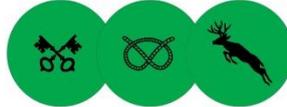


Hednesford Town Council



Gateway to the Chase

25 August 2020

Dear Councillor

A meeting of the Town Council will be held at **7:00 pm** on Tuesday 1 September 2020 via Zoom following the weblink:

<https://us02web.zoom.us/j/88342164316?pwd=Q2hEMjZ5WENIOG9EVTdMdCs1cXVHZz09>
Meeting Password 454698.

You are invited to attend for consideration of the matters shown on the agenda.

Members of the public can join the Zoom link to observe the meeting and ask any questions in the public participation section of the meeting.

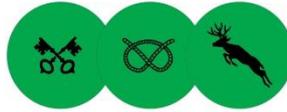
Yours sincerely

Cllr Kathryn Downs
Chairman

PUBLIC PARTICIPATION

Members of the public are invited to address the Council and ask questions before the meeting begins.

Additionally, County and District Councillors and local PCSO (if present)



AGENDA

1. Apologies

2. Declarations of Interest

3. Minutes

To approve the minutes of the Council Meeting held on 4 August 2020 (*enclosed agenda pages 4 to 7*)

4. Chairman's Announcements

5. Items from the Clerk

a. Recruitment Update

To receive an update on recruitment

b. Caretaker Recruitment

To consider the attached Job Description and recruitment of a new Caretaker (enclosed agenda pages 8 to 9)

c. Policies Due for Review

A follow-up discussion regarding policies due for review

d. Trauma Kit

To consider the attached report (enclosed agenda page 10)

6. Items from the Town Regeneration Manager

a. Town Regeneration Budget

To consider the allocation of a budget to the Town Regeneration Manager (enclosed agenda pages 31 - 33)

b. Farmers Market

To consider establishing a Farmers Market (enclosed agenda pages 20 to 30)

c. Graffiti

To consider appointing a contractor to remove graffiti around Hednesford (enclosed agenda pages 25 to 27)

d. Planting & Other Matters

To receive an update from the Town Regeneration Manager on planting in Market Street and other matters

7. Reports from Principal Speakers

- a. Planning
 - b. Regeneration, Communications and Engagement
 - i. Grant Funding
To consider the attached report (enclosed agenda pages 11 to 15)
 - ii. Bike Racks
To consider the attached report (enclosed agenda pages 16 to 20)
 - iii. Website Accessibility
To receive an update on Website Accessibility
 - iv. Hednesford Life
To receive an update on the printing and distribution of the second edition of Hednesford Life
 - c. Finance and Council Procedures
 - i. Bank reconciliation
To receive a bank reconciliation report (enclosed agenda page 34)
 - d. Highways
 - i. Stanley Road, Hednesford
To consider writing to Staffordshire County Council regarding adoption of Stanley Road
 - ii. Station Road Flooding
To clarify the issue of flooding on Station Road and discuss next steps
 - e. Wellbeing, Isolation and Loneliness
 - f. Environment
 - g. Youth and Community Cohesion
 - h. Community Projects and Events
 - i. Homelessness and Vulnerable Adults
 - i. Community Kitchen
To consider the attached report (enclosed agenda pages 21 to 24)
 - j. New Estates
8. Items for Information and next agenda
9. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted (if necessary)



DRAFT MINUTES OF THE MEETING OF
HEDNESFORD TOWN COUNCIL
(remotely on-line via zoom)
Tuesday 4th August 2020 at 19:00

NALC had given advice concerning the legality of on-line meetings; it was resolved that the notes of this meeting should be ratified by the usual procedures at a time in the future once government restrictions (Covid-19) are lifted

Present: Cllr Kathryn Downs (chair elect), Cllr Andy Fittes, Cllr Emma Hunneyball, Cllr Mandy Dunnett, Cllr Sharon Jagger, Cllr Garry Jones, Cllr Robin Kingston, Cllr Debbie Cartwright, Cllr Arthur Roden, Cllr Paul Woodhead

In Attendance: Officers: Ginetta Adams (Administrative Support Officer), Michelle Baker (Town Regeneration Manager)

County Councillors: Cllr Bryan Jones and Cllr Phil Hewitt

Members of the public: 2

Public Participation

The local scouts group came to the meeting to ask for help in relocating, they have been based in Mavis Road, Hednesford since the 1950's but due to their ongoing success have now outgrown this premises. They had looked at building on Tower Road but the planning department at CCDC had not looked favourably on this option, so they have asked the council to look for other options, Cllrs Woodhead and Hunneyball will be taking the lead on this to discuss options with CCDC.

Cllr Brian Jones advised that there was nothing new to report, he was asked about the loading bays in town to which he advised that after review this would not be progressing further. Also the issue with Station Road Gully was still occurring, he was under the impression that this was resolved at the same time the Beehive island work was carried out but he was going to follow this up with Cllr Roden.

1. Apologies for absence
Everyone present
2. Declarations of Interest
Cllr Woodhead declared he was now the proprietor of Bella's Café in Hednesford and Cllr Jagger is the Chairman of Friends of Hednesford Community Volunteers.
3. Minutes
Minutes of the Council Meeting 7th July, were resolved as a correct record.

4. Chairman's Announcements

- a. Artisan Market – this was a great success, a big thank you to Hednesford in Partnership especially Cllr Kingston and Woodhead.
- b. Town Regeneration Walk & Talk – a meeting with representatives from CCDC and SCC was being arranged.

5. Items from the Clerk

a. Recruitment Update – Cllr Downs confirmed we have had a limited response for the roles of Clerk and Community Officer however the closing date is not till later in the month so still time. Our Caretaker has given his notice and so we will be looking to replace him, this has been passed onto the Personnel Committee.

b. CCTV Monitoring (enclosed agenda pages 9 to 11)

It was agreed how comprehensive the report is and that the layout should stay the same, however some concerns were raised about the terminology being stereotyped, this will be monitored. Thanks were given for the work put into this by Cllr Woodhead and Cannock Chase District Council.

c. Policies Due for Review

- i. Bomb Alert Policy
- ii. Child Protection Policy
- iii. Complaints Policy & Procedures
- iv. Dispersal Policy
- v. Drugs & Antisocial Behaviour
- vi. Emergency Evacuation Procedure
- vii. H&S Responsibilities
- viii. H&S Safety Risks
- ix. Health & Safety Policy
- x. Proof of Age Identification

Cllr Downs asked that councillors take ownership of a policy to review and that where possible they be amalgamated and moved from annual to a longer term, with the aim to sign these off in Octobers Council Meeting.

d. Cannock Chase Miners Memorial Report (enclosed agenda pages 12 to 19)

Cllr Jagger brought to attention the need for some renovation on the Miners Memorial due to cracked bricks, dim lights and general wear and tear. It was thought that a structural report may be needed before work can commence. It was agreed that a cost for the work should be obtained before and works can be discussed. An update on this was to be brought to the next meeting.

6. Items from the Town Regeneration Manager

a. Post Office Relocation Consultation (enclosed agenda pages 20 to 23)

The Post Office is currently located in the Co-op building, however following the closure of the Co-op the Post Office was to be relocated to 45 Market Street. Concerns had been raised with Council that this location was too small. Cllr Downs highlighted that at the current location an extended service was offered to the community and that it would be difficult for this to continue at the designated premises, but also that retaining the post office in the town is paramount. Cllr Woodhead suggested that by leaving it in the co-op we risk losing it so even though the new premises are smaller it is central to the town.

Resolved that we will not object to the move but make representations regarding parking and queueing.

b. Visit Hednesford Brand (enclosed agenda pages 24 to 29)

All concepts were liked and clearly a lot of thought has gone into them, The Town Regeneration Manager was also looking for funding to have banners with the chosen concept on them for the town.

Resolved option 1 chosen with a little more development.

c. Food Festival

The organisers of the food festival have advised that they do not think that this is feasible due to current restrictions only allowing 499 people at a time, the logistics of this being far too difficult to control. They had instead suggested a Thursday night Grub Club be held monthly. It was agreed that the Grub Club could be a good alternative, the Town Regeneration Manager agreed to obtain more information on this.

7. Pye Green Community Centre Committee Meeting Feedback

Cllr Kingston to form a working group to consider how to significantly reduce the deficit generated by the Community Centre. It was noted that bookings have increased. Cllr Downs also advised that there was now a vacancy on the PGCC Committee due to Cllr Jones stepping down.

8. Reports from Principal Speakers

a. Planning

to confirm the action of the Principal Speaker for Planning in submitting observations on planning applications

(enclosed agenda page 30) 3

Cllr Fittes advised nothing to report at this time.

b. Regeneration, Communications and Engagements

The Town Regeneration Manager sent out surveys and is awaiting them to come back. Cllr Woodhead advised Hednesford Life magazine is currently going through its final drafting. Website accessibility requirements needed to be discussed, and an accessibility statement was to be written by Cllr Woodhead to accompany this. A small amount of technical work needed to be carried out by Dead Red to support this.

c. Finance and Council Procedures

New accounts system is up and running, however the reporting is not great and does not give the information how we would like, there are some variances that are mainly due to salaries and vacancies, no events and bookings at PGCC down due to Covid-19. It was suggested that further budget be allocated for grants, this was to be discussed at September's meeting.

d. Highways

Cllr Hunneyball confirmed that both SID's were now working and reports were coming through. It showed that the speed limits were mainly being adhered to, but there were concerns about some of the top speeds being excessive. These were to be monitored over the upcoming months.

e. Wellbeing, Isolation and Loneliness

Cllr Jagger advised that School Court was now open to visitors having experienced no Covid-19 cases, so a big well done to the staff involved.

f. Environment

Cllr Dunnett wanted to bring to the attention a group "Save Cannock Chase" and asked what was the Council's view on this. Whilst not keen on the terminology as this could be misleading, Council was supportive of the need for a further public consultation.

g. Youth and Community Cohesion

No updates currently.

h. Community Projects and Events

Cllr Kingston is hoping to hold the annual Silver Sunday and Christmas lights switch on. It was thought best to touch base with Heath Hayes and Wimblebury Parish Council as the Christmas Lights may be cancelled due to ongoing restrictions. The Town Regeneration Manager said she will be happy to give her support in this.

i. Homelessness and Vulnerable Adults

Nothing to report this month, next month were hoping to bring a paper regarding the community garden and fridge.

j. New Estates

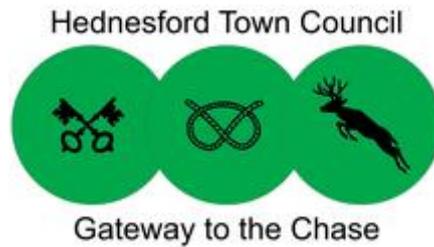
Cllr Hunneyball reported that it has been very busy month with lots of issues that are interconnected. Welcome packs were discussed as it was felt there is no longer a need for these, with digital resources and the Hednesford Life magazine now in place.

9. Items for Information and next agenda

- Cllr Jones advised re Social Prescribing link workers, Rawnsley is now joined with Cannock North Primary network so it is now in the same group as Hednesford Medical Practice and Red Lion Surgery and will all be served by the same person Support Staffordshire
- To look at a Cycle infrastructure around the library, where there is an ongoing issue with parking, Cllr Woodhead to bring details to the next meeting.
- Cllr Cartwright to bring report re the Community Garden and Fridge
- Christmas Lights Discussion
- Possibility of Grants

10. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted (if necessary)

No Confidential matters to resolve.



Caretaker: Job Description

Overall Responsibilities

A hard-working, honest, dependable, self-motivated person to act as caretaker at Pye Green Community Centre, willing to uphold the Council's ethos and support the aims and values of the Community Centre.

Responsibilities

Security

- Opening and closing, unlocking and locking of the Community Centre.
- Administering CCTV system.
- Setting of alarm system.
- Responding to, and resetting of, the alarm, liaising with the police and alarm company.
- Checking and securing the Community Centre premises subsequent to out of hours intruder alarm activation.
- Register as main Key Holder and be the first point of contact in an emergency callout situation.
- Overall security of the Community Centre premises including the locking of all windows, doors and gates.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

Cleaning

- To clean designated areas of the Community Centre to the highest possible standards.
- Buffing and maintaining flooring in the main hall.
- Cleaning of external windows at ground level as necessary.
- Straightening furniture and general tidying up of designated areas.
- Other cleaning duties as required in the absence of other colleagues

General

- Returning to the Community Centre between shifts if required.
- Upkeep and general care of the Community Centre.

- Ensuring that external rubbish is stored appropriately.
- Sweep yards, pick up litter and be responsible for the removal of all debris from paths, car parks, grassed areas, flowerbeds and all entrances.
- To empty internal communal rubbish bins daily and work with Centre Users and colleagues on recycling initiatives.
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Drawing the attention of the appropriate authorities, via the Town Clerk, to any repairs or maintenance work, which is beyond the competence and responsibility of Caretaking staff.
- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- General portage duties and moving of furniture.
- Checking damage/security every morning on arrival at the premises.
- Lettings as required - opening, closing and general duties.
- Preparation of meeting rooms for functions as required.
- Receive and check goods and supplies and take them to the appropriate place for storage.
- Ensure that all refuse is disposed of promptly and stored away from the main building.
- Routinely clean lamp shades and light diffusers (strip lights).
- Ensure that clear passage is maintained on fire escape routes.
- Test fire alarms weekly. Maintain test register.
- Report any defects of building, furniture, fittings and equipment to the Town Clerk.
- Grounds Maintenance.
- Regular check of roofs for pooling, debris, plant growth etc.
- Regularly check and clean soffits, bargeboards and external lights.
- Keep all hard surfaces free of moss and weeds.
- Disinfect drains and dustbins regularly.
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths and entrances free of ice and snow to ensure the safety of Community Centre users and colleagues.

Management

- Noting, monitoring and reporting any defects in the Community Centre buildings to the Town Clerk.
- Meet regularly with the Town Clerk regarding Health and Safety issues and Building Maintenance.

Trauma kits – Proposal

The Council support the introduction of trauma kits to suitable locations in Hednesford.

This is to improve the first aid provision in the town making it a safer place to be for all residents.

This would be achieved by encouraging retailers in the town to purchase kits suitable for their location and offering a link to a third-party supplier to provide training.

In order to encourage participation the Council would purchase ten (10) kits to give to smaller retailers / bodies on the understanding that these would be matched by larger retailers in the town who could also host training sessions for all. (These are the more basic bleed kits available through a charitable organisation ; The Daniel Baird Foundation)

Maximum cost per kit to HTC £100 ; total cost £1000

The Council will also support the initiative by providing two courses of training for suitable recipients in the town

Cost per session £200 ; total cost £400

Total cost to HTC £1400

If approved the next steps would be to identify companies / groups who could purchase kits and take part in the training.

A target of 31st March 2021 could be set to achieve roll out in the town.

Proposed Councillor Fittes

Seconded Councillor Roden

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|--------------------------|--------------|------------------|---------------|
| Report To: | Full Council | Date: | 1/9/20 |
| Title: | Grant Fund | | |
| Anticipated Time: | 10 Minutes | Action: | For Decision |
| Confidentiality: | Public | Priority: | High Priority |

Summary

We currently have grant pot allocated in the budget of £10,000 and Council made a commitment in June 2019 for this fund to be themed around addressing the Climate Emergency. The proposal is three fold 1. To affirm our theme commitment, 2. To expand the grant pot for community groups by to assist community groups post COVID and 3. To create a business support grant pot to support our businesses recover from COVID

Recommendation(s)

It is recommended that Council

1. Affirm our current grant pot to be themed around addressing the climate emergency and instruct the community support officer in liaison with the Town Regeneration Manager to initiate the call for Grant Applications
2. To extend the Grant fund budget from £10,000 to £15,000 and theme this additional fund towards support of community groups affected by COVID or supporting the community resilience post COVID and instruct the community support officer to initiate the call for Grant Applications
3. To create a second Grant Fund pot of £10,000 specifically to support businesses in the Hednesford area recover post COVID. Instruct the Town Regeneration Manager in liaison with the Principal Speaker for Regeneration, Communication and Engagement to develop some criteria to ensure the appropriate support is directed and bring this to the October Council meeting for decision.

Relevant Issues and Implications

Financial

This will create an additional commitment of £15,000 from the additional budget and/or reduce our reserves by the corresponding amount for future years. We should also recognise that the Council has

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| | not yet resolved the precept support of Pye Green Community Centre. |
| Value For Money | This additional money will be directed towards an immediate and acute need for our community to recover from the impact of COVID |
| Risk & Control | Council has a robust grant approval process developed in 2019 and this would control the allocation of funds appropriately. It may be opportune for the incoming Community Support Officer to review the process and consider if this can be brought online |
| Health & Safety | No relevant issues or implications identified |
| Legal | No relevant issues or implications identified |
| Human Resources | Whilst no additional resource or issues are identified it would become a more immediate priority |
| Equal Opportunities | No relevant issues or implications identified |
| People (Public, Centre Users and Councillors) | This will expand the impact of the Council's grant funding opportunities whilst maintaining our commitment to addressing the Climate Emergency |

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| 1. | Introduction |
| 1.1 | We currently have grant pot allocated in the budget of £10,000 and Council made a commitment in June 2019 for this fund to be themed around addressing the Climate Emergency. The proposal is three fold 1. To affirm our theme commitment, 2. To expand the grant pot for community groups by to assist community groups post COVID and 3. To create a business support grant pot to support our businesses recover from COVID |
| 1.2 | Use a separate row for each paragraph. |
| | |
| 2. | Proposal |

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| 2.1 | There are three elements to the proposal as stated in the introduction and each of these address a different aspect of our community support work. |
| 2.2 | In June 2019 this council passes a unanimous motion to support initiatives around the Climate Emergency and one specific measure was for a Grant Fund of £10,000 to be delivered in this municipal year. If we continue with this commitment this will exhaust the whole of our budgeted Grant Funding pot and gives little recognition to the impact that COVID has had on our community. |
| 2.3 | We know that many local groups have done magnificent work to support the community through the immediate needs of the COVID response and we also know that many community groups have been financially impacted by the lockdown reducing fundraising and the social interaction of the groups directly or with other groups. |
| 2.4 | This is an opportunity to recognise, support and enhance these community groups and organisations that have done, and continue to undertake, brilliant services for our community. The Grant funding stream can be a little more fluid than the themed amount but will allow us to consider a wide range of ideas and requests from the community at a time when our community needs us to demonstrate our commitment to their great work |
| 2.5 | We also know and appreciate that many businesses are struggling with the impacts of COVID, the lockdown and the shrinkage in the economy. There has been a wide range of national measures to support businesses through this time and the scale and scope of this cannot be matched by us as a Town Council. However we can look to help in the limited financial manner in which we have at our discretion and creating a Business Support Grant pot as a one off for this financial year would benefit the residents and economy of our community |
| 2.6 | The criteria for this would need to be developed and brought back for approval by the Council but the process could follow that established for the Community Grant Funding. It is suggested that this is completed by the October Council meeting by the Town Regeneration Manager supported by the Principal Speaker for Regeneration, Communications and Engagement. The criteria could cover direct application grant funding from businesses against stated needs and support or fund a Council initiative around supporting start up businesses or a combination of the both or other ideas about supporting entrepreneurship in the Town or youth or older people employment opportunities. |

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| 2.7 | We would need to recognise that this pot is relatively small and will have limited impact and further that it would need to compliment the existing national, district or county funding support for businesses. |
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| 3. | Options |
| 3.1 | To accept the recommendations as submitted with a Town Council employee led process supported by the decisioning making of the council |
| 3.2 | To consider a combination of the recommendations and either reduce or remove our financial commitment to addressing the climate emergency, not financially support community groups affected by COVID or not create a Business Support Grant Fund |
| 3.3 | There is an option to consider outsourcing the grant application process through the Community Foundation for Staffordshire or other similar organisation. This is not included in the recommendations as the process will help Town Council staff and Councillors engage directly with those seeking the support of the Council for our community. |
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| 4. | Conclusion |
| 4.1 | To affirm our commitment to addressing the Climate Emergency the existing grant pot allocated in the budget of £10,000 be themed around addressing the Climate Emergency. The proposal is three fold 1. To affirm our theme commitment, 2. and 3. To create a business support grant pot to support our businesses recover from COVID |
| 4.2 | We should expand the Grant funds available to support those community organisations impacted by COVID or supporting the community resilience and response |
| 4.3 | That we should support our businesses and economy to recovery post COVID and grant funding will compliment our direct engagement work |
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| 5. | Recommendation(s) |
| 5.1 | Affirm our current grant pot to be themed around addressing the climate emergency and instruct the community support officer in liaison with the Town Regeneration Manager to initiate the call for Grant Applications |

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| 5.2 | To extend the Grant fund budget from £10,000 to £15,000 and theme this additional fund towards support of community groups affected by COVID or supporting the community resilience post COVID and instruct the community support officer to initiate the call for Grant Applications |
| 5.3 | To create a second Grant Fund pot of £10,000 specifically to support businesses in the Hednesford area recover post COVID. Instruct the Town Regeneration Manager in liaison with the Principal Speaker for Regeneration, Communication and Engagement to develop some criteria to ensure the appropriate support is directed and bring this to the October Council meeting for decision. |

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| Appendices |
| None |

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| For more information on this proposal please contact: |
| Paul Woodhead 07930 120077 paulewoodhead@gmail.com |

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|--------------------------|---------------|------------------|---------------|
| Report To: | Full Council | Date: | 1/9/20 |
| Title: | Cycle Storage | | |
| Anticipated Time: | 10 Minutes | Action: | For Decision |
| Confidentiality: | Public | Priority: | High Priority |

Summary

To bring highly visible and secure cycle storage in to the Town Centre to help create a welcoming environment for cyclists to use the town and encourage active travel as well as those using Cannock Chase to visit the town. This proposal will create two locations in the town.

Recommendation(s)

It is recommended that Council

1. Approve the release of CIL or s106 monies Of £15,000 to fund this capital project
2. To direct the Town Regeneration Manager in liaison with the Town Clerk (when appointed) to obtain the relevant permissions and instruct the contractors to commence the work as proposed

Relevant Issues and Implications

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| Financial | The Council holds a significant pot of both Community Infrastructure Levy money and access to the Town Centre s106 money from the Tesco/Aldi development. CIL/s106 money is one off funds and not replaced from Council tax |
| Value For Money | Supporting active travel and cycling addresses three issues in our community in attracting more people in to the town centre in a safe and secure way, helps promote exercise as one aspect of obesity crisis in the District and addressing the climate emergency |
| Risk & Control | We would need to add these to the Council Asset list for insurance and future maintenance purposes |
| Health & Safety | The location of the one bike storage space in front of the library will address an ongoing safety concern of |

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| | cars and vans driving on and parking here in a pedestrian space. |
| Legal | We will need to confirm the status around planning consent and ensure this is resolved before proceeding |
| Human Resources | Whilst no additional resource or issues are identified it would become a more immediate priority |
| Equal Opportunities | Will make cycling and active travel much more accessible for those with accessibility needs in the community |
| People (Public, Centre Users and Councillors) | Active travel will improve the physical health of the community and the corresponding mental health and community wellbeing. Secure and specific cycle parking will also help the regeneration of the Town Centre |

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| 1. | Introduction |
| 1.1 | We know that we have at least 2 million visitors a year to Cannock Chase where one of the principle activities is cycling. We know we have a waymarked Heritage Trail from the Chase through the Town and we know very few people connect one to the other. |
| 1.2 | This proposal is to address both the potential visitor need and the health and wellbeing impact of active travel by cycling. To encourage both of these we need visible and secure cycle storage in the town for those day visitors to leave their bikes whilst supporting our town and community. |
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| 2. | Proposal |
| 2.1 | Cycling is an increasing activity for both leisure and commuting and we have seen this in our community as more people got out on their bikes over the COVID lockdown period. However our town does not have any formal place for cyclists to park which makes it both uninviting to cyclists and untidy if they leave them up against railings or elsewhere in the town. |
| 2.2 | This proposal is to establish two cycle parking locations in the Town Centre the first outside the library and the second midway down the town outside the William Hill bookies. The second location has CCTV coverage close by but the library is not adequately covered by any existing camera so the proposal is to install a new camera on the roof of the library. |
| 2.3 | As you will see from the appendix the cycle port is highly visual and clearly showing the purpose through the design. It is easy to install and |

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| | robust to use. Please read through the specification information provided. |
| 2.4 | The library location has an ongoing safety concern as cars and vans working or living at the Light Works regularly pull on to the pedestrian area blocking access and driving across a pedestrian area with limited if any enforcement and despite regular dialogue between library volunteers and the management agent for the Light Works this continues. Choosing this as a location will use of an open good space, sensitive to the miners memorial and create a useful physical barrier towards these unsafe practices. |
| 2.5 | The land ownership of the area around the library and miners memorial is complex but the exact location is owned by the County Council and they are supportive of the project. They are also investigating if there is any funding available to us for the project and this will need following up. The County has made statements about supporting cycling and have central government investment funds available for projects. The location around the library needs to be considered by the library volunteers and the NHS Trust managing those volunteers and this process is ongoing. |
| 2.6 | The second location on the triangle of land outside the old Lloyds bank creates a second and visible location towards the bottom end of town where space is limited to establish a cycle storage point. This land is under private ownership but permission has not been sort yet to agree the use of the land for a cycle port. This work is ongoing. The CCTV coverage comes from an existing camera adjacent to Hednesford Jewellers. |
| 2.7 | Ensuring there is adequate CCTV security over the locations is an important aspect of giving cyclists the confidence to leave their bikes and use the town. There will be no increase in the council annual contribution to CCTV monitoring which will remain 24/7 with Cannock Chase District Council |
| 2.8 | The council retains access to two pots of money contributed by developers the first for the Town Centre is circa £28K from the s106 agreement from the regeneration of the town which brought Tesco and Aldi. Very little has been done with this money with only the town centre flags being purchased in 2017 by the traders. This money is held by Cannock Chase District Council on behalf of the Traders Association which is now disbanded but conversations with officers indicate that, subject to the project parameters, this fund is available directly or through a suitable town centre community group to promote trade in the town. The second pot of money is Community Infrastructure Levy (CIL) money from developers building in our town and is currently a further £40K. This money must be spent for the benefit of the town but is quite wide ranging and a great deal of professional discretion by the Town Council to direct the spending. |

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| 2.9 | In addition the District Council has funding available for reopening the Town Centres circa £84K as part of the COVID response and consideration could be given to applying this money to this initiative and the County Council has similar money around promoting active travel and might be available for a project like this. A combination of any or all of these might support the project. |
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| 3. | Options |
| 3.1 | To approve the recommendations as presented |
| 3.2 | To approve the purchase of the cycle ports but not upgrade the CCTV coverage of the town |
| 3.3 | To investigate alternative options for cycle storage including floor mounted hoops, shelters and cycle docking lockers |
| 3.4 | To not provide cycle storage in the town at this time |
| | |
| 4. | Conclusion |
| 4.1 | It is evident that there is an unmet need for cycle parking in the town which will support our objectives around town regeneration, carbon neutrality and active lifestyles. Providing this in a visible and secure manner will increase the participation in cycling and gives us a base to direct commuter and leisure cyclists either from community residents or visitors. |
| 4.2 | Providing two cycle ports and one additional camera will ensure this project reaches all parts of the town and improves the security of the cycle parking to give confidence to people who will use the facility |
| 4.3 | Whilst there may be multiple funding pots investigating these might cause unnecessary delays in getting the project complete should be approached and considered within a reasonable timeline of completion. |
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| 5. | Recommendation(s) |
| 5.1 | Approve the release of CIL or s106 monies Of £15,000 to fund this capital project |

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| 5.2 | To direct the Town Regeneration Manager in liaison with the Town Clerk (when appointed) to obtain the relevant permissions and instruct the contractors to commence the work as proposed |
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| Appendices |
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| Quote from Bike Port |
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| Quote from TIS for CCTV |
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| For more information on this proposal please contact: |
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| Paul Woodhead |
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| 07930 120077 |
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| paulewoodhead@gmail.com |
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| Report To: | Full Council | Date: | 23 rd August 2020 |
| Title: | Community Fridge/Larder | | |
| Anticipated Time: | 10 Minutes | Action: | For Decision |
| Confidentiality: | Public | Priority: | High Priority |

Summary

The installation of a Community Fridge/Larder to be situated at Pye Green Community Centre large kitchen area. For our community to access donated food from supermarkets and the general public.

Recommendation(s)

Relevant Issues and Implications

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| Financial | Please see attached supporting document 'Community Fridge Faqs' item 2.6 on page 5. Costing for installation is still under negotiation, but Chase Lighthouse will be seeking support from SCC, who have already advised they are keen to support with the installation and promotional costs, and HTC. Quoted in the attached document the installation could be between £300 - £800. This will be run by Chase Lighthouse volunteers on a rota basis therefore no overheads regarding salaries. |
| Value For Money | This service will be invaluable to our community. |

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| Risk & Control | A risk assessment will be required prior to installation. |
| Health & Safety | Please see attached document item 4. Health & Safety for the guidance we will follow. Chase Lighthouse currently holds a 5 star food hygiene rating which will be extended to the community fridge once plans are in place, I will contact the EHO for further inspection. |
| Legal | Chase Lighthouse Public Liability Insurance will cover this project, SCC have advised they may assist if there are additional costs for insurances. |
| Human Resources | <i>No relevant issues or implications identified</i> |
| Equal Opportunities | <i>No relevant issues or implications identified</i> |
| People (Public, Centre Users and Councillors) | It will be in our community interest to set up a Community Fridge in our locality to help support them through these troubled times and beyond. |

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| 1. | Introduction |
| 1.1 | There is a need/demand for the provision of food support in our area and surrounding areas. This was apparent before the pandemic and now there is an even greater demand. |
| 1.2 | Chase Lighthouse's service, to support the Homeless and Vulnerable adults in our community and surrounding areas, has expanded recently to the provision of two weekly Community Tables, more and more people are attending each week and we anticipate a further increase over the coming months due to job losses etc. |
| 1.3 | The community fridge will be run from the supply of surplus food from local supermarkets which is already in place with Chase Lighthouse. |
| 1.4 | The community fridge will be maintained and run by Chase Lighthouse and its volunteers on a rota basis. |
| 2. | Proposal |

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| 2.1 | We at Chase Lighthouse propose that HTC support the project and installation of a community fridge/larder at Pye Green Community Centre working together in participation. |
| 2.2 | <i>Use a separate row for each paragraph.</i> |
| | |
| 3. | Options |
| 3.1 | That HTC agree to the installation of the Community /fridge/Larder at Pye Green Community Centre. |
| 3.2 | That HTC reject the option to install the Community fridge at Pye Green Community Centre. |
| 3.3 | That Chase Lighthouse seek an alternate location to install the Community Fridge/Larder. |
| 4. | Conclusion |
| 4.1 | I am already in discussions with SCC regarding the installation of a Community Fridge and they have advised that this is something they would like to be involved with and support. SCC have a roll out project in place at the moment to bring Community Fridges to Staffordshire as a whole. |
| 4.2 | I believe this to be the perfect opportunity to bring a spotlight to Pye Green Community Centre. Not only for those in need to access a charitable free food supply but to the greater community by popularity, bringing in further footfall and resulting resources. |
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| 5. | Recommendation(s) |
| 5.1 | <i>Recommendation 1</i> |
| 5.2 | <i>Recommendation 2, etc</i> |

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| Appendices |
| HUBBUB – Community Fridge Faqs |

For more information on this proposal please contact:

CLlr Debbie Cartwright

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|--------------------------|------------------|------------------|--------------------------------|
| Report To: | Full Council | Date: | 1 st September 2020 |
| Title: | Graffiti Removal | | |
| Anticipated Time: | 10 Minutes | Action: | For Decision |
| Confidentiality: | Public | Priority: | Low Priority |

Summary

To arrange graffiti removal in Hednesford town centre. Currently there are 8 pieces of graffiti.

2 quotes have been obtained, the cheaper of the two quotes was from Ratcliffe Cleaning Contractors Ltd, Unit 3 Delta Way Business Centre, Longford Road, Cannock. They have quoted £300 to remove the 8 pieces of graffiti.

CC Infrastructure Services have quoted £994.41.

Since these quotes there is now more graffiti on the wall in the alleyway alongside and opposite to the former B&M (not their wall) so the cost will likely increase by a further £50.

Total price should not exceed £350.

There is an annual 'Town Centre Maintenance' budget of £4,000 which this would be funded through.

Recommendation(s)

To support the removal of the graffiti in Hednesford town centre as a one-off project and take before / after photographs.

Going forward to schedule in a day rate as required i.e. half day or 1 day per month.

Relevant Issues and Implications

| | |
|-----------------|--|
| Financial | <i>No relevant issues or implications identified</i> |
| Value For Money | <i>No relevant issues or implications identified</i> |
| Risk & Control | <i>No relevant issues or implications identified</i> |
| Health & Safety | <i>No relevant issues or implications identified</i> |

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| Legal | <i>No relevant issues or implications identified</i> |
| Human Resources | <i>No relevant issues or implications identified</i> |
| Equal Opportunities | <i>No relevant issues or implications identified</i> |
| People (Public, Centre Users and Councillors) | <i>No relevant issues or implications identified</i> |

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| 1. | Introduction |
| 1.1 | Hednesford town centre has suffered from graffiti and Cannock Chase District Council has said they will not remove as it is not on their buildings nor offensive graffiti. CCDC also said they would not offer the service of removing and re-charging back to HTC. |
| 1.2 | Hednesford Town Centre is currently benefitting from the repair of brickwork (to planters and tree surrounds) in the town courtesy of Barratt Homes and a donation of plants from Fallow Forrest. The graffiti removal would be a part of the improvement works undertaken in the town centre this month. |
| | |
| 2. | Proposal |
| 2.1 | To arrange for the graffiti removal in Hednesford town centre asap. |
| 2.2 | Maintain the standard and ensure that as and when graffiti appears, it is removed through a regular clean. |
| | |
| 3. | Options |
| 3.1 | Instruct company to remove. |
| 3.2 | Do nothing. |
| | |
| 4. | Conclusion |
| 4.1 | The graffiti removal would demonstrate that Hednesford Town Council has pride in the town centre and has a zero-tolerance attitude to vandalism. |
| 4.2 | |

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| 5. | Recommendation(s) |
| 5.1 | Agree to the graffiti removal as a one-off project. |
| 5.2 | Agree to a maintenance programme going forward of half day / 1 day per month (as required). |

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| Appendices |
| <i>N/a</i> |

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| For more information on this proposal please contact: |
| Michelle Baker Tel 07527 016 338 Email Michelle.baker@hednesford-tc.gov.uk |

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|--------------------------|---------------------------|------------------|--------------------------------|
| Report To: | Full Council | Date: | 1 st September 2020 |
| Title: | Hednesford Farmers Market | | |
| Anticipated Time: | 10 Minutes | Action: | For Decision |
| Confidentiality: | Public | Priority: | Low Priority |

Summary

To launch a new monthly Farmers Market in Hednesford town centre on the third Saturday of every month 10am – 3pm commencing in October or November 2020.

This would be made up of stalls from independent businesses with a foodie offer such as veg, bread, cheese, honey, preserves and would form part of a new programme of events for Hednesford Town Centre to boost footfall in the town centre which would help local businesses.

It would not clash with other local Farmers Markets or existing events in Hednesford:

- Stone Farmers Market first Saturday of the month.
- Stafford Farmers Market second Saturday of the month.
- Hednesford Artisan Market last Saturday of the month.

Costs incurred would be:

- Branding the event – utilise the new Visit Hednesford brand and add wording 'Farmers Market'
- Marketing / advertising the event through social media, banners, newspaper, door drops

Recommendation(s)

To support a new Farmers Market for Hednesford on the third Saturday of the month.

Relevant Issues and Implications

| | |
|-----------------|--|
| Financial | <i>No relevant issues or implications identified</i> |
| Value For Money | <i>No relevant issues or implications identified</i> |
| Risk & Control | <i>No relevant issues or implications identified</i> |

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| Health & Safety | <i>No relevant issues or implications identified</i> |
| Legal | <i>No relevant issues or implications identified</i> |
| Human Resources | <i>No relevant issues or implications identified</i> |
| Equal Opportunities | <i>No relevant issues or implications identified</i> |
| People (Public, Centre Users and Councillors) | <i>No relevant issues or implications identified</i> |

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| 1. | Introduction |
| 1.1 | The town is suffering from low levels of footfall and a limited offer for shoppers / visitors. Introducing a new monthly Farmers Market will encourage the local community and those living further afield, to visit Hednesford and shop locally. |
| 1.2 | |
| | |
| 2. | Proposal |
| 2.1 | To introduce a new monthly Farmers Market in Hednesford town centre managed in-house by Hednesford Town Council. |
| 2.2 | |
| | |
| 3. | Options |
| 3.1 | Introduce a new Farmers Market from Oct / Nov 2020 |
| 3.2 | Do not introduce a monthly Farmers Market |
| | |
| 4. | Conclusion |
| 4.1 | A new monthly Farmers Market would demonstrate to businesses and residents that Hednesford Town Council is being proactive and exploring ways to boost footfall in the town and improve the town centre offer. |
| 4.2 | |
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| 5. | Recommendation(s) |
| 5.1 | Support the introduction of a new monthly Farmers Market in Hednesford Town Centre |
| 5.2 | <i>Recommendation 2, etc</i> |

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| Appendices |
| <i>N/a</i> |

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| For more information on this proposal please contact: |
| Michelle Baker Tel 07527 016 338 Email Michelle.baker@hednesford-tc.gov.uk |

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|--------------------------|----------------------------------|------------------|--------------------------------|
| Report To: | Full Council | Date: | 1 st September 2020 |
| Title: | Town Regeneration Manager budget | | |
| Anticipated Time: | 10 Minutes | Action: | For Decision |
| Confidentiality: | Public | Priority: | Low Priority |

Summary

The Town Regeneration Manager is a new post from 1st July 2020.

An annual budget to accompany this new role would enable the post to deliver town centre improvement works / maintenance / events which would enable them to be proactive.

Currently the Town Regeneration Manager can complete projects within the following cost streams within the existing HTC budget:

- £2,000 marketing budget.
- £4,000 town centre maintenance budget.

These are to be checked to see whether there has been any expenditure this year and how much is remaining.

The government has awarded Covid-19 grants to all businesses in England receipt of small business rates relief. It is expected that HTC will receive £10,000. As this is an additional income stream that was not budgeted for, could this or a share of this be allocated to a Town Centre Regeneration budget so that it is re-invested back into the town centre.

Recommendation(s)

To approve a budget for the Town Regeneration Manager. Amount to be determined by HTC.

Relevant Issues and Implications

| | |
|-----------------|--|
| Financial | <i>No relevant issues or implications identified</i> |
| Value For Money | <i>No relevant issues or implications identified</i> |
| Risk & Control | <i>No relevant issues or implications identified</i> |

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| Health & Safety | <i>No relevant issues or implications identified</i> |
| Legal | <i>No relevant issues or implications identified</i> |
| Human Resources | <i>No relevant issues or implications identified</i> |
| Equal Opportunities | <i>No relevant issues or implications identified</i> |
| People (Public, Centre Users and Councillors) | <i>No relevant issues or implications identified</i> |

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| 1. | Introduction |
| 1.1 | New Town Regeneration Manager is in post and would benefit from a budget to accompany the role. |
| 1.2 | |
| | |
| 2. | Proposal |
| 2.1 | Provide an annual budget for town centre improvements, projects and events. |
| 2.2 | |
| | |
| 3. | Options |
| 3.1 | Approve a budget stream for Town Regeneration. |
| 3.2 | Decline the budget request. |
| | |
| 4. | Conclusion |
| 4.1 | The role would benefit from an allocated budget |
| 4.2 | |
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| 5. | Recommendation(s) |
| 5.1 | Approve an annual budget. |
| 5.2 | |

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| Appendices |
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| <i>N/a</i> |
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| For more information on this proposal please contact: |
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| Michelle Baker |
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| Tel 07527 016 338 |
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| Email Michelle.baker@hednesford-tc.gov.uk |
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Hednesford Town Council**BANK ACCOUNTS**

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|-------------------------------------|--------------------|
| Unity Trust Current Account | £116,487.72 |
| Unity Trust Instant Access | £110,000.00 |
| Nationwide Building Society - 125 D | £50,891.67 |
| Nationwide - 2 Year Fixed Rate | £0.00 |
| Total in Banks | 277,379.39 |
| Cash | 0.00 |
| GRAND TOTAL (Banks and Cash) | £277,379.39 |