

Hednesford Town Council



Gateway to the Chase

29 September 2020

Dear Councillor

A meeting of the Town Council will be held at **7:00 pm** on Tuesday 6 October 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.

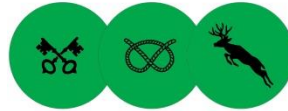
Yours sincerely

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 1 September 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
6. Items from the Town Regeneration Manager
 - a. Town Regeneration Manager Monthly Update – September 2020
To receive an update from the Town Regeneration Manager (enclosed agenda pages 8 to 10)
7. Items from Support Staffordshire – Community Officer
 - a. Grant Fund Overview
To discuss potential grant funding criteria (enclosed agenda page 11)
 - b. Draft Grant Guidance/Terms & Conditions
To review draft guidance & terms and conditions (enclosed agenda pages 12-13)
 - c. Draft Grant Application Form – To be Branded
To review draft application form (enclosed agenda pages 14-15)
8. Reports from Principal Speakers
 - a. Planning
To consider the attached report (enclosed agenda pages 16 to 17)
 - b. Finance and Council Procedures
 - i. Bank reconciliation
To receive a bank reconciliation report (to follow)

9. Items for Information and next agenda

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



**MINUTES OF THE MEETING OF
HEDNESFORD TOWN COUNCIL**
(remotely on-line via Face Book)
Tuesday 1st September 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 (Chairman), 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: Michelle Baker (Town Regeneration Manager)

Members of the public: 0

1. Apologies for absence

Everyone present

2. Declarations of Interest

None raised

3. Minutes

Resolved: Minutes of the Council Meeting held on 4th August 2020 were approved

4. Chairman's Announcements

Cllr Downs confirmed it has been another quiet month with no formal events to attend and little of note to raise.

5. Items from the Clerk

a. Recruitment Update

Cllr Downs advised that applications for the Town Clerk had now closed with 3 candidates to be interviewed on 4th September 2020 by herself, Cllr Hunneyball, Cllr Jones with Cllr Roden to sit in and observe. It was asked that if any other Councillors would like to join or give input to let Cllr Downs know.

The role of Community Officer had been filled after being outsourced to Support Staffordshire, Laura Dunning was due to start with the Council on Monday 7th September. Michelle Baker would be acting as liaison with Support Staffordshire, who are her employers. The Council would be supplying laptop and email systems. Cllr Downs also advised that she would be looking to purchase a mobile phone as she will be based more around Hednesford than the Community Centre, she asked councils views on this.

Resolved – That Cllr Downs can procure a mobile phone and contract in line with budget.

b. Caretaker Recruitment

The Caretaker of Pye Green Community Centre is retiring in October 2020, so there was a need to recruit a new one to keep the Community Centre in good repair. Consideration had been given to outsourcing these services, and it was decided to recruit on a fixed term basis allowing this to be explored further. A full job description was in the agenda pack, and Cllr Downs asked for Councillors view and if they had any comments or questions regarding this.

Resolved –After some discussions raised regarding structure of role and safety aspects to be looked at, to then go ahead with advertising for the role.

c. Policies Due for Review

Cllr Downs reiterated that several policies still needed review and asked that all councillors pick a policy to work on.

Resolved - that all councillors will take ownership and review ready for the next council meeting

d. Trauma Kit

Cllr Fittes has been working on this with Cllr Roden, aiming to buy and place 2 or 3 trauma kits in the town centre.

Resolved – The Council would procure one trauma kit initially and arrange a training session at a cost of £500. Delivery of this work would be passed to the Community Officer once in place.

6. Items from the Town Regeneration Manager

a. Town Regeneration Budget

Resolved - Council approved the delegation of existing budgets relating to regeneration to the Town Regeneration Manager and agreed to match spending authority with the Town Clerk.

b. Farmers Market

Resolved – Council received a report from the Town Regeneration Manager on the establishment of a Farmers Market in Hednesford and approved the initiative,

c. Graffiti

Resolved - Council received a report from the Town Regeneration Manager on ongoing issues with graffiti in Hednesford, and agreed to appoint a contractor to conduct a one off clean-up and regular clean-ups thereafter subject to budget availability.

d. Planting & Other Matters

Council received further updates from the Town Regeneration Manager on other aspects of work including the provision of plants from Fallow Forest for the raised beds in and around Market Street. Councillors conveyed their thanks to Fallow Forest and the Town Regeneration Manager for their work on this initiative.

7. Reports from Principal Speakers

a. Regeneration, Communications and Engagement

i. Grant Funding

Council received a report from Cllr Woodhead regarding the provision of extra grant funding to support the local community in recovery from Covid-19. Additional community group and local business grant funds were discussed along with affirmation of previously agreed grant funding criteria.

Resolved – A £10,000 grant fund to be established for local businesses struggling to recover from Covid-19 - administered by the Town Regeneration Manager, £7,500 grant fund for community groups delivering climate emergency related projects and £7,500 to support community groups in their recovery from Covid-19 – both to be administered by the Community Officer.

ii. Bike Racks

Council received a report from Cllr Woodhead in relation to the installation of bike racks in Market Street and discussed the procurement of these.

Resolved – Council will procure the bike racks, with the initiative to be delivered by the Town Regeneration Manager.

iii. Website Accessibility

Cllr Woodhead briefed Council on the training he had undertaken on website accessibility and talked through some changes needed to the website and the need to draw up a Web Accessibility Plan.

Resolved – Cllr Woodhead to instruct DeadRed regarding discussed changes to the website

iv. Hednesford Life

Council received an update from Cllr Woodhead on the printing of Hednesford Life and reminded Councillors of the need for help with distribution.

b. Finance and Council Procedures

i. Bank reconciliation

Cllr Garry Jones highlighted the report submitted to Council was not in the expected format and would need to be represented

Resolved – Bank Reconciliation report to be presented at the October meeting

c. Highways

i. Stanley Road, Hednesford

Council received a report from Cllr Roden regarding issues with Stanley Road not being adopted.

Resolved – The Town Clerk once appointed to pick up this matter with Staffordshire County Council.

ii. Station Road Flooding

Resolved – Cllr Downs agreed to seek an update from County Councillor Bryan Jones regarding issues with flooding on Station Road.

d. Community Projects and Events

Cllr Kingston updated Council on the situation with Silver Sunday and Christmas Light events given the ongoing Covid-19 pandemic.

Resolved – Update to be brought to October Council meeting along with expectations from Hednesford Town Council.

e. Homelessness and Vulnerable Adults

i. Community Kitchen

Cllr Cartwright introduced a report to Council regarding a Community Fridge initiative being delivered by Chase Lighthouse. Council considered a request to host the Community Fridge at Pye Green Community Centre.

Resolved – Cllrs Cartwright and Kingston to meet with Environmental Health onsite and to consider how the Community Fridge could operate along with any impact, financial or otherwise on users of the centre.

8. Private Business

Resolved - that the public be excluded from the meeting due to the confidential nature of the business to be transacted.

Council considered options to buy tools from the existing caretaker or replace with new for use at Pye Green Community Centre

Resolved – Cllr Kingston to meet with the Caretaker and discuss purchase of the tools.

Signed:

Date:

Town Regeneration Manager Monthly Update

Review of September 2020

Banners

- Two double sided banners will be hung on wires across Market Street. There will be one banner above either end of Market Street.
- The banners have been designed by G Smith and order placed for the banners / wires / fixing plates / install with Estate Signs on 29/09/20. Banners should be installed mid-October.
- Funding has been approved from the Reopening High Streets Safely Fund (RHSS) administered by CCDC and this will cover the cost of the design / banners / installation.
- The banners will need to be added to HTC insurance policy.
- The banners can be replaced at a future date to banners that promote the Farmers & Craft Market as infrastructure will be in place.



BANNER DESIGN



Farmers Market

- This will be a combined Farmers & Craft Market.
- The Artisan Market will be absorbed into the new market.
- Date for this event will be the final Saturday of every month, 10am-3pm.
- New artwork has been designed by G Smith.
- Application form has been designed for all stallholders to complete to obtain details for stallholders / insurance details etc.
- Road closure for Market Street 8.30am-3.30pm has been submitted to SCC on 8/09/20 – awaiting decision.
- The road closure will be from the top of Market Street to junction of Eskrett Street.
- Need to print banners for railings and correx bollard covers to promote the event for min 2 weeks beforehand.



EXAMPLE BOLLARD COVERS

Social Media

- 'Visit Hednesford' Facebook page has 577 followers (at 29/09/20).
- The Farmers & Craft Market post has 433 likes and 99 shares.
- There will be weekly competitions on the Facebook page to promote local businesses in Hednesford and raise awareness of the 'offer' in town:
 - Week 1 Sorella Florists
 - Week 2 Candy Land Sweet Shop
 - Week 3 Acorn Florist

Floral Displays

- CCDC have confirmed that replanting in Hednesford town centre is scheduled for October.
- Friends of Hednesford had planted the 2 x flower towers on Victoria Street and the brick borders at the Co-op car park steps with flowers donated by Fallow Forrest.
- Awaiting stickers for flower towers and plaques for brickwork to thank Fallow Forrest for sponsorship.

Repairs

- Barratt Homes had agreed to repair the brick planters and brick tree borders on Market Street and Cardigan Place as well as the stone corner at the entrance to the Station car park. Date for repair was scheduled for 22nd September but was not undertaken. Awaiting a revised date for repair.

Graffiti Removal

- HTC have approved the graffiti removal. Awaiting removal date.
- Before and after photos will be taken for inclusion within a new Visit Hednesford business newsletter.
- HTC will not be funding the removal of graffiti on B&M and Co-op buildings and they are both engaging with HTC.

Cycle Rack

- Two new cycle racks for Hednesford town centre.
- Cllr Woodhead has provided information to MB so that this project can be followed up with anticipated install before Christmas.

Free Outdoor Exercise Classes for the Community

- CCDC have approved this idea, originally proposed in the summer.
- Pure Gym have been approached and agreed to run free of charge for HTC.
- Meeting to discuss on 2/10/20.

Christmas Bench and Trail

- The two florists in town have been approached to see whether they would like to transform 2 benches in town to Christmas Selfie benches. Awaiting costs. Acorn Florists said they would try to do this free of charge to support the town.



- Plans for a Christmas trail in town. Details TBC.

Notice Boards x 2

- These have a cardboard backing which will be replaced with cork boarding (easier to pin information) on 3/10/20. No cost to HTC.

Community Funding 2020

This year we have two funds available:

A total of £7,500 grant fund for community groups delivering climate emergency related projects

and

£7,500 to support community groups in their recovery from Covid-19

Suggested ideas of projects include, but these are not exhausted lists:

Climate Emergency –

- Reduce waste campaigns
- Litter picking equipment
- Workshops-zoom accounts to educate people
- Orchard development
- Allotment
- Reuse scheme i.e. making items out of waste
- Bike maintenance/ education sessions
- Food-How to cook meals out of limited resource sessions
- Art-mural/film relating to climate /environment
- Improve green area i.e. forest school area

Support community projects

- zoom costings/internet connections
- PPE to aid covid safety i.e. screens to enable social distance meeting safely
- Support the costings of their venue
- Group counselling sessions
- Job coaches aid re skilling

NB This fund does not cover staff wages or issues related to staffing

Communities Grant Fund

Hednesford Town Council awards grants to local organisations and community groups to assist them to achieve their aims and objectives.

Please ensure that you read all the following prior to applying for the funding.

Funding Guidance/ Terms and Conditions:

1. Funding applications can only be accepted from groups and organisations who work with Hednesford and therefore benefit the local community
2. Please ensure that all questions on the form are completed in full and provide any supporting documentation as needed to support your application and explain what your group does.
3. Grants are for a maximum of £500 **but may exceed this amount in exceptional circumstances (especially if match funding or volunteer contributions are illustrated)**
4. The funding is available to **startup and new organisations** (what do we want to see from them then?)
5. There are some things that will not be considered, including:
 - Applications from individuals
 - Activities that happen outside of Hednesford
 - Discriminate on the grounds of race, gender, age, disability, sexual orientation or religion
 - Buying, selling or consumption of Alcohol
 - Activities that support any political or religious activities
 - Profit-making/fundraising activities
 - Applications from private organisations operated as a business to
 - make private profit or upward funders
 - If you have concerns over eligibility for the funding please contact us (See below for contact information)
6. **Local schools may apply for funding for items not considered statutory to their nature.**
7. **Organisations must have aims and objectives and provide a written constitution or governing documents in order to be eligible to apply for the funding.**
8. The organisation is required to have its own bank account in its own name, with two signatories as named on the application form.
9. The Town council has the right to reclaim the grant in the event of it not being used for the purpose noted on the application form.
10. Organisations receiving grant money are required to acknowledge the Town Council's contribution on all media/publicity work.
11. All awarded organisations must complete the feedback form and submit it by the 1st May of the following year.

The timeframe/process for applications

Please note that we do not accept late entries or second applications from organisations in the same funding round.



1st Nov

Launch of
the Grant

19th Dec

Application
Deadline

Feb

Panel
assess

March

Organisations informed
if successful

March
Grants
awarded paid
into accounts

1st May

Feedback
forms due

By signing the application, you are agreeing to having read the terms and conditions of this funding

If you have any enquiries regarding the funding or application process please contact:

Laura Dunning

01543 424872

Laura.dunning@hednesford-tc.gov.uk

FAO Laura Dunning
Hednesford Town Council
Pye Green Community centre
Bradbury Lane
Hednesford
WS12 4EP

Application for Community Fund

Before completing please refer to the guidance information.
Please complete the form in capital letters and black ink

Contact Details

Name of Organisation

Name

Address and postcode

Tel

Email

Position in group

About your group/organisation

What does your organisation do and who benefits locally?

Are you a registered charity? Yes No Number

Are you part of Affiliated or National Organisation?

Names of signatories for the group

Project details

What is your project/purpose for applying for the grant?

Timescale

Where will it be used

How do you know this project or activity is needed?

What are your group/volunteers contributing/gaining from this project?

Breakdown of Costings

Total cost of the project you are looking to run?

How much are you asking the Community Grant for (upto max £500)

Breakdown of the costings ie equipment,staffing

DO WE WANT TO HAVE QUOTES AS PART OF THE APPLICATION?

Have you applied to any other grants/funding streams to support this project? Yes
No

If Yes please provide further details

Have you previously applied for a grant or received a grant from the Community Fund? (please provide details of when/what for and how much was granted)

Please provide the following details from your most recent annual accounts. Total Income £ Less Total Expenditure £ Surplus / Loss £ Savings (Reserves, Cash, Investments) £

Declaration

I declare that I have read and accept the guidance notes and conditions of the funding. I have answered all questions truthfully and that any money received from the fund will only be used solely for the purposes outlined in this application. I understand that Hednesford Town Council reserve the right to reclaim the grant in the event of it not being used for the purpose specified.

Name

Signed

Position

Date

Planning Applications

Application	Application Location and Description	Response
CH/300	<p>Proposed Development: Garage conversion and first-floor extension to accommodate a self-contained annexe used as an extension of the main house to house relative.</p> <p>Location: 167 Littleworth Road, Cannock, WS12 1NT</p>	No objection raised to this application
CH/309	<p>Proposed Development: Side dormer loft conversion</p> <p>Location: 44 Hallum Way, Hednesford, Cannock, WS12 4TX</p>	Regards this application; subject to the normal safety conditions (e.g. fire safety) being met we do not have any objections to this application
CH/317	<p>Proposed Development: School nurture room, tea bar and DDA W.C facilities extension.</p> <p>Location: St Josephs Catholic Primary School, Hill Top, Cannock, WS12 1DE</p>	No objection raised to this application
CH/318	<p>Proposed Development: Two storey side extension</p> <p>Location: 10 Ardgay Drive, Pye Green, Cannock, WS12 4SE</p>	No objections raised to this application

CH/320	<p>Proposed Development: New garage to replace existing and two storey rear extension</p> <p>Location: 34 High Mount Street, West Hill, Cannock, WS12 4BL</p>	No objections raised to this application
CH/326	<p>Proposed Development: Change of Use from A1 use class to hot food takeaway A5 use class</p> <p>Location: 50 Broadway, Pye Green, Cannock, WS12 4HP</p>	Given that there are other food outlets in this row of shops we do not have any objections to the change of use
CH/331	<p>Proposed Development: Two storey rear extension</p> <p>Location: 74 Station Road, Hednesford, Cannock, WS12 4DL</p>	No objections raised to this application
CH/333	<p>Proposed Development: Erection of a detached garage/workshop at rear of garden</p> <p>Location: 70 View Street, Pye Green, Cannock, WS12 4JQ</p>	No objections raised to this application