

1 November 2016

Dear Councillor

A Meeting of the Town Council will be held at 7:30 pm on Tuesday 8 November 2016 at Pye Green Community Centre, Bradbury Lane, Hednesford. You are invited to attend for consideration of the matters shown on the agenda.

Yours sincerely



Peter Harrison  
Town Council Manager/Clerk

#### PUBLIC PARTICIPATION

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

#### AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes – to approve the minutes of the Meeting held on 13 September 2016 (enclosed **pages 17 to 22 of 2016-17**)
4. Chairman's Announcements

Peter Harrison JP BA(Hons) Town Council Manager/Clerk  
Pye Green Community Centre Bradbury Lane Hednesford Staffordshire WS12 4EP  
[peter.harrison@hednesford-tc.gov.uk](mailto:peter.harrison@hednesford-tc.gov.uk)  
Tel: 01543 424872 Skype: HTC.clerk

5. Report of the Town Council Manager/Clerk

To consider the following:

a) Town Councillor Mrs L Whitehouse

On 10 November 2016 Cllr Mrs Whitehouse will not have attended a Town Council Meeting for 6 months. Consequently if she is unable to attend the Council Meeting on 8 November she will be disqualified from holding office as a Councillor unless the Town Council agrees to extend her term of office

Mrs Whitehouse advises that she has been suffering from medical issues for the last 12 to 18 months and is unlikely to be present at the meeting due to a medical appointment at Stafford. In the circumstances she is requesting that the Town Council agree to extend her term of office as she is anticipating that following medical treatment she should be recovered during 2017

b) Planning

To confirm the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications (enclosed **agenda page 1**)

c) Neighbourhood Plan

To update on progress since the last meeting

d) Community Infrastructure Levy Receipt 2016-17

To consider correspondence from Cannock Chase Council (enclosed **agenda pages 2 to 5**)

e) Hednesford in Partnership

To consider a report of a meeting held on 11 August 2016 (enclosed **agenda pages 6 to 10**)

f) Heart of Hednesford

To consider reports of meetings held on 31 August and 21 September 2016 (enclosed **agenda pages 11 to 16**)

The Heart of Hednesford has asked the Town Council to discuss future plans for the land adjacent to Hednesford Railway Station particularly where the mosaic is located

g) Miners' Memorial

To note the following information from CHAP's

"We've been absolutely delighted with the response – which was far greater than we expected it to be. In phase 4 we have received requests

for 501 bricks. This means that it will take longer than we'd anticipated for the bricks to be produced and so we won't be in a position to lay them until mid-November at the earliest– and that, of course, will depend on the weather conditions.

Our original plan was to hold a small, private service of dedication early in December but again, the wonderful response has led us to review that idea and we now intend to hold a dedication service similar to those for phases 1, 2 and 3; the date will be Saturday April 22nd 2017 at 2.00pm.

A new insert listing the names of all those included within phase 4 will be produced which will fit inside the book "A Lasting Tribute". Everyone who has purchased a brick will receive a copy of the insert, free of charge. Those who have ordered a copy of the book will receive their phase 4 insert with the book; for everyone else, they will be available at the Dedication Service.

The pre-ordered books, containing inserts for phases 3 and 4 will be available for collection on Friday and Saturday 25<sup>th</sup> and 26<sup>th</sup> November 2016 from a member of CHAPS at Bella's Café, Market Street, Hednesford between 10.00am and 3.00pm

h) Cannock Chase AONB

To consider the following from Mr David Newman

"I have written to Amanda Milling to investigate whether the area of Cannock Chase along with its Green Belt and ANOB be made into a National Park as I think that the Local Councils and government Agencies are not co-ordinated in the protection of this area. Although it would be a tiny area it could be linked in with the new national forest. This could be reinforced as the fire at local farm highlights the problems that councils are failing in their duty towards this unique area"

i) CCTV Monitoring

To receive the monitoring reports up to September 2016 (enclosed **agenda pages 17 to 20**)

j) Hednesford Car Parking Charges Cannock Chase District Council & Hednesford Town Council Agreement

To consider the following from District Cllr Graham Burnett

"forgive me if this matter is already under due consideration and to be an agenda item at the next meeting but I wondered if the agreement was to be called due a review ?

As you will be very well aware the Town Council has an agreement with

our District Council in respect of town parking and CCTV monitoring signed on 20 March 2000

This as per the Cabinet report 2008

[https://www.cannockchasedc.gov.uk/sites/default/files/05-car\\_park\\_charging\\_in\\_hednesford.pdf](https://www.cannockchasedc.gov.uk/sites/default/files/05-car_park_charging_in_hednesford.pdf)

However in the light of the recent District Council agreement to enforce maximum 4 hour parking in the principal car park behind the CO-OP , the District Councils financial consultation to include review the extent to which CCTV camera coverage may in the future be available and to potentially remove some financial support from the Town Council. Is it that these conditions, under which the agreement attached to the cabinet report were signed ,may have changed so significantly that they may now trigger a wholesale review of this agreement and endanger the provision of free parking in the Town ?”

k) Finance

To note income received and confirm payments made up to 31 August 2016 (enclosed **agenda pages 21 to 23** )

l) NALC Advocacy on Council Tax Referendum Proposals

To consider supporting NALC’s advocacy regarding Council Tax Referendum proposals (enclosed **agenda pages 24 to 28**)

6. Members Items for Consideration/Information

7. Items for Information and next agenda

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

# HEDNESFORD TOWN COUNCIL

## MINUTES OF A MEETING OF THE COUNCIL

HELD AT 7:30 pm ON TUESDAY 13 SEPTEMBER 2016

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

**PRESENT:** Cllrs. A Pearson (Chairman), B Gamble (Vice-Chairman),  
G Adamson, Mrs S Cartwright, Mrs D Grice,  
B Hardman, Mrs S Hardman and C Mitchell

(Apologies were received from Cllrs D J Davis and Mrs L Whitehouse)

**IN ATTENDANCE:** Mr P Harrison (Town Council Manager/Clerk), District Cllr P Woodhead, 2 PCSO's , D Wisehall (Heart of Hednesford) and L Aitchison (The Marketing Room)

Prior to the formal commencement of the meeting the following was reported:  
The Heart of Hednesford Restoration Project and the Friends of Hednesford had combined forces and would now become "The Heart of Hednesford". The group would be progressing several projects including possible adoption of the station, several environmental projects and entry to the Best Kept Village Competition in 2017

### 1 MINUTES

The minutes of the meeting held on 2 August 2016 were approved as a correct record

### 2 CHAIRMAN'S ANNOUNCEMENTS

#### **Hednesford Festival**

The Chairman had attended this event on Saturday 13 August and was pleased to see the large number of participants and the attendance by many members of the public. He had thanked everyone involved with the organisation in a letter published in the Chase Chronicle

#### **Heritage Presentation**

The Chairman thanked Cllr Derek Davis and Mr Dennis Jackson for the heritage presentation on The Tunnellers of WW1. This had been very interesting and had such a good turn out that the event was having to be repeated on 19 October and as all the places had been taken for that date the possibility of holding a third presentation was being considered

#### **Chadsmoor War Memorial**

The Chairman advised that he would be attending the dedication of the second phase of the War Memorial on 17 September

### **3 Policing Arrangements**

Duncan Rollo, Police Partnership Manager attended the meeting to introduce himself formally, explain his role and canvas members opinions on the police service, He indicated the need to improve collection of data in order to target crime more effectively and provided booklets for recording information on incidents

### **4 REPORT OF THE TOWN COUNCIL MANAGER/CLERK**

Consideration was given to this report:

#### **RESOLVED:**

a) Planning

That the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications as shown in annex 1 be approved Neighbourhood Plan

b) Neighbourhood Plan

1. That it be noted that the consultation on the draft Neighbourhood Plan had ended on 31 August 2016

2. That Neighbourhood Plan Steering Group be charged with undertaking detailed analysis and consideration of the consultation responses, inviting individuals/organisations to present their views in person where appropriate, before recommending to the Council the final contents of the plan in due course

c) Hednesford in Partnership

That a report of a meeting held on 30 June 2016 be noted

d) Hednesford – Street Market

That the Council agree in principle to meet the cost of 4 Road Closure Orders per annum in the budget for 2017-18 subject to detailed information being received regarding the arrangements for the street markets

e) Community Council of Staffordshire AGM – 6 October

That no representatives be appointed to attend the AGM

f) Staffordshire County Council Countryside Estate Review

That Cllrs A Pearson and B Hardman be appointed to attend the Bidders Information Day on 6 October

g) Highway Infrastructure Asset Management Plan Consultation

That the consultation document be noted

- h) DfT West Midlands rail franchise  
That the proposed service improvements to the Chase Line passenger rail service be welcomed
- i) CCTV Monitoring  
That the monitoring reports up to July 2016 be received and it be noted that although there had been a spike in anti social behaviour in recent weeks this now seemed to be abating
- j) Library Update  
That the arrangements for lone working and reimbursement of expenses of volunteers be noted and the Trust be requested to confirm what arrangements are in place for volunteers to deal with and report abusive incidents
- k) Recognition Scheme  
That the existing "Good Citizen Award" scheme adopted by the Council on 30 June 2009 be amended to not only include recognition of voluntary service but those who achieve success in other fields such as sport, academia etc. and that nominations for the annual award be promoted
- l) Finance  
That income received be noted and payments made be confirmed up to 31 August 2016
- m) Completion of Audit of Accounts for the Year ending 31 March 2016  
That it be noted that the external audit of the Council's accounts for the year ended 31 March 2016 had been completed and the Statutory notices had been posted including on the website and that the auditors had stated that on the basis of their review of the Annual Return, in their opinion the information in the Annual Return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met and one minor administrative matter raised be noted
- n) Financial Position of the District Council
  1. That the action taken by the Chairman of the Finance and GP Cttee in responding to Cannock Chase Council and writing to the MP
  2. That further consideration be given to this matter at the budget meetings in December and January (or earlier if necessary) when the results of the deliberations of Cannock Chase Council are known including provision of an appropriate budget for Christmas lighting

3. That the Town Council Manager/Clerk in consultation with the Chairman of the Council, the Chairman of the Finance and General Purposes Committee and the Principal Speaker for Promotion/Publicity & Communications be authorised to investigate the options for providing Christmas lights for 2017 and thereafter

## **5 MEMBERS ITEMS FOR CONSIDERATION**

Children's Emergency Services at County Hospital Temporarily Suspended on Safety Grounds (Cllr B Gamble) – Concern was expressed at the continued closure of this service

It was agreed that arrangements be made for members to meet representatives from Healthwatch Staffordshire

The Meeting ended at 8:45 pm

Signed:

Dated:



Annex 1

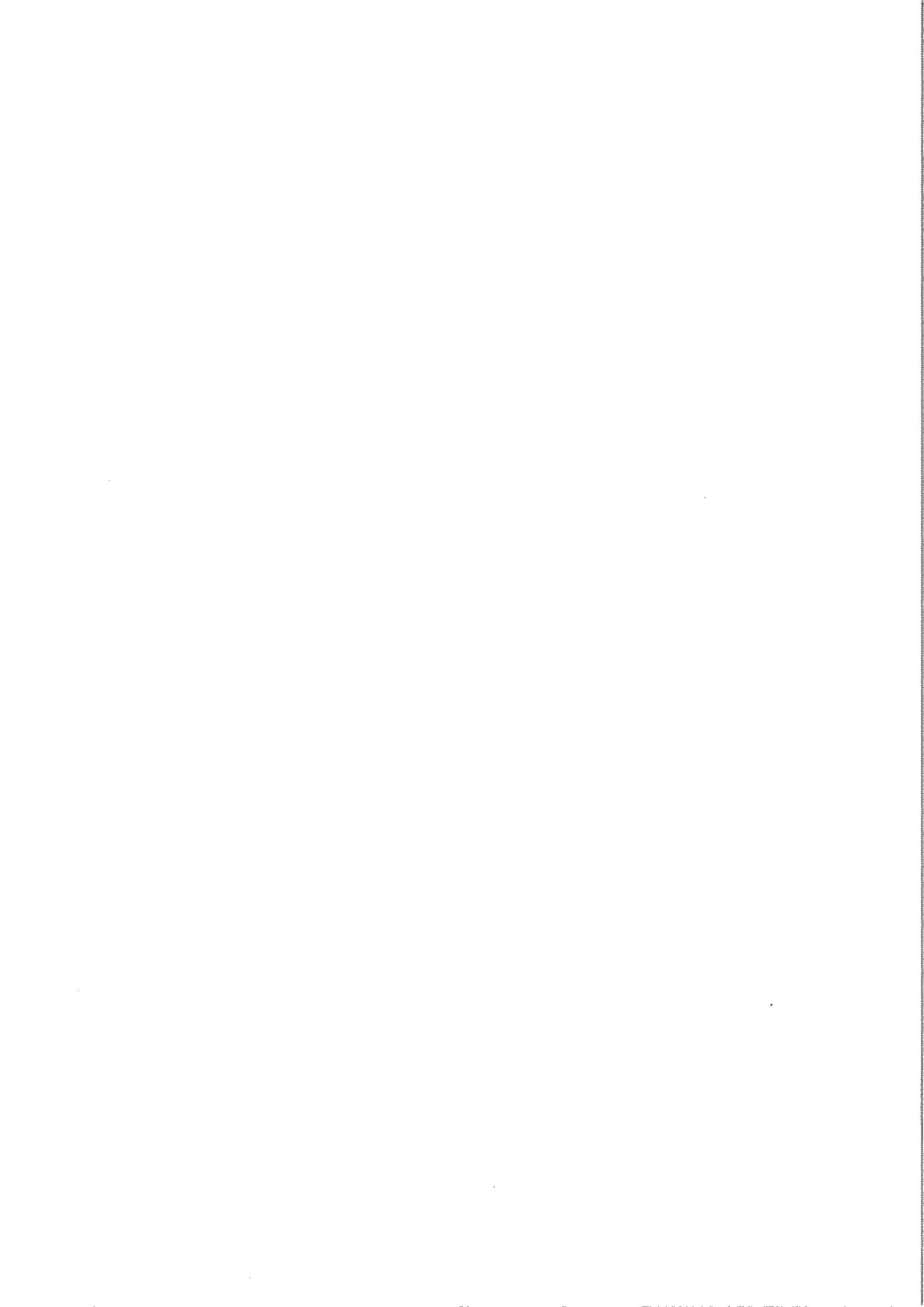
**Council Meeting 13 September 2016 – List of Planning Applications**

16/327	Installation of fixed step lift etc. – 48 Priory Road	No Objection
16/322	Extension – 60 Uxbridge St	No Objection
16/320	2 Internally illuminated fascia signs and 1 non illuminated projecting sign – 2 Market Street	No Objection
16/312	Change of Use from auto salvage yard to haulage yard etc.	There is concern about the ability of numbers of large HGV's to access the site from Old Hednesford Road without carrying out driving manoeuvres that will impact on traffic flow. It is also queried as to whether 24 hour operation will cause disruption in the local area
16/295	Erection of 6 dwellings (resubmission of 15/311) – Land off Church Hill	No Objection
16/292	Extension to existing dropped kerb – 10 Hill Street	No Objection
16/290	Conversion of dwelling to apartments and extension – 4 Anglesey Street	No Objection subject to adequacy of off street parking being confirmed
16/288	Extension – 206 Belt Road	No Objection
16/270	Signs – One Stop Community Stores, 4 Rosehill	No Objection
16/262	Retention of boundary wall – 60 Priory Road	No Objection
16/256	Variation to CH/14/0350 – Former Cannock Sports Stadium, Pye Green Road	No Objection

16/240	Residential Development: Demolition of garage court buildings and erection of 4. No 2 bed semi-detached dwellings – Land at Woodland Close	The Town Council supports the redevelopment of disused former garage sites. Policy H2 in the draft Neighbourhood Plan for Hednesford states “Bungalows on small housing sites – Priority will be given to the building of bungalows on small infill housing sites identified in the SHLAA and on windfall sites including disused garage courts”
--------	---	--

## Council Meeting 8 November 2016 – List of Planning Applications

16/395	Erection of Garage and residential annexe – 5 Fisher Street	No Objection
16/392	Extensions – 19 View Street	No Objection
16/389	Removal of Condition 1 (CH/13/0227) to allow permanent change of use of land for caravan storage – Land rear of 521-523 Pye Green Road	
16/377	Variation of Conditions (CH/15/0472) – 24 Watermint Close	No Objections
16/06 County Matter	Demolition of existing modular building and construction of a new 2 classroom extension – West Hill Primary School	No Objection
16/359	New windows etc, ref CH/16/168 – 29 Blewitt Street	No Objection
16/356	Extension – 16 Cowley Green	No Objection



6<sup>th</sup> October 2016

**Clerk to Hednesford Town Council  
VIA EMAIL ONLY**

Dear Sir/Madam,

**Community Infrastructure Levy (CIL) receipts 2016/17- local  
neighbourhood funds allocation**

Further to our correspondence of 4<sup>th</sup> July 2016, we are contacting you with an update in regards to the allocation of local neighbourhood funds from the Cannock Chase Council Community Infrastructure Levy (CIL) receipts. CIL was introduced on the 1<sup>st</sup> June 2015 in Cannock Chase District and it will be one source of income for infrastructure projects to help ensure the development of the District is sustainable and supported by the appropriate infrastructure provision.

CIL Regulation amendments brought forward in 2013 outline the provisions for allocating and spending CIL neighbourhood funds (these amended the original 2010 CIL Regulations). As per the CIL Regulations 59A-59E (2010, as amended) 15% of the CIL funds collected from developments within a parish area (from developments occurring within that parish) are to be transferred to the relevant Council (subject to an overall cap of £100 per existing dwelling). In areas with an adopted Neighbourhood Plan, this increases to 25%, with no cap related to existing development.

Since 1<sup>st</sup> April 2016-30<sup>th</sup> September 2016 the Council has received £2,536 in CIL receipts from developments occurring within your parish. In accordance with the Regulations, 15% of these receipts, totalling £380.40 are to be transferred to your Council by 28<sup>th</sup> October 2016.

As per CIL Regulation 59C (2010, as amended) the neighbourhood money received can be spent on infrastructure projects (e.g. a play area) or anything else that helps support the developments occurring in the parish (e.g. affordable housing provision).

In accordance with CIL Regulation 62A (2010, as amended) the Town/Parish Council is required to submit an annual report to the District Council (by the 31<sup>st</sup> December following the reporting financial year) outlining the total CIL receipts received; how much of the money received has been spent and on what items it has been spent; and how much money has been 'banked' for future spend. If applicable, the report will also have to publish

Tony McGovern | Managing Director

Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire WS11 1BG

**Council Meeting 8 November 2016 agenda Item Page 2**

Search for 'Cannock Chase Life' @CannockChaseDC

details of monies recovered by the District Council. This is applicable in instances of where CIL money has been 'inappropriately' spent and/or not been spent within five years of receipt. Please see attached a copy of the relevant regulations in relation to reporting requirements.

The Council will continue to monitor the receipts from CIL within your area and will provide an update for the second half of 2016/17 at the end of the financial year.

If you require any further information or have any queries regarding the appropriate spending of CIL neighbourhood monies and/or the reporting requirements then please contact Sarah Jones (Principal Planning Policy Officer x4494).

Yours faithfully,

**Sarah Jones**  
**Principal Planning Policy Officer**

Tony McGovern | Managing Director  
Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire WS11 1BG

**Council Meeting 8 November 2016 agenda Item Page 3**

(b) anything else that is concerned with addressing the demands that development places on an area.

(4) In paragraph (3), “relevant area” means that part of the charging authority’s area that is not with the area of a local council.”

(4) In regulation 62 (reporting)—

- (a) in paragraph (3)(a) after “development” insert “(within the meaning in TCPA 1990)”;
- (b) in paragraph (4)(c) after “during the reported year” insert “(other than in relation to CIL to which regulation 59E or 59F applied)”;
- (c) after paragraph (4)(c) omit “and” and insert—
  - “(ca) the amount of CIL passed to—
    - (i) any local council under regulation 59A or 59B; and
    - (ii) any person under regulation 59(4);
  - (cb) summary details of the receipt and expenditure of CIL to which regulation 59E or 59F applied during the reported year including—
    - (i) the total CIL receipts that regulations 59E and 59F applied to;
    - (ii) the items to which the CIL receipts to which regulations 59E and 59F applied have been applied; and
    - (iii) the amount of expenditure on each item;
  - (cc) summary details of any notices served in accordance with regulation 59E, including—
    - (i) the total value of CIL receipts requested from each local council; and
    - (ii) any funds not yet recovered from each local council at the end of the reported year.”;
- (d) in paragraph (4)(d) for the words from “CIL receipts” to the end substitute—
  - “—
    - (i) CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied;
    - (ii) CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied;
    - (iii) CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year; and
    - (iv) CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year ”; and
- (e) omit paragraph (7).

(5) After regulation 62 insert—

#### **“Reporting by local councils**

**62A.—**(1) A local council must prepare a report for any financial year (“the reported year”) in which it receives CIL receipts.

(2) The report must include—

- (a) the total CIL receipts for the reported year;
- (b) the total CIL expenditure for the reported year;
- (c) summary of CIL expenditure during the reported year including—
  - (i) the items to which CIL has been applied; and
  - (ii) the amount of CIL expenditure on each item; and
- (d) details of any notices received in accordance with regulation 59E, including—

- (i) the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year;
  - (ii) the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.
- (e) the total amount of—
- (i) CIL receipts for the reported year retained at the end of the reported year; and
  - (ii) CIL receipts from previous years retained at the end of the reported year.
- (3) The local council must—
- (a) publish the report—
    - (i) on its website;
    - (ii) on the website of the charging authority for the area if the local council does not have a website; or
    - (iii) within its area as it considers appropriate if neither the local council nor the charging authority have a website, or the charging authority refuses to put the report on its website in accordance with paragraph (ii); and
  - (b) send a copy of the report to the charging authority from which it received CIL receipts, no later than 31st December following the reported year, unless the report is, or is to be, published on the charging authority's website.”

#### **Amendment to Part 8 – administration**

9.—(1) Before regulation 64 (notice of chargeable development) insert—

**“Transitional provision: when a MDC becomes the charging authority for an area**

63A.—(1) This regulation has effect when a MDC becomes the charging authority for an area.

(2) If, before the MDC becomes the charging authority for an area, a London borough council—

- (a) had in place a charging schedule approved under section 213 of PA 2008; and
- (b) granted planning permission for a development, or received or issued a notice of chargeable development in relation to a development under regulation 64 or 64A,

that London borough council shall be entitled to receive the CIL for the development to which the planning permission or notice of chargeable development relates.

(3) The London borough council—

- (a) shall remain the collecting authority for the CIL it is entitled to receive; and
- (b) shall remain the charging authority for the CIL it is entitled to receive.

**Transitional provision: when a MDC ceases being the charging authority for an area**

63B.—(1) This regulation has effect when a MDC ceases to be the charging authority for an area.

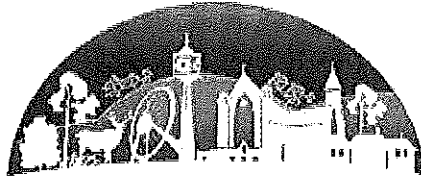
(2) If, before the MDC ceases to be the charging authority for an area, it—

- (a) had in place a charging schedule approved under section 213 of PA 2008; and
- (b) granted planning permission for a development, or received or issued a notice of chargeable development in relation to a development under regulation 64 or 64A,

it shall be entitled to receive the CIL for the development to which the planning permission or notice of chargeable development relates.

(3) Subject to paragraphs (4) to (6), the MDC—





# Hednesford

*in partnership*

## Minutes of the Meeting

Thursday 11th August 2016

### Attendance:

Carol Fittes - HIP Chair  
Paul Woodhead - HIP Vice Chair  
Lesley Yates - HIP Treasurer/Secretary  
Peter Harrison- Hednesford Town Council  
Cllr Graham Burnett /Sharon Jagger- Friends of Hednesford Park  
James Moffat - Amanda Milling's Office  
David Wisehall - Heart of Hednesford  
Cllr George Adamson - Staffs CC/CCDC/HTC  
Cllr Christine Mitchell - Staffs CC/ CCDC/HTC  
Victoria Cooper - Staffordshire Fire and Rescue Service  
Stef Cunningham - Traders of Hednesford Town Centre

### Apologies:

Keith Fitch - Friends of Hednesford Town & CCRPG  
Shannon Parsons - PCSO  
Cannock Chase Radio  
Cannock AONB  
Support Staffordshire  
Trudie McGuinness - South Staffs College  
Jo Palmer - Staffs University Academy

### Matters arising from the previous minutes.

None

## 1. Update from Arts and Architecture Group

Lesley Yates gave an update to the group and confirmed that good progress was being made in line with the project timetable. Steve Cooling has been working with Louise Rose preparing to start work with the schools in September. Lesley stated that the Arts and Architecture group would be meeting in September and a date would be sent out to members of the group.

Lesley confirmed that the work to increase the height of the panels on the bridge was due to go ahead and that the plans clearly showed that the height increase would have no impact on the proposed art works. Lesley confirmed that she was still having difficulty in getting the named contact from Staffs CC to communicate with HIP about the art works and would continue along with partners to work on this.

## 2. Events update

### Summer Event

Paul updated the group on the progress that had been made and confirmed that everything was in place for the event on Saturday 13th August. He advised the group that the WW1 event funded by CCDC would be allocated a specific area of the park along with FOHP who would be hosting traditional games. The Fun fair had arrived and was in place and the military had arrived. Paul confirmed that they had secured 60 bookings for stalls in the market area of the event and that 6 musicians/groups would be performing around the park and the town. Paul advised that there would be a final meeting on 12th August with all the event partners.

Christine Mitchell wanted the group to be aware of how much support Kate McBay of Cannock Chase Council had provided. The group asked Paul and Christine to thank Kate for her hard work and support.

Paul confirmed that the events group would get together after the event to undertake an evaluation, and would note any lessons to be learnt when preparing for next years event.

### Christmas Event

Paul confirmed that the road closure application had been done, and that Cannock Chase Radio had been booked. Cannock Chase Radio will be liaising with the schools about the entertainment programme.

Paul confirmed that he had made a start on the plans for the christmas event, but that a working group would be required to prepare and organise the event.

### **3. Funding opportunities**

#### Lottery Funding - Celebrate England

Lesley confirmed that a draft bid had been put together to apply for £10,000 from the Celebrate Fund from the Lottery. Lesley advised the group that whilst there was no deadline for the bid, it would be allocated on a first come first served basis and it was vital that the bid should be submitted as soon as possible. Lesley described the outline proposals for an event in 2017 and the focus of the bid. It was agreed that Lesley should run the draft passed some partners and that the group confirmed that it had no objections with the bid being submitted by HIP.

#### Section 106 Funds

Lesley informed the group that she had received confirmation from Cannock Chase Council that there is £30,000 available and that there is no deadline date that the fund has to be used by. Glen Watson of Cannock Chase Council had asked for a meeting with HIP to discuss this further. Lesley confirmed that she was looking at various opportunities to try and use the section 106 monies as match funding and would be seeking further advice from Cannock Chase Council.

Carol confirmed that HIP would be giving a presentation to Cannock Chase Council's Scrutiny Committee on 7th September 2016.

#### County Councillors Fund

Cllr Christine Mitchell confirmed that in principal she would support an application from HIP for £500 to be used for PR and promotions materials for HIP. Lesley to download the application form and send to Cllr Christine Mitchell.

#### Draft Request to Hednesford Town Council

It was agreed that a draft letter would be produced to formally ask HTC for funding towards events. Peter confirmed that £6000 was already set aside for this years Christmas event but that there was currently no provision for a summer event. Peter also went on to explain that the HTC budget could be cut by £20,000 due loss of revenue from the Power Station. Peter confirmed that any request by HIP should be submitted by no later than the end of November.

### **4. Volunteers**

Carol explained the need for admin/secretarial support for HIP and that a brief job advert had been created to be on display at the Summer event. Carol also advised that there would be 'sign up' forms available at the event and community members could sign up to a volunteer database. It was agreed that the forms should also be sent out in the HTC welcome packs.

## 5. Litter Task Force

Paul confirmed that he is bringing groups together to set up a litter taskforce with regular litter picking events that the community can get involved with. The group discussed getting local businesses on board including Costa, Co-op and Tesco. David Wisehall agreed to work with Paul to establish a sub group.

Lesley asked if the Council had any education officers/literature that could be used for a litter reduction campaign. Lesley was asked to check with Environmental Health and James suggested contacting the local primary schools. George Adamson informed the group that the Co-op had links with the schools for an obesity programme.

## 6. Updates from members

Cllr George Adamson - confirmed that the library was now being run by 11 volunteers, but that this was short of the number required. 15 volunteers as a minimum are required. Carol agreed to add the library to the volunteer sign up form.

Cllr Christine Mitchell - confirmed that she had approached Tom Walsh about the phone box being located within the park. She explained that Tom was not keen as it was not part of the heritage lottery bid. The group agreed that a suggested location at Hednesford Train Station should now be considered. Christine confirmed that work around the signal box was almost complete.

James Moffat - confirmed will continue to try and get Chris Plant from Staffs CC to attend a meeting about the Bridging communities project.

**Staffs Fire and Rescue** - Victoria confirmed that they would be working with the Princes Trust on their programme starting in September and that there may be an opportunity for participants to get involved in volunteering on community projects.

**Friends of Hednesford Park** - Graham confirmed that work on the signal box was going ahead with windows being replaced at the end of August and electrics being completed in September. The signal box should be ready by the end of the year. Graham confirmed that the next meeting of FOHP would be the AGM in October to be held at the Pavilion.

**Heart of Hednesford** - David Wisehall informed the group that HoHRP and Friends of Hednesford Town had now merged as one group to be known as Heart of Hednesford. The first meeting will be an EGM on 31st August 6pm at Bellas in Market Street. David confirmed that HoH had applied for the licence to take on Hednesford Train Station as a community station. This has the support of Network Rail and London Midland. The group will look at litter clearance, landscaping, planters, and artworks. Support from Tesco and the Co-op was discussed by the group. Carol agreed to do a press release about the community station once the licence has been approved/received.

**Traders of Hednesford Town Centre** - Stef confirmed that a quote had been accepted for the flag poles. The flags to be used for now are the St Georges flag and the Staffordshire flag. There is to be a site survey within a month and it is proposed 30 flag poles will be installed to start with.

**Hednesford Town Council** - Peter advised that the final phase of the miners memorial bricks has a deadline of 31/08/16 for applications.

**Hednesford Town Football Club** - Paul confirmed that Scott would no longer be attending HIP meetings and that he was pushing for a replacement to attend.

## **7. Any Other Business**

Paul confirmed that he was working up a proposal for seasonal artisan markets in Market Street with four dates being planned for 2017, two to be the date of the summer and Christmas event.

Sharon informed the group that Tesco are donating food every day as part of their waste reduction programme. She urged partners to spread the word with local groups and charities so that they could register an interest with Tesco.

## **8. Next Meeting**

To be confirmed -Carol will email the details of the next meeting.



**Friends of Hednesford Town  
and  
The Heart of Hednesford Restoration Project EGM  
Wednesday August 31. 2016  
Bella's Coffee House**



**Attendees:**

David Wiseshall	Hazel Bullock
Paul Woodhead	Charlie Bullock
Fay Woodhead	Phil Bradley
Sharon Jagger	Dorothy Farish
Graham Burnett	George Adamson
Angie Stanley	Wendy Yates
Rob Ryder	Lee Morrell
Lisa Ryder	Mark Walker
Keith Fitch	Sarah Walker
Carol Fittes	James Moffat
Mary Wynne	June Sheasby
Janice Taylor	Robin Kingston
Olly Kingston	Margaret Fitch

**Apologies:** Chris and Pam Richards  
Lesley Yates

**Approval of minutes.**

The minutes of the last meeting were approved by all attendees.

**Matters arising.**

David asked for a show of hands from everyone in favour of the proposed merger of The Friends of Hednesford Town and The Heart of Hednesford Restoration Project to form one group called Heart of Hednesford. Everyone in attendance agreed. The new group will adopt the HoHRP constitution and all official paperwork will continue to carry this name but for marketing purposes the group will be referred to as Heart of Hednesford.

**Report from HiP meeting.**

The Bridging Communities artwork project is going ahead and will be a joint project with community groups, residents and local schools. The project is being led by Lesley Yates from Hednesford in Partnership through the Arts and Architecture sub group, with the assistance of Lisa Shepherd and Louise Rose.

Paul Woodhead and the events sub group are discussing putting on four artisan markets next year in Feb, April, August and Christmas.

A bid has just been submitted for £10k from the Big Lottery Celebration Fund to put towards a summer carnival next year. An application has also been sent to Cllr Christine Mitchell for £500 towards marketing.

The Hednesford festival took place on 11<sup>th</sup> August and was a great event. David expressed thanks to everyone who turned up and who helped. HoHRP took £268 on tombola and made £165.50 profit. There is currently £1642.01 in HoHRP bank account.

#### **Community rail licence update.**

David explained that HoHRP has applied for a licence and is in touch with Network Rail. Flyers and notices are being distributed around the town to gather interest. Facebook updates haven't produced any volunteers as yet. HiP had lots of volunteer forms filled in at the summer festival.

Press release sent out to local media about the bridge artwork project and a press release is planned next to publicise the proposed community station. John Morgan agreed to meet up along with Network Rail etc to discuss finer details. Need to have a safety briefing and also need to establish a working group.

#### **Election of officers.**

Chair – David Wisehall

Vice chair - Angela Stanley

Secretary – Keith Fitch

Treasurer – Phil Bradley

#### **The Way Forward.**

Attendees agreed to accept HoHRP constitution as new combined constitution and not to change the name on bank accounts etc. David asked Carol to upload the constitution onto website.

David has emailed Cara Rakmee, Cannock Chase Council Parks Dept. to explore possibility of a garden planting trail to link station to signal box in the park. David discussed with Lynn Evans who is keen to get involved and help supply gardening bits. Council planting embankment in park with wild flowers. Possibility of including Food for Free and wild flower sections at station. David to set up a meeting next week with Cara to discuss.

Tesco Bags for Help scheme - fund work on open spaces through carrier bag scheme £8-10k grants available. Need to find out if land around Co-op qualifies. Co-op staff keen to get involved with community projects. Emily Maddox. Youth club local PCSO Emily wants to be involved. Current PCSO, Shannon Parsons, will be moving on.

#### **Station & Telephone Box.**

Going to look at positioning on the station as an information point. As a group, we will need to join Acorp – a federation of community rail partnerships and rail promotion groups and work with Cannock Chase Rail Promotion Group. David attending one of their meetings next month. Rob from 1st Hednesford scouts would like to get involved in projects and needs as much notice as possible.

**Traders** - need to encourage a more diverse lot of businesses into the town. Also look at



available plots of land. Carol and Lesley met with Glen Watson. HiP 2-5-10 year plan, have a look at it at the next meeting.

### **Social media and promotion and recruitment**

Chalk A boards around the town with info on about litter picks and meetings windows in the coop ask tesco banners on railings. Look for permanent places to position up to date information.

Robin Kingston offered to liaise with retailers regarding placing promotional posters etc around the town.

George will give a grant towards banners £100

Community Spirit contact to see if they want to be involved with our group

### **Events**

Christmas - no timings released yet. invitation to have a stall on Dec 2nd. David asked if people could start collecting items, people to bring items to each meeting and give to Jan and David.

Christmas lights - last year the council can fund the lights, David talked about fundraising for new lights which could cost between £10-15k. Sharon suggested tins in shops for loose change to collect towards new lights. May have option of town council taking ownership of existing lights.

Litter pick - enter Best Kept Village competition for 2017 as a focus for the litter pick events. Request info from Peter Harrison. Need to combine mailing lists and sort access with Phil for bank account. David suggested joint litter pick with the Green Party. David brought 10 litter pickers and a brush cutter for the bank. No date set for next litter pick yet David will set a new date and let everyone know.

### **Any Other Business**

Concern has been expressed over traffic in Mill Green affecting Hednesford. George said there are some plans for road improvements. Don't think it will be much of an issue for Hednesford.

Graffiti wall for youngsters? Suggestion from one of the traders. Vinyl paper/boards that are removable. Leave to the traders.

Nov 4th at the Aquarius AONB conference - do we need to go along to discuss links from Hednesford to Cannock chase? George offered to represent the group and put this forward. Could assist AONB by using car parks as satellite parking for the Chase. Possibly a vintage shuttle bus on bank holidays and summer weekends.

Heritage talk at Pye Green Community Centre next month about WW1 Tunnellers fully booked another one set for 19th October at 7pm, free but you have to book as limited places.

Tesco looking for groups to donate waste food to on a Friday and Saturday.

George - travellers at leisure centre on Friday need to call Cannock Chase council or Police if you see any can report straight away.

**Next meeting** - Wednesday 21st September, 6.00 p.m. at Bellas Coffee House.



**Heart of Hednesford  
Meeting at Bella's held on  
Wednesday 21<sup>st</sup> September 2016**



**Attendees:**

David Wisehall	Keith Fitch	Margaret Fitch
Mary Wynne	Robin Kingston	Olly Kingston
Hazel Bullock	Charlie Bullock	Ian Taylor
George Adamson	Graham Burnett	Wendy Yates
Angela Stanley	Lesley Yates	Sharon Jagger
Carol Fittes	Mark Walker	Sarah Walker

**Apologies:**

June Sheasby	Dorothy Farish	Phil Bradley
Christine Mitchell	Rob Ryder	Lisa Ryder
Paul Woodhead	Cara Rakmee	

**Approval of minutes:**

The minutes of the last meeting held on 31<sup>st</sup> August 2016 were approved.

**Community Rail Licence update & other station issues.**

The application for the Community Rail Licence is going through and approval is expected within the next 2-3 weeks. A method statement and risk assessment will then be required although David has already started to prepare these. May need to arrange insurance although David will discuss with Peter Harrison at Hednesford Town Council to see if covered by council insurance. Once licence approved David will need to attend safety briefing and he will then need to instruct anybody else involved on works on Network Rail property.

The next Town Council meeting will be on 8<sup>th</sup> November and David hopes to raise the issue of the station including projects such as relocation of the taxi rank, public toilets and positioning of the historic phone box.

Lesley Yates looking at the situation regarding funding for various projects on behalf of HiP and HoH including from Tesco.

The HiP Arts and Architecture Group held a meeting on 20<sup>th</sup> September and both LY and DW attended. Local schools have been approached to sort out ideas for what should appear on the artwork to be applied to the Market Street bridge. They in turn will be contacting various local groups to obtain suggested themes for inclusion.

Various low level crime and other issues around the station have been reported to London Midland and Network Rail.

**Garden Trail.**

DW has met with Cara Rakmee from Cannock Chase council, whose role is to promote gardening activities in the park and teaching horticultural skills to the community, and discussed the idea of creating a sensory garden trail from the station to the former signal box now located in Hednesford Park. This would include plants such as lavender, grasses and rosemary. The various highly scented plants and shrubs could be planted next to

benches on route to and in the park. Already group of about 10 from the park are interested in the project. Planters would probably be required although may be able to obtain sponsorship for at least some of them from local businesses and possibly some community groups who could adopt their own small plots.

Although work could commence by spring 2017 the results would not really be seen till 2018. Plants could be propagated from those grown locally rather than having to purchase new plants with a cost saving. Also suggested seating and flower beds be sited at corner of Market Street and Victoria Street.

Need to look at funding for this project.

David has also spoken with Cara regarding landscaping at the station and confirmed she thinks the area behind platform 1 could be turned into a permaculture area with wild flowers and fruit bushes and be self-sustainable. Lynn Evans, Cannock Council parks community liaison officer may be able to help and advise on the supply of suitable plants and shrubs for the area.

It was suggested the Princes Trust and Community Payback should be contacted to see if any help would be available. Hazel agreed to co-ordinate the project.

### **Co-op Car park**

Due to the number of cars being parked on the Co-op car park for the full day, mainly by people commuting to work in Walsall and Birmingham but also possibly people working in Hednesford plans for the introduction of a 4 hour maximum stay is due to be discussed by Cannock Council on 22<sup>nd</sup> September. Apparently when a survey was done approximately 40% of spaces were taken by cars being parked for the full day. In addition the station car park is normally full by 9am on weekdays.

Tesco have no objection to part of their car park being used for long stay parking.

Following discussion by the council a full consultation will take place. DW has registered HoH as an interested party and we will be involved in the consultation process.

### **Best kept village.**

Earlier in the week David spoke with Sheila Harding, a councillor from Norton Canes about work they have had to do in their area as a result of entering the Best Kept Village competition. This included producing a newsletter several times a year and signage. He also discussed with them how the competition works and about the issues we should be aware of.

It was suggested that perhaps the group should look at producing a newsletter perhaps 4 times per year which could be made available at selected outlets in the town although funding of £2000 upwards could be required. There would of course be some income from adverts which could include from local traders, churches, MP's office, town council etc. Suggest the idea raised at the next HiP meeting and perhaps local Graphic Design Students might be interested in the project.

### **HiP 2, 5 & 10 year plans**

Copy to be emailed to KF who will circulate to members.

### **Social Media, Promotion and recruitment etc.**

Robin Kingston has contacted several local businesses about having signage and/or chalk boards in or outside their premises. He has also spoken to Tesco about posters in their store and the Co-op about an A board in their store. A number of retailers concerned about the boards being a trip hazard. It was agreed to proceed with purchase of several boards and DW will submit application for funding.

Phil Bradley is now an admin and will be editing entries on the HoH Facebook page however somebody is required to keep our website up to date.

## **Events**

Cellophane wrapping and ribbon has been purchased to wrap prizes for the tombola being organised for the Christmas Lights switch on (Friday 2<sup>nd</sup> December)

Although items for prizes have started to be handed in many more would be useful as this is the main fundraising event of the year. Prizes suitable for children and adults would be welcomed.

On Sunday 25<sup>th</sup> September there will be another litter-pick, jointly organised with Cllr Paul Woodhead, starting at 9am from the Co-op car park. David has purchased litter-pickers and will supply hi-viz vests, plastic sacks etc.

David has received an email from Keep Britain Tidy regarding a project in Essex that he will forward to local councillors and the members of the group.

## **Any other business**

David will be attending a meeting regarding the Christmas event in Hednesford next week and will update the next meeting.

PW has updated DW about the Community Speedwatch scheme which is up and running and also that planning for the artisan markets in 2017 is well under way. Town council have agreed to fund the cost of road closure orders.

## **Date and venue of next meeting**

Wednesday 26<sup>th</sup> October 2016 at Bella's Coffee House, Market Street, Hednesford.

Keith Fitch  
2<sup>nd</sup> October 2016





Dear Hednesford Town Council,

Please see attached statistical information collated from Central Control CCTV within the month of

**CCTV MONITORING for Hednesford Town Council**

Criminal and non criminal activity

BURGLARY 0  
THEFT 2  
DAMAGE 0  
AUTOCRIME 0  
DISTURBANCE 6  
DRUNKNESS 5  
ANTI SOCIAL BEHAVIOUR 9  
GRAFFITI 0  
SUSPICIOUS 12  
TRAFFIC 3  
MISSING PERSON 1  
DRUGS 1  
ASSAULTS 2  
NON CRIMINAL (AREAS  
MONITORED) 146  
TOTAL 198

POLICE ADVISED US 7  
WE ADVISED POLICE 1  
RESOURCE DEPLOYED 4

**90%** OF MONITORING WAS NON REPORTABLE  
**10%** OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO THE PARISH /POLICE

Hednesford was fairly quiet during August, the majority of our activity has been based around the monitoring of a known criminal who's believed to be located in the area, and also trying to locate other knowns within the Market Street area. The skate park has been frequently visited during the month, as well as the new park.

Please do not hesitate to contact us regarding any issues or concerns that we can assist in monitoring around the Hednesford town area.

Kind Regards

Lucy Frost  
CCTV Operator.

Email to: Amanda Wilkinson  
Peter Harrison (Hednesford Town Council Clerk)





Dear Hednesford Town Council,

Please see attached statistical information collated from Central Control CCTV within the month of September 2016

**CCTV MONITORING for Hednesford Town Council**  
Criminal and non criminal activity

BURGLARY	0
THEFT	3
DAMAGE	0
AUTOCRIME	0
DISTURBANCE	4
DRUNKNESS	3
ANTI SOCIAL BEHAVIOUR	10
GRAFFITI	0
SUSPICIOUS	8
TRAFFIC	6
MISSING PERSON	2
DRUGS	0
ASSAULTS	1
NON CRIMINAL (AREAS MONITORED)	109
TOTAL	146

POLICE ADVISED US	6
WE ADVISED POLICE	0
RESOURCE DEPLOYED	0

**96%** OF MONITORING WAS NON REPORTABLE  
**4 %** OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO THE PARISH /POLICE

The number of anti-social behaviour incidents seems high this month and has predominantly been based around youths in the skate park and Tesco's area. Thankfully our new Hednesford Park cameras are in the testing stages at present and will hopefully be fully operational during the month of October. Again, the link between the football club and the town centre has proven to be very beneficial with the football club notifying CCTV about any groups of customers who may be heading into town.

Please do not hesitate to contact us regarding any issues or concerns that we can assist in monitoring around the Hednesford town area.

Kind Regards

Lucy Frost  
CCTV Operator.

Email to: Amanda Wilkinson  
peter.harrison@hednesford-tc.gov.uk (Hednesford Town Council Clerk)

**Hednesford Town Council**  
**Lloyds TSB Bank Reconciliation 30/09/16**

Bank Balance per Statement	Lloyds Bank	£	4,738.09
	Unity Trust Bank	£	39,080.33
LESS	O/S cheques		
21-09-16	300013	HM Revenue & Customs	£ 2,622.69
			£ 2,622.69
Cash Book bank balance at 30.09.16			<u>£ 41,195.73</u>
Cash Book Balance		£	41,195.73
1 Year Long Term Savings		£	50,000.00
3 month Savings		£	50,000.00
Total Cash Balances			<u><u>£ 141,195.73</u></u>
Reserves B/F		£	159,080.17
Receipts		£	93,419.97
		£	<u>252,500.14</u>
Less: Expenditure		£	111,304.41
TOTAL		£	<u><u>141,195.73</u></u>



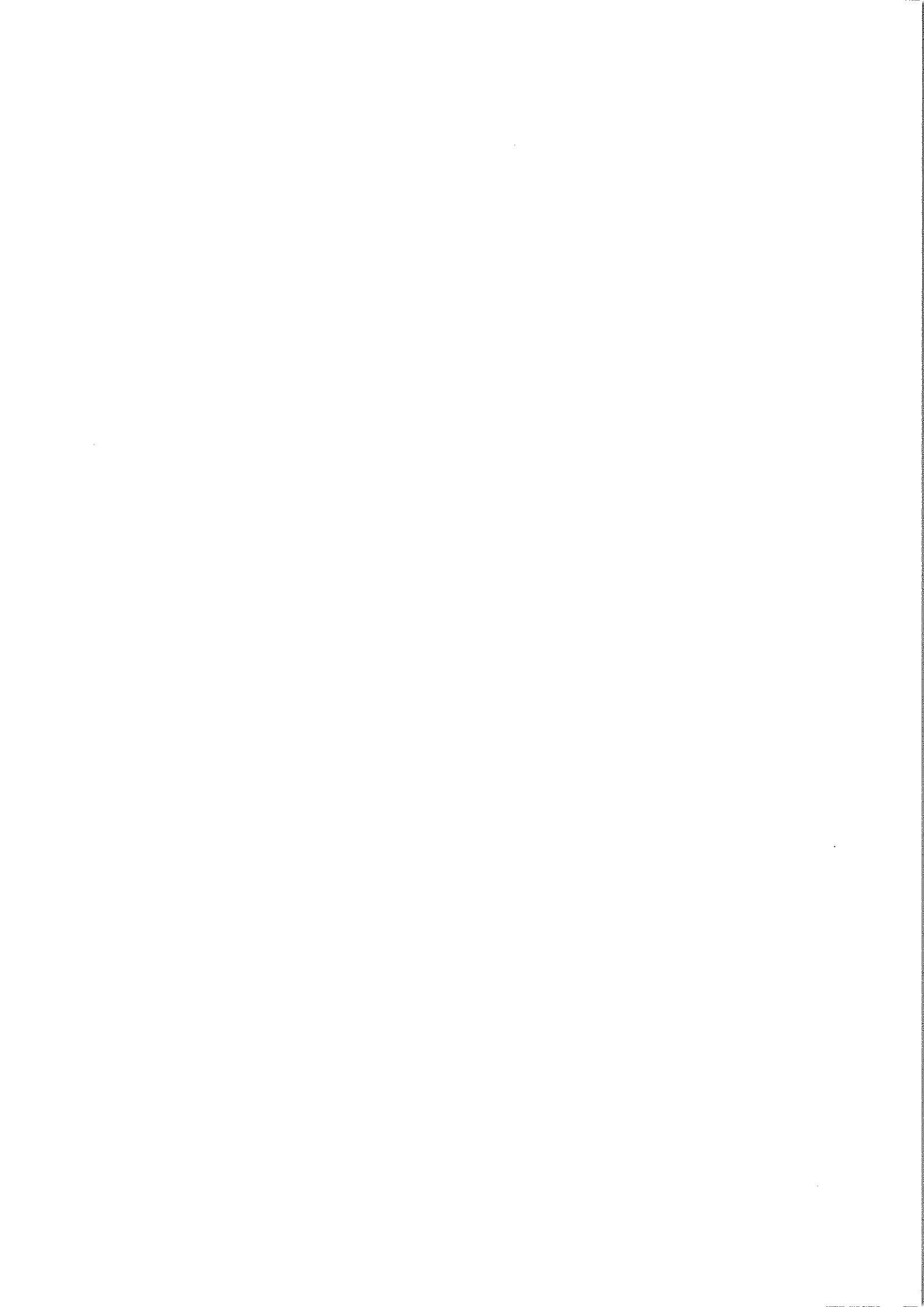
Date	check	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Recovered	Interest Received	PGCC Meeting Rooms	PGCC Room Lettings	PGCC Bar Takings	Misc	Grants	Loan	Savings Transfer	Community Investment Levy
		Year Total		£ 90,471.26	£ -	£ 65,000.00	£ 3,786.88	£ 54.07	£ 3,199.13	£ 11,317.00	£ 51.11	£ 113.07	£ 6,950.00	£ -		
02-09-16		Weight Watchers	BGC	£ 307.20					£ 307.20							Regular Hirer - Slimming world
12-09-16		Mrs Ward	500198	£ 798.31					£ 240.00							Regular Hirer - Saturday Slimming world
		RM Ridgeway							£ 144.00							Regular Hirer - Stars
		J Ross							£ 278.50							Bar Commission
12-09-16		AJ's Catering							£ 56.00							Regular Hirer - Toddler Dance
12-09-16		Diddance							£ 102.40							Regular Hirer - Pye Green Dance
		Mr Gregory							£ 153.60							Regular Hirer - Stardust
		Mr & Mrs Key							£ 48.00							Regular Hirer - Ladies Social
		Pye Green Ladies Club							£ 128.00							Regular Hirer - Clubcriss
		Mr K Barton							£ 130.00							Private Party 26-11-16
		Mr Baker							£ 199.20							Regular Hirer - Karate
15-09-16		EHMAA							£ 76.00							Regular Hirer - Zumba
26-09-16		EDA							£ 246.40							Regular Hire of Meeting Room 2
28-09-16		Midlands Psychology							£ 130.00							Private Party
30-09-16		South Staffs Acrobatics							£ 102.40							Regular Hirer - Pye Green Dance
		Mr Gregory							£ 64.00							Regular Hirer - Ladies Social
		Pye Green Ladies Club							£ 112.00							Regular Hirer - Sequence Dance
		Mr Small							£ 96.00							Regular Hirer - Toddlers
30-09-16		Pre School Learning Alliance							£ 199.20							Regular Hirer - Karate
		EHMAA							£ 155.71							
		Month Total		£ 2,948.71				£ 246.40	£ 2,566.60	£ 135.71	£ -	£ -	£ -	£ -		
		Year Total		£ 93,419.97	£ -	£ 65,000.00	£ 3,786.88	£ 54.07	£ 3,445.53	£ 13,883.60	£ 186.82	£ 113.07	£ 6,950.00	£ -		



Hednesford Town Council - Cash Book 2016/17

30-09-16 Cheques sent out

Date	Payee	£	Details
21-09-16	Staffordshire Pension Fund	£ 1,031.61	Pension Fund
	HM Revenue & Customs	£ 2,622.69	PAYE
	B Jones	£ 225.88	Salary
	D Richards	£ 503.31	Salary
	I. Bowman	£ 917.57	Salary
	P Harrison	£ 1,509.93	Salary
	M Bradbury	£ 765.28	Salary
	Risk Assessment Solutions	£ 30.00	Fire & Emergency lights
	Alicoopers Ltd	£ 815.56	Security Alarm Maintenance
	Centro WebNet	£ 129.56	Quarterly internet bill
	Viking Payments	£ 118.92	Stationary
	The Marketing Room (Uk) Ltd	£ 1,480.00	PR Support neighbourhood plan
05-09-16	Cannock Chase District Council	£ 726.00	Rates
16-09-16	British Telecom	£ 97.75	Phone Bill
20-09-16	Biffa Waste Services Ltd	£ 108.30	Refuse Collection
28-09-16	Lloyds Bank	£ 30.16	Bank charges
30-09-16	Service Charge	£ 20.55	Bank charges
03-09-16	Npower	£ 198.92	Electricity Bill
		<u>£ 11,331.99</u>	
Cash Book Balance		£ 41,195.73	
Lloyds, 1 Year Long Term Savings		£ 50,000.00	
Nationwide, 6 months Savings		£ 50,000.00	
Total Cash Balances		<u>£ 141,195.73</u>	
Reserves B/F		£ 159,080.17	
Receipts		£ 93,419.97	
		£ 252,500.14	
Less: Expenditure		£ 111,304.41	
TOTAL		<u>£ 141,195.73</u>	





KB/JG/300916/NATIONAL COUNCIL

30 September 2016

**TO: ALL MEMBERS OF NATIONAL COUNCIL**

Dear Colleague,

**SUPPORTING OUR ADVOCACY ON COUNCIL TAX REFERENDUM PROPOSALS**

I wanted to write to all members of National Council to ask for your county association's help with our advocacy on the government's Local Government Finance Settlement Technical Consultation as this includes proposals to extend council tax referendum principles to local parish and town councils.

I cannot emphasise enough how vital it will be for county associations, councils and our other stakeholders such as the Society of Local Council Clerks (SLCC), to all play a part in our collective campaigning effort as we really do need your support in opposing the government's proposals.

There are a number of ways in which I would ask you to get involved and help us:

- As many county associations are holding their annual general meetings over the coming days and weeks we are asking you to put an emergency motion/statement on the agenda which seeks support on this issue. Some model text is included at the end of this letter. I'm delighted that the Essex county association AGM last week unanimously supported the motion which also calls on councils to respond to the consultation and write to their MPs; the Northumberland county association are helpfully considering the motion at their meeting tomorrow.
- I would particularly urge county associations and councils to write to your Member/s of Parliament about the proposals setting out: the important work of your council in improving the community; the impact of the proposals on your community and your current and future work delivering local services, especially onward devolution from principal council. More detailed points for you to consider are included at the end of this letter and we will also be circulating a model letter for you to use early next week.
- If you haven't done so already, as a matter of urgency let our councils know about the consultation and urge them ALL to respond, as well as asking them to share their views and responses with us to inform our own response – our briefing is in the members area of the website. I would encourage county associations and councils to draw on the issues we raise in our recent press release along with the points included at the end of this letter.

- If you have a good relationship with your principal council/s do contact the chief executive and/or council leader to ask for a meeting to discuss the likely impact of the proposals, ask them to oppose the proposals in their own response to the consultation.

There are a number of other things we have done already and have planned which I wanted to update you on:

- NALC's press release published in advance of the consultation (which was covered by local government magazine LGC) sets out in more detail NALC's initial reaction to the proposals, points on which we will elaborate further in final responses to the government where we will be setting out our opposition to these proposals in the strongest terms.
- I wrote to the local government minister Marcus Jones MP on the day of publication seeking an urgent meeting with him to discuss the consultation proposals and related issues, his office responded the same day and a meeting will take place on 10 October.
- We published a consultation briefing in the members area of the website seeking feedback from councils and county associations on the proposals to inform and shape the NALC response; our head of policy and development, Justin Griggs, is leading our work on this and can be contacted at [Justin.griggs@nalc.gov.uk](mailto:Justin.griggs@nalc.gov.uk)
- Last week I wrote to the Local Government Association's (LGA) Resources Board seeking their support given LGA opposes council tax referendum principles for all types of authority.
- I have written to the chairman of the Communities and Local Government select committee Clive Betts MP to brief him and he intends to raise this issue with ministers at a session of his committee in October.
- The SLCC are also supporting our lobbying and will be discussing their response to the consultation at a meeting of their NEC on 12 October and at their annual conference, which our chief executive Jonathan Owen will be addressing on the Friday. We have also sent a joint message from both chief executives to the 120 councils likely to be affected with a survey seeking more information on previous and planned increases.
- Over the coming days and weeks NALC will be engaging with MPs, members of the House of Lords, local authority organisations and other stakeholders to brief them on the proposals and seek their support. We have already received in principle support from the Local Government Association, the County Councils Network, the Chartered Institute of Public Finance and Accountancy and the Association of Liberal Democrat Councillors.

Thank you in advance for your help and support on important matter and please do not hesitate to get in touch if you have any questions or need any further help.

Yours sincerely,

A handwritten signature in black ink that reads 'Ken D Browne'.

**COUNCILLOR KEN BROWSE**  
**CHAIRMAN**

#### **Motion text**

This meeting welcomes and notes the successful lobbying by the National Association of Local Councils to ensure council tax referendums principles have not been extended to local parish and town councils since the introduction of these measures in the Localism Act 2011.

Local parish and town councils are an important part of communities and local democracy, and should be able to get on with the job of improving quality of life and well being without central government interference.

It is vital local councils continue to have the freedom and flexibility to raise the resources they need to invest in local services, especially at a time when they are taking on services and assets from principal councils, often much valued services which would otherwise cease completely and which communities want to see continue.

This meeting is therefore extremely concerned about a consultation published by the government on 22 September which includes proposals to extend council tax referendums to some or all local councils.

Local councils in [county] are doing a brilliant job improving their areas; whether it's by building community resilience, increasing house building through neighbourhood planning, providing local transport solutions, supporting the local economy and businesses, organising community events and festivals, helping meet social care needs and making places dementia friendly or giving grants to help local groups and organisations – all this and more for an average cost to residents of just over a pound a week.

This meeting also notes that local councils account for just 1.7% of the £26 billion raised through council tax in England and have demonstrated fiscal responsibility in recent years with overall increases in precepts going down, rising this year by just 6 pence per week as a result of local councils taking on services from principal councils and funding not being passed on to them.

Given their important and growing role, local councils should be celebrated and supported, not hindered by central government.

This meeting is therefore resolutely opposed to proposals by the government to extend council tax referendum principles to some or all local councils; and calls upon all local councils in [county] to respond to the government consultation stating their opposition to the proposals and to write to their MPs seeking their support.

### **Key points and issues for consultation responses and letters to MPs**

- The consultation provides a good opportunity to promote the brilliant things our councils do so please highlight the positive impact of your work improving the community.
- At parish level a referendum is expensive and the cost is disproportionate to the council tax increase. It could cost as much as £3 per Band D property to ask residents whether to spend more than £5. Councils may want to find out the cost from your principal council of the likely re-charge cost to councils for conducting a stand-alone parish precept referendum, assuming that it is not conducted in conjunction with any other election, by election or referendum and that poll cards are issued. Even if residents vote no in a referendum, the council will still need to meet the cost of it. The referendum cost alone would probably lead to a rise of well over 2%. It might also be helpful to illustrate this cost as a proportion of the council's overall expenditure.
- You may want to highlight cheaper, more effective ways that local councils already consult and involve their local residents.
- Local councils are more accountable, their meetings are open and accessible to local residents and they are also accountable to them through the parish meeting.
- Local councils often put their precept down as well as up. You may have an example of where your council has raised its precept significantly for one year and then dropped it back to the previous level, to fund a new asset or project.
- The impact of withdrawal/reductions in council tax support funding in recent/future years. A council may have had to increase its precept to cope with a reduction in the level of council tax support grant passed on by the principal authority – you may want to point out the impact of this.
- There are huge variations in size, complexity, levels of deprivation, social makeup and the services provided by local councils. No simple formula can equitably take these very different circumstances into consideration.

- Your council may be discussing, or perhaps already taken on devolved assets of services from a principal council. You may want to highlight the effect of this on your precept and give examples of impact and how the community benefits.
- Extending referendum principles to all local councils would be detrimental to those less active councils that currently have very low Band D council tax. It would make it much more difficult for those councils to begin doing more for their community and provide services similar to neighbouring councils that raise more council tax.
- Local councils are primarily financed through the parish precept and unlike principal councils do not receive grant funding from central government such as Revenue Support Grant, New Homes Bonus, Non-Domestic Rates or Council Tax Freeze grant. Council tax generally accounts for a much greater proportion of income at parish level than it does for principal councils.
- You may want to consider how the proposals to exempt devolved assets and services might affect any transfers being considered and whether they are fair and reasonable.
- Local councils should continue to have the freedom and flexibility to raise the resources they need to invest in local services, especially at a time when they are taking on services and assets from principal councils, often much valued services which would otherwise cease completely and which communities want to see continue.

