

Environment and Allotment Committee

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

8th July 2020

To: **Members of the Environment and Allotments Committee**

Dear Councillor,

You are summoned to attend a meeting of Kidsgrove Town Council Environment and Allotments Committee to be held at 7.00pm on Monday 13th July 2020. The meeting will take place on Zoom and the meeting details are given below:

Meeting ID: 971 0416 2285

Password: 220289

One tap mobile

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+442080806591,,97104162285#,,,,0#,,220289# United Kingdom

Dial by your location

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

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+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 971 0416 2285

Password: 220289

Find your local number: <https://zoom.us/j/97104162285>

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies
Town Clerk

Business to be transacted

1. To receive apologies for absence
2. To note declarations of Members' Interests
3. To receive and confirm the minutes of the meeting of the 15th October 2020. (See appendix 1)
4. To receive and confirm the minutes of the meeting held on the 6th February 2020. (See appendix 2)
5. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments. (No individual to speak for more than 2 minutes without the permission of the chairman).

6. Matters arising not covered elsewhere:

- a. Footpath – Poplar Drive/Windmill Ave

7. Allotments update:

- a. To receive an update – Crown Bank.

- i. To consider a request from S Blaze for the placement of hives on Crown Bank Allotment.
- ii. Update on the lease progression (with Aspire Housing)
- iii. Update on future plans.
- iv. Operational update from the clerk following meeting with Mr S Blaze.

- b. To receive an update – Lamb Street.

- i. Update on the removal of the asbestos and quotes received.
- ii. Update on the transfer from NULBC
- iii. Operational update from Mr Plimbley

8. Ranger Report: To receive an update from the Clerk.
9. Play Areas and Greenspace: To receive an update and agree actions.
10. Footpaths – To receive an update and to agree actions required.
11. Parish baskets and planting: To discuss planting 2020-21
12. To discuss the progression of an environmental policy.
13. Budget Review: To receive a budget update.
14. To receive any information items or correspondence received from the chair or clerk.

Future Key Agenda Items

- To consider ways of reducing single use plastics in the town

- Woodlands Trust – arrange a meeting
- Community Orchard schemes

15. To agree the date and time of the next meeting: To be confirmed.

Appendix 1: Minutes of the Meeting held on the 15th October 2020

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**Minutes of the Environment and Allotments Committee Meeting held 15th October 2019,
7:00pm, Chairman's Room, Victoria Hall**

EA/18-19/4/1 Present

Cllr K Robinson, Cllr S Dymond, Cllr A Cooper, Cllr H Maxfield, Cllr J Waring,
Cllr S Burgess
In attendance: Sue Davies, Town Clerk

EA/18-19/4/2 To receive and consider apologies for absence

Cllr A Cartwright, Cllr P Waring, Mr S Blaze.

EA/18-19/4/3 To note declarations of Member's Interests

None declared

**EA/18-19/4/4 To receive and confirm the minutes of the meeting held on the 9th
September 2019.**

The minutes of the meeting on the 9th September were approved by those
present.

**EA/18-19/4/5 Public Participation – A period not exceeding 15 minutes for members of the
public to ask questions or submit comments.**

None present.

EA/18-19/4/6 Matters arising not covered elsewhere

a) Waste bins on King Street which are currently not emptied by NULBC

It was reported that the waste bin on King Street has now been moved
onto Newcastle-under-Lyme Borough Council land.

Appendix 1: Minutes of the Meeting held on the 15th October 2020

EA/18-19/4/7 CCTV – Clough Hall Park

A meeting is being arranged with a CCTV commercial company in order to ask questions and establish some costs including Victoria Hall provision.

An email has been received from Newcastle Borough Council requesting a meeting.

An update was provided on the covert camera.

EA/18-19/4/8 To receive correspondence relating to a footpath connecting Poplar Drive/Windmill Avenue from MP Ruth Smeeth and to agree any action required.

The clerk was asked to look at the historical background of this issue and to report back to the next meeting.

EA/18-19/4/9 Ranger Report

The Clerk reported that the Ranger service continues to be well received by Kingsgrove residents who, overall, are noticing the improvement this service provides in enhancing that done by Newcastle-under-Lyme Borough Council.

EA/18-19/4/10 Play Areas and Green Spaces – To discuss progress and actions

Cllrs still need to get the information to the Clerk to enable the final report to be produced. It was noted that it may be more productive if the council concentrate on one play area for improvement and that innovative ideas should be considered as local needs may have changed.

Cllr J Waring noted that she has managed to get NULBC to clean the equipment at one play area in her ward.

Action: Cllrs to provide the information for their wards.

EA/18-19/4/11 Footpaths – To receive an update and to agree actions required.

The Clerk is attempting to locate the footpath map or to request a new one.

The meeting with the Stafford County Council footpath officer is being pursued.

Actions: The Clerk

EA/18-19/4/12 Allotments update:

a) Crown Bank.

Deferred

Appendix 1: Minutes of the Meeting held on the 15th October 2020

b) Lamb Street.

Deferred.

EA/18-19/4/13 Five year-plan and Budget Update

Deferred – all Councillors were again requested to send their thoughts and contributions to the Clerk.

EA/18-19/4/14 Budget Review

The Committee considered its budget requirements for the following year in detail but also looking at the following three years. The Clerk agreed to collate the figures ready for presentation to F&GP.

EA/18-19/4/15 Chair and Clerk's Items

None

EA/18-19/4/16 Future Agenda Items

- To consider a Town Council Environmental Policy
- To consider ways of reducing single use plastics in the town
- Woodlands Trust – arrange a meeting
- Community Orchard schemes

EA/18-19/4/17 Date of Next Meeting: Thursday, 5th December 2019

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Minutes of the Environment and Allotments Committee Meeting held on the 6th February 2020, 7:00pm, Chairman's Room, Victoria Hall

EA/18-19/4/18 Present

Cllr K Robinson, Cllr C Dickens, Cllr A Cooper, Cllr P Waring, Cllr J Waring, Cllr G Burnett, Mr D Plimbley (Swan Bank Allotments), Mr S Blaze (Crown Bank Allotments).

In attendance: Sue Davies, Town Clerk

EA/18-19/4/19 To receive and consider apologies for absence

Cllr H Maxfield and Cllr S Burgess had sent written apologies (both due to a commitment at NULBC).

Cllr Dymond had informed the chair beforehand that she would arrive late. (Cllr Dymond did not arrive prior to the meeting end.)

EA/18-19/4/20 To note declarations of Member's Interests

None declared

EA/18-19/4/21 To receive and confirm the minutes of the meeting held on the 15th October 2019.

The approval of the minutes was deferred until the next meeting.

EA/18-19/4/22 Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None present.

Appendix 2: Minutes of the Meeting held on the 6th February 2020

EA/18-19/4/23 Matters arising not covered elsewhere

a) Footpath – Poplar Drive/Windmill Ave

Cllr J Waring raised that an application was submitted to have this path registered as a PROW several years ago. The clerk agreed to pursue this.
Action: The Clerk to pursue.

b) CCTV – Clough Hall Park

Cllr Robinson gave an update on the CCTV position. The Town Council has money in the budget for 2020-21. A visit from a supplier has provided information on redeployable systems as an option. A meeting is to be held with NULBC on the 18th February to discuss the matter. It was further noted that the current system needs further investigation as its current use and compatibility is uncertain.
It was noted that the CCTV provision in the town is under the Planning, Infrastructure and Highways Committee but updates in relation to Clough Hall Park are useful.

EA/18-19/4/24 Allotments update:

a) Crown Bank – To receive an update

i. Update on the lease progression (with Aspire Housing)

The Clerk reported that Blain Boland have been appointed to act for the Town Council. It was noted that the solicitors would look at all the issues that had been raised by Members as concerns such as the border issues.

ii. Update on Future Plans

The Clerk also informed that Ms Phillips of NULBC is pursuing the covenant issue on the lease of the land for expansion.

iii. Operation update from Mr Blaze

Mr Blaze provided an update:

- The Father Hudson project is ongoing. A small shed has been provided to help. The next date is 19th February.
- Mr Blaze is waiting for some chippings to extend the drive down.

b) Lamb Street – To receive an update

i. Update on the removal of the asbestos and quotes received

Mr Plimbley and the Clerk reported on the quotes received for the asbestos removal. Further quotes are being organised. It was reminded that the purpose of the quotes at present are based around the need to know the costs. It was agreed to talk to NULBC regarding these costs.

Appendix 2: Minutes of the Meeting held on the 6th February 2020

With regards the corner that NULBC wish to retain ownership of, Mr Plimbley informed that he has evidence that there have been allotments on the piece of land historically. He was asked to pass on the evidence of this. The Clerk also informed that NULBC will require access to this piece to survey the trees.

ii. Update on the transfer from NULBC

The Clerk reported from a meeting with Jackie Phillips of NULBC.

Ms Phillips is pursuing the transfer. Mr Plimbley has proof that the triangle not proposed to be included in the transfer has been used as allotments in the past and was asked to forward this to the Clerk.

She has reported to the Clerk that she is talking to the land registry to request that the transfer could be at reduced cost because the incorrect registration was their mistake.

iii. Operational update from Mr Plimbley

Mr Plimbley reported two plots will soon be coming free which would reduce the waiting list from thirteen to eleven. There are currently 30 plots in total which comprise 20 full size and 10 half plots.

The orchard is complete and is a traditional British orchard. The interconnecting paths are also complete.

There is a new locking system in place based on cards. Mr Plimbley agreed to arrange access arrangements with the Clerk for the Town Council.

EA/18-19/4/25

Ranger Report: To receive an update from the Clerk

The Clerk provided an update. The Ranger contract has been approved at full council and discussions are ongoing to determine the day to day management protocol. The contract clearly states that his supervision is under Kidsgrove Town Council.

The insurance has been raised as an issue. Upon advice from Ellis Whittam the insurance requires clarification. Cllr P Waring suggested it might be more sensible for the Town Council to provide all the insurance for the Ranger apart from the van.

Ellis Whittam also raised lone working as an issue and suggested a tracker. The Clerk is discussing this issue with NULBC.

Action: The Clerk to continue to liaise with NULBC.

EA/18-19/4/26 Play Areas and Greenspace: To discuss progress and actions

Councillors have provided information on most of the Parish's play areas which needs to be collated into a report. It was agreed a small group (at least one member from each of the three larger wards) meet to discuss the information, to form a summary and some recommendations to bring back to the next Committee meeting.

It was agreed that funding streams need to be explored.

Action: The clerk to arrange the meeting

EA/18-19/4/27 Footpaths – To discuss progress and actions

It was agreed that the Clerk would enquire again if the PROW officer from Staffordshire County Council could attend a meeting.

It was further agreed that a working party is needed to move this project forward. Cllr Robinson, Cllr J Waring, Mr D Plimbley and the Clerk volunteered. It was further agreed that an email would be sent out to the Full Council to invite other members who may be interested.

Action: The Clerk to invite further members of the working party, to draft some Terms of Reference for consideration and to arrange a first meeting.

EA/18-19/4/28 Parish Baskets and Planting

a) To discuss plans for the 2019-20 planting

Cllr Robinson asked for the option of planters along the railings on the A34 to be investigated.

Cllr Cooper also mentioned the railings outside Dove House on Newchapel Road would benefit from planters along the railings.

Action: The Clerk to discuss with NULBC and price up the costs.

Cllr Burnett raised about the front of the Town Hall and Mr Blaze and the Clerk agreed to involve the Ranger and to have a look. It was noted that some of the shrubs are now too big.

b) To discuss Britain in Bloom and liaison with NULBC

Cllr Robinson reported that both Allotment sites had done extremely well in the Britain in Bloom awards. The Peace Garden also won an award.

Cllr J Waring through her role as portfolio holder at NULBC will be holding meetings with Britain in Bloom.

Mr Blaze informed of a meeting at the allotment site relating to Britain in Bloom on the 19th February 2020.

Appendix 2: Minutes of the Meeting held on the 6th February 2020

EA/18-19/4/29 To discuss progression of an Environmental Policy

The Clerk provided copies of some environmental policies from various local councils for comparison and to allow members to consider different aspects which the policy could include. It was agreed that the policy would be discussed further at a future meeting.

The Clerk also informed that Cllr J Smith from Alsager Town Council has offered to talk to the Council as she has extensive experience in this area.

Mr Plimbley suggested a survey of local people when some base work was complete.

Cllr P Waring suggested that the environmental policy and ideas should feed into the Neighbourhood Plan.

EA/18-19/4/30 To review the Committee Terms of reference

The committee reviewed its terms of reference. There were no changes noted but Members were asked to contact the Clerk should they have any points to raise.

EA/18-19/4/31 Budget Review

The Council received a budget review. It was noted that unspent money earmarked for projects with are ongoing may need to be reallocated into the budget lines in April.

EA/18-19/4/32 Chair and Clerk's Items

None

EA/18-19/4/33 Future Agenda Items

- To consider ways of reducing single use plastics in the town
- Woodlands Trust – arrange a meeting
- Community Orchard schemes
- Wild flower meadows and bee gardens

EA/18-19/4/34 Date of Next Meeting: Thursday, 23rd March 2020

The meeting ended at 8:40pm.