



Town Clerk

Les Trigg

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15 Station Road
Stone
ST15 8JP

5 August 2019

Dear Councillor,

A meeting of the **ESTATES SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone** on **Tuesday 13 AUGUST 2019** at 7:20pm or on the rising of the Environment Sub-Committee, if later.

I trust you will be able to attend.

Les Trigg
Town Clerk

Councillors: I. Fordham (Chair), A. Best (Vice Chair), Mrs L. Davies, M. Hatton,
Mrs J. Hood, C. Thornicroft and R. Townsend

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **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

4. **Minutes of Previous Meeting**

To confirm as a correct record the minutes of the meeting of the Estates Sub-Committee held on 8 January 2019, Minute No's EST19/026 - EST19/030 (attached).

5. **Membership of Working Groups**

To consider membership of the following working groups:

- Market Strategy (Market Pricing & Strategy)

6. **Audit of Assets**

To receive a report of the Chairman following an 'audit' of assets undertaken by Sub-Committee Members (attached).

7. **Bus Stop in Poor Condition outside Weatherspoon**

To consider how the bus shelter in Granville Square should be managed in the future, along with other bus shelters in Stone (requested by the General Purposes Committee (GP20/045)).

8. **Reports of Working Groups**

- Market Strategy (Market Pricing & Strategy)

Will any Councillors who wish to speak at this meeting, but are not members of the Sub-Committee, please inform the Chairman before the start of the meeting

Members of the public are welcomed to attend the Estates Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed in the Council's notice boards and are also available from the Town Council.

Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 08 January 2019

PRESENT: Councillor M. Green in the Chair and
Councillors: Mrs J. Hood, G. Collier, R. Kenney and Mrs K. Green

By Chairman's invitation:

ABSENT: Councillors: I. Fordham, T. Jackson, Mrs J. Farnham and Mrs E. Mowatt

EST19/026 **Apologies**

Apologies were received from Councillors: I. Fordham, T. Jackson and Mrs J. Farnham

EST19/027 **Declarations of Interest and Requests for Dispensations**

None received

EST19/028 **Representations from Members of the Public**

None received

EST19/029 **Budget 2019-20 – 2021-22**

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 22 January 2019 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 2019-20 and future years.

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

EST19/030 **Reports of Working Groups**

Market Strategy

Councillor Kenney advised the Sub-Committee that new market stall canopies and frames had been received by the supplier and would be despatched to the

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

Town Council when the sides have arrived from the manufacturer.

A Market Pricing Working Group meeting will be arranged in the near future.

Chairman

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

STONE TOWN COUNCIL
ESTATES SUB-COMMITTEE MEETING
REPORT AND RECOMMENDATIONS
AUGUST 2019

1 INTRODUCTION

Members of the Estates Sub-Committee have carried out an 'audit' of assets. This report provides a brief summary of findings together with a number of recommend actions.

The Sub-Committee is asked to note the findings and to consider and ratify the recommendations for onward transmission to GP and Council.

2 STREET FURNITURE

A great deal of work has been done over the last 3 years to improve the appearance of the town; the results are positive and have been commented on favourably by many residents.

Notice Boards and Finger Posts were refurbished last year and new ones added - funded by STC and SBC. The budget did not extend (as had been intended) to the provision of a new notice board on Stafford Street (adjacent to Mayfair) to guide visitors from Westbridge Park and Stafford Street into the Town Centre.

Recommendation 1: That Estates request from GP authority to install this notice-board and a supplementary budget of up to £2,500 to meet the cost of the necessary permit, the purchase of the notice board and its installation.

2 new benches have now been installed on Granville Square opposite Weatherspoons and on Lichfield Road (at Priory Road).

The Town Clerk is arranging maintenance work (and if necessary re-painting) on the bench by the Town Clock within the street furniture maintenance budget.

STC is responsible for **8 street lights** in and around the town centre on along the canal.

Recommendation 2: The bulbs in these lights should be replaced by LED's (funded by the street lighting budget) as and when the current bulbs fail.

STC is responsible for **8 bus shelters** showing various levels of neglect and some reflecting poorly on the Town.

Recommendation 3: Cleaning of all 8 bus shelters be carried out immediately within the existing budget. The following additional work should be carried out using the this year's budget. Any outstanding works should be carried over to the beginning of next year.

Crown Street. New panels as necessary. Re-paint.

Christchurch Way and Manor Rise. Repaint.

Oulton Road. Prune laurels.

(Beacon Rise, Whitemill Lane, St Vincent's Road, Eccleshall Road. Clean as noted above)

Recommendation 4: As a matter of routine, all shelters should be cleaned at the start of April each year and feedback provided at the same time of any additional repair/painting work required for further consideration.

Note: The bus shelter on Newcastle Road and the one on Granville Square are owned by SCC, inadequately maintained and reflect poorly on the Town Centre. SCC, as the responsible organisation and following the intercession of the County Councillor, says it will repair/clean Granville Square and move the bus stop sign.

Recommendation 5: SCC should be asked to arrange cleaning of the bus shelters on Newcastle Rd (Limelock Court) and Stafford Road. Progress should be revisited in the next Estates meeting.

In the context of the overall appearance of the Town, special mention should be made of Stone in Bloom, an organisation of **community volunteers** that has for many years carried out a wide range of cleaning, planting, grass-cutting, weed-killing, litter-picking and painting works not only in the Town Centre but also on its approaches. It is an excellent example of the results that can be obtained through positive community action and deserves the thanks of the Council. Other resident based volunteer groups are now working in their local neighbourhoods and are to be similarly congratulated.

3 BUILDINGS/MEETING FACILITIES

Frank Jordan Centre underwent a major (but partial) refurbishment in the last couple of years. The Walton Suite is rented to a local charity. The St Michael Suite has been refurbished and is available for hire. The Christchurch Suite has not yet been refurbished but also remains available for hire. New improved external signage has recently been installed.

The Town Clerk is organising basic maintenance work to re-align the car park sign, remove a shrub growing on the brickwork and to repair the brick wall at the rear of the car park. But further work is required to improve the appearance of the building and make it a more attractive proposition for potential hirers.

Recommendation 6: The front paintwork of FJC should be cleaned and the doors repainted in more attractive colours should this be found and approved by the Conservation Officer. The multiple laminated car park warning notices should be replaced by a single permanent sign. Note: planning permission will be required for at least part of this work.

Stone Station is also available for hire but requires little maintenance work at present.

Promoting the availability of the FJC and Station for community use is now a priority. The arrival of a Marketing Assistant will help this process but it will be helpful to have a list of potential actions available when the new appointee arrives.

Recommendation 7: A Working Group be appointed to consider means of improving the level of room hire at both the FJC and Station and report back on ideas that can be considered at the next Estates meeting. The brief should be to make practical recommendations within the next 3 months period.

4 TOWN MARKETS

The Markets Working Group (Chairs: GP, T&T, Estates) recently acquired new STC branded marquees, appointed a new contractor to erect them and introduced changes to payment methods and rental charges. These changes are bedding in and the results should be reviewed at a forthcoming Estates meeting.