write to the train company (with copies of the letter sent to West Midlands Rail, the local authority consortium and Staffordshire County Council), about the promised connections at Stafford between the direct train to London (which won't be stopping in Stone) and the new service going to London via Birmingham.

RECOMMENDED: To write to West Midlands Rail seeking assurances regarding the London Service via Stafford.

**TTP18/029      Stone Town Centre Development Strategy**

The Sub-Committee received a progress report from the Chairman and working groups (following approval of the Development Strategy in July 2017):

**Town Centre Appearance and Environment Working Group**

Councillor Fordham advised that the improved appearance of the town centre was continuing as a result of work undertaken as part of Phase One of the Development Strategy. This has included:

- Further strengthening the working relationship with Stafford Borough Council's Streetscene service
- Plans for a 'Spring Clean' day in March 2018, for which interest from local groups is invited
- Cleaning of town centre signs and name plaques by the Community Payback Team
- Cleansing of the Frank Jordan Centre and Town Council car parks and surrounds
- Removal of old posters and notices from lamp posts and street furniture by volunteers
- Weedkilling undertaken by volunteers
- Seeking the support of the Borough Council to ensure that scaffolding remains on buildings only for as long as is necessary

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- That work by utility companies is carried out quickly
- Attending to 'new housing' signs around the town which have been found to be unauthorised or out of date.
- Working with Stafford Borough Council's Enforcement team to prevent unauthorised bill posting

### **Fingerposts and Notice Boards**

Plans to restore finger posts and notice boards have been approved as the funding is being supported by the Town Council. Work should start in mid to the end of March and Staffordshire County Council and Stafford & District Access Group are being consulted as part of this project.

Maps and events information will be commissioned for display on the notice boards as well as use of electronic copies on the website (mid to end of March).

By the end of spring the town will need to be looking at its best.

RECOMMENDED: To note the progress report on the work of the group and to consider budgetary provision for the proposed initiatives within the Town Council's budget for 2018-19.

### **Town Centre Events and Attractions Working Group**

Councillor Mrs Hood provided an update on the work of this group.

Two Late Night Shopping events have been held, both of which were a huge success. Trade stands were lit and the Florence Band played with many shops remaining open until 9:00pm. The Christmas Lights Switch On and Christmas Extravaganza events were also a huge success with both being extremely well attended.

The preparations for a Music Festival in 2018 are well underway with the acts/performers and Market Square having already been arranged.

These events have lifted the High Street and brought a welcome boost to the local economy. Traders and all involved were thanked for their hard work and support.

Councillor Mrs Hood expressed her appreciation to Mr Stant for attending the meeting and said that discussions on further late-night openings would be taking place in consultation with The Stone Traders Group.

RECOMMENDED: To note the progress report on the work of the group.

### **Town Centre Partnership**

Stone businesses have responded to the Town Council's request to form a body for the purposes of improving communication and the Chairman said that he was very pleased that the Stone Traders Group Ltd had been formed. He looked forward to a positive dialogue.

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Councillor Fordham proposed that the General Purposes Committee is asked to appoint representatives to liaise with the Group.

RECOMMENDED: That representatives nominated to the group be considered and determined at General Purposes Committee.

**TTP18/030      Visit Staffordshire Subscription**

The Chairman of the Sub-Committee, Councillor Fordham, made a verbal report on this item.

A small invoice in respect of the subscription for membership to Visit Staffordshire has been held pending enquiries, as questions have been raised about its benefits and value to the Town Council.

RECOMMENDED: That the annual subscription continues to be paid whilst consideration is given to how the Town Council's continued membership, may in the future, be put to best use.

**TTP18/031      Budgets 2018-19 to 2020-21**

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 23 January 2018 for the services under its control.

The Sub-Committee suggested the budget for advertising should be increased as the promotion of Stone to a wider audience could be improved. Graphics for maps and improved advertising of the town were suggested as well as promoting reciprocal advertising arrangements and offering support to the Stone Traders Group.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted with the advertising budget being increased by £5000.

**TTP18/032      Arrangements to Celebrate the Centenary of the Formation of the Royal Air Force**

Councillor Davies gave a verbal report on this item. The centenary of the RAF will be commemorated and celebrated around the country in 2018, alongside the main 1918 World War 1 commemoration.

The RAF are planning the following program of local events:

- A high-profile event will be held in Stafford and the local branch of RAFA will keep the Town Council in touch with what is being planned.
- 7 April 2018 – RAF Centenary celebrations and raising of the Ensign flag in Stone. It is hoped that the Mayor's Cadets, Tactical Supply Wing and Stone Town Band will be in attendance.

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- 11 May 2018 – RAF Association Annual Conference at Yarnfield Park Training and Conference Centre
- 2 -9 September 2018 – RAFA have arranged for a token which will be travelling from Leek to Stone to Stafford
- 11 November 2018 - Battle's Over Commemoration

RECOMMENDED: That arrangements to celebrate the centenary of the formation of the Royal Air Force are considered by the Commemoration to Mark 100 years since the end of WW1 Working Group (Great War Working Group).

**TTP18/033      Battle's Over – A Nation's Tribute**

The Sub-Committee considered an email from the Pageant Master, Battle's Over – A Nation's Tribute, with an update on taking part in Battle's Over – A Nation's Tribute on 11 November 2018. A new guide had also been enclosed, which was forwarded to members electronically.

The tribute involves the following four elements:

- 6:00am: Sleep in peace, now the Battle's Over
- 6.55pm: Battle's Over – The Last Post
- 7:00pm: WW1 Beacons of Light
- 7:05pm Battle's Over – Ringing out for peace

Following the Council's decision to take part in the lighting of beacons, a further request is made for the Town Council to arrange with local churches to ring bells as part of the event.

RECOMMENDED: That Councillor Kenney discusses the item with the St Michael and St Wulfad Church bell ringers and that this item be progressed by the Commemoration to Mark 100 years since the end of World War 1 Working Group (Great War Working Group).

**TTP18/034      Update from Working Group**

**Commemoration to Mark 100 years since the end of World War 1 in 2018**

Councillor Mrs Hood said that the group was meeting on the 18<sup>th</sup>.

**Town Mayor**

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## Stone Town Council – Estates Sub-Committee

### Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 9 January 2018

**PRESENT:** Councillor M. Green in the Chair and  
Councillors Mrs J. Hood, Mrs E. Mowatt, I. Fordham, J. Davies, R. Kenney,  
T. Jackson and G. Collier

By Chairman's invitation:  
Councillors: Mrs K. Green, G. Neagus and M. Williamson

**ABSENT:** Councillors: Mrs J. Farnham

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**EST18/019     Apologies**

Apologies were received from Councillor Mrs J. Farnham

**EST18/020     Declarations of Interest and Requests for Dispensations**

None received.

**EST18/021     Representations from Members of the Public**

None received.

**EST18/022     Cleaning Equipment and Materials at the Frank Jordan Centre**

The Committee considered the need for hirers of the Frank Jordan Centre to have access to appropriate cleaning equipment and materials for dealing with spillages and other mishaps.

The Town Clerk stated that arrangements have been made to purchase the existing equipment from Atlas, when the contract comes to an end on 31 March 2018. The provision of equipment to hirers would have no significant impact on the budget.

RECOMMENDED: That suitable cleaning equipment is made accessible for the use of hirers of the Frank Jordan Centre.

**EST18/023     Budget 2018-19 – 2020-21**

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 23 January 2018 for the services under its

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control.

The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2018-19 and future years.

The finger posts and notice board upgrade has been estimated to cost £21,000 and the Sub Committee has been asked by Stafford Borough Council to make a contribution of £5,000 towards the project.

It was also suggested that the £10,000 included in the building Maintenance budget for 2017-18 which is unspent should be used to fund the boiler replacement at the Frank Jordan Centre, and the corresponding £10,000 budget be removed from the Centre in 2018-19.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted with an addition to the street furniture budget of £5,000 in 2017-18 for fingerposts and notice boards and a reduction in the Frank Jordan Centre budget of £10,000 in 2018-19.

**EST18/024      Stone Station Community Centre**

The Sub Committee noted a letter received from Network Rail advising Stone Town Council, as one of its tenants, that it has decided to sell its Commercial Estate business, which includes Stone Station Community Centre.

Network Rail states that the current lease will transfer to the new buyer and all lease arrangements and protections will be unchanged. Network Rail will remain the freeholder of the vast majority of sites, including all those required for the operational railway, with the new buyer becoming the leaseholder responsible for managing each of the individual properties. The sale does not affect any of the current day to day contracts or conditions.

RECOMMENDED: To note the information but to make enquiries about whether Station Approach (car parking provision) will be affected by the lease transfer of the Stone Station Community Centre.

**Town Mayor**

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# Neighbourhood Planning Steering Committee

## Notes of the meeting held in Stone Town Council Chamber on Wednesday 13 December 2017

**PRESENT:** Councillors:  
Mrs J. Hood (Chairman), J. Davies, A. Osgathorpe, R. Kenney and I. Fordham

Also: Mrs H. Barter (Urban Vision), Mrs J. Bonser, Mr G. Barr, Mr L. Trigg (Town Clerk) and Mrs T. Williams

**APOLOGIES:** Councillors: T. Jackson and Mrs J. Piggott

Also: Mrs B. Fradley

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### **To discuss updates made to the current version of the Neighbourhood Plan**

Hannah Barter of Urban Vision, updated the Group on the changes made to the draft Neighbourhood Plan as a result of the comments made by Stafford Borough Council and meeting with the Principal Planning Officer, Alex Yendole.

The annotated table of comments\* from Stafford Borough Council was circulated together with the amended version of the Neighbourhood Plan\* (with the changes made in blue for ease of identification) and changes to the Green Spaces appendix\*.

### **AGREED:**

To accept Draft Version 7 of the Stone Neighbourhood Plan which incorporates all amendments. This was unanimously agreed.

To recommend that the General Purposes Committee approve the updated documents which are now considered ready for the Regulation 14 process.

That the next meeting of the Steering Group would be held on 21 February 2018

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## **Stone Town Council - General Purposes Committee**

**23<sup>rd</sup> January 2018**

### **Budget 2018-19 to 2020-21 – Recommendations to Council**

#### **Report of Town Clerk**

#### **Introduction**

1. This report considers the Budget to be recommended to the Council for 2018-19 and the indicative budgets for 2019-20 and 2020-21.

#### **Background**

2. At a series of meetings during December 2017 and January 2018, this Committee and its Sub-Committees have considered their potential budgets for 2018-19 to 2020-21. It is now the role of this Committee to consider those potential budgets and decide, for recommendation to the Full Council meeting on 6<sup>th</sup> February 2018:
  - a. The budget for 2018-19 for each Budget Head.
  - b. Any contributions to or from reserves to be built into the budget.
  - c. The precept for 2018-19.
  - d. Indicative figures for 2019-20 and 2020-21 for each of the above items.
3. At the time of writing this report, the recommendations from all Sub-Committees are not yet available. This report will thus focus on the sums available to spend and the impact on reserves. Details of all Sub-Committee budget proposals will be made available at the meeting.

#### **Payments by Stafford Borough Council**

4. For a number of years, the Council has received payments of almost £30,000 from Stafford Borough Council in addition to the precept. This has included £18,166 to compensate for changes to the benefits system a number of years ago, which reduced this Council's Taxbase, and £11,461 for the cost of concurrent functions. Neither of these payments are a legal requirement, however the Borough Council have confirmed that for 2018-19 they will pay this Council £18,165.72 in Council Tax Support Grant and £11,461 for the cost of concurrent functions. Neither of these figures have been confirmed for continuation beyond 2018-19. The figures in this report, however, assume that these payments will continue into the foreseeable future at the same cash level as in the current year.

#### **Council Tax**

5. With reference to the determination of the Council Tax level by the Council, the Secretary of State has the power to require a referendum of local people before the Council Tax can be put up by more than a specified percentage. For the 2017-18 budget, the specified percentage was 2%. Parish

councils were exempted by the Secretary of State from this requirement, but he is free to change that decision year on year.

6. The Secretary of State has confirmed that parish Council Taxes will not be capped for 2018-19, nor for the subsequent two years, providing that the sector as a whole “shows restraint”. For principal councils, however, capping principles have been retained with the previous 2% limit increased to 3%.

### **Standstill Budget**

7. A “standstill” budget was presented to the last meeting of this Committee. Since then, there have been two updates that needed to be included within the figures - a potential 2% local government pay award in 2018, rather than the 1% original included, and the supplementary estimate of £3,000 to the grants budget for the provision of the Post Office bus. The figures can be summarised as follows:

<b>Actual 2016-17 £</b>		<b>Budget 2017-18 £</b>	<b>Forecast 2017-18 £</b>	<b>Budget 2018-19 £</b>	<b>Budget 2019-20 £</b>	<b>Budget 2020-21 £</b>
22,935	Estates	124,700	123,200	44,500	35,200	35,800
16,087	Environment	25,830	18,300	15,900	22,800	23,300
33,284	Tourism & Town Promotion	37,100	35,200	37,200	37,300	38,300
162,673	Management	186,500	185,500	178,000	209,900	185,800
4,000	Neighbourhood Plan	22,000	7,000	11,400	0	0
17,030	Earmarked Reserves	-41,030	-26,030	-11,400	0	0
<b>256,010</b>	<b>TOTAL</b>	<b>355,100</b>	<b>343,170</b>	<b>275,600</b>	<b>305,200</b>	<b>283,200</b>

8. In order to be able to consider the budget bids from Sub-Committees, illustrations are set out below showing the effect of a Council Tax increase of 2% each year for the standstill budget, as per the indicative budget agreed last year.

	<b>2018-19 £</b>	<b>2019-20 £</b>	<b>2020-21 £</b>
<b>Council Tax Increasing by 2% Per Annum</b>			
Required Contribution from Reserves	-8,919	7,974	-26,722
Band D Council Tax for Year	45.59	46.51	47.44

9. Thus, for example, if the Council were to decide to increase the Council Tax by 2% per annum from its current level of £44.70 for a Band D property for 2018-19, and indicate that it plans to do the same for the next two years, there would appear to be a budget surplus of £8,919 in 2018-19, followed by a shortfall of £7,974 in 2019-20 and a surplus of £26,722 in 2020-21.
10. The Council is, of course, free to set the Council Tax at any level in any year. In addition, only the decision regarding the 2018-19 precept is binding on the Council. The indicative figures for the following two years can be changed as part of future budget setting processes.

11. The other factor that the Committee may wish to take into account is that the Council is forecast to underspend by around £11,900 in the current year. This figure, or a proportion of it, could be available for one-off spending to support the budget in future years. The money will otherwise be added to the Council's reserves.

### **Reserves and Balances**

12. In considering its recommendations to Council, the Committee will also need to consider the level of general reserves (balances) held by the Council.
13. Excluding the reserves previously earmarked for the Crown Wharf project, the Neighbourhood Plan, and rollovers, the Council held balances of £155,539 at the beginning of 2017-18. These are forecast to reduce to around £131,094 by the end of the current year as follows:

	£
Opening Balances – 1 <sup>st</sup> April 2017	155,539
Adjustment re FJC Rollover	45,000
Revised Opening Balances – 1st April 2017	200,539
Planned Contribution to 2017-18 Budget from Balances	+77,675
Budget Adjustments (net) <sup>1</sup>	+3,700
Forecast Underspending 2017-18	-11,930
	69,445
Forecast Balances – 31 <sup>st</sup> March 2018	131,094

14. Allowing for a 2% year-on-year increase in the level of Council Tax, the three-year standstill budget would result in movements in these balances as follows:

	<b>Budgeted Contribution to (from) Balances</b>	<b>Estimated General Fund Balance</b>	<b>Number of Months Net Expenditure</b>
	£	£	
31 March 2018	-	131,094	-
31 March 2019	8,919	140,013	5.9
31 March 2020	-7,974	132,039	5.0
31 March 2021	26,722	158,760	6.5

15. I would recommend that a Council the size of Stone Town Council should hold balances equivalent to around six to nine months' net expenditure. It can be seen from the above table that this is not achieved in either of the first two budget years above, but the budget comes into balance by 2020-21, based on the standstill budget. Any recommendations from Sub-Committees that are accepted by this Committee, or changes made by the Committee itself, will clearly change these figures.

<sup>1</sup> NOTE: This includes supplementary estimates approved within the year for flags and the Post Office bus.

### **Recommendations**

16. That Members consider Sub-Committee budget proposals alongside the additional information in this report and determine the budget and precept level for recommendation to the Council.

## **Sub-Committee Budget Recommendations**

### **Stone Town Council – Management Sub-Committee**

#### **Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone on Tuesday 12 December 2017**

##### **Budget 2018- 19 – 2020-21** (MAN18/014)

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 23 January 2018 for the services under its control.

The level of the grants budget was discussed and the Town Clerk advised that it had been underspent during the current financial year.

The Sub-Committee noted that fewer grant applications are being submitted by community organisations, and the same ones apply year on year. It was suggested the funding opportunity (and uncomplicated nature of it) is made clear to prospective applicants.

The Town Clerk confirmed that monies can be moved/vired from one budget to another during the financial year.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted.

### **Stone Town Council – Environment Sub-Committee**

#### **Minutes of the meeting held in St Michaels Suite, Frank Jordan Centre on Tuesday 12 December 2017**

##### **Budget 2018-19 to 2020-21** (ENV18/18)

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee meeting on 23 January 2018 for services under its control.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted, with an additional £1200 for the maintenance of trees at Crown Meadow, as suggested by the Council's grounds maintenance contractor

## **Stone Town Council – Estates Sub-Committee**

### **Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 9 January 2018**

#### **Budget 2018-19 – 2020-21** (EST18/023)

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 23 January 2018 for the services under its control.

The Sub-Committee reviewed the standstill budget and the amounts included for each service. It also considered other areas of growth or savings to be taken into account when setting the budget for 2018-19 and future years.

The finger posts and notice board upgrade has been estimated to cost £21,000 and the Sub Committee has been asked by Stafford Borough Council to make a contribution of £5,000 towards the project.

It was also suggested that the £10,000 included in the building Maintenance budget for 2017-18 which is unspent should be used to fund the boiler replacement at the Frank Jordan Centre, and the corresponding £10,000 budget be removed from the Centre in 2018-19.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted with an addition to the street furniture budget of £5,000 in 2017-18 for fingerposts and notice boards and a reduction in the Frank Jordan Centre budget of £10,000 in 2018-19.

## **Stone Town Council – Tourism & Town Promotion Sub-Committee**

### **Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre on Tuesday 9 January 2018**

#### **Budgets 2018-19 to 2020-21** (TTP18/031)

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 23 January 2018 for the services under its control.

The Sub-Committee suggested the budget for advertising should be increased as the promotion of Stone to a wider audience could be improved. Graphics for maps and improved advertising of the town were suggested as well as promoting reciprocal advertising arrangements and offering support to the Stone Traders Group.

RECOMMENDED: That the budget figures included in the Clerk's report are accepted with the advertising budget being increased by £5000.

## **PROPOSED PROGRAMME OF MEETINGS AND EVENTS FROM MAY, 2018 TO APRIL, 2019**

### **Tuesday, 8<sup>th</sup> May or Tuesday, 15<sup>th</sup> May, 2018**

Council – Mayor Making

### **Tuesday, 22<sup>nd</sup> May, 2018**

General Purposes Committee and Planning Committee

### **Tuesday, 5<sup>th</sup> June, 2018**

Council, General Purposes Committee and Planning Committee

### **Tuesday, 19<sup>th</sup> June, 2018**

Planning Committee, Tourism and Town Promotion Sub-Committee and Environment Sub-Committee

### **Sunday, 1<sup>st</sup> July, 2018**

Civic Sunday

### **Tuesday, 3<sup>rd</sup> July, 2018**

Council, General Purposes Committee, Planning Committee, Richard Vernon Charity and Grants

### **Tuesday, 17<sup>th</sup> July, 2018**

Planning Committee, Estates Sub-Committee and Management Sub-Committee

### **Tuesday, 31<sup>st</sup> July, 2018**

Council, General Purposes Committee and Planning Committee

### **Tuesday, 14<sup>th</sup> August, 2018**

Planning Committee, Tourism and Town Promotion Sub-Committee and Environment Sub-Committee

### **Tuesday, 4<sup>th</sup> September, 2018**

Council, General Purposes Committee and Planning Committee

### **Tuesday, 25<sup>th</sup> September, 2018**

Planning Committee, Estates Sub-Committee and Management Sub-Committee

### **Tuesday, 2<sup>nd</sup> October, 2018**

Council and General Purposes Committee

### **Tuesday, 16<sup>th</sup> October, 2018**

Planning Committee, Tourism and Town Promotion Sub-Committee and Environment Sub-Committee

### **Saturday, 20<sup>th</sup> October, 2018**

Trafalgar Dinner – Mayor to decide if going ahead

**Tuesday, 6<sup>th</sup> November, 2018**

Council, General Purposes Committee and Planning Committee

**Sunday, 11<sup>th</sup> November, 2018**

Remembrance Sunday

**Tuesday, 13<sup>th</sup> November, 2018**

Planning Committee, Estates Sub-Committee and Management Sub-Committee

**Thursday, 15<sup>th</sup> November, 2018**

Christmas Lights Switch-on

**Tuesday, 4<sup>th</sup> December, 2018**

Council, General Purposes Committee and Planning Committee – Budget

**Sunday, 9<sup>th</sup> December, 2018**

Civic Carol Concert

**Tuesday, 18<sup>th</sup> December, 2018**

Planning Committee, Environment Sub-Committee and Management Sub-Committee – Budget

**2019**

**Tuesday, 8<sup>th</sup> January, 2019**

Planning Committee, Tourism and Town Promotion Sub-Committee and Estates Sub-Committee – Budget

**Tuesday, 22<sup>nd</sup> January, 2019**

General Purposes Committee – Budget

**Tuesday, 5<sup>th</sup> February, 2019**

Council, General Purposes Committee and Planning Committee

**Tuesday, 19<sup>th</sup> February, 2019**

Planning Committee

**Tuesday, 5<sup>th</sup> March, 2019**

Council and General Purposes Committee

**Tuesday, 19<sup>th</sup> March, 2019**

Planning Committee, Tourism and Town Promotion Sub-Committee and Environment Sub-Committee

**Tuesday, 9<sup>th</sup> April, 2019**

Council, General Purposes Committee and Planning Committee

**Tuesday, 16<sup>th</sup> April, 2019**

Annual Public Meeting

**Saturday, 27<sup>th</sup> April, 2019**

Civic Dinner

**Tuesday, 30<sup>th</sup> April, 2019**

Planning Committee, Estates Sub-Committee and Management Sub-Committee

## Les Trigg

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**From:** Daisy Haywood <daisy@redkitenetwork.co.uk>  
**Sent:** 09 January 2018 13:49  
**To:** Les Trigg  
**Subject:** Westbridge Park public consultation

Hello,

Our company, a landscape architecture, ecology and greenspace consultancy, have recently been appointed by Stafford Borough Council to carry out a feasibility study and masterplan for the development of play, football and outdoor event facilities at Westbridge Park in Stone. We will be carrying out the first stage of public consultation in February, which will include visitor and online surveys and meetings with stakeholders.

Obviously Stone Town Council is a key stakeholder, and we hoped you would be available to meet with us to share your initial ideas and comments. We have booked the Girl Guiding HQ at Westbridge Park on Monday 5th February, 1-6pm so we can meet with several stakeholder groups back to back.

Please let me know if and when you (and your colleagues) are available to meet on Monday 5th February afternoon, and the names and email addresses of those who will be attending. I will then get back to you confirming the arrangements. If you are unavailable on that day, we can seek an alternative solution.

I look forward to hearing from you.

Kind regards,  
Daisy

**Daisy Haywood**  
Assistant Landscape Architect

### RED KITE NETWORK LIMITED

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Registered in England & Wales No: 816929



From: Big Conservation Conversation: Where are the outstanding conservation areas?

[<mailto:ian.harvey@civicvoice.org.uk>]

Sent: 06 November 2017 11:56

To: Town Clerk <[clerk@stonetowncouncil.org.uk](mailto:clerk@stonetowncouncil.org.uk)<<mailto:clerk@stonetowncouncil.org.uk>>>

Subject: Big Conservation Conversation: Where are the outstanding conservation areas?

Dear Mr Trigg,

**FW: Big Conservation Conversation: Where are the outstanding conservation areas?**

There are now 512 conservation areas at risk, facing common problems such as unsuitable replacement windows, doors and extensions, poorly maintained streets and neglected green spaces. But is this number accurate?

Civic societies, community groups and conservation officers have been in touch with Civic Voice querying this number saying that they believe the number to be higher.

We are hearing that local authorities have been reluctant to highlight conservation areas "At Risk", for reasons, including:

- \* It would reflect badly on the Council, in appearing as if it has failed in its duties to protect and enhance the area
- \* With a lack of resources such as the loss of conservation officers, they have no way to turn around a deteriorating conservation area.

I have sympathies for local authorities on both points, but it has got me thinking... If we know the 512 "at risk" areas, should we not also be identifying the 512 most outstanding conservation areas.

This is not a new idea.

Did you know in the 1970s the Government started identifying "outstanding conservation areas". If you know anything about this initiative, do tell the Civic Voice team. If you think you have the "best conservation area", tell Civic Voice, I am sure they would like to see the examples to celebrate good practice across the civic movement.

Donate now to protect Conservation Areas<<https://list-manage.agle2.me/click?u=http%3A%2F%2Fwww.civicvoice.org.uk%2Fget-involved%2Fdonate%2F&c=5710619042906112&s=5862281904652288&ns=civicvoice>>

I am pleased that Civic Voice is trying to revert the changes and to celebrate the impact of Conservation Areas. A key step towards effective long term management of conservation areas is appropriate resource. That requires national campaigning.

We need your help.

Will you, Mr Trigg and stone town council donate £50 to help fund a Parliamentary event for Civic Voice so that we can discuss the long term future of conservation areas. Will you donate to help us make the case to MPs for appropriate investment into conservation areas?

We need to raise £5000 to help us publish a report on the impact of loss of conservation officers. Will you help us?

- \* £250 will allow us to meet 5 MPs
- \* £1000 will allow us to organise an All Party Parliamentary Group for Civic Societies event to discuss the future of conservation areas
- \* £5000 will help fund a publication explaining the impact of funding cuts across the country.

Some people are saying the situation will never change. We disagree. With your support today, Civic Voice can become the national voice for conservation areas to make sure as a country we continue to say "My Conservation Area Matters".

Thank you

Laura Sandys,  
Civic Voice Vice-president