



**Town Clerk**

Les Trigg

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15 Station Road  
STONE  
ST15 8JP

23 August 2019

Dear Councillor,

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 3 SEPTEMBER 2019 at 7:05pm**, or on the rising of the Council Meeting, if later.

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. **To receive the report of the County Councillors**
  - County Councillor Mrs J. Hood
  - County Councillor I. Parry
5. **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.
6. **Minutes of Previous Meetings**
  - a) To confirm as a correct record the minutes of the meeting of the General Purposes Committee, held on 30 July 2019, Minute No's GP20/057 – GP20/072 (attached).

- b) To confirm as a correct record the minutes of the meeting of the General Purposes Committee, held on 13 August 2019, Minute No's GP20/073 – GP20/078 (attached).

**7. Minutes of Sub-Committees**

- a) Tourism & Town Promotion Sub-Committee held on 13 August 2019, Minute Numbers TTP20/012 – TTP20/020 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Number TTP20/019
- b) Environment Sub-Committee held on 13 August 2019, Minute Numbers ENV20/009 – ENV20/016 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Number ENV20/013
- c) Estates Sub-Committee held on 13 August 2019, Minute Numbers EST20/001 – EST20/008 (attached)
  - i. To consider the draft minutes
  - ii. To consider the Recommendations contained in Minute Number EST20/006

**8. To consider the following requests for grants from local organisations:**

- Stone & District Stroke Club

**9. Street Names**

To consider an invitation from Stafford Borough Council to comment on a suggested street name for a new development off Whitebridge Lane.

An email with Location Plan and Planning Layout are attached to the agenda.

**10. Polling District and Polling Place Review**

To consider a Stafford Borough Council consultation on its Polling District and Polling Places Review 2019 assessing suitability of all existing and proposed polling districts and places in current use.

A letter from the Acting Returning Officer and a guidance note are attached.

**11. Civic Sunday**

To consider changing the set day/date for Civic Sunday, from the first weekend in July each year to the second or third weekend in July.

**12. Members Motion**

**Councillor R. Kenney**

*'I propose that Stone Town Council supports both Staffordshire County Council and Stafford Borough Council in their recent declarations of Climate Emergency and in doing so will, through its recently formed Environmental Working Group, report to the General Purposes Committee what actions Stone Town Council can also take to achieve carbon neutrality'.*

**13. Non-Cheque Payments**

To receive a list of non-cheque payments made by the Council during the period 1 July to 31 July 2019 (attached).

**14. Update from Working Groups:**

- a) Neighbourhood Plan Steering Group
- b) Stone Area Parish Liaison Group (notes attached)
- c) Traffic Management in High Street Working Group
- d) VE Day 2020 Commemoration Working Group

**15. To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Stone ATC – Mayor & J. Davies

Age Concern Stone & District – Cllrs: T. Adamson & C. Thornicroft

Stafford & Stone Access Group – Cllr T. Kelt

Stone Common Plot Trustees – Cllrs: Mrs J. Hood, R. Kenney & T. Adamson

Stone Community Hub Liaison Group – Cllrs: Mrs J. Hood, M. Hatton & J. Powell

SPCA Executive Committee – Cllr M. Green

**16. Exclusion of the Press and Public**

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

**17. Confidential Minutes**

- a) To confirm as a correct record the confidential minutes of the General Purposes Committee, held on 30 July 2019, Minute Numbers GP20/057, GP20/071 and GP20/072.
- b) To confirm as a correct record the confidential minutes of the General Purposes Committee, held on 13 August 2019, Minute Numbers GP20/073 and GP20/078.

**18. Stone Heritage Centre**

To consider the report of the Town Clerk (attached)

Members of the Public are welcome to attend the General Purposes Committee Meeting as observers. Persons attending should enter the Council Offices through the rear entrance door (adjacent to the car park). The Council Chamber is at the top of the stairs.

# Stone Town Council – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 30 July 2019

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, K. Argyle, A. Best, Mrs A. Burgess, J. Davies, Mrs L. Davies,  
Mrs K. Dawson, M. Green, M. Hatton, Mrs J. Hood, T. Kelt, P. Leason, J. Powell,  
C. Thornicroft and R. Townsend

**ABSENT:** Councillors: I. Fordham and J. Hickling

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**GP20/057     Apologies**

Apologies were received from Councillors: I. Fordham and J. Hickling

**GP20/058     Declarations of Interests**

None

**GP20/059     Requests for Dispensations**

None

**GP20/060     To receive the report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood informed the Committee that the environmental impact of climate change had been a topic of discussion at the meeting of full Council on Thursday 25 July 2019.

A climate change emergency was declared by Staffordshire County Council with a number of action points agreed. These included plans to make improvements to air quality, a reduction in carbon emissions, changes to planning policy, improvements to the natural environment, the processing of waste and installation of electric charging points in Staffordshire. Targets have not yet been set. In order to achieve the range of environmental improvements the County Council must work with all age groups within the county as well as other local authorities.

Councillor Mrs Hood informed the Committee that the County Council had decided to phase out bus passes for under twenties (Your Staffordshire Card scheme).

Councillor Mrs Hood provided information on the Staffordshire Warmer Homes initiative which is managed by Staffordshire County Council to deliver funded first time central heating systems to eligible homes across Staffordshire. The scheme begins in October to assist the poorest people in society who must be elderly, disabled or have a family with young children. Councillor Mrs Hood said the scheme will be advertised in various ways (website, Newsletter, word of mouth etc) but she appealed to everyone to play their part in publicising the potential opportunity.

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\* 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.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP20/061     Representations from Members of the Public**

None

**GP20/062     Minutes**

RESOLVED:

- a) That the minutes of the General Purposes Committee Meeting held on the 2 July 2019 (Minute Numbers GP20/036 – GP20/056), be approved as a correct record.

**GP20/063     Minutes of Sub-Committees**

- a) Management Sub-Committee held on 16 July 2019 (Minute Numbers MAN20/001 – MAN20/007), that the draft minutes be noted and the recommendations of the Sub-Committee contained in Minute Numbers MAN20/005 and MAN20/006 be adopted.

**GP20/064     Budget Monitoring Report**

The report of the Town Clerk\* was noted.

**GP20/065     Consultation on the Draft Stafford Borough Economic Growth Strategy**

The Committee considered a consultation on the Draft Stafford Borough Council Economic Growth Strategy. An email from the Economic Development Manager had been attached to the agenda along with an electronic copy of the draft Stafford Borough Council Economic Growth Strategy 2019-2024.

The Town Clerk confirmed that he had obtained an extension to the closing date for submission of the Town Council's comments.

The Committee discussed the consultation document and considered that:

- Although Stone is the largest settlement in the Borough outside Stafford, reference to Stone within the document was sparse, and the strategy weighted disproportionately in favour of the county town.
- The document did not give sufficient consideration to the environmental impact of its proposals.

Councillors Green and Leason reported on a briefing they had attended on the document, and an undertaking given that Stone would feature more in the next version of the strategy.

Members queried whether they would have the opportunity to comment on the updated strategy before it was finalised.

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RESOLVED: That the Town Clerk in consultation with the Chairman, is authorised to compile a representation on behalf of the Town Council, for submission to Stafford Borough Council.

**GP20/066      Members Motion**

**Councillor Mrs J. Hood**

*'SSAFA are holding a charity event to highlight the needs of ex-service men and women in Stone and the surrounding area. There are many groups attending on the day September 14th and ask that we support this event in paying for the road closure'.*

RESOLVED: That the proposal is supported subject to first checking that the High Street will be needed as the event is taking place within the Crown Hotel.

**GP20/067      Non-Cheque Payments**

RESOLVED: To note the list\* of non-cheque payments made by the Council during the period 1 June to 30 June 2019.

**GP20/068      Update from Working Groups:**

**Neighbourhood Plan Steering Group**

The Chairman of the Neighbourhood Plan Steering Group, Councillor Mrs Hood, informed the Committee that the Neighbourhood Plan Steering Group were awaiting comment from the Examiner.

**Stone Area Parish Liaison Group**

Councillor Davies advised the Committee that there had been no recent meeting.

**Traffic Management in High Street Working Group**

Councillor Kenney reported that no meeting had taken place.

He asked that the Town Council write to the County Council requesting that the road traffic signage/information at the top of the High Street is verified.

**GP20/069      To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

**Stone ATC**

Councillor Davies advised that he had attended a welfare meeting of the ATC two weeks ago. He said the Squadron was most grateful to the Town Council for the award of a grant towards its bus signwriting project. He said the Squadron was in good health with 13 Cadets and a recruitment exercise planned after the summer holidays.

Councillor Davies was pleased to see Stone ATC at Civic Sunday this year and hoped the date would not conflict with activities again next year.

**Age Concern Stone & District**

Councillor Thornicroft informed the Committee that he had attended a meeting of Age Concern on 5 July. He provided an overview of the charity and listed its main areas of activity which include a car transport scheme, drop in coffee morning,

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lunch club and welfare advice. The Charity in Stone operates independently and is run by volunteers. Its income sources are grants, donations and fundraising.

He forwarded thanks to the Stone Town Council office for holding a charity box.

Councillor Adamson and Councillor Thornicroft had attended the AGM on Friday 26 July. It was reported that Age Concern now held a bank of three + drivers. There are plans to advertise coffee mornings locally, and it was confirmed that the venue for the next lunch club would be the Plume and Feathers.

#### **Stafford & Stone Access Group**

Councillor T. Kelt advised the Committee that he had attended the AGM of Stafford & Stone Access Group and also one of its regular meetings (held in June). The August meeting has been cancelled and the next meeting is in October.

Councillor Kelt has undertaken site visits with the secretary. He advised that the aim of the charity is to improve access for all, mothers with prams, wheelchair users, those with walking problems and those with health problems which limit their activities.

The Access Group runs a website and operates mainly in Stafford with plans to make a visit to Stone.

#### **Stone Common Plot Trustees**

It was reported that no meeting had taken place.

#### **Stone Community Hub Liaison Group**

It was reported that no meeting had taken place.

#### **SPCA Executive Committee**

Councillor Green advised that a meeting had taken place while he was on holiday. He offered to answer members questions upon release of the Staffordshire Parish Councils' Association report.

The meeting was suspended to enable the Planning Committee and Confidential item on the Town Council meeting to take place. The Committee was then reconvened for the confidential item on the agenda.

### **GP20/070      Exclusion of the Press and Public**

**To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate**

RESOLVED: To exclude the Press and Public from the next item of business.

### **GP20/071      Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the General Purposes Committee Meeting held on the 2 July 2019 (Minute Numbers GP20/036, GP20/055 and GP20/056), be approved as a correct record.

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**GP20/072     Staffing Matters**

The Committee considered the report of the Town Clerk\* which had been circulated with the agenda for the meeting.

RESOLVED: To agree changes to the terms and conditions of employment of a member of staff.

**CHAIRMAN**

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\* 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 – General Purposes Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 13 August 2019

**PRESENT:** Councillor R. Kenney in the Chair, and  
Councillors: T. Adamson, K. Argyle, Mrs A. Burgess, I. Fordham, M. Green,  
M. Hatton, Mrs J. Hood, J. Hickling, T. Kelt, P. Leason, J. Powell and R. Townsend

**ABSENT:** Councillors: A. Best, J. Davies, Mrs L. Davies, Mrs K. Dawson and C. Thornicroft

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**GP20/073     Apologies**

Apologies were received from Councillors: A. Best, J. Davies, Mrs L. Davies,  
Mrs K. Dawson and C. Thornicroft

**GP20/074     Declarations of Interests**

None

**GP20/075     Requests for Dispensations**

None

**GP20/076     HS2 Phase 2a**

The Committee considered whether to submit a petition to the House of Lords regarding HS2 Phase 2a and whether it wished to make a payment to Stone Railhead Crisis Group to present the petition on the Council's behalf.

A copy of the draft petition\* had been circulated to members in advance of the meeting along with an email containing information about the funding of the HS2 campaign, executed by Stone Railhead Crisis Group. The definitive costs associated with the petition are difficult to assess but the Group said it would probably need to make a fresh appeal for funds and a payment of £1,000 from the Town Council would be most helpful.

RESOLVED: That the Town Council agrees to petition the House of Lords and accepts the draft petition proposed by Stone Railhead Crisis Group. A payment of £1,000 to Stone Railhead Crisis Group was agreed.

RESOLVED: That the Town Clerk in consultation with the Chairman and Vice Chairman of the General Purposes Committee are authorised to make any necessary minor amendments to the petition, should the need arise.

**GP20/077     Exclusion of the Press and Public**

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

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RESOLVED: To exclude the Press and Public from the next item of business.

**GP20/078     Staffing Matters**

The Committee considered the update provided by the Town Clerk.

RESOLVED: To agree changes to the terms and conditions of employment of a member of staff and authorise the Town Clerk to implement the changes.

**CHAIRMAN**

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

## Minutes of the Meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 13 August 2019

**PRESENT:** Councillor Mrs J. Hood in the Chair and  
Councillors: T. Adamson, I. Fordham, M. Green, R. Kenney, P. Leason and  
J. Powell

By Chairman's invitation: J. Hickling and T. Kelt

**ABSENT:** Councillors: A. Best, J. Davies and C. Thornicroft

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**TTP20/012     Apologies**

Councillors: A. Best, J. Davies and C. Thornicroft

**TTP20/013     Declarations of Interest and Requests for Dispensation**

None received

**TTP20/014     Representations from Members of the Public**

None

**TTP20/015     Minutes of Previous Meeting**

That the minutes of the Tourism & Town Promotion Sub-Committee meeting held on the 18 June 2019 (Minute Numbers TTP20/001 – TTP20/011), be approved as a correct record.

**TTP20/016     Music Festival**

Councillor Mrs Hood gave a report on the Annual Music Festival held on 13 July. She said the event had been well attended and very professionally organised. The morning had been most enjoyable with children singing and their families in attendance, but the bands performing in the afternoon had all played music of a similar genre which hadn't suited people with more mainstream preferences.

It was also stated that there were a disappointing number of buskers in attendance.

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Councillor Mrs Hood said the Festival had been a good one and a review meeting would be held to consider the improvements that might be possible for next year.

**TTP20/017      Calendar of Events**

Councillor Mrs Hood provided information on the events to be held in Stone during August, and their publicity.

Thirty five members of the Le Réveil Sablonnais Serriérois' Wind Orchestra, which hails from France, would be performing twice in Market Square tomorrow (14 August), and the Burma Star Commemorative Service and Parade will be held in Stonefield Park on Sunday 18 August 2019.

A point was raised about the Stone Traders Group leaflet containing inaccurate information and that it implied the events in Stone had been organised by the Group directly.

It was confirmed that planning for the Calendar of Events 2020-21 had already commenced and it was hoped that the new Marketing Assistant, when appointed, would make further contributions to this exercise.

**TTP20/018      SSAFA Event in September**

Councillor Mrs Hood provided information on the SSAFA Military Charity event on 14 September at the Crown Hotel. The RAF Tactical Supply Wing have arranged to bring an Oshkosh wheeled tanker to the High Street on the day and many military charities will also be involved. The event starts at 10am and finishes at 3pm.

**TTP20/019      Stone High Street on Sundays**

The Sub Committee considered solutions to the potential dangers to tourists and residents, caused by traffic in the High Street. An increasing number of motorists are using the High Street to park up while visiting shops in town, and as a thoroughfare to avoid queuing traffic on Christchurch Way. These practises are illegal.

The Sub-Committee noted that the road closure for the 'Stone by the Sea' event had enabled people to wonder around the High Street freely for a number of days with only one complaint made about the restricted access. This raised the question of whether the High Street (including the access via Mill Street) could be closed on a Sunday and whether permanent road closure to motor vehicles might be a possibility.

The Sub-Committee acknowledged that shops and businesses require access to their premises for receipt of deliveries, and traffic wardens and police officers could be asked to assist in tackling the issue.

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RECOMMENDED: That the issue of the dangers created by traffic in the High Street is referred to the General Purpose Committee's Traffic Management in the High Street Working Group.

**TTP20/020     Reports from Working Groups**

To receive a report from the Chairman of the Sub-Committee and working groups:

**Town Centre Appearance and Environment Working Group**

Councillor Fordham informed the Sub-Committee that he continues to receive comments from people saying how good the town centre is looking, which recognises the hard work and commitment delivered by the many community groups.

Stone in Bloom was given as an example of a group that makes a huge contribution to the appearance and environment of Stone and Councillor Fordham asked that the Town Council's grateful thanks are forwarded to its members. Councillor Mrs Hood, as a member herself, said she would pass the message of appreciation on to her colleagues.

**Town Centre Events and Attractions Working Group**

The Town Clerk advised the Committee that Mr A. Hollinshead had resigned from the Working Group.

Councillor Fordham provided the following updates from the Town Centre Events and Attractions Working Group:

- Renewal of advertising boards (Minute Number TTP20/006) – this item has not yet been considered.
- Advertising upcoming events (Minute Number TTP20/007) – this item would be considered by the new Marketing Assistant postholder.

**Town Centre Partnership**

Councillor Fordham advised that a meeting was planned in the near future.

**Chairman**

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# Stone Town Council – Environment Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 13 August 2019

**PRESENT:** Councillor P. Leason in the Chair and  
Councillors: T. Adamson, K. Argyle, Mrs A. Burgess, M. Green, M. Hatton, T. Kelt,  
R. Kenney, J. Powell and R. Townsend

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

**ABSENT:** There were no Councillors absent

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**ENV20/009     Apologies**

There were no apologies.

**ENV20/010     Declarations of Interest and Requests for Dispensations**

None received

**ENV20/011     Representations from Members of the Public**

None

**ENV20/012     Minutes of Previous Meeting**

That the minutes of the Environment Sub-Committee meeting held on the 18 June 2019 (Minute Numbers ENV20/001 – ENV20/008), be approved as a correct record.

**ENV20/013     Item Referred from General Purposes Committee on 2 July**

The Sub-Committee considered an item raised at the Annual Public Meeting on 16 April, and referred from the General Purposes Committee on 2 July 2019 (Minute Number GP20/045).

Local estate agents are erecting 'For Sale' signs on Crown Meadow at the entrance to Trent Close and Trent Court in order to advertise homes to passing traffic on Stafford Street.

The Sub Committee confirmed that it did not wish to see 'For Sale' signs sited on Crown Meadow land.

**RECOMMENDED:** That the Town Council writes to all estate agents in Stone informing them that they do not have permission or authorisation to install 'For

Sale' signs on Crown Meadow land, at the entrance to Trent Close.

**ENV20/014     Working Groups**

The Sub Committee considered splitting the current Plastic Free Community and Environmental Issues Working Group into two groups to deal with 'Plastic Free Community' separately from 'Environmental Issues'

RESOLVED: That the Plastic Free Community and Environmental Issues Working Groups are split into two groups and that memberships are confirmed as:

**Plastic Free Community/Single Use Plastics Working Group**

Councillors: T. Adamson, Mrs A. Burgess, M. Hatton, T. Kelt, P. Leason and R. Townsend

Co-opted non Councillor Member: Mrs T. Lindop

**Environmental Issues Working Group**

Councillors: T. Adamson, Mrs A. Burgess, M. Hatton, T. Kelt, P. Leason and R. Townsend

**ENV20/015     Updates**

To consider updates on matters from previous Minutes:

a) Leaflet on the Meadow

**Minute Number ENV19/005 & ENV19/018:**

*That the costs of producing an information leaflet be investigated by Councillor Leason, and the findings reported back to a future meeting of the Sub-Committee*

The Chairman informed the Sub-Committee that he is planning a meeting with the person working on the leaflets.

b) Community Planting Exercise

**Minute Number ENV19/012 & ENV19/018:**

*That a community planting exercise is considered for the planting of new wild flowers on Crown Meadow*

The Chairman informed the Sub-Committee that the Environmental Issues Working Group could look at the arrangements for organising a Community Planting Exercise.

It was suggested that advice is obtained from the arboricultural officer/tree officer at Stafford Borough Council.

It was agreed that an on-site meeting be arranged between Sub-Committee members, the Town Council's Grounds Maintenance

Contractor, a Staffordshire Wildlife Trust Officer and Stafford Borough Council's Biodiversity and Ecology Officer, to discuss the execution of tree and hedge planting, and organisation of a community planting exercise on Crown Meadow. A report would be provided to the next meeting of the Sub-Committee.

c) Tree & Hedge Planting – Charter for Trees Campaign

**Minute Number ENV19/013 & ENV19/018:**

*That the location identified in Crown Meadow is recommended for tree planting and that this is undertaken through a community tree planting project*

The Sub-Committee agreed that an on-site meeting would be arranged between Sub-Committee members, Grounds Maintenance Contractor and an officer of Staffordshire Wildlife Fund and Biodiversity and Ecology Officer to discuss tree and hedge planting.

It was suggested that there were a number of grant aid opportunities available for projects relating to the planting of trees, and the town would benefit from a tree and hedge planting exercise on the northern side of the town at Tilling Drive.

It was noted that HS2 Ltd are also making provision for the planting of trees and offering funding opportunities to communities and businesses disrupted by the construction of Phase 2a.

RESOLVED: To note the updates on matters brought forward from previous Minutes.

**ENV20/016      Members Motions Under Standing Order 4**

**Councillor Mrs A. Burgess**

*'I would like to set up contact lens recycling in Stone, hopefully involving the opticians, hotels, B&B's and AirBNB places in the area. I have some facts and figures about the number of contact lenses worn each year etc and am hoping to speak to the opticians in the town to ask whether they currently are involved in recycling contact lenses, and/or if they are interested in being involved, and also asking for some advice and help to enable this scheme to work.*

*The Sub-Committee is asked to support this initiative'.*

Councillor Mrs Burgess informed the Sub-Committee that disposable contact lenses, if not recycled appropriately, are having a cumulative negative effect on the environment. 80 million of them were worn worldwide in 2018 with a 4% increase in their use. She would like to speak to opticians in the town to find out what their recycling arrangements are, if any. She would then like to explore the possibility of introducing or expanding a contact lens recycling facility to hotels and bed and breakfast establishments.

Councillor Mrs Burgess confirmed there was no cost implication to the Town

Council.

The Sub-Committee suggested that packaging and contact lens solution could be included in the recycling opportunity, and publicity for the initiative generated through the Town Council's website.

RESOLVED: That Councillor Mrs Burgess is authorised to investigate the arrangements for the disposal of contact lenses in Stone and that she reports her findings to the Single Use Plastics Working Group.

## **ENV20/017     Reports from Working Groups**

To receive a report from the Chairman of the Sub-Committee and working groups:

### **Plastic Free Community & Environmental Issues Working Group**

The Chairman advised the Sub-Committee that a Plastic Free Community & Environmental Issues Working Group meeting had taken place and referred to the report\* that had been issued with the agenda for this meeting.

The Sub Committee considered the report of the Working Group, which discussed the topics of 'Stone achieving plastic free status' and 'declaring a Climate Emergency in Stone'.

Working Group members expressed concern that the report had been produced after the meeting had taken place and there had been no opportunity to consider and discuss its content further.

The Sub Committee expressed support for the initiative but concluded that it needed to consider the implications more fully before submitting a recommendation to the General Purposes Committee.

The Sub Committee suggested that more groundwork was necessary to devise an action plan and proposals for change. Identifying what a declaration of a climate change emergency means for Stone, what actions can realistically be taken by the Council and identifying resource requirements were considered essential preparation.

The Sub Committee shared examples of other Councils who had already declared a climate emergency but hadn't determined the actions that needed to follow. Positive, defined and properly resourced actions would enable Stone Town Council to say clearly what it was planning to do, and provide a clear strategy that everyone would understand.

The Sub-Committee made clear that it expected to be able to fully understand what it is voting on.

RESOLVED: That the climate change emergency proposal issue is returned to its

working group for further development and report back at an appropriate future meeting.

**Chairman**

# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 13 August 2019

**PRESENT:** Councillor I. Fordham in the Chair and  
Councillors: M. Green, M. Hatton, Mrs J. Hood, R. Kenney and R. Townsend

By Chairman's invitation: J. Hickling

**ABSENT:** Councillors: A. Best, Mrs L. Davies and C. Thornicroft

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**EST20/001     Apologies**

Apologies were received from Councillors: A. Best, Mrs L. Davies and C. Thornicroft

**EST20/002     Declarations of Interest and Requests for Dispensations**

None received

**EST20/003     Representations from Members of the Public**

None received

**EST20/004     Minutes of Previous Meeting**

That the minutes of the Estates Sub-Committee meeting held on the 8 January 2019 (Minute Numbers EST19/026 - EST19/030), be approved as a correct record.

**EST20/005     Membership of Working Groups**

RESOLVED: To confirm membership of the following Working Group:

**Market Strategy (Market Pricing & Strategy)**

Chairs of the General Purposes Committee, Estates Sub-Committee and Tourism and Town Promotion Sub-Committee

**EST20/006     Audit of Assets**

The Chairman advised that he would be taking items EST20/006 and EST20/007 together.

The Sub-Committee considered the report\* of the Chairman following an audit

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\* 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.

of Town Council assets. The report, which had been circulated with the agenda for the meeting, provided a summary of findings and a number of recommendations made in relation to street furniture, buildings/community facilities and town markets.

The Sub Committee considered whether another notice board should be installed in the town centre, and the information to be displayed. It was suggested that outlying Stone businesses could benefit from the advertising opportunity, and more space made available for community notices. It was noted that the usage of the notice board should be determined by the Tourism & Town Promotion Sub-Committee in line with the Town Centre Strategy.

RECOMMENDED: That recommendation 1 in the report is accepted with a sum of £3200 allocated to the budget for 2020-21. A two sided notice board should be installed in Stafford Street and the application process for obtaining the necessary permissions commenced straight away.

RECOMMENDED: That Recommendation 2 in the report is approved: Existing bulbs in the Town Council's street lights should be replaced with LED bulbs as they fail.

RECOMMENDED: That recommendation 3 in the report is approved subject to verification of ownership of the Town Council's bus shelters. The following eight bus shelters should be cleaned immediately (within existing budget): Beacon Rise, Whitemill Lane, St Vincent's Road, Eccleshall road, Crown Street, Christchurch Way, Manor Rise and Oulton Road.

RECOMMENDED: That the following additional improvement works are undertaken during 2019-20, or as soon as budget permits:

- New panels and repaint: Crown Street
- Repaint: Christchurch Way and Manor Rise
- Prune Laurel: Oulton Road

RECOMMENDED: That recommendation 4 of the report is accepted: That all bus shelters should be routinely cleaned in April and their maintenance requirements identified.

The sub-Committee noted that the bus stop in Granville Square referred to in minute Number EST20/007 had been agreed to be cleaned by the County Council and the Sub-Committee would review the position once this had been done.

RECOMMENDED: That recommendation 5 of the report is accepted: That Staffordshire County Council is asked to clean the bus shelters on Newcastle Road and Stafford Road, with a progress report made to the next Estates Sub Committee.

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\* 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.

RECOMMENDED: That recommendation 6 of the report is accepted. That the external paintwork at the Frank Jordan Centre is cleaned and the doors painted after consultation with the Conservation Officer, on the colour. The Car park notices should be replaced with a single permanent sign.

RESOLVED: That recommendation 7 is approved: To appoint a Working Group to consider how use of the Frank Jordan Centre and Stone Station can be improved, with a report made to the Estates Sub-Committee within the next three months.

The following Members were appointed to the working group: A. Best, M. Green, Mrs J. Hood, R. Kenney, M. Hatton and R. Townsend.

At 9.30pm it was resolved to suspend Standing Order 4.25 to allow the meeting to continue beyond the 2.5 hour time limit (for a group of meetings held on the same evening).

**EST20/007      Bus Stop in Poor Condition outside Weatherspoon**

This item had been referred to the General Purposes Committee (under Minute Number GP20/045) and was considered under EST20/006 above.

**EST20/008      Reports of Working Groups**

**Market Strategy**

The Market Strategy Working Group is monitoring the results of the changes introduced to the Markets in respect of new marquees, their new installer, rental changes and payment methods.

A report on its findings will be given to a future meeting.

**Chairman**

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\* 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.



# Application for Grant Aid

**Stone**  
Town Council

Name of organisation:

STONE DISTRICT STROKE CLUB.

Purpose of organisation:

THE STROKE CLUB OFFERS SOCIAL FACILITIES FOR MEMBERS OF THE COMMUNITY WHO HAVE SUFFERED STROKES. THE CLUB MEETS WEEKLY GIVING MEMBERS THE OPPORTUNITY TO SOCIALISE, EXERCISE, PLAY GAMES AND HAVE TALKS AND ENTERTAINMENTS. AN EXTRA DIMENSION IS OUTINGS TO PLACES OF INTEREST.

Amount of grant requested:

£500

Total cost of project (if appropriate):

Reason for grant request:

A MAJOR FACILITY OF THE CLUB IS THE OPPORTUNITY TO TAKE MEMBERS ON VISITS TO PLACES OF INTEREST (NATIONAL AIRPORTUM, COXFORD, ANDERTON) FOR A DAY OUT AND LUNCH.

THIS REQUIRES SPECIALIST TRANSPORT HIRED FROM COPELAND'S TOURS AND THE STONE GREEN BUS.

THE CLUB IS NON-PROFIT MAKING AND RELIES ON DONATIONS TO ENABLE IT TO OFFER FACILITIES TO THE WHOLE COMMUNITY.

Benefits to Stone residents:

THE CLUB HAS UP TO 14 MEMBERS ALL OF WHOM LIVE IN THE STONE & DISTRICT COMMUNITY. THE CLUB IS THE ONLY FACILITY OF ITS KIND FOR STROKE SUFFERERS IN THE COMMUNITY.

Other sources of funding secured or being explored (with amounts where known):

CLUB MEMBERS MAKE A CONTRIBUTION TOWARDS COSTS ALL SUPPORT IS PROVIDED BY LOCAL VOLUNTEERS, AD HOC DONATIONS FROM STONE RESIDENTS & GROUPS.

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

~~NO~~ SEE ATTACHED

Grants awarded by the Council in the last two years, and the uses made of the funding:

2016-17 £775 GRANT FOR COACH HIRE FOR 2 OUTINGS AND STONE GREEN BUS FOR 2.

Statement of support from Council appointed representative (if applicable):

# **Stone and District Stroke Club** **Accounts 2018-19**

## **Income**

Current Account	£	4,019.46
Deposit Account	£	338.51
Donations	£	2,081.85
Subscriptions	£	442.00
Meals	£	2,578.00
Outings	£	1,362.50
Interest	£	0.46
Unpresented cheque	£	150.00

<b>Income</b>	£	6,464.81
	£	10,972.78

## **Expenditure**

Meals	£	2,072.39
Green Bus	£	1,533.04
Rent	£	1,320.00
Outings	£	1,555.53
Miscellaneous		
Expenditure	£	235.99
Coach Hire	£	325.00
Insurance	£	205.40

Current Account	£	3,369.76
Deposit Account	£	338.97
Cash	£	16.70

<b>Expenditure</b>	£	7247.35
	£	10,972.78



**From:**  
**To:** Stroke Club Grant  
**Subject:** 17 August 2019 10:27:13  
**Date:**

---

Dear Claire,

Thank you for your phone calls - I'm sorry that I have not replied but I am just back from holiday.

Yes - the club is an exceptional case - the grant request is for our outings for this year.

I will try to phone you on Monday.

Regards,

**From:** [Caroline Holland](#)  
**To:** [Town Clerk](#)  
**Cc:** [Ian Fordham](#); [Phil Leason](#); [Rob Kenney](#)  
**Subject:** naming a new street  
**Date:** 30 July 2019 14:07:03  
**Attachments:** [image3bc610.PNG](#)

---

Dear all

We've received an application to name the road(s) on the above-mentioned development.

The applicant has not requested that the Parish Council suggest names on this occasion.

The proposed names are:-

Ancestry Close

I attach a plan for your information. If you have any comments you wish me to consider, please let me have them no later than 6<sup>th</sup> September, after which time I will be putting the names to my Head of Service for signing off prior to the 21 day advertisement / consultation period.

Please note that I can only consider valid objections (eg that the proposed names may cause confusion with existing street names); we are not requesting alternative suggestions for these street names on this occasion.

Regards

Caroline Holland



Caroline Holland | Planning Support Assistant  
Stafford Borough Council | Civic Centre | Riverside | Stafford | ST16 3AQ  
01785 619508 | [cholland@staffordbc.gov.uk](mailto:cholland@staffordbc.gov.uk) | [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

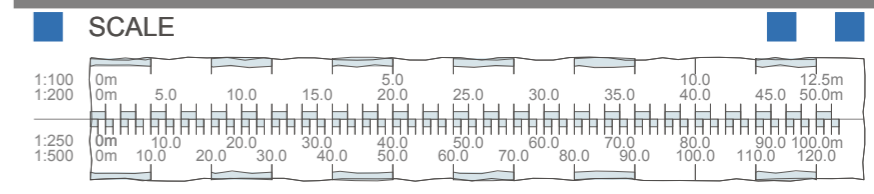
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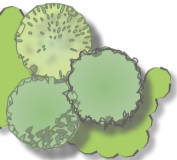


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Key:

-  Existing trees to be removed
-  Existing trees retained
-  Indicative new landscaping
-  Parking allocation
-  Plot number
- CBF Close boarded fence
- PF Panel fence
- SW Screen wall
- RA Timber Trip Rail

Schedule of Accommodation

Ref.	Type:	Sq.ft.	No.
A	3/4 Bed house	1074	5
B	4 Bed house	1202	4
C	4 Bed house	1303	1
D	4 Bed house	1608	1
			Total =11



CONTACT	Elections Team
DIRECT DIAL	01785 619 424
EMAIL	<a href="mailto:elections@staffordbc.gov.uk">elections@staffordbc.gov.uk</a>
OUR REF	BS/TA
YOUR REF	
DATE	22 July 2019

Dear Parish Clerk

### **Polling District and Polling Place Review 2019**

As required by law a review of Polling Districts and Polling Places is being carried out (ie the places and buildings where polling stations are located).

In order to assist you a schedule detailing all polling districts and places is available for inspection at the Civic Centre, Riverside, Stafford, Monday to Thursday (8.30 am to 5.00 pm) and Friday (8.30 am to 4.30 pm). Alternatively the document is available at [www.staffordbc.gov.uk/pollingreview2019](http://www.staffordbc.gov.uk/pollingreview2019)

If you would like to make representations please note that the consultation period runs from Monday 22 July to Friday 20 September 2019.

I attach for your information a guidance note setting out the requirements of the review.

If you require any further information or advice then please contact the Elections Team on the above telephone number.

Yours sincerely

Tim Clegg  
Acting Returning Officer

## **Review of Polling District and Polling Places 2019**

### **Guidance Note**

#### **Introduction**

The Representation of the People Act 1983 places a duty to divide the Borough into polling districts and to designate a polling place for each district. There is a duty to keep these polling arrangements under review.

Stafford Borough Council is looking for feedback on any aspect of polling districts and / or polling places currently used and invite representation and comments from interested persons.

#### **What is:-**

- A Polling District - the geographical sub-division of an electoral ward (ie Polling district letters BAA, BAB, BAC etc).
- A Polling Place - the designated area in which a Polling Station is located.
- A Polling Station - the venue used to cast your vote.

#### **What is being reviewed?**

The Acting Returning Officer must consider the suitability of all existing and any proposed polling places ensuring that:-

- all electors have such reasonable facilities for voting as are practicable in the circumstances.
- so far as is reasonable and practicable the polling places are accessible to all electors, also having regard to the accessibility needs of disabled persons.

In an ideal world there would be a range of fully accessible buildings, conveniently located for the electors in the area. In practice, however, this is not always the case and there may be little choice available especially in rural areas. If it is necessary to use a place where the access is not ideal then every reasonable adjustment will be undertaken to provide access for all electors.

#### **What is NOT being Reviewed?**

- the boundaries of any Constituency, Ward, County or Parish
- the boundaries or names of any Local Authority, or the names of a Constituency, Ward, Parish etc.

#### **Polling District and Polling Place Schedule**

A schedule detailing all polling districts and places within the Borough is available for inspection at the Civic Centre, Riverside, Stafford Monday to Thursday (8.30 am to 5.00 pm) and Fridays (8.30 am to 4.30 pm). Alternatively the document is available at [www.staffordbc.gov.uk/pollingreview2019](http://www.staffordbc.gov.uk/pollingreview2019)

## **Background Information**

On polling day the Acting Returning Officer's staff who inspect and who work on the polling station will complete questionnaires and comment forms highlighting any problems, issues or possible concerns with polling stations being used. Comments from electors are also taken into consideration.

The Acting Returning Officer may adapt the polling station if the expected turnout for a particular election is likely to be high, for example a Parliamentary election, so some venues may become double polling stations or may be moved to a different / larger room.

## **Use of Schools**

The Acting Returning Officer is entitled to use schools as polling stations. Where schools are used the Acting Returning Officer works with the Head Teacher to minimise any inconvenience and if possible to keep the school open. As much notice as possible is given, normally 12 months, to allow the Head Teacher to incorporate the election into the school diary.

## **Making Representations**

Any registered elector within the Borough may make representations as to the suitability of a polling place or polling station taking into account the criteria of the review as stated above.

Please note that you should also suggest alternative venues if any of your comments relate to the unsuitability of a polling station.

Any comments or suggestions must be made in writing to the address below and must include your contact details. Representations are to be submitted by Friday 20 September 2019.

All the representations that are received will be published at the Civic Centre and be available for inspection. A final report will be available on the website once the review is completed and implemented.

Tim Clegg  
Acting Returning Officer

Elections Office  
Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ  
Email: [elections@staffordbc.gov.uk](mailto:elections@staffordbc.gov.uk)  
Website: [www.staffordbc.gov.uk/pollingreview2019](http://www.staffordbc.gov.uk/pollingreview2019)  
Telephone: 01785 619424

## Stone Town Council - Non-Cheque Payments

The table below lists non-cheque payments made by the Council in the period since the last report, for the Committee's information.

The table includes payments by direct debit, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts, which can be seen by any Member on request. All amounts exclude VAT.

Date	Reference	Supplier	Description	Amount	Month
01/07/2019	D/Dbt 19/007	Prism Solutions	Analogue line	£46.69	Jul-19
02/07/2019	Elec 19/013	Staffordshire Parish Councils' Association	Cllr training course	£45.00	Jul-19
02/07/2019	Elec 19/013	Current Electrical & Property Services	Setting up marquees - June 2019	£410.00	Jul-19
03/07/2019	Elec 19/013	Veolia ES (UK) Ltd	Waste collection - June 19 STN	£82.53	Jul-19
03/07/2019	Elec 19/013	Origin Studios (SOT) Ltd	Artwork - updating of calendar of events	£225.00	Jul-19
03/07/2019	Elec 19/013	Veolia ES (UK) Ltd	Waste collection - June 19 FJC	£119.14	Jul-19
03/07/2019	D/Dbt 19/007	TV Licensing	TV Licence - 15 Station Rd	£154.50	Jul-19
03/07/2019	D/Dbt 19/007	Stafford Borough Council	Rates - Mkt - July 19	£114.00	Jul-19
03/07/2019	D/Dbt 19/007	Stafford Borough Council	Rates- STN - July 19	£221.00	Jul-19
03/07/2019	D/Dbt 19/007	Stafford Borough Council	Rates - Northesk C/P July 19	£131.00	Jul-19
03/07/2019	D/Dbt 19/007	Stafford Borough Council	Rates - FJC July 19	£427.00	Jul-19
05/07/2019	Elec 19/013	MJ Plant	Hedge cutting - Mt Rd allot	£155.00	Jul-19
05/07/2019	Elec 19/013	MJ Plant	Grounds maint June 19	£1,409.00	Jul-19
08/07/2019	D/Dbt 19/007	EE	Caretaker mobile - FJC	£24.64	Jul-19
08/07/2019	D/Dbt 19/007	EE	Caretaker mobile - STN	£24.65	Jul-19
08/07/2019	D/Dbt 19/007	British Gas	Gas - FJC 28/02 to 31/05	£773.19	Jul-19
09/07/2019	Elec 19/013	Water Logic	Water machine supplies	£7.29	Jul-19
11/07/2019	D/Dbt 19/007	Information Commissioner	GDPR registration	£35.00	Jul-19
15/07/2019	Elec 19/016	Staffordshire Parish Councils' Association	Cllr training course	£20.00	Jul-19
15/07/2019	Elec 19/015	Water Plus	Water charges - FJC -16to28 June 19	£17.35	Jul-19
15/07/2019	Elec 19/015	Virgin Media Business	Tele calls - June 19 / rent July 19	£44.07	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£50.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£600.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£250.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£50.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£200.00	Jul-19
15/07/2019	Elec 19/015	J & S Security Services	Security - Music Fest 13 July 19	£792.00	Jul-19
15/07/2019	Elec 19/015	Miscellaneous	Fee for performing - Music Festival	£250.00	Jul-19
15/07/2019	Elec 19/015	Stafford Borough Council	Qtly rent of office accom	£150.00	Jul-19
16/07/2019	Elec 19/016	PC World Business	5 x USB sticks	£33.30	Jul-19
16/07/2019	Elec 19/016	Miscellaneous	Cll planning traing course	£175.00	Jul-19

Date	Reference	Supplier	Description	Amount	Month
16/07/2019	Elec 19/016	Miscellaneous	2nd prize busking comp	£50.00	Jul-19
16/07/2019	Elec 19/016	Virgin Media Business	Broadband charges	£147.25	Jul-19
17/07/2019	Elec 19/016	Empire Hire Ltd	Stage Hire	£1,550.00	Jul-19
17/07/2019	D/Dbt 19/007	Sage Pay	Computer software	£15.00	Jul-19
18/07/2019	Elec 19/016	Miscellaneous	3rd prize busking comp	£25.00	Jul-19
18/07/2019	Elec 19/016	Miscellaneous	1st prize busking comp	£75.00	Jul-19
19/07/2019	D/Dbt 19/007	World Pay	Charge - card payments	£20.00	Jul-19
22/07/2019	D/Dbt 19/007	British Gas	Elec - STN June 19	£63.60	Jul-19
22/07/2019	D/Dbt 19/007	British Gas	Elec - FJC 23/03 - 01/07	£324.76	Jul-19
22/07/2019	D/Dbt 19/007	British Gas	Gas-FJC 31/05-30/06	£97.48	Jul-19
23/07/2019	D/Dbt 19/007	British Gas	Gas - STN - June 19	£127.24	Jul-19
24/07/2019	Elec 19/016	Mailing room	annual maint - franking machine	£160.00	Jul-19
25/07/2019	D/Dbt 19/007	Prism Solutions	ICT Provision	£646.76	Jul-19
26/07/2019	Elec 19/018	J G Fenn Ltd	Stationery	£82.41	Jul-19
26/07/2019	Elec 19/018	Panda Press (Stone) Ltd	1iv Sun - Order of Service	£295.00	Jul-19
26/07/2019	D/Dbt 19/007	Pitney Bowes	Postage - franking machine	£200.00	Jul-19
29/07/2019	Elec 19/018	The Secret Kitchen	Civ Sun buffet & waiters	£510.00	Jul-19
29/07/2019	Elec 19/018	The Secret Kitchen	Civ Sun 2 x waitress	£60.00	Jul-19
30/07/2019	Elec 19/018	Panda Press (Stone) Ltd	Posters - Stone by Sea	£40.00	Jul-19
30/07/2019	Elec 19/018	Panda Press (Stone) Ltd	Flyers - Stone by Sea	£79.00	Jul-19
31/07/2019	Elec 19/019	Trudy Williams	Tea, coffee, milk reception	£9.08	Jul-19
31/07/2019	Elec 19/019	Mark Green	Beverages - wine - reception Civ Sun	£79.10	Jul-19
31/07/2019	Elec 19/019	Hammond Hygiene Solutions Ltd	Cleaning supplie - FJC	£63.90	Jul-19
31/07/2019	D/Dbt 19/007	NatWest	Bank charges	£40.06	Jul-19

# **The Stone Area Parish Liaison Group**

## **Notes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Wednesday 19 June 2019**

**PRESENT:** Councillors: J. Davies (Stone Town Council) in the Chair, and B. Fletcher (Stone Rural Parish Council), B. Eyre (Yarnfield & Cold Meece Parish Council), Mrs S. Hughes (Yarnfield & Cold Meece Parish Council), Mrs S. Parkin (Yarnfield & Cold Meece Parish Council) and R. Harris (Sandon & Burston Parish Council)

Also:

Mr L. Trigg (Town Clerk to Stone Town Council)

Trudy Williams (Assistant Clerk to Stone Town Council)

---

Councillor Davies welcomed everyone to the meeting.

### **L20/001     Appointment of Chairman**

Councillor Fletcher proposed Councillor Jim Davies for the ensuing year.

There were no further nominations and all members agreed that Councillor Davies be appointed as Chairman of Stone Area Parish Liaison Group.

### **L20/002     Appointment of Vice Chairman**

Councillor Davies proposed Councillor Fletcher for the ensuing year.

There were no further nominations and all members agreed that Councillor Fletcher be appointed as Vice Chairman of Stone Area Parish Liaison Group.

### **L20/003     Apologies**

There were no apologies.

### **L20/004     Declarations of Interest**

None received.

### **L20/005     Notes of the previous meeting**

The notes of the meeting held on 30 January 2019 were agreed as a true record subject to amendment of the third paragraph of minute number L19/027e. which should read: 'On the A34 in Stone Rural Parish (towards Yarlet) there is regular flooding across the road, even in summertime'.

### **L20/006     Purpose of the Group**

The Chairman extended a warm welcome to new colleagues from Yarnfield.

He advised them that most members of the group find the meetings useful as they provide an opportunity for town and parish councils (in and around Stone) to communicate in a structured way and share ideas. The meetings also provide an opportunity to tap into Stone Town Clerk's extensive experience in local government.

Councillor Davies pointed out that the forum recognises that Stone is a community broader than just the town.

He also advised that the Liaison Group is effectively a working/discussion group with no authority or power. In the future however, consideration may be given to development of a more formal Joint Committee structure with nominated representatives and decision-making powers.

The Chairman said he was keen to encourage representation from local councils on the mailing list and is interested to learn the views of people from outside Stone, who use the town's amenities.

The newly elected Councillors from Yarnfield and Cold Meece Parish Council advised the Group that, at the first meeting of their newly formed Council, residents had expressed the view that it was an important job of a parish council to build up positive relationships with their wider neighbours. Every parish council has its own character, challenges, joys and benefits but cannot operate effectively in isolation. The residents have tasked Councillors with taking responsibility for building positive relationships. Councillors were for this reason delighted to learn that this forum was already in existence for this purpose. Common concerns on many issues (such as road and pavements) can be discussed, with potential solutions identified and shared.

As Yarnfield and Cold Meece Parish Council is newly formed with only two Members having had previous experience in the sector, Councillors said they welcomed the opportunity to learn from others with broader experiences. The Chairman said he was delighted to have their presence which gave a fresh approach to the concept of the group.

A question was raised about whether the Stone Area Parish Liaison Group had a statement of purpose. The Chairman confirmed that it does and that it would be distributed with the minutes for the meeting, when issued.

#### **L20/007     Update on Neighbourhood Plans**

Each parish/town council representative updated the Group on progress with their Neighbourhood Plans.

The Town Clerk advised the Group that the Stone draft Neighbourhood Plan was currently with the Inspector who is planning to undertake an independent tour of Stone sometime this week. He would be looking at designated Open Green Spaces on the ground. Stafford Borough Council has taken the view that there are too many of them within the Plan. The Borough Council also considers that the Plan is not positive enough about new housing development. This view is taken despite targets/quotas for house building having been met and exceeded in Stone, and there being good justification for all Open Green Spaces.

A number of communications/items of correspondence have been exchanged with both the Inspector and Stafford Borough Council, and all questions have been answered.

The Town Clerk advised that if the Inspector finds the content of the Plan to be reasonable upon completion of his investigations, the Town Council will be free to progress to referendum, despite the objections made by the Borough Council.

It was acknowledged that if Stafford Borough Council's Local Plan changes following a review/legislation change, the Neighbourhood Plans for town and parish councils within its boundary may also have to be modified.

It was noted that the Barlaston Neighbourhood Plan had gone to Referendum recently.

It was noted that Sandon & Burston Parish Council's Neighbourhood Plan consultation had highlighted differing opinions between Sandon and Burston villages and therefore hadn't progressed.

Yarnfield and Cold Meece Parish Council has decided to prepare its own Neighbourhood Plan after separating from Swynnerton parish. It would not be lifting the relevant parts from the Swynnerton Draft Plan as the Council felt that it needed a neighbourhood plan that reflected in detail its own needs.

Swynnerton Parish Council must now remove references to Yarnfield in its own Draft Neighbourhood Plan.

The Town Clerk advised that the Examiner is the key authority on the Plan. The Examiner for Stone was selected by Stone Town Council, from a list of Inspectors, after consulting with its planning consultant.

Blackies Lane at Aston Lodge remains a designated Open Green Space after a development proposal submitted by Fradley Developments was taken to the Secretary of State by Aston Lodge Residents Association.

It was acknowledged that compiling a Neighbourhood Plan is a useful exercise in itself in order to find out about the town/parish.

A link to the Draft Stone Neighbourhood Plan is available through Stone Town Council's website.

## **L20/008     Planning Applications Processing**

The Chairman explained the issues identified by the Liaison Group in respect of the Borough Council's planning consultation process.

A regular function of town and parish councils is to diligently look at planning applications and send their comments to Stafford Borough Council, which are sometimes disregarded. If Planners go against the views of local Councils, they don't feed back the reasons, and there is no right afforded to Parish Councils to call applications in or to address the Borough Council's Planning

Committee. There is also no right of appeal.

The Liaison Group at a previous meeting agreed a form of words which it decided would go back to the Group (following the elections), and if approved be forwarded to Stafford Borough Council. This draft representation has originated from the 'Statement of Community Involvement 2018 Update 2018' produced by the Borough Council (which talks about consultation processes and indicates a commitment to engaging with local people and stakeholders (including town and parish councils)).

Copies of the proposed words, the 'Statement of Community Involvement 2018 Update' and 'Protocol on Making Representations Direct to Planning Committee' were circulated at the meeting.

Councils were asked to look at the proposed words, reporting back their views and indicate whether they approve them. It was agreed that a letter would then be submitted to Stafford Borough Council, on behalf of the parish councils who had agreed it, before the next meeting.

Stone Town Council, Hilderstone Parish Council and Eccleshall Parish Council have approved the representation.

#### **Other planning issues:**

Tilling Drive - Stafford Borough Council has proposed using an existing green space at Stone Hockey Club (in Enson Lane), to mitigate the loss of the Tilling Drive playing field. Around a third of the Tilling Drive recreation area has been put up for sale by the borough council, so that the proceeds can be used to fund improvements to leisure facilities in stone.

Stone will be losing Tilling Drive recreation area but not gaining anything from the proposal to spend public money at a private club. The club will cater for just one small group within the community and involve parents having to take their children further afield to play football. It was suggested that Stone Rural is being used as an escape route – taking green space from Stone and pretending to put it in to Stone Rural.

The Town Clerk advised that Stone Town Council had employed a barrister to help 'call in' the application to the Secretary of State for Housing, Communities and Local Government (rather than allowing the Local Planning Authority to decide on the case).

Development off Yarnfield Park – Questions were asked about the outstanding funding generated from the development off Yarnfield Park and where it had gone. How had the S.106 money been used? Clarification has been sought as town and parish councils were supposed to have been consulted on how the money was spent. It was suggested that Section 106 money hadn't materialised from other developments also. Freedom of Information requests have been submitted to the County Council (on 30 March) with a reply still awaited. This was said to be an issue that affected the health and safety of every resident in the village.

It was suggested that the LPA do not necessarily discharge their duty on enforcement.

The consensus was that town and parish councils want to have a constructive relationship with the local planning authority but in certain areas there appears to be a lack of empathy and respect.

It was agreed that collectively town and parish councils will have a greater influence than councils working in isolation.

A question was asked about whether a member of the parish council could write to the Borough Council with an objection to a planning application in order to qualify to speak at the planning committee meeting. The answer to this was – Yes, but the ability to speak is extremely limited and depends on who gets there first. It is most important to be clear about who the speaker represents.

It was suggested there is a need to get other councils involved in improving the Liaison Group's power and a commitment and representation from larger parishes would be welcomed. The Chairman said that work will be done on this point for the next meeting.

**L20/009     Joint Calendar of Events**

Stone Town Council's Calendar of Events was circulated, and details of the following events were shared:

7 July 2019 – Village Open Gardens, Stone Rural (afternoon)

13 July 2019 – Yarnfield village Fete at Yarnfield Park

Councillor Davies asked Liaison Group members to forward details of their events for inclusion in the joint calendar.

**L20/010     Ongoing Items of Interest**

a.   Leisure and Recreation

The Chairman advised that the new Leisure Centre is now up and running and further details are awaited on the multi-use games area and skate park. The proposals for this facility are under consultation currently.

Disappointment was expressed about there being no pool for toddlers. There is also no public viewing area. It was agreed that the leisure centre did not contain all of the features/facilities people were led to believe would be available.

The Chairman requested that members compile a list of items they are disappointed with and bring them to the next meeting.

The Chairman advised that the Town Council's Tourism & Town Promotion Sub-Committee meeting on 18 June had discussed parking provision in the town, its adequacy and management, particularly with regard to Smart parking Limited, which manages the private car parks at the rear of B & M and the rear of the Crown Hotel.

Large numbers of people have come forward with complaints that they have received parking enforcement notices in unfair circumstances when visiting the town.

The Chairman of the General Purposes Committee had established after a spot check that 75 spaces were available in the town, confirming there is sufficient alternative (council owned) parking facilities.

The Town Council has asked the Town Clerk to write to all stakeholders connected with Smart Parking run car parks to include: Smart Parking, the owner of the land on which the car parks are sited and B & M store, to express the Town Council's concerns about the negative impact that mass, allegedly unfair parking enforcement, is having on Stone town.

It was pointed out that where an appeal is lodged, the fixed penalty notice fee will automatically grow to a higher charge (thought to be £100) rather than the £60 initial charge if paid within the specified timeframe. Interestingly, Smart Parking appear to threaten but not act if the threats are ignored.

It was also pointed out that the stainless-steel key pads are very small and difficult to read, with yellow characters printed on silver buttons.

The Chairman asked that examples of further cases are fed back to a future meeting so that a dossier can be maintained.

It was reported that the Northesk Street carpark has been handed back to the Police, pending sale of the former Police Station site.

#### b. Commercial and Retail Activity

The Chairman updated the Group on commercial and retail activity in Stone.

Crown Wharf – The development work being undertaken by Joules Brewery at Crown Wharf is progressing very well. The Crown Wharf Theatre company have started an appeal to raise funds for fitting out the new theatre. Although the fire station signage says 'Joules Fire Station' the building is expected to eventually become 'Stone Heritage Centre' which will be managed by Stone Town Council.

The Town Clerk informed the group that the Town Council had made an application to the Heritage Lottery Fund (HLF) to assist with funding the costs of converting the fire station into a Heritage Centre, to include an extension to create a meeting room and cafe. The HLF, however, fed back to the Council that the project did not meet their criteria for funding.

The Town Council has until the end of September to make a final decision to take on the project.

Parking will be available on site for people attending the theatre.

Town Centre Shops – there is currently a good occupancy rate in Stone.

Specsavers – the new store has been a good development in the town and is providing services related to hearing and eyesight.

Morrisons Supermarket – work is planned to extend the cold store, foyer and restaurant.

M & S – the new food store appears to be doing very well.

c. HS2

It was confirmed that Yarnfield and Cold Meece Parish Council are using the expertise of Stone Railhead Crisis Group (SRCG) as its representative.

The Town Clerk confirmed the initial groundwork had started at the site of the compound. He has written to complain about the Select Committee process which ignored the evidence report of SRCG. A letter has also been sent to John Bercow.

A meeting has been held between Town Councillors and HS2 staff with Trevor Parkin in attendance.

The content of a meeting held to discuss highway matters with HS2 representatives on 6 June was discussed. An opinion was given that it was not a productive meeting. Staffordshire County Council was not present to answer questions, and continuous negative responses were given in relation to all information provided by HS2 representatives. It was suggested that the quality of communication needed to improve.

A debate took place about the inaccuracy of information given by HS2 and that the level of detail being considered at this stage in the process was too great.

Questions were raised about how communication can be improved.

Yarnfield has access to experts and these are available to the Liaison Group.

The Town Clerk advised that parish councils should be invited to attend a Joint Liaison Meeting (at least once a year in addition to the Liaison Meetings held with the County). These were requested by the Select Committee but only one meeting (on 6 June) has been arranged. Meetings should be held on a regular basis and not as a one off.

It was confirmed that HS2 Ltd is currently attempting to arrange a meeting with Yarnfield and Cold Meece Parish Council on 10 July.

Questions were raised about the commitment of HS2 Ltd. Staff are ill prepared, can't answer questions and are eager to leave (to catch their trains). Treating their attendance at Stone Festival as a consultation exercise was considered a disgrace.

The effect of HS2 on the highway network is the biggest concern of parishes.

d. Devolution – Sharing of Contractors/Equipment

The Town Clerk advised that he had been unable to attend the last meeting of the Task and Finish Group. However, he is aware that following the County Council's push for support with highways maintenance the County is now exploring how the local council sector might be able to support the provision of care services.

The Town Clerk explained that two or three years ago Staffordshire County Council called a meeting to explain its budget problems and advised that it would be withdrawing a number of non-statutory services. It offered to act as facilitator for towns and parish councils to take on the services themselves and developed a website to provide advice and information. The issue for local councils is the smaller the parish base the larger the proportionate cost.

Sandon and Burston Parish Council are taking the lead on devolution of services. They have been awarded a grant from the County and maintain their public footpaths and are taking on hedge cutting. Insurance is covered if work is done by the parish council.

Use of equipment such as strimmers and work adjacent to the highway has health and safety implications.

The Staffordshire County Council website, with resources for local councils to find out about their options for keeping areas looking good, can be accessed at: <http://www.highwaysyourway.info/>

**L20/011     Date of Next Meeting**

The date of the next meeting is Wednesday 18 September 2019 at 3pm, in St Michael's Suite at the Frank Jordan Centre, Stone.