

POLICY & RESOURCES COMMITTEE

Minutes of a meeting of the **Policy & Resources Committee**, held on **Tuesday 30th July 2019** at 6.00pm, at Brookside Central, Brookside.

Present: Councillors: R Breeze, A Corcoran, Mrs J Loveridge (ex-officio), J G Loveridge, S Parr, M Randle, S Roberts, C Turley, and A Watkin.

Also Present: Mrs G Bailey – Parish Clerk, and Mr C Corbett - Committee & Finance Secretary (taking the Minutes)

Public Open Session

There were no members of the general public present.

PR/19/01 ELECTION OF A CHAIR

Members were required to elect a Chair of the Committee for 2019/20.

It was proposed by Cllr M Randle and seconded by Cllr J G Loveridge and unanimously **RESOLVED - that Cllr C Turley be elected to the position of Chair of the Policy & Resources Committee for 2019/20.**

PR/19/02 APPOINTMENT OF A VICE-CHAIR

Members were requested appoint a Vice-Chair of the Committee for 2019/20.

There were two candidates (Cllr R Breeze and Cllr A Watkin) proposed and seconded, and after a vote by a show of hands it was **RESOLVED - that Cllr R Breeze be appointed to the position of Vice-Chair of the Policy & Resources Committee for 2019/20.**

PC/19/03 APOLOGIES

Apologies were received from Cllr ARH England, (family commitment).

Cllr S Roberts was not present at the start of the meeting but arrived shortly afterwards.

Cllrs J G Loveridge and Mrs J Loveridge declared an Interest in agenda item PR/19/11 Brookside Central (as Trustees of Brookside Central CIO)

PC/19/04 MINUTES

It was proposed by Cllr M Randle and seconded by Cllr Mrs J Loveridge and **RESOLVED – that the minutes of the previous meeting held on 26th February 2019 be approved as a correct record and signed by the Chair.**

PR/19/05 MATTERS ARISING

With reference to Minute PR/18/45, the Clerk informed the Committee that the cost of holding the recent Parish Elections had been some £2,858, payable to Telford & Wrekin Council, and would be met by utilisation of Parish Reserves allocated for such purposes.

PR/19/06 CLERK'S REPORT

The Parish Clerk presented a report that outlined a number of matters including :-

Summer Youth Programme - A huge thank you was attributed to Devon Peart, Nikki Boronski and Sam Pitch for organising a comprehensive programme of activities for young people over the summer holidays.

Summer Newsletter – a bumper edition of the newsletter was now available, and it included details of forthcoming Parish Council, Brookside Central and Brookside Big Local events and activities. The Council have received a number of compliments from members of the public and the next goal is to push ‘on line’ viewing.

Climate Change - A number of Town and Parish Councils have recently passed motions on climate change. These included supporting the declaration of a climate emergency, pledges to be carbon neutral by 2030, lobbying to give local councils powers and resources to make this possible (Wem Town Council has asked if other councils would be interested in sending a joint letter to Government), and the setting up a working party.

The Clerk reminded the Committee that SBPC had a climate change working group over ten years ago, the action plan was last updated in February 2010. Since then the parish council had made many other positive actions towards reducing its consumption including electronic distribution of paperwork and improvements to the Sambrook Centre.

The Clerk asked Members to consider making a motion for Full Council September 2019, to review the climate change action plan and/ or to combine climate change action plan with parish plan.

It was **RESOLVED** that making a motion to Full Council in September be supported, the Climate Change Action Plan be reviewed by the Community & Environment Committee in September and that the Action Plan, after being reviewed, be combined with the Parish Plan.

The Sambrook Centre - Work to replace the remainder of the light fittings will be undertaken the first couple of weeks of September, and following a number of small repairs in recent weeks to the pipework it was suggested that the replacement of the old pipework be subject to an ongoing programme of refurbishment work during the next year.

Future events - The Parish Council “Fun Day” will be on Saturday 10th August (volunteers welcome) and the Mallard Pub were hosting a Fun Day on Saturday 3rd August supported by Big Local. The parish council will be there consulting on the Neighbourhood Plan.

PR/19/07 FINANCIAL REPORTS

The Committee received reports for Month 3 on the following :- the Receipts and Payments, Monthly Cashflow and Payroll for month 3.

It was proposed by Cllr S Parr and seconded by Cllr R Breeze and **RESOLVED – that the Receipts & Payments report, the Monthly Cashflow report and the Payroll report, as presented, be approved.**

PR/19/08 ANNUAL INTERNAL AUDIT PLAN

Members considered an Internal Audit Plan June 2019. The Parish Clerk explained that a local council was required to undertake an effective internal audit to evaluate the effectiveness of its risk management, control & governance processes and the taking into account of public sector internal auditing standards and guidance. The plan outlined to the Committee formed part of the evidence for the internal audit review that was undertaken on an annual basis.

In answer to a question from Cllr R Breeze as to whether there had been any fundamental changes from the Plan from the previous year, the Clerk confirmed that there had not been any.

It was proposed by Cllr J G Loveridge and seconded by Cllr R Breeze and **RESOLVED – that the Internal Audit Plan June 2019, as submitted, be approved.**

PR/19/09 NEIGHBOURHOOD PLAN

Members were informed that in January 2014 the administrative area of Stirchley and Brookside Parish was designated a Neighbourhood plan area. Throughout 2014 – 2015 the parish council held a series of consultation events and began work on a draft plan. Due to changes in staffing and the priorities of the Council; purchase and refurbishment of the Sambrook Centre, becoming leaseholders for Brookside Central and the development of extended Youth Services, work on the Neighbourhood Plan stalled.

Stirchley and Brookside Parish Council has now developed a Parish Plan which identifies the '*protection of open spaces, areas of natural habitat and rights of way*' as one of the Council's priorities. It has been agreed that to achieve this the Parish Council should resume work on the Neighbourhood Plan.

The steering group developed the following objectives:

- Limit future development, encouraging lower density housing which is attractive and affordable
- Protect and enhance existing open spaces and encourage the growth of the green network
- Encourage good urban design
- Ensure walkways, paths and rights of way are safe and accessible to everyone
- Encourage adequate provision of access to education to all age groups
- Encourage suitable employment opportunities
- Increase opportunities to access community facilities

Since 2016 there have been a number of changes which affect the Neighbourhood plan these include:

- Two new schools built
- Parish Council purchase and refurbishment of The Sambrook Centre
- Refurbished Brookside Central
- Green guarantee sites

Although a significant amount of consultation work had already been undertaken; the information would need 'refreshing' to ensure that it is still relevant, further consultation and engagement sessions would be required to produce an 'evidence review' as part of the plan.

Funding will be required for Consultation events, Promotional Material, and Technical and writing support (planning). The parish council had set a budget of £5,000 for developing the Neighbourhood plan and would also be eligible to apply for a grant from Locality for up to

£9,000, but to date, only one costing for technical planning support at £10,000 had been received.

Previously the work on the Neighbourhood plan was directed by a steering group, whilst an opportunity to engage with other stakeholders Councillors should be mindful of administrative burden. Members reviewed how to proceed with the next phase and considered a Steering group, consideration through a committee, delegation to officers or a combination of all of them. Some of the steps for preparing a neighbourhood plan had already been completed; however this was still a significant piece of work for the parish council to undertake. Appendix one of the report outlined a draft project plan and the estimated timescale for completion. If work started in August, would be April / May 2020.

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr M Randle and **RESOLVED – that the first phase of the Neighbourhood Plan commence in August 2019 and that the most effective way to oversee the development of the Neighbourhood Plan would be to**

- **Undertake consultation events and report to the next meeting of the Community & Environment Committee**
- **Circulate a list of “what’s been done to date” to all Members**
- **Authorise Cllrs S Parr and A Watkin to be involved in the process, with Officer Keith Whitton of the Parish, and report back to the Committee.**

PR/19/10 WATER REFILL STATION –

The Committee considered a report from the Deputy Clerk regarding the provision of a water refill station at the Sambrook Centre.

It was proposed that the Parish Council install a mains fed unit, supplying cold filtered water on the coffee bar to encourage the public (and staff) to refill their water bottles.

The refilling of water bottles would help to keep the number of single use plastic bottles down and was good for the environment. It was estimated that the average person in the UK would use 150 plastic bottles every year, if one in ten people refilled once a week we’d have 340 million less plastic bottles in circulation.

The new water refill station would enable the Parish to become part of a national network of Refill Stations, would increase footfall at the Sambrook Centre and provide a good news story/publicity.

The Parish Council currently spend about £250 per year on (recycled) bottled water, using a local firm. Costs for a mains fed unit would be £250 for a Refurbished water cooler (counter top), including 12 months warranty, initial filter and cooler kit, £100 installation costs and an annual charge of £101.60 for a filter change and service.

The Deputy Clerk also reported that she had looked at purchasing promotional re-useable bottles, either to sell or as marketing. Prices started at £5 depending on quality and quantity. Members were supportive of the proposals including the use of promotional re-useable bottles.

It was proposed by Cllr M Randle and seconded by Cllr A Corcoran and **RESOLVED – that a Water Refill Station be installed at the Sambrook Centre and that re-useable bottles be obtained for use by customers.**

PR/19/11 BROOKSIDE CENTRAL

The Committee considered a request from the Manager of Brookside Central for permission to relocate the public use PCs in the building. The proposal was to reposition the public PCs from the restricted location at the left hand side of the Café area to the opposite wall adjacent to the reception desk. It would provide more space for Café customers and make it easier for reception staff to assist the public using the PCs.

It was proposed by Cllr S Parr and seconded by Cllr S Roberts and **RESOLVED – that permission be granted for the relocation of the public use PCs at Brookside Central.**

PR/19/12 URGENT Pre – Recess MATTERS

The Committee considered the following urgent matters, prior to the Summer Recess planned for August.

- Planning Applications – relevant planning applications received since the last Community & Environment Committee. Application **TWC/2019/0543** Erection of a front porch and single storey rear extension at **3 Grebe Close, Brookside.**

It was proposed by Cllr J G Loveridge and seconded by Cllr M Randle and **RESOLVED – that on objections be raised to the application.**

- Grant Application – Consideration was given to a grant application, under Section 137 LGA'72, for the **Blackout Dance Group** towards a street dancing competition in Blackpool in August 2019.

It was proposed by Cllr S Roberts and seconded by Cllr R Breeze and **RESOLVED – that the application not be supported.**

- Any further matters - none

The Committee also gave consideration to a proposal to give delegated authority to the Parish Clerk to determine any urgent matters during the summer recess 2019.

It was proposed by Cllr S Roberts and seconded by Cllr A Corcoran and unanimously **RESOLVED – that the Parish Clerk be given Delegated Authority to determine any urgent matters during the summer recess 2019.**

PR/19/13 MINUTES OF COMMITTEES

The meeting received, for information, the minutes of the Community & Environment Committee held on 3rd July 2018.

PR/19/14 CORRESPONDENCE – To receive any correspondence requiring action – none

PR/19/15 COUNCILLORS REPORTS - To receive reports on matters relating to the Committee –

Cllr R Breeze reported that he would be the Parish Representative to attend the Borough Planning Committee regarding an application for 9 Belgrave Crescent, Storchley.

Cllr M Randle stated the road sign for “Brookside” on the Southall Road was damaged.

Cllr A Corcoran had received notification from residents of Sandino Court regarding speeding traffic from the CoOp and Doctors Surgery car parks.

Cllr S Parr reported incidents of speeding motorbikes in the Brookside area and a need to report to police via the 101 phone line.

Cllr C Turley promoted the use of the “Everyday Telford” App to report issues requiring T&W action but stressed the need to confirm action taken by T&W.

Cllr A Corcoran stated a need to resurface the Play Park at Culmington – the Clerk agreed to e-mail Derek Owen at T&W

Meeting finished at 7.01 pm

Chair

Date