

COMMUNITY & ENVIRONMENT COMMITTEE

Minutes of the Community and Environment Committee held on Tuesday 6th December 2016 at 6:00pm,
at the Sambrook Centre.

Present – Councillors J Loveridge -Chair, M Randle – Vice Chair, T Bate, R Breeze, Mrs L Hogger, Mrs J Loveridge S Parr G Sinclair, and A Watkin

Also Present: Mrs G Bailey (Parish Clerk/RFO), Mrs S Middleton (Deputy Clerk/Community & Facilities Manager) and Mr C Corbett (Committee & Finance Secretary) – taking the minutes.

Notice : the Chair sadly reported that Mr Ted Horton, an ex-Councillor of the Parish, had passed away. His funeral was scheduled for Monday 12th December at 4pm at Telford Crematorium and would be attended by Parish Council Officers and any Member who also wished to do similar.

Public Open Session – there were three members of the public present at the meeting. They were all present to listen to their application for the Allotments Site, regarding the provision of an Eco Toilet at the site. Mr Paul R Bodley, applicant, stated that the Eco Toilet, if approved, would be for the use of all allotment plot holders. The formal application was to be considered later in the agenda of the meeting.

CE/16/38 **APOLOGIES** –Apologies were received from Cllr Mrs J Loveridge (conflict as T&W Planning Cttee Member) which was accepted unanimously. Cllr T Bate was also not present at the meeting.

CE/16/49 **MINUTES**

RESOLVED - that the minutes of the Community & Environment Committee held on 1st November 2016 be confirmed as a true record and signed by the Chair.

CE/16/50 **ACTION**

The Clerk reported upon any actions taken since the last meeting and Cllr Breeze enquired as to whether a response to the Borough Council for details of the List of “Buildings of Local Interest” had been received. The Clerk asked the Committee & Finance Secretary to pursue the request.

CE/16/51 **CLERK’S REPORT**

The Parish Clerk presented a report that outlined the details of the inspections of the Play Equipment in the Parish, the coffee morning held recently, the various events planned and an incident of vandalism at the Brookside Central building.

Note – during consideration of the previous item, the Building Fire Alarm was activated by persons in the building using E-Cigarettes. The Committee was adjourned to enable Members and staff to vacate the building. The Fire Service attended. The meeting resumed at 6.24pm

CE/16/52 ALLOTMENT ECO TOILET

Consideration was given to an application to site an "Eco Toilet" at the Stirchley Allotments Site. Members were fully supportive of the proposal that provided much needed provision at the site.

It was proposed by Cllr R Breeze and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that the application by the Stirchley Allotments Association to provide an "Eco Toilet" at the Allotments Site be approved.**

CE/16/53 PROPOSED EVENTS BUDGET 2017-

The Committee received a report from the Clerk relating to the budget for proposed community events in 2017. The report outlined up to 7 events planned for 2017 and all of which would incorporate partnership working with local groups. The budget level requested for the events was some £4000 with a 10% contingency.

Members hoped that the events would be widely advertised and included in the Parish Newsletter for maximum attendance.

Also, the food festival planned for September would hopefully attract contributions from a wide variety of cultures and tastes.

It was proposed by Cllr S Parr and seconded by Cllr L Hogger and subsequently unanimously **RESOLVED that the Events Budget for 2017 be set at £4,000.**

CE/16/54 COMMUNITY & ENVIRONMENT COMMITTEE BUDGET 2017/18

Consideration was given to a proposed budget for the Community & Environment Committee for 2017/18 that was detailed within a budget document presented to the Committee.

The Clerk explained that the budget for Fun Zone had been increased by £600 to a level of £3,600. The total budget for the Committee was some £118,877.

It was proposed by Cllr G Sinclair and seconded by Cllr R Breeze and subsequently unanimously **RESOLVED that the Community & Environment Committee budget for 2017/18 be set at £118,877.**

CE/16/55 P.E.T. SCHEME FUNDS

The Clerk presented a report relating to the scheme funding of the Parish Environmental Team. The report outlined the current level of expenditure incurred in 2016/17 that amounted to £6,719. The Parish Council had received £800 from T&W Cllr N England that had been allocated for the printing of information leaflets for the Madebrook Pools site and a noticeboard that had been vandalised. Cllrs commented that the Council should place a suitably worded notice on the new noticeboard explaining the reasons for the replacement, and what the allocated monies could have funded had not the vandalism not occurred.

It was proposed by Cllr S Parr and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that an amount of £270.50 be allocated to the PET scheme.**

CE/16/56 ALLOTMENTS POLICIES

Consideration was given to the following Policies and Agreements :-

a) Allotments Tenancy Agreement

The suggested revised Tenancy Agreement was scrutinised by Members and a number of minor alterations were suggested.

Cllr Watkin commented that the document was confusing and wished to abstain from the voting.

It was proposed by Cllr S Parr and seconded by Cllr R Breeze and subsequently **RESOLVED that, following the inclusion of the minor changes as suggested, the revised Allotments Tenancy Agreement be approved.**

Cllr G Sinclair voted against the recommendation and Cllr A Watkin abstained from the voting.

b) Allotments Sheds Policy

Members gave consideration to a revised sheds Policy and suggested that 1 shed be permitted unless otherwise agreed by the Parish Council.

It was proposed by Cllr S Parr and seconded by Cllr R Breeze and subsequently **RESOLVED that, subject to the above addition, the revised Allotments Shed Policy be approved.**

Cllr G Sinclair voted against the recommendation.

CE/16/57 REVIEW OF POLICIES

Consideration was given to a review of the following policies relating to the Committee :-

a) Memorial Safety Policy

A revised Memorial Safety Policy was presented and it was proposed by Cllr R Breeze and seconded by Cllr A Watkin and subsequently unanimously **RESOLVED that the revised Memorial Safety Policy be approved.**

b) Grants Policy

Consideration was given to a revised Policy for the allocation of Grants.

There were a number of suggested amendments including the change of title from the neighbourhood Cttee to the present Community & Environment Cttee, receipt of grant application only from properly constituted groups, deletion of para 3.3, undertaking of "due diligence" checks and a maximum grant value of £200.

It was proposed by Cllr R Breeze and seconded by Cllr M Randle and subsequently unanimously **RESOLVED that subject to the above alteration, the revised Grants Policy be approved.**

CE/16/58 PLANNING APPLICATIONS - To receive details of and consider the following planning applications from Telford & Wrekin Council

TWC 2016/1036 24 Chapmans Close, Stirchley. Erection of a two storey side extension

During consideration of the application Members expressed some concerns relating to overdevelopment of the site, the proposals not being in keeping with other properties in the area and the resultant burden upon local services.

It was proposed by Cllr R Breeze and seconded by Cllr M Randle and subsequently **RESOLVED that an objection be registered to the planning application for a two storey extension at 24 Chapmans Close Stirchley.**

The Committee receive information of a decision taken by Telford & Wrekin Council relating to a planning application in the Parish

- **TWC 2016/0908 26 Tadorna Drive, Holmer Lake – refused.**

CE/16/59 WORKING LUNCH –

The Committee received, for information, a note of a recent working lunch held on 23rd November 2016.

CE/16/60 COUNCILLORS REPORTS

The meeting received Councillors’ reports on matters relevant to the committee.

- a) R Breeze – reported sighting of the ever present issue of rats in the area due to increased breeding due to mild winter weather.
- b) J Loveridge – incidents of flytipping at Beaconsfield and Burford.

Meeting finished at 7.57 p.m.

Chair

Date

Clerks report to Community and Environment Committee – December 2016

1. Play Equipment Inspections

The annual RoSPA inspections have been completed. There are no urgent actions required.

| Fault | Risk Score | Action |
|--------------------------------------|------------|----------------------------|
| Brindleyford Play Area | | |
| Graffiti on youth shelter | Low 4 | Removal by PET |
| Gate missing, handles damaged | Low 4 | PET to assess |
| Paintwork in poor condition | Low 4 | Possible summer project |
| Titan Swing | | |
| Dog damage to seat | Low 6 | Quote for replacement |
| Core of wire exposed | Low 4 | Replace or cover |
| Swing missing | Low 4 | Consider replacement |
| Chain connectors notched | Low 6 | Monitor and replace |
| Surface compacted | Low 7 | Rake over |
| Alien Slide | | |
| Chute dented | Low 5 | Quote for replacement |
| Core of metal rope exposed | Low 6 | Replace or cover |
| Climbing holds loose or missing | Low 6 | Tighten and replace broken |
| Brookside Skate Park | | |
| Damage to side of driveway with curb | Low 6 | Quote for repair of items |
| Damage to side of flat bank | Low 6 | |
| Damage to side of small fun box | Low 6 | |
| Damage to jump ramp | Low 4 | |
| Damage to mini quarter pipe | Low 6 | |
| Damage to quarter pipe | Low 6 | |

2. Coffee Morning

Thank you and well done to everyone who supported our annual coffee morning. Sales from tea, coffee and cakes, Christmas cards, paintings donated by Stirchley Art Group and the tombola raised over £200 for Severn Hospice.

3. Forthcoming Events

Thursday December 8th – Christmas Party Brookside Central from 3pm

Thursday December 15th – Christmas Market The Sambrook Centre from 3pm

Wednesday December 21st – Nativity Brookside Central from 1pm

4. Youths at Brookside Central

There have been a number of incidents with a particular group of 13/14 years olds at Brookside Central. Police are aware of the situation and ask that all incidents are reported to 101. I will arrange a meeting early in the year to consider the delivery of youth services in the parish.

Gillian Bailey
November 2016

Proposed Events Budget 2017

After a meeting between Sam, Sam and Gillian to discuss events for the coming year it was decided that Stirchley and Brookside Parish Council will aim to hold seven events throughout 2017. All of the events will incorporate partnership working, bringing in local groups. The figure proposed for councils agreement is **£4,000**. This figure includes a 10% contingency.

Please see below for a breakdown of costing's for each event.

| | Time of Year | Event Name | Event Details | Breakdown | Proposed Cost |
|-----------|---------------------|-------------------|---|--|----------------------|
| 1. | February | Learning Festival | A week-long of taster sessions from Job Box/TCAT leading up to a Skills Festival comprised of local employment and training opportunities. | <ul style="list-style-type: none"> • Refreshments for sessions and Skills Festival • Advertising | £100 |
| 2. | April/May | Environmental Day | We will facilitate workshops in schools discussing recycling, growing your own fruit and veg, walks in local nature reserve, junior street champion, how to look after your area and cooking skills. All work will lead to an Environmental day event where local schools can showcase what they have learnt and bring seedlings for local people to repot and take away. We will approach 'Lets Grow' to ask if they will be able to offer cooking demonstrations during the event. There will be competitions for local people to take part in. | <ul style="list-style-type: none"> • Seeds • Compost • Advertising • Ingredients for cooking activities • Advertising • Prizes for Competitions | £300 |
| 3. | August | Family Fun Day | We will hold a family fun day on the land near Stirchley skate park. The event will be open to all residents from Stirchley and Brookside. We have suggested that it is held in Stirchley as Brookside Big Local and BEG hold a similar event in Brookside. This event will incorporate; A Skate Jam Climbing wall Live local bands Family activities Multiple agencies that work in the area We may use this event as a fundraiser for appropriate projects. | <ul style="list-style-type: none"> • PA Hire • Bouncy Castle • Climbing wall • Prizes • Refreshments • Bands travel costs • Advertising | £2000 |

| | Time of Year | Event Name | Event Details | Breakdown | Proposed Cost |
|--------------|--------------|-------------------------------------|---|--|---------------|
| 4. | September | Harvest/food festival | An event to celebrate different foods. We will ask 'Lets Grow' if they will be able to offer cooking demonstrations during the event. We will offer local people opportunities to make soup and bread. We will offer foraging walks on the day and food demonstrations. There will be cultural foods available from local people. Any food that is left over will be donated to Telford Crisis Network. | <ul style="list-style-type: none"> Advertising Ingredients for cooking demos | £300 |
| 5. | October | Halloween Disco | We will hold a Halloween Disco for children from Stirchley and Brookside. We will work with Funzone to create fun games, activities and competitions. We will also offer light refreshments for the children. | <ul style="list-style-type: none"> Refreshments PA Hire Materials for games Prizes | £500 |
| 6. | November | Coffee Morning/PP Ticket Collection | Each year we hold a coffee morning in aid of Severn Hospice. This event coincides with the Pensioner Party ticket collection. We offer refreshments and cakes to local residents. | <ul style="list-style-type: none"> Refreshments | £50 |
| 7. | December | Christmas in Stirchley | We offer a Christmas celebration event each year. The event includes a visit to Santa's grotto, Christmas crafts, animal man, magician, farm on wheels, carols from the primary schools, refreshments and entertainment from steel band. | <ul style="list-style-type: none"> Animal Man Magician Refreshments | £500 |
| Total | | | | | £3,750 |

Once the events schedule is agreed in principle we can agree on actual dates. These will then be advertised in every newsletter throughout the year, on noticeboards and on the website, with the aim of raising awareness and increasing attendance.

Sam Smith
November 2016