



Town Clerk

Les Trigg

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15 Station Road
Stone
ST15 8JP

10 March 2025

Dear Councillor,

A meeting of the **ESTATES SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **Tuesday 18 MARCH 2025 at 7:15pm**, or on the rising of the Environment Sub-Committee, if later.

The agenda is set out below and I trust you will be able to attend.

Les Trigg
Town Clerk

Councillors: A. Best (Chairman), J. Powell (Vice Chairman), J. Battrick, L. Davies,
I. Fordham, J. Hood, A. Mottershead, N. Powell and C. Thornicroft

AGENDA

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

(Note: Due to this meeting taking place in the pre-election period for County Council elections, this item will not be considered).

5. **Minutes of Previous Meeting**

To confirm as a correct record the minutes of the meeting of the Estates Sub-Committee held on 14 January 2025, Minute Numbers EST25/017 – EST25/026 (attached).

6. **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.

7. **Confidential Minutes**

To confirm as a correct record the Confidential Minutes of the Estates Sub-Committee, held on 14 January 2025, Minute Numbers EST25/017, EST25/025 and EST25/026 (attached).

8. **Stone Station Update**

To consider an update from the Town Clerk.

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 welcome 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 on the Council's noticeboards and website.

Please access the Council Chamber from the rear of the building.

Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 14 January 2025

PRESENT: Councillor A. Best in the Chair and
Councillors: J. Battrick, I. Fordham, J. Hood, R. Kenney, P. Leason and
C. Thornicroft

Officers: L. Trigg, R. Edwards, G. Hodson and T. Williams

By Chairman's invitation: R. Townsend

ABSENT: Councillors: L. Davies, A. Mottershead, J. Powell and N. Powell

EST25/017 **Apologies**

Councillor: L. Davies, A. Mottershead, J. Powell and N. Powell

EST25/018 **Declarations of Interest and Declarations under Section 106 of the Local Government Finance Act 1992**

None made.

EST25/019 **Requests for Dispensations**

None received.

EST25/020 **Representations from Members of the Public**

None received.

EST25/021 **Minutes of Previous Meeting**

RESOLVED:

That the minutes of the Estates Sub-Committee meeting held on the 19 November 2024 (Minute Numbers EST25/009 – EST25/016), be approved as a correct record.

EST25/022 **Flooring at Stone Station**

The Sub-Committee considered the merits of replacing the flooring at Stone Station.

* 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.

The Chairman expressed his view that an alternative more attractive flooring to the existing office grade carpet would improve the aesthetics and functionality of the Stone Station Community Centre and in turn attract more hirers.

He suggested the flooring could be replaced when redecoration of the interior was undertaken.

The Town Clerk advised the Sub-Committee that the costs of replacing the carpet with a suitable hard flooring was estimated to be between £10,000 and £16,000 depending on the type and quality of flooring chosen.

It was reported that a recent user of the Station Community Centre had noticed a lot of condensation and potential dry rot which was noted for further investigation.

The Sub-Committee concluded that it did not support expenditure on flooring to the value of the estimates due to concerns about the Station's viability as parking is a scarce resource now the railway station is in service. It was also pointed out that permissions may be needed from the Borough Council and English Heritage as the Community Centre is a Grade 2 listed building.

EST25/023 Budget 2025-26 – 2027-28

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 4 February 2025 for the services under its control.

The Sub-Committee reviewed the standstill budget, and the amounts included for each service. It also considered other costs and savings to be taken into account when setting the budget for 2025-26 and future years.

The Town Clerk advised the Sub-Committee that the Frank Jordan Centre was an extremely successful facility and had become a very popular hiring venue.

He informed the Sub-Committee that there was £1,100 in the current budget for refurbishing the Christchurch Way bus shelter, but the Grounds Maintenance Contractor had advised that the estimate was out of date and the cost of materials had increased the price to £3,000.

The Sub-Committee concluded that it would not make provision for the refurbishment of the shelter at a cost of £3,000 when it may be subject to vandalism in the future. An alternative option would be to use the £1,100 budget already available to remove it.

County Councillor Jill Hood informed the Sub-Committee that she had been

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approached by a Highways officer to discuss the idea of marketing the bus stops and on the basis that this may involve opportunities for funding or improvement the Sub-Committee decided to leave the budget untouched and to review the situation next year.

The Town Clerk advised the Sub-Committee that the Stone Station lease required the Town Council to keep it maintained and suggested setting a budget of £12,000 for painting the external doors and interior, funded from the Building Maintenance reserve.

As the task was not straightforward maintenance and required working from height it was not considered suitable work for the caretaker to undertake.

RECOMMENDED: That the standstill budget set out in the Town Clerk's report is accepted, after making the adjustments set out below:

1. An additional provision of £12,000 should be made in 2025-26 for re-painting the Stone Station which should be funded from the Building Maintenance Reserve.

EST25/024 **Exclusion of the Press and Public**

RESOLVED: 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.

EST25/025 **Confidential Minutes**

RESOLVED:

That the Confidential Minutes of the Estates Sub-Committee meeting held on the 19 November 2024 (Minute Numbers EST25/009, EST25/015 and EST25/016), be approved as a correct record.

EST25/026 **Update on Stone Station**

The Town Clerk provided an update on Stone Station in respect of the extended use of the lease.

He advised the Sub-Committee that no response had been received from the landlord's legal department on the proposals the Town Council had made.

Chairman

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