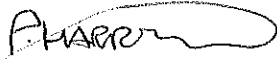


21 March 2017

Dear Councillor

A Meeting of the Town Council will be held at 7:30 pm on Tuesday 28 March 2017 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 14 February 2017 (enclosed pages 31 to 35 of 2016-17)
4. Chairman's Announcements
5. Pye Green Community Centre Management Committee
To consider a report of the meeting held on 21 February 2017 (enclosed agenda pages 1 to 2)

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
Tel: 01543 424872 Skype: HTC.clerk

6. Report of the Town Council Manager/Clerk

To consider the following:

a) 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 3)

b) Neighbourhood Plan

To report any update on progress

c) Cannock Chase Local Plan

To confirm the action taken in consultation with the Planning Spokesperson in submitting the following observations:

The Town Council has concerns regarding 2 sites that have been identified in the draft Local Plan

These are :

Site 375 – Land to the West of Beaudesert Golf Club

Site 342 – Land at West Cannock Farm

Both sites are within Brindley Heath Parish but they are within close proximity to the border with Hednesford. The draft Neighbourhood Plan for Hednesford already identifies sites for housing development within Hednesford notably large scale provision on land at Greenheath Road, land west of Pye Green Road and a medium scale development on land near to Keys Park Road as well as several smaller sites

It is the Town Council's view that development of the sites 375 and 342 should be opposed as this would have an adverse impact on Hednesford due to the loss of further green space in what is already a very urban environment. The residents of Brindley Village currently look to Hednesford for their services. Any further development in this area would place an additional strain on highways and put pressure on already overburdened health and public services in the Town

Due to the proximity of residential properties the Town Council would also strongly oppose use of site 375 for industry

The Town Council also to consider supporting the suggestion of the Heart of Hednesford Group regarding a designation to provide greater protection for areas of land in Pye Green Valley

d) Hednesford in Partnership

To receive an update

- e) Heart of Hednesford
To receive notes of meetings held on 18 January and 22 February 2017
(enclosed agenda pages 4 to 9)
- f) World War 1 Project Group
To receive notes of a meeting held on 14 February 2017 (enclosed agenda
pages 10 to 17)
- g) Annual Town Meeting -- 7:00 pm 18 April 2017
To consider the arrangements for this meeting
- h) Christmas Lighting
Cannock Chase Council will not reconsider the position regarding support for
the provision of Christmas lights. Heath Hayes and Wimblebury and Norton
Canes Parishes have said that they would wish to enter into a joint
arrangement with the Town Council to ensure the continued provision of
Christmas lights. As a consequence it is proposed that the Town Council:
 - i) Enter into a joint arrangement with Heath Hayes and Wimblebury and
Norton Canes Parish Councils to coordinate the provision and funding of
Christmas lights with a member of the Town Council being appointed to
serve as a member of a Joint Committee with terms of reference and
the arrangements for financing to be agreed
 - ii) Enter into a 3 year contract with Turnock's to provide storage,
maintenance and installation of lights
 - iii) Recommend that Mrs L Bowman be appointed to act as coordinator on
a trial basis for one year on terms to be agreed
 - iv) Subject to the above being approved, agree to the Town Council being
the responsible accounting body for the Joint Committee
- i) Pavement Café and Commercial Obstructions Policy
To consider this matter (enclosed agenda pages 18 to 36)
- j) CCTV
To receive the monitoring report for February 2017 (enclosed agenda pages 37
to 38)
- k) Finance
To note income received and confirm payments made up to 28 February 2017
(enclosed agenda pages 39 to 41)

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
9. Terms of Appointment Christmas Lighting Coordinator

HEDNESFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

HELD AT 7:30 pm ON TUESDAY 14 FEBRUARY 2017

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

PRESENT: Cllrs. A Pearson (Chairman), B Gamble (Vice-Chairman),
G Adamson, Mrs S Cartwright, Mrs D Grice 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, D Wisehall (Heart of Hednesford) and L Aitchison (The Marketing Room)

Prior to the formal commencement of the meeting the following matters were raised

As part of the WW1 commemorations in November 2018 there was to be a national beacon lighting event to mark the end of the war. It was suggested that a beacon could be lit in Hednesford. However, it was noted that the representatives of the armed forces and others were already committed to attend the main commemoration which was taking place in Cannock culminating with a show at the Prince of Wales Theatre and having two events would clash. Further thought would be given to the matter to see if there would be sufficient community support for a separate event in Hednesford

The Heart of Hednesford group had agreed to maintain the Miners' Memorial and the Town Council would assist with the supply of any necessary equipment and materials. The Group was also progressing an entry for the Best Kept "Urban" Village Competition

It was noted that the first Artisan Market of the year had been held on 11 February and this had received a generally good reception

1 MINUTES

The minutes of the meeting held on 3 January 2017 were approved as a correct record

2 CHAIRMAN'S ANNOUNCEMENTS

Aneurin Bevan – Desk

The Chairman was pleased to see that the desk which once belonged to Aneurin Bevan and the Pye Green Community Centre had been featured on the "Inside Out" Programme on BBC1

Cheque Presentations

The Chairman had hosted a reception on 19 January 2017 when he was able to meet representatives of many organisations that the Council helped to fund and to thank them for all the work they do for the community. He had received letters from several expressing gratitude for the support given by the Town Council

On the evening he had been pleased to accept a gift of a framed Greenheath FC player's shirt and also 2 framed pictures loaned by the Staffordshire Regiment Association. One depicting the attack of the Otago Mounted Rifles at Messines in 1917 and the other the attack at St Quentin Canal in 1918. These items were now on public display in the Exhibition Space at Pye Green Community Centre

Hednesford Station Adoption

The Chairman had been pleased to meet representatives from London Midland and Network Rail at a ceremony held on 13 January to mark the adoption of the station by the Heart of Hednesford. This was another example of Hednesford leading the way and everyone involved were thanked

Hednesford Library Launch

Along with the Vice-Chairman and other members the Chairman had attended the launch of the new "community" library on 1 February. He had been able to speak personally to many of the volunteers who would now be running this facility and he wished them all the best for the future

5's Pavilion and Sports Ground

The Chairman reported that this state of the art facility featuring a floodlit full size 3G synthetic pitch and the associated facilities was now complete and he would be attending the official opening on 1 March 2017

World War 1 Commemorations

The Chairman reported that there would be events in Cannock Park on Saturday 24 June from noon until 4:00 pm to mark Armed Forces Day 2017 and during the same weekend (24th and 25th) there would be WW1 events taking place at Marquis Drive

3 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 shown at Annex 1 be confirmed

b) Neighbourhood Plan

That the notes of meetings of the Neighbourhood Plan Steering Group held on 17 January and 3 February 2017 be received

That the revised Neighbourhood Plan be approved for submission to the Local Planning Authority subject to the Town Council Manager/Clerk in consultation with the Chairman of the Neighbourhood Planning Steering Group being authorised to make any minor amendments

c) Cannock Chase Plan

That correspondence from Cannock Chase Council regarding the Cannock Chase Plan be noted and the Town Council Manager/Clerk in consultation with the Spokesperson for Planning be authorised to submit any comments thereon

d) Hednesford in Partnership

That notes of meetings held on 12 December 2016 and 16 January 2017 be received

e) Heart of Hednesford

That notes of a meeting held on 18 January 2017 be received

f) Provision of Health Services

That a letter from the Cannock Chase Clinical Commissioning Group regarding provision of health services for residents of new housing developments in Hednesford be noted

That with regard to the Sustainability and Transformation Plan for Staffordshire it be noted that this was not yet the subject of formal consultation but that the Royal Wolverhampton NHS Trust had indicated that it would oppose the closure of the MIU at Cannock Chase Hospital and had also expressed concern at the poor performance of Staffordshire County Council Social Services in comparison with other local authorities in the West Midlands

g) Antisocial Behaviour Crime and Police Act 2014 – Conversion of Dog Control Orders to Public Space Protection Order

That the Council support the conversion of Dog Control Orders to Public Space Protection Order subject to provision of necessary enforcement

h) CCTV Monitoring

That the monitoring reports up to January 2017 be noted

i) Christmas Lighting

That Cannock Chase Council be asked to reconsider being responsible for coordinating the arrangements for provision of Christmas lighting for local councils on the basis that the Town/Parish Councils would meet the

cost involved

- j) Request for Financial Assistance
That the Chase Parkinson's Group be awarded £300
- k) Finance
That income received be noted and payments made up to 31 January 2017 be confirmed

5 MEMBERS ITEMS FOR CONSIDERATION

Cllr C Mitchell reported on concerns she had received that the Police would no longer provide cover at Remembrance Sunday events. It was agreed that the Police be contacted to confirm if that was the case

The Meeting ended at 8:35 pm

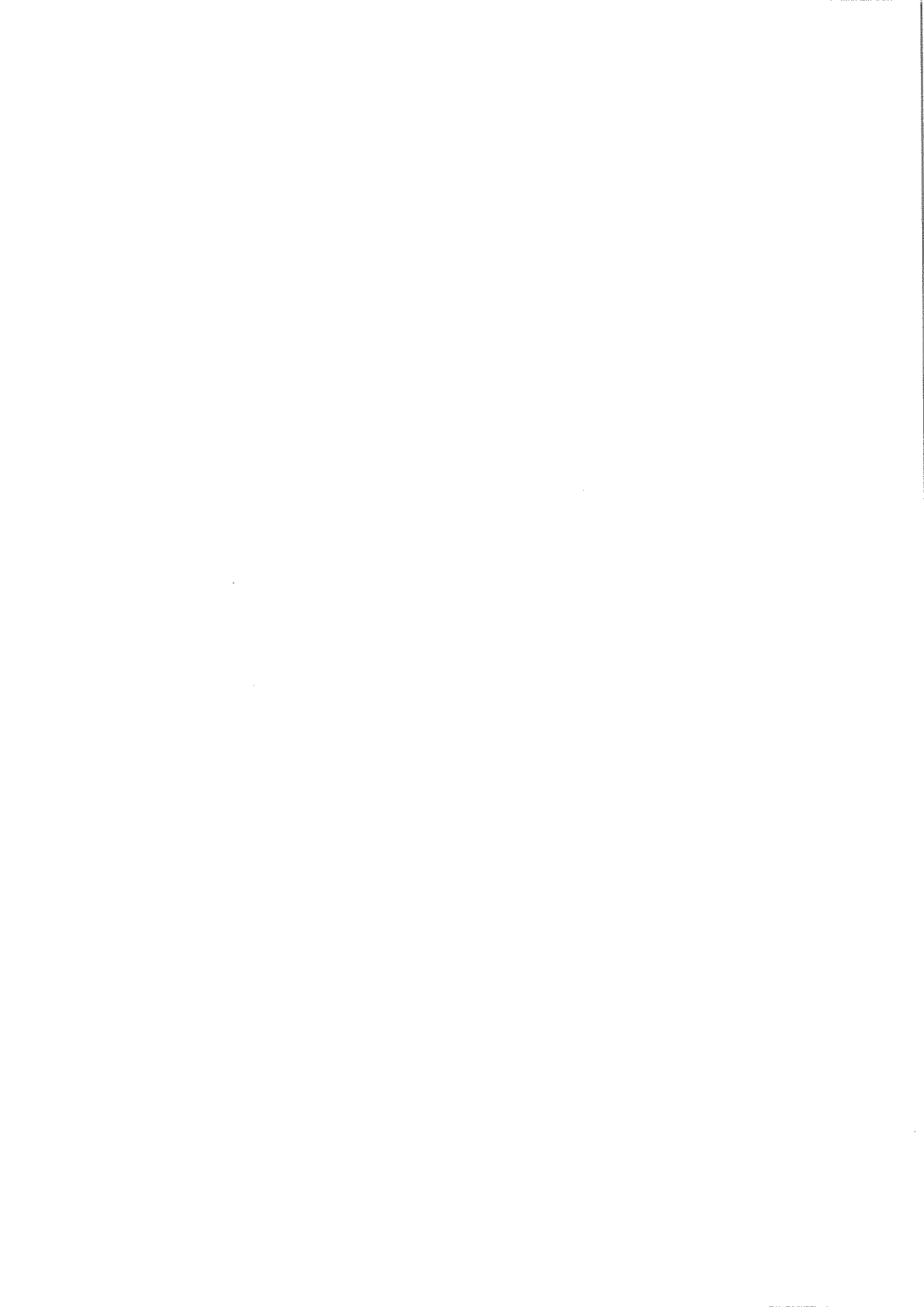
Signed:

Dated:

Annex 1

Council Meeting 14 February 2017 – List of Planning Applications

17/010	Extension – 16 Bromley Close	No Objection
17/007	Extension – 11 Farm Close	No Objection
17/004	Residential Development 3 x 3 bed bungalows and 3 x 2 bed dormer bungalows etc – 73 Mcghie Street	The proposal appears to be provide an over intensive development of back land. The presence of entrance gates gives the impression of a “gated community” which is not in keeping with the local area and the absence of a separate pedestrian access is likely to cause practical problems
16/470	Erection of 3 dwellings etc. With new access road – Land rear of 854 & 856 Pye Green Road	The Council's observations remain the same as for the previous application 15/0395



PYE GREEN COMMUNITY CENTRE MANAGEMENT COMMITTEE

Town Council Office
Pye Green Community Centre, Bradbury Lane, Hednesford
at 11.00am on Tuesday 21st February 2017

PRESENT:

Cllrs S Cartwright (Chairman), D Grice, B Gamble

Mr P Harrison, Mrs L Bowman

1. Apologies

A Pearson and L Whitehouse

2. Declarations of Interest

None

3. Minutes

The minutes of the meeting held on Monday, 21st March 2016 were approved as a correct record

4. Review of Fees, Charges and Terms & Conditions of Hire

Consideration was given to the scale of fees and charges. It was agreed that children's parties be charged at an hourly rate of £16 per hour rather than the special rate of £40 for 3 hours and that all other charges remain the same and be reviewed in 12 months' time

The following community groups had been using the meeting rooms free of charge on the basis that the Centre was already open for a commercial hire thereby incurring no additional caretaking costs:

Hednesford in Partnership, Heart of Hednesford (now understood to be meeting at Bella's), Friends of Hednesford Park (winter only) and Probus Club

A request for free use had recently been received from 1st Hednesford Scouts Executive Committee

It was agreed that the Council be requested to consider the policy regarding charging community groups for use of the meeting rooms

5. Regular Users - Issues

Regular users had been asked if they had an issues they wished to raise and none had been received

6. Forward Bookings

Bookings were steady but could be busier on certain days, especially Saturdays,
Children's parties: 11-03-17, 18-03-17, 29-04-17, Evening Parties with a Bar: 22-04-17, 29/07/17, 19/08/17, 26-08-17, 16-09-17, 06-01-18

7. Banners on the Front Railings

Banners promoting various groups that hire the Community Centre had been removed from the external railings, as they were looking very unkempt and from a Health & Safety issue they were becoming unsafe with the high winds at Pye Green. They could also be regarded as being in contravention of planning regulations. The committee agreed with the action taken and suggested that hirer's be invited to use "A-Boards" but only for the duration of their hire

8. Promotion and publicity for private hire

The new bar contractor AJ's Catering was running smoothly. The Committee supported the proposal for an open day to be arranged to promote further bookings

9. Maintenance and Improvements Programme

It was agreed to obtain advice and quotes for repairs to roof and for the installation of air conditioning in Meeting Room 1

The electricity supply tariffs had been reviewed and it was agreed to switch to EDF Energy who was offering the most competitive rates on a 2 year fixed deal

The arrangements for emergency lighting, fire extinguishers monthly testing and annual testing had been in place for some years and it was agreed that competitive quotes be obtained for future requirements

10. Exclusion of the Public

It was agreed that the public be excluded from the meeting due to the confidential nature of the business to be transacted

11. Staffing Matters

Members of the Committee expressed appreciation to all the employees who ensured that the Centre ran well and was maintained to a high standard

At the present time there were no major staffing issues but members of the Committee were conscious of the need for flexibility of any arrangements to ensure smooth running of the Centre

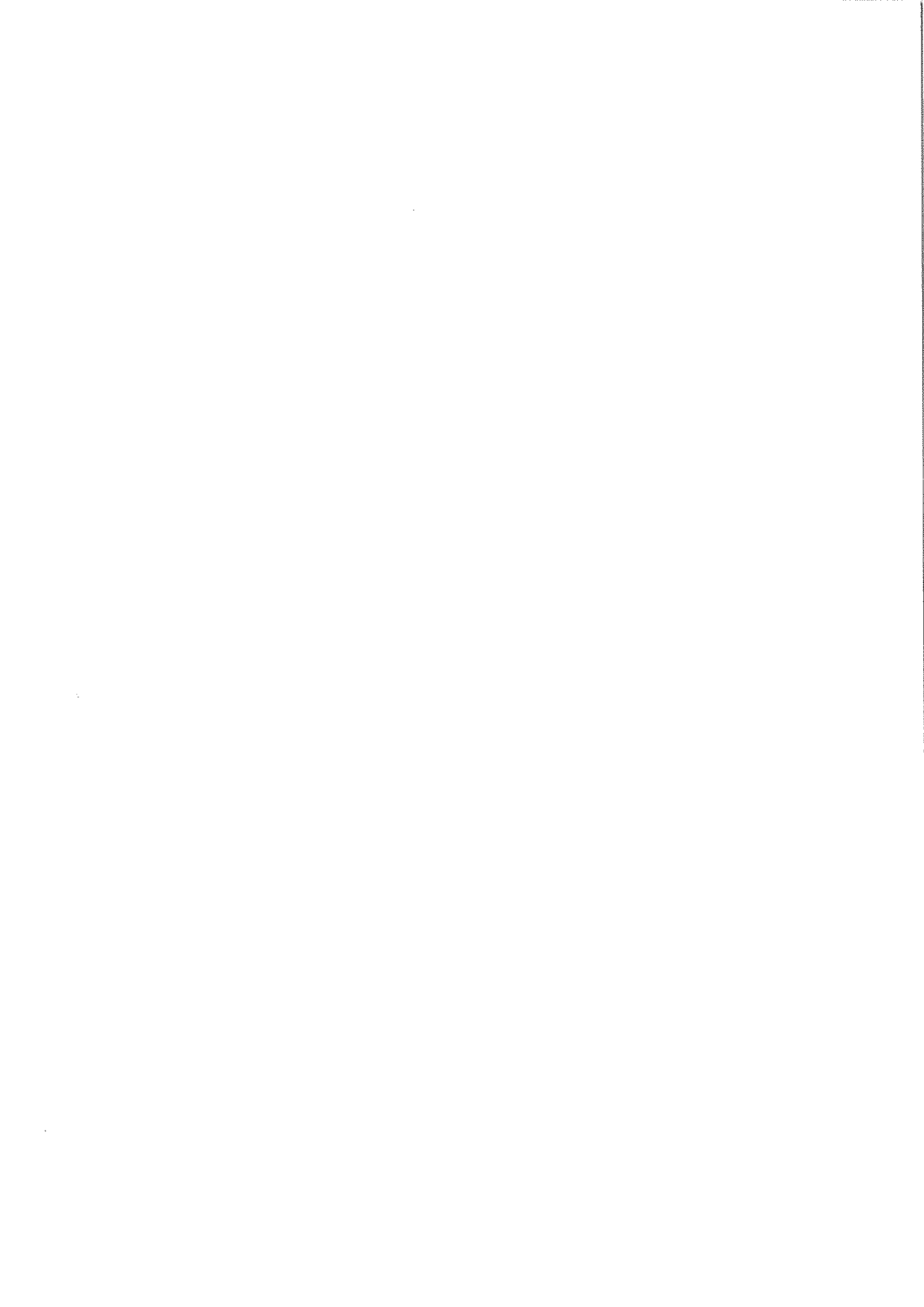
The Meeting ended at noon

Signed:

Dated:

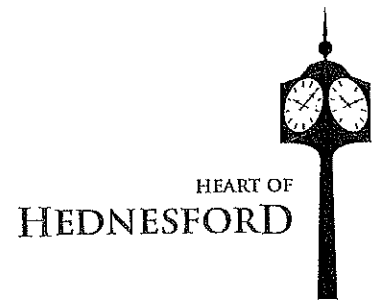
Council Meeting 28 March 2017 – List of Planning Applications

17/086	Installation Fixed Step Lift – 48 Priory Road	No Objection
17/083	Conservatory – 142 Belt Road	No Objection
17/078	Retrospective – retention boundary fence – 184 Greenheath Road	No Objection
17/067	Extensions – 60 Sweetbriar Way	No Objection
17/066	Extension to create porch – 32 George St (resubmission 16/162)	TBA
17/058	Erection of garage/workshop to replace existing – 70 View Street	No Objection subject to the new building not being used for commercial purposes
17/057	Garage Conversion etc – 10 Leafdown Close	No Objection
17/047	Residential Development – Land rear of 132 Bradbury Lane	The Town Council is generally not in favour of backland garden development. However, the provision of some bungalows means that the proposal is in keeping with the Housing Policies contained in the draft Neighbourhood Plan for Hednesford
17/045	Extensions etc. – 22 Hill Street	No Objection
17/044	Extensions – 184 Bond way	No Objection
17/043	Erection of brick outerskin, rear extension and porch to front - 238 Bradbury Lane	No Objection
17/037	Erection of new primary school – Land west of Pye Green Road	TBA



Meeting at Bella's Coffee House

Wednesday 18th January 2017



Attendees:

David Wisehall (Chair)
Mary Wynne
Charlie Bullock
Chris Richards
Christine Mitchell
Tom Preston
Fay Woodhead

Margaret Fitch
Robin Kingston
Hazel Bullock
Shaun Middleton
Jill Wilson
Heather Preece

Keith Fitch
Olly Kingston
Pam Richards
Sharon Jagger
Steve Wilson
Paul Woodhead

Apologies:

George Adamson
Michelle Reynolds
Phil Bradley

Graham Burnett
Rob Ryder

Wendy Yates
June Sheasby

Approval of Minutes from meeting of 23rd November 2016

The minutes were approved without any amendments.

Matters arising.

There were no matters arising.

Station adoption

Excellent day for the adoption ceremony the previous Friday (13th January 2017) although bitterly cold David was amazed by the number of people attending. As well as great support from team members our Patron Amanda Milling MP attended. In addition many other people attended including: Faye Lambert, Rob Hornsey, and Francis Thomas (London Midland), Lysette Rowley (Network Rail), Alan Pearson and Peter Harrison (Hednesford Town Council), Carol Fittes (Hednesford in Partnership) Sheila Harding (CHAPS), George Adamson (CCDC). A plaque presented by LM has been put up in the waiting shelter on platform one. On behalf of Hednesford Lions Shaun and Chris very generously presented the group with a cheque for £500.

In addition the group have been awarded £300 by Hednesford Town council with the cheque being presented Friday 19th January. Unfortunately David is unable to attend and therefore Keith and Robin will collect it on behalf of the group.

We are now fully covered insurance wise for work on both Network Rail and London Midland property. Initially NR advised they could not arrange this but this has changed and they have now done so saving the group about £165 per year.

LM will supply a number of hayrack style planters to be attached to the fences on the platforms and NR will fund some plants, etc. to go in them as well as both having funds available for tools and other equipment we may need. They are both able to supply PPE. Faye has promised 2 poster display cases on the station will be made available for our use. LM also running what they call their 1,000 bulb project where bulbs can be donated to schools and possibly other suitable applicants.

A meeting has been arranged on Wednesday January 25th, 7:00 pm at Pye Green for members of the station adoption team to allow David to deliver the H&S briefings, issue passes and sign the associated paperwork and sort out our plan of action for the immediate future.

Best kept village

Peter at Hednesford Town Council has passed on the paperwork he has received from Community Council of Staffordshire regarding the Best Kept Village competition. David has in turn passed the information to HiP in order that they may lead on this although time is tight as notification of entry has to be received by Monday February 20th followed by completed application including entry details, maps, etc. by March 27th. The project will be raised at the Arts and Architecture sub group meeting then a steering committee will be formed. Robin Kingston agreed to represent HoH on the committee.

David has also volunteered HoH to Hednesford Town Council to look after the upkeep of the town's mining memorial and they in turn have agreed to fund the group to carry this out. Would be an ideal opportunity for us to involve the Girls Air Cadets and the Scouts/Cubs.

Hazel Bullock agreed to liaise with these groups.

Funding

Although initial funding has been received further funding will be required and additional funding streams have been identified including from the Co-op Community schemes. Again time is very tight as the applications for the current scheme only runs from January 23rd till February 17th. There are restrictions as to what they will fund and the applicant has to be a member of the Co-op for at least 3 months. Sharon Jagger agreed to investigate on before of HoH.

David has discussed with HiP how to arrange for the work on the grass bank between the Co-op car park and the road bridge should be actioned and it has been agreed the way forward would be to invite the Groundworks Landscape Architect to draw up and possibly oversee the plans. This would possibly cost in the region of £750 but hopefully could be covered by funding from the Co-op scheme. This would make sense as Groundworks are the organisation who control the Bags of Help scheme at Tesco and are asking us through HiP to put in a funding bid. Could be anything up to £5,000

A bid from another local group has been recently submitted and we may want to let this clear before submitting our bid to avoid any clashes.

Events for 2017

Next significant event is the Artisan Market on Saturday February 11th in Market Street. There will also be Artisan markets on Staffordshire Day Saturday April 29th, Summer Festival day Saturday August 12th and the day following the Christmas lights switch on Saturday December 2nd. David and several other group members helped out HiP with the Summer Festival survey in Tesco on Saturday and Sunday January 14th & 15th and a lack of awareness of the markets was detected. HiP are therefore looking for suitable hoarding sites in the town to use for advertisements.

Cannock Chase Radio will be involved plus a press release will be issued. A banner in Tesco's has also been suggested.

Sharon Jagger has agreed to attend a meeting on Monday January 23rd on behalf of HoH where planning for the Summer Festival will get under way.

Review of Christmas event.

An excellent turnout for the event with everybody seemingly having a good time helped by good weather on the day. David thanked everyone who helped out on the HoH stand

especially Hazel and Rhiannon who helped run the very successful Tombola and Keith who helped with removing the stand. The Tombola could have had a lot more items available but we managed to completely sell out again and raised the princely sum of £215. David asked if group members could start getting together any items that might be suitable for future events. New fund raising ideas are being sought for future events. There was a really good turnout for the Christmas Litter Pick in Anglesey Park done jointly with Paul's group although very muddy, but as a consequence of that a new group will be forming to keep the park tidy and clear mud and rubbish from the paths etc. Another success story.

Social Media, promotion and recruitment.

Now Christmas is out of the way the A boards need to be sorted. Dot will be obtaining some chalk and liaising with Robin about sorting some text for the boards. HiP are looking to produce a monthly newsletter and one side could be used for this once they start being issued with our news/event information on the other. We have 10 new likes on the HoH FB page and 2060 views of our station posts, however the FoHT FB page is still active and needs to be closed down to avoid confusion. David will discuss with Phil.

Any other business

Hednesford Library will be holding the Community Library Launch on Monday February 1st between 3 & 5 pm. They are also still looking for volunteers to help out.

David attended a planning steering group meeting with HTC on Tuesday January 17th and a list of amendments has been put forward ready for the presentation for inspection a little later in the year before it is published and put out to referendum. Much of what HoH believes in has been included in this very important document that will shape the future of our town. Also to be included is that there should be provision in the town centre for a permanent market with access from Market Street.

David has been invited to have a chat, possibly with Paul, on Cannock Chase Radio about the station project and hopefully the other great work we are involved with.

Keith and David will be attending the next meeting of the Cannock Chase Rail Promotion Group in Rugeley on Tuesday January to update members on the station project.

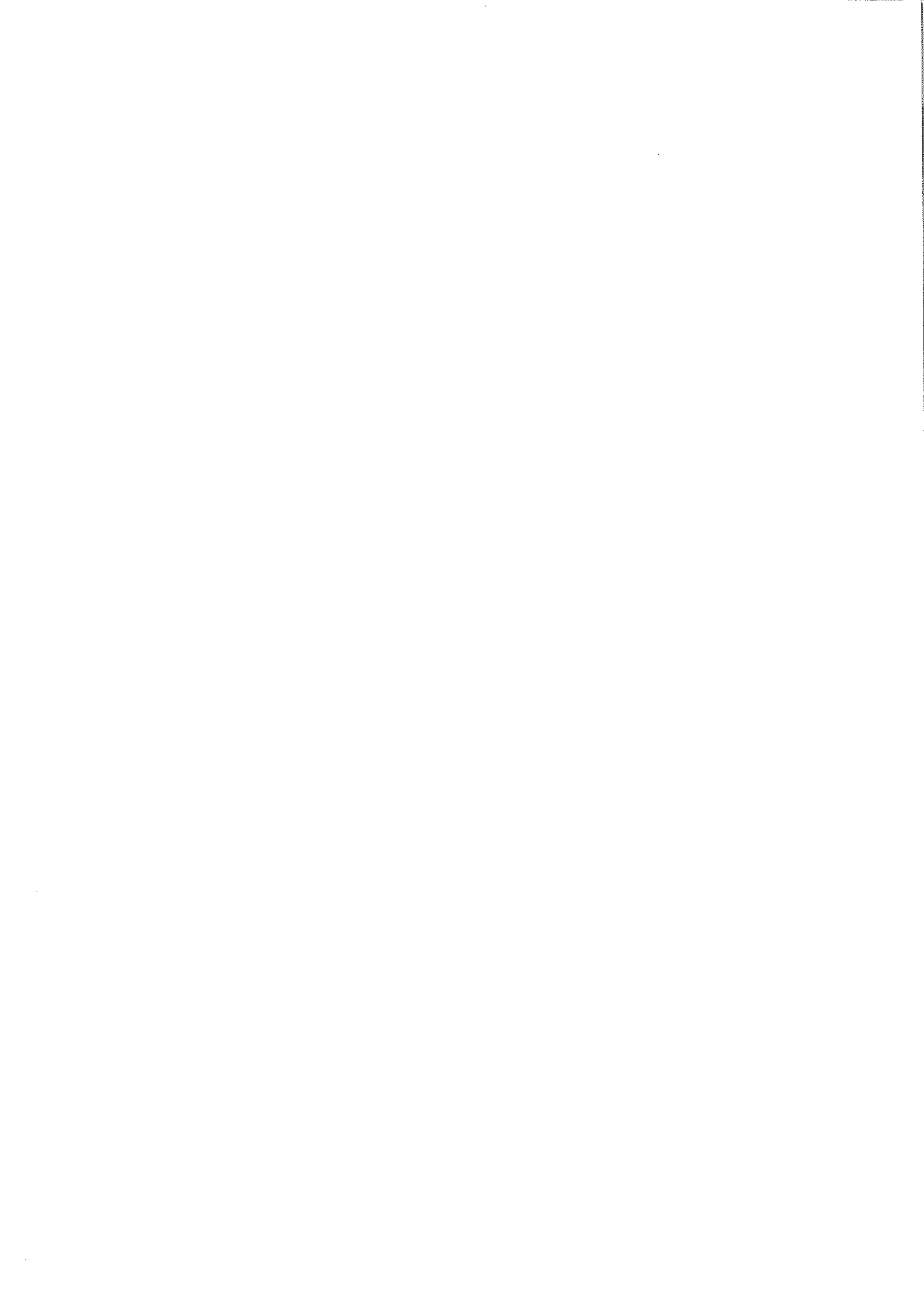
A quiz night is being held at Hednesford Town Football Club on Friday January 27th starting at 7.45 pm. Doors open from 7 pm.

Plans have been drawn up to change the parking restrictions within the Co-op car park with certain areas being limited waiting only whilst others can be used for all day parking.

At the end of the meeting David stated he was really amazed about how over the last few months everything has come together and the progress made in such a short time. He also hoped the group were fulfilling the aspirations envisioned when customers of Bella's formed Friends of Hednesford Town. He also stated there still remained a lot to do in getting everything off the ground but speaking to a lot of influential people we are certainly making our voice heard. People are sitting up and paying attention and want to be involved with both us and Hednesford in Partnership even as high up as the Houses of Parliament. They certainly know what a go-ahead town Hednesford is now and we are certainly helping to lead the way.

**Date, time, venue next meeting Wednesday 22nd February 2017 6:00 pm.
Bella's Coffee House, Market Street, Hednesford.**

Keith Fitch
20th January 2017



Meeting at Bella's Coffee House

Wednesday 22nd February 2017



Attendees:

David Wisehall (Chair)	Steve Wilson	Hazel Bullock
Charlie Bullock	Maxine Akins	Sharon Jagger
Lesley Wilkes	Phil Bradley	Tom Preston
Keith Fitch	Margaret Fitch	Dorothy Farish
June Sheasby	Paul Woodhead	Faye Woodhead
Christine Mitchell	Susan Humphries	Susan Fisher-Meddings
C Briggs	Pat Dawes	Stuart Crabtree
Mark Walker	Sarah Walker	Olly Kingston
George Adamson		

Apologies:

Graham Burnett, Robin Kingston, Jan Taylor, Mary Wynne, Heather Preece,

Approval of minutes from meeting held 18th January 2017.

Spelling error noted under heading of Best Kept Village Competition.

Matters arising:

Station adoption:

The first litter pick and general tidy-up at the station was carried out the previous Sunday (19th February) and was a great success. As a result of experience gained 12 hoops have been ordered to hold the plastic bags open and some stronger bags will be required. PW agreed to look at the supply of stronger bags. DW will now be contacting Faye Lambert at LM about supplying and installing hayrack style flower boxes, the allocation of 2 poster frames at the station and the possibility of visiting other stations with an adoption group. A skip may well be required to remove rubbish from behind platform 2 (Rugeley bound). Also need to clear the bank facing from the road bridge onto the Co-op car park. The date for the next group visit to the station will be announced shortly.

Best Kept Village Competition.

Hednesford in Partnership (HiP) are leading on this project and although we are not expecting a lot this year it should generate some interest and hopefully local people will show an interest and get involved. Notice of intent has been sent to Community Council of Staffordshire and they have responded. Areas for the judges to visit are nominated by the competing town/village so the whole town does not need to be included. Likely areas for Hednesford would be the park, the miners memorial, the station and surrounding area plus the area around the clock. At present trying to get meeting arranged with the HiP Arts and Architecture Group. RK will be representing HoH.

It was suggested contact should be made with the new Subway outlet about becoming involved with the project, also McDonalds have scheme to clear-up in the local area.

Miners Memorial:

Our services have been volunteered to keep the memorial and the area around it clean

and tidy. HB has produced a list of cleaning materials required but raised the issue of where they could be stored. The local scout group led by Rod Ryder are keen to be involved although a new risk assessment will be required. Rob has advised the group previously that he needs as much time as possible to arrange attendance by his group. On the 22nd April the last of the bricks will be dedicated and therefore this will be the target date to have everything neat, clean and tidy. The local council will be continuing with grass cutting and flower bed maintenance at least for this season. CM also suggested we should contact Mike & Chris Mellor as they organised the dedication event. Also we should involve the Chronicle.

Local Plan:

The Pye Green Valley, known locally as The Skelly, has been partly redeveloped with the building of a new housing estate and access road from the roundabout by the Bridge Inn however the remainder of the valley is shown on the CCDC local plan as an open space area. There is an option to increase the designation of this important local green area which would add a further level of protection. As the foremost community group in the area David suggested we put forward a proposal to protect and further enhance the area for the benefit of everyone in the town. Although not politically motivated cross party support is required to demonstrate support from town councillors, CCDC councillors, Staffs County councillors, residents and nearby users of the area plus our local MP.

It is proposed doing an online survey as well as a leaflet drop to all houses in the surrounding area. Graham Burnett has full details and is happy to prepare the proposal along with anybody else who wishes to help. DW advised this will be a HoH application that must be in by 27th March. The local plan was available for inspection at Hednesford Library last Tuesday but is still available on the CCDC website. He also thought there would be a lot of support from both from councillors and the local community. It will also fit in well with the important work we are doing at the station and enhance our groups standing in Hednesford.

Although parts of the area have been landscaped and are open to all including dog walkers some parts have been fenced and left wild and would therefore be suitable for a nature reserve. DW will be contacting Hednesford Town Council to ensure no conflicts with the Neighbourhood Plan.

Funding:

DW will be contacting Groundworks to quote for producing plans for the car park bank in order to apply for Bags of Help funding at Tesco. Will chase up reply from Co-op community funding department.

Events 2017:

Hednesford Markets

PW explained the first of this year's markets being held in Market Street went well despite the weather not helping with snow in the morning and rain with cold winds in the afternoon. A number of the stall holders have now signed up for the remaining 3 markets this year. There will be more stalls with a wider range of products at the next market being held on Saturday 29th April. SW from Bellas confirmed new faces had been seen in the town on the day with some having returned since. PW is trying to find coach companies who may be interested in stopping off en route to other local attractions. Also the next market could have performing artists to enhance the atmosphere.

It was agreed the promotion of the markets should be looked at to ensure local people are aware that it is happening. Posters on trains and at the station were suggested plus having leaflets in attraction stands in Birmingham. CF may be able to help with this.

Summer Festival

SJ advised she would not be able to attend further HiP meetings regarding the Summer Festival on behalf of HoH due to work commitments. GA agreed to report back as he will be attending the meetings.

Hednesford FC Quiz night

PW reported this went well with around 80 people attending with many taking part in the quiz. Planned for the end of March a skittles event. Everybody is welcome to attend.

Anglesey Park

PW confirmed a group called Friends of Anglesey Park has been formed and will be holding a litter pick and general tidy up on the last Sunday of every month. PW is helping the group get established then it will be running itself.

11th November 2018

A march of uniformed organisations has been planned for the hundredth anniversary of the end of the WW1. This should include Cannock, Hednesford and Rugeley at different times during the day. There will also be a beacons lit across the country including one at St Lukes Church in Cannock.

Social Media, Promotion and Recruitment:

The now obsolete FoHT Facebook is still active and receiving 'likes' quiet regularly even though much information is now out of date. Agreed it should be closed with people being redirected to HoH.

Any other business:

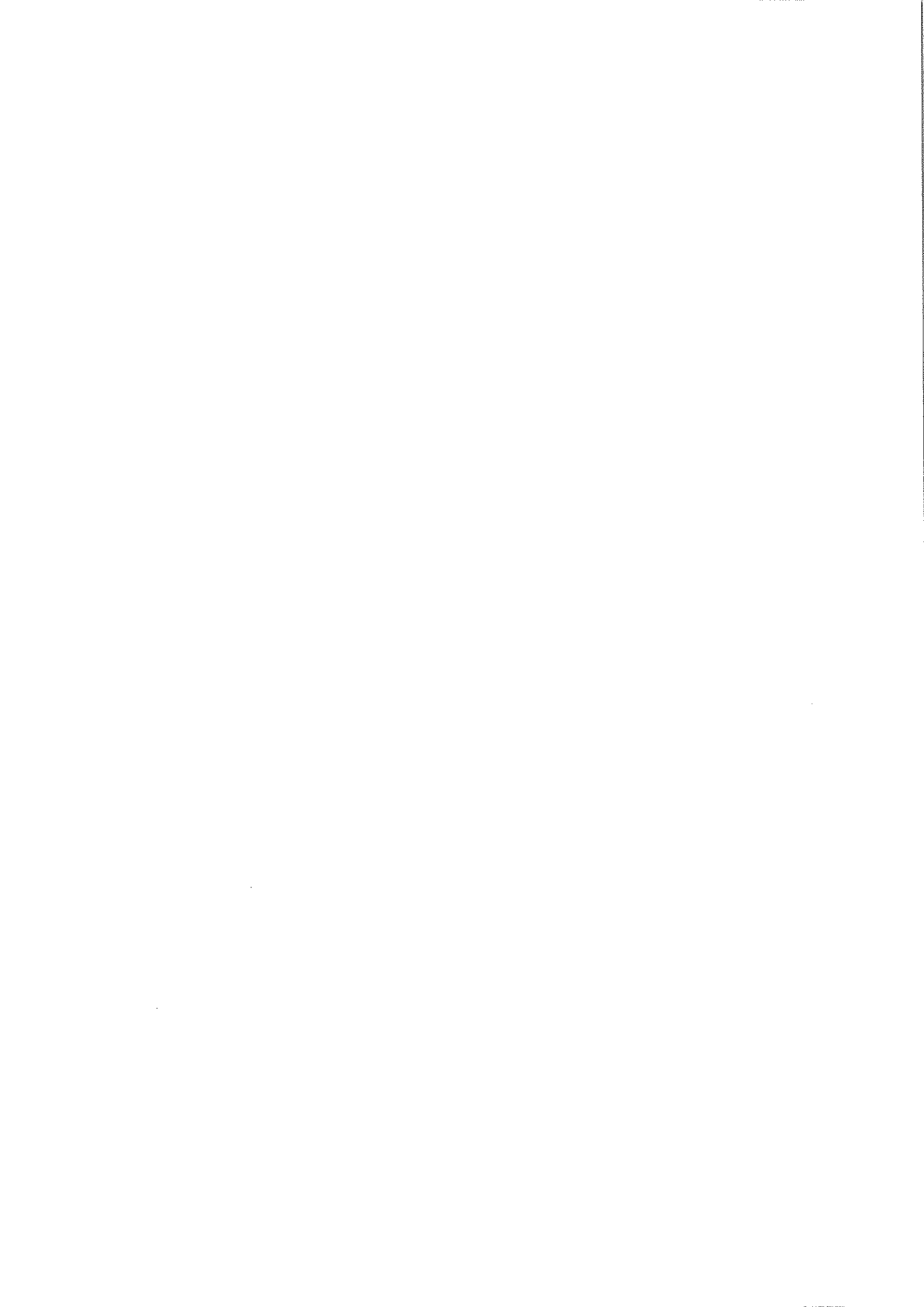
Traders in Hednesford have received notice from CCDC about a consultation called "Pavement Café Licence & Commercial Obstructions Policy Consultation" which includes the issue of A boards and other items that can obstruct the footpaths. Market Street traders are getting together to discuss the issue as there are concerns about a further level of unnecessary bureaucracy as well as the loss of part of the character of the town and a possible loss of business. The consultation is open till 27th March and anybody can respond. Further information on the CCDC website.

Next meeting:

Wednesday 22nd March 2017 at Bellas Coffee House, Market Street, Hednesford.
Start time: 6pm.

Keith Fitch

1st March 2017



World War 1 Project Group
Meeting held on Tuesday 14 February 2017



MINUTES

In attendance:

- Kate McBey, PR & Marketing Officer (Chair & Project Lead for the World War 1 centenary commemorations at Cannock Chase Council)
- Councillor Christine Mitchell, Leader of Culture and Sport at Cannock Chase Council
- Peter Harrison, Clerk of Hednesford Town Council
- Councillor Alan Pearson, Chairman of Hednesford Town Council
- Kevin Yates, Grounds Maintenance & Parks Officer, Cannock Chase Council
- Pete Sidgwick, Chairman of Cannock Chase Arts Council & Tower Players
- Susan Dalloe, Manager of The Museum of Cannock Chase and Great War Officer for Staffordshire
- Anne Walker, Area of Outstanding Natural Beauty
- Brian Gamble, Royal Air Force Association (RAFA)
- Bob Plumb, Royal British Legion – Hednesford branch
- Sara Green, Consultation and Engagement Officer, Cannock Chase Council
- Lisa Shephard, Creative Development Manager, Inspiring healthy lifestyles

Apologies:

- Carol Fittes, Chair of Hednesford in Partnership
- Lawrence McGowan, Royal Air Force Association
- Helen Maiden, Research Officer, Cannock Chase Council
- Lynn Evans, Community and Education Officer, Cannock Chase Council (Hednesford Park)
- Trevor Evans, Staffordshire Regimental Association
- Councillor George Adamson, Leader of Cannock Chase Council
- Marion Kettle, The Landor Society
- John Dargavel, Royal Military Police
- Bob Leighton, Royal Engineers
- Tracie Clarke, Civic Support
- Louise Onions, Civic Support

1. Welcome and introductions

Kate welcomed everyone to the meeting and each member introduced themselves and their organisation.

2. Minutes & actions

Kate went through the actions from the meeting held on 15 December 2016 and most actions had been completed. However, the group agreed to carry forward two actions and these included:

ACTION: Kate and Anne will provide a list of the commemorative activities taking place locally to see how Cosford could get involved

ACTION: Kate to look into sponsorship opportunities and further funding for the final commemorations

Updates were given on a number of actions including:

Royal British Legion representation: Members of the group confirmed that Cannock Royal British Legion had disbanded and the group agreed Bob Plumb would be the main representative to attend this meeting. Other branches would be notified as and when necessary.

Marquis Drive Military Weekend, 19 August: Due to discussions at the last meeting, the group were under the impression that the annual Military Weekend held at Marquis Drive would not be taking place due to the event in June. However, it has been confirmed **it is still going ahead** and will run as normal.

3. Update on future WW1 commemorations

There are a number of events which are being planned over the next couple of years and these were discussed in detail by each event lead.

3.1 Armed Forces Day 2017

Unfortunately Trevor couldn't attend the meeting, so Kate provided an update.

The Staffordshire Regimental Association (SRA) will be hosting a community event to celebrate Armed Forces Day on Saturday 24 June 2017. The event will be taking place in Cannock Park from 12noon until 4pm and will be supported by Cannock Chase Council and Inspiring healthy lifestyles.

There will be a range of activities at the event. Pete confirmed the contribution from Tower Players which will include a number of characters telling a wartime story. Potentially 8 characters will be providing a short snap shot.

A meeting has been organised for 16 March to confirm the finer detail with key officers.

Kevin confirmed the fun fair would be attending.

The group raised some issues around the welfare facilities for the event i.e. toilets etc. and actions were identified.

ACTION: Lisa to speak to Chase Leisure Centre and Kate to email Christine Mitchell so she can get in touch with the relevant people for support.

Members of the group confirmed they would be attending – this included:

- The Museum of Cannock Chase
- RAFA
- The Royal British Legion – with WW1 memorabilia

All providers attending the event are required to be self-sufficient, bring their own gazebos and tables. Confirmation will be sent out in April.

Kate informed the group that the event will be taking place on the same day as the Marquis Drive event and that plans were in place to cross market these events and to look at putting on transport between the two sites.

Susan kindly offered to promote this event countywide at the Great War Steering Group once she had received the information.

Pete suggested performing at the Marquis Drive event on the Sunday using the same bit of theatre at this event.

ACTION: Anne will raise this at the next Chase Through Time Steering Group meeting and will feedback at the next meeting.

Further progress for this event will be discussed at the next meeting when Trevor is in attendance.

3.2 Marquis Drive Event 2017

Kate and Anne updated the group on the progress of the event being held on 24 and 25 June 2017 to commemorate the Battle of the Messines and the NZRB role in it (and on the Chase). This will have a World War 1 theme and include an ambitious programme of activity and entertainment.

Gary Ball from the team at Staffordshire County Council has experience of organising this type of event so will be leading on this.

Members of the group were asked if they would like to support this event on the Sunday after the Armed Forces Day event.

ACTION: Anne to keep the group updated on progress

3.3 Battle's Over – A Nation's Tribute and WW1 Beacons of Light

Kate informed the group that a meeting is taking place in March with St Luke's Church to discuss the possibility of holding a lighting ceremony on their grounds in November 2018.

It was suggested that the Council re-use the gas-fuelled beacon which was lit for The Queen's 90th birthday in April 2016. However, after receiving negative feedback about this, it has been suggested that a design project is developed to create our own unique beacon. A proposal will be shared with the group at a future meeting.

ACTION: Kate and Lisa to discuss and develop a potential project proposal and source funding.

Kate told the group that members of the Hednesford in Partnership group were interested in having a beacon displayed in Hednesford and this would be raised at the next Town Council meeting.

The group suggested having a relay of a small beacon as part of the parades which could then light the main beacon at the official ceremony on the Sunday.

ACTION: Kate and Lisa will look into the logistics of organising a relay.

3.4 Remembrance Weekend 2018: Concert & March

Kate informed the group that the Council with support from local organisations has started the initial planning stages for the Remembrance Weekend in November 2018.

- **Battle's Over March –**

This will be held on Saturday 10 November 2018 and will involve a parade and service in Cannock, Hednesford and Rugeley.

Kate asked the group if they had contacts for local Beavers, Brownies or Girl Guide groups that could be invited to take part in the parades. Suggestions were given by members.

ACTION: Kate to contact Louise Booth from the Museum of Cannock Chase, Councillor Maureen Freeman and Councillor Muriel Davis.

Bob Plumb made the group aware that the Girl Air Venture Corps were affiliated to the Hednesford branch of the British Legion and would be happy to support. Kate confirmed they would be taking part in this event.

Bob also provided details for the Sea Cadets at Wolverhampton and provided the number for Petty Officer David Tunks who may be able to help with a marching band.

ACTION: Kate to contact Wolverhampton Sea Cadets and confirm a marching band.

Kate expressed her concerns with the involvement of Rugeley Town Council based on the previous experience in 2014. The group discussed this and it was agreed Kate will contact the clerk and various Town Councillors to formally notify them of this event and for them to consider supporting this event.

ACTION: Kate to contact Rugeley Town Council

Members of the group raised concerns around access to toilets and refreshments for people attending the full day event. Consideration for this will be taken when making the final arrangements.

Kate informed the group that she had contacted Lea Hall Brass Band to perform throughout the day at the three services. However, they may have another booking that day, so Bridgtown Steel Band will be approached.

ACTION: Kate to make contact with Bridgtown Steel Band

- **Centenary Concert –**

This will be held on Sunday 11 November 2018 at the Prince of Wales Theatre, following the Beacon lighting ceremony. It will include entertainment provided by Cannock Chase Arts Council on a wartime theme and include the Last Post with standards at the end. The finer detail will follow over the next couple of months.

A meeting has been scheduled for 13 April with key officers.

Kate expressed her concerns around the lack of funding available to deliver these two events. The Council only has a small budget available. The group suggested a number of funding streams such as the Heritage Lottery Fund – Susan provided the contact details to

Kate and Lisa. Other suggestions included the County Councillor Fund, sponsorship from local businesses and the Commonwealth War Commission.

ACTION: Kate and Lisa to look into potential funding sources.

4. Update on 100th anniversary of the RAF

Brian Gamble updated the group on progress with the Cannock branch of RAFA. The AGM will be held in March and Brian will be appointed Chair for the local association. The branch will become more active due to a new manifesto and will include frequent contact with members.

Brian asked Kate if the Freedom of the District had been confirmed and asked for this to be put in writing. Kate updated the group on this and confirmed that Councillor George Adamson would be putting forward a Motion at the Full Council meeting in April. A full report will be submitted to Council in August. Formal correspondence with RAFA will be made once the report has been agreed. However, discussions will be held on a local and regional level prior to this which will help form the basis of the report.

Further details will be confirmed at the next meeting.

Kate confirmed with Brian that she will keep him involved throughout the process.

5. Any other business from individual organisations

Kate asked members if they had anything further they would like to discuss before closing the meeting. The following was raised:

Chorley Visit:

The group were invited to attend a visit to Chorley to find out more about the Chorley Pals and the link to Cannock Chase in World War 1. Anne will be attending this and agreed to update the group after her visit.

Freedom of Hednesford Town:

Alan Pearson notified the group that the Town Council had been approached by the Hednesford branch of the Staffordshire Regimental Association (SRA) about a possible march through Hednesford Town as part of the Freedom they received.

Hednesford Town Council is concerned with the number of parades taking place in Hednesford due to the potential impact of road closures.

It was suggested that SRA could join the march with RAFA as part of their event next year. This will need to be confirmed by SRA and RAFA and further discussions will need to take place.

The Tunnellers:

Pete and Susan provided an update on the work they are doing with Derek Davis in relation to The Tunnellers.

A small Heritage Lottery bid has been submitted to develop this work further. This will fund the research into turning this story into a mobile exhibition that can be taken on tour around Staffordshire.

Staffordshire Great War website:

Susan offered her help and support to publicise events and projects on the Great War website and social media. If anyone has anything they would like promoting, send to Susan Dalloe by emailing: s.dalloe@wlct.org

80th anniversary of RAF camps and RAF100:

A discussion took place with the group about the possibility of delivering a piece of open air theatre based on a script Pete has written about the RAF camps based on Cannock Chase.

Pete was asked if he would like to deliver this on the parade ground at Marquis Drive in 2019.

This is something that could link in with the annual Military Weekend – discussions will need to take place with relevant officers and organisations. Funding will also need to be sourced.

This will be discussed at future meetings.

Trench Art Exhibition:

Anne shared details about the Trench Art Exhibition which depicts people who were based at Brocton Camp in World War 1. This will be on display on the Museum of Cannock Chase until the end of the year. It will also be showcased at various libraries.

ACTION: Anne to send a schedule of dates for the exhibition

Guided Walks on Cannock Chase:

Anne informed the group about two walks that will be taking place in March

- 1 March, 10.30am at Marquis Drive – walk around Brindley Heath hospital site
- 25 March, 10.30am at Brocton Coppice Hill

For further details about these guided walks, contact Anne directly by emailing:
anne.walker@staffordshire.gov.uk

Hednesford Town Band:

Bob updated the group on this. An article was published in the local press in 2016 calling on local musicians to come forward and be part of a local band. There has been no interest to date.

World War 1 website:

Sara informed the group that a meeting had taken place in January to discuss the updates to the current website. Further developments will be agreed in April due to an internal management restructure.

6. Date of next meeting

Thursday 13 April, 11am in the Western Springs Room at the main Council Offices.



Cannock Chase District Council

Pavement Café Licence & Commercial Obstructions Policy

Consultation Draft: February 2017

Page 1

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1. Introduction: Policy Objectives

Cannock Chase District Council (the Council) recognises and supports the needs of local businesses to use the Public Highway as an opportunity to increase their revenue through providing additional space, increased sales and advertising.

Familiar town centre features such as fairground rides, bouncy castles, A-Boards, pavement cafés her static structures such as gazebos & vehicles can all benefit the local economy and can make a positive contribution to the local amenity by adding interest, vitality, colour and life to the street scene, serving to enhance the character of the area.

In general, it is against the law to obstruct the highway, However, Section 115 (E) of the Highways Act 1980, specifically permits the Council to introduce a system of licensing commercial obstruction of the highway so as to permit commercial obstructions such as A-Boards, pavement café's and fairground rides etc. to use the land appropriately.

This policy sets out the processes to be considered when applying for permission(s)/consent to place features/items on the public highway. The consent system will be administered, monitored and enforced by the Council's Licensing Unit. Our contact details are given below.

Licensing Unit,
Civic Centre,
PO Box 28,
Beecroft Road,
Cannock,
Staffs,
WS11 1BG.
Phone: 01543 462621

A commercial obstruction can be defined as an obstruction created by placement of an object on the public highway for the purpose of private gain. This can be divided into a number of categories;

- A-Boards which are used to advertise a business on the public highway without permission
- Pavement cafés with the placement of furniture on the Public Highway short term or long term for the benefit of a business without permission
- Ad-hoc Furniture such as short or long term placement of plants, sale items, and sale rails on the Public Highway for the benefit of adjacent businesses without permission.
- Fairground rides/bouncy castles etc.
- Businesses who advertise or promote from a static location; normally a gazebo and/or vehicle.

Although such obstructions can be properly regulated by the introduction of a licensing regime, the Council must adopt and manage a robust policy which is designed to protect the general street scene and ensure that pedestrians and the general public have safeguards in place which protect their free passage. This is particularly important for people with impaired vision or mobility

difficulties. As a result the Council requires that no items shall be placed on the highway until the applicant has an appropriate licence and any other required permissions.

Within Staffordshire the main responsibilities rest with the County Council (SCC) as the Highway Authority. They are responsible for the highway and must ensure that public access is maintained and that the area is safe, in line with the Highways Act 1980. However, as stated above, some of these responsibilities can be given to District and Borough Council's with respect to commercial obstructions.

The owner of any features/items that are placed on the highway are responsible for obtaining the relevant permissions, for maintaining them in good condition and in the correct position on the highway. This policy does not cover obstructions on private land. The status of the land in question should be checked with the Council prior to any application being made.

In applying this Policy, the Council will act in accordance with the standards and guidance set out within it. In particular the Council will:

- work with individuals and businesses to assist them in complying with their legal duties and obligations;
- ensure its staff are appropriately trained and apply the policy and standards professionally and consistently and
- make information about the policy and the standards widely available to the public and business within the District.

The Council will liaise with departments such as Environmental Health and Planning to ensure a coherent approach to the licensing and enforcement of commercial obstructions. Working together with other agencies, services and groups outside the Council, such as the Police, the Fire Service and the Highways Authority, will mean that common goals and standards can be identified, ensuring pavement cafés, fairground rides/bouncy castles etc., can operate safely and for the benefit of all.

A separate Street Trading Policy exists to control on street trading. Street Trading is where goods are sold within any street in the Cannock Chase District. The link to the Council's Street Trading Policy is <http://www.cannockchasedc.gov.uk/business/licensing-permits/application-forms-licensing>

The Consultation Process

The draft commercial obstructions policy consultation will take place between 13 February 2017 and 26 March 2017 and will follow the Cabinet Office Guidance on Consultation Principles first published in July 2012 and last updated in January 2016. This document is available at: <https://www.gov.uk/government/publications/consultation-principles-guidance>

The Council will aim to consult with all interested agencies and groups, including with persons who may particularly be affected by the Policy, such as those with sensory impairment, physical or mobility difficulties and users of wheelchairs, mobility scooters and pushchairs.

The Council then intends to approve and adopt this policy at Full Council in the Spring of 2017. The finalised policy document will be published via the Council's website at: www.cannockchasedc.gov.uk

A fee structure which permits the Council's to recover the costs of administering and ensuring compliance with this policy, will be determined once the consultation process is complete and the Council has been able to make a further assessment of what those costs might be.

Should you have any comments on this draft policy, please email licensingunit@cannockchasedc.gov.uk or you can write to:

S. Shilvock,
Head of Environmental Health,
Civic Centre,
PO Box 28,
Beecroft Road,
Cannock,
Staffs,
WS11 1BG.

Exchange of Information and Data Protection

When an individual or an organisation provides information to the Council, it is held in accordance with the Data Protection Act 1998. Data provided to the Council is used for processing applications, recording licence holders and for regulatory and enforcement purposes.

The Council may share data with other departments and partners of the Council and other agencies where required by the licensing/registration procedure and for regulation /enforcement but data will not otherwise be passed on to any other party.

While certain information may be disclosed under the Freedom of Information Act, some information may be held on a publicly available register, and may be posted onto the Council website; personal data will be protected unless it is also official business data (e.g. a trader whose registered business address is also his home).

The Council has a duty to protect the public funds it administers and to this end, may use the information provided for the prevention and detection of fraud. It may also share information with other bodies responsible for auditing or administering public funds for these purposes, e.g. UK National Fraud Initiative.

The Council holds and uses data in accordance with the Data Protection Act 1998. Stakeholders should be aware that information provided may be used and shared with other departments and agencies in order to assist in the prevention and detection of crime and to protect public funds.

Equality and Diversity

Through policies and service delivery, the Council's main aims for ensuring equality and diversity are to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote good relations between diverse communities

A link to the Council's Equalities and Diversities Policy can be found here:

<http://chaseweb.cannockchasedc.gov.uk/chief-executives-policy-and-performance/equality-and-diversity>

2. A-Boards

The term A-Board shall also be taken to mean any retail or trade display.

A-Boards must not be deployed on the highway without prior permission of the Council. Where licensed, the advertising must relate to the business that holds the licence and be placed near to, but outside, the premises concerned.

Consent will be granted in accordance with this Commercial Obstructions Policy; Section 115 (E) of the Highways Act 1980; Section 224 of the Town & Country Planning Act 1990 and the Town & Country Planning (Control of Advertisements) Regulations 1992.

The location of the A-Board must not hinder passage by the emergency services, or hinder access to, or egress from the premises, or to any adjacent premises, including fire evacuation routes, or cause a nuisance or hazard to persons using the highway or any adjacent land or premises. They must not be placed on grass verges, roundabouts, central reservations, pedestrian refuges or other such areas of the highway.

The Application Process

The applicant must submit a completed application form that includes:

- The appropriate fee
- A scale drawing of the exact position outside the premises in which it is proposed to place the A board. This drawing must also show the distance to the kerb and entrances and exits to the premises. Any street furniture such as bollards, bins or lamp posts etc. must also be shown.
- A colour photo, graphic, drawing or other illustration of the proposed A-Board.
- Evidence that Third Party Public Liability Insurance to the sum of £2,000,000 (two million pounds) is held by the licence holder to indemnify the Council against any and all claims that may arise from the use of the A-Board.

Once the application is accepted, the applicant will be required to display a notice in, or on the premises, for a period of not less than 28 consecutive days. This will give notice of the application and invite the public and other interested parties to make representation.

If an objection is received, the matter may be decided under officers delegated powers.

Please note that in such circumstances, applications may take up to 8 weeks to determine and upon grant, will be issued for a period of 1 year.

General A-Board Licence Conditions

- Each shop, business or any other premises will only be issued with consent for one A-Board per premises, unless the premises has public access from more than one street, in which case one A-Board per street is acceptable.
- Where multi occupancy premises exist, e.g. shopping arcades / centres or alleyway locations, this Policy provides for the provision of one A-Board to be located at each public street entrance, each of which may be a composite board, used to advertise more than one business.
- All A-Boards should be stable, robust in good repair and fit for purpose. They must be of sound construction and, when extended, must not be higher than 1 metre total high (including display items) and must not be wider than 600mm. The A-Boards must not rotate or have wheels and must have no attachments.
- A-Boards must be professionally presented and relate to the normal business carried out on the premises. The content of any text or images on any board should not be considered by the Council to be offensive, indecent or defamatory.
- The design of any display furniture must include a 100mm high tapping rail positioned at or near ground level, and the construction of both should be solid and in a colour / design which is distinct from the surrounding area, without being too visually dominant, to provide a contrast to assist the visually impaired.
- A minimum of 2 metres clearance, unobstructed by other street furniture or trees, must be maintained between the A-Board and the edge of any trafficked carriageway. Where pedestrian flows are high, the Council will make an assessment as to the width of clearance required, if it is considered that an unobstructed clearance greater than 2m is appropriate, to ensure the safety of all highway users.
- Suitable account must be taken of highway facilities in the immediate vicinity of the proposed A-Board, e.g. bus stops, taxi ranks or pedestrian crossings, which will themselves give rise to intermittent footpath obstruction, and must therefore, be taken into account when considering unobstructed clearance.

- The location of the A-Board or display must be within the limits of the frontage of the premises and it shall not encroach onto the highway by more than 0.7 metres from the facade of the premises.
- Specific hours of operation will be indicated on the licence, however, generally the consent will not permit the A-Board display to be in position before 09:00 or after the premises that they are advertising has ceased trading for the day, or when the premises are not open for business, or after 22:00.
- The A-Board or display furniture must not be fixed to any street furniture or other parts of the highway.
- The location of the A-Board or display must not obscure the visibility for road users of road signs, or obstruct the view of road users at pedestrian crossing facilities, junctions, accesses or bends nor prevent car doors from being opened.
- The location of the A-Board or display must not obscure the visibility for pedestrians of vehicular road users.
- A-Boards must be removed at the instruction of the Council for the purpose of:
 1. Works in or under or over the highway or for using it in connection with works in, under or over land adjacent to or adjoining it as may be required by the Staffordshire County Council Highway Department, the Council or any Statutory Undertaker,
 2. Access required by emergency services,
 3. Any other reasonable cause.

Notwithstanding adherence to the Conditions of Use outlined above and any additional conditions required by the Council, if an A-Board or retail / trade display is considered to be causing an obstruction or nuisance to highway users, Staffordshire County Council reserve the right to utilise the provisions of the Highways Act 1980, to remove the items concerned.

The licence holder shall not make, or cause to be made, any claim against the Council in the event of any property associated in any way with the A-Board becoming lost or damaged in any way from whatever cause.

Non Compliance with A-Board Licence Conditions

A-Boards must not be established other than in accordance with the provisions of the licence. Where a licence holder is found to be non compliant with their licence conditions then:

- 1) Licensing officers will work with the licence holder to help resolve any issues and ensure compliance with licence conditions.

- 2) Where such involvement is unsuccessful then letters will be sent notifying the licence holder of the non compliance issues and providing a timescale by which the issue must be remedied.
- 3) If this formal involvement is unsuccessful then the Council will take whatever action it deems appropriate having regard to the Environmental Health Enforcement Policy. This may include revocation of the A-Board licence and referral to the Staffordshire County Council Highways Department for further action.

Unlicensed A-Boards

- 1) Where an A-Board is placed on the highway, and is unlicensed, the business owner will be asked to remove the A-Board with immediate effect.
- 2) Persistent non compliance may result in formal action if deemed appropriate having regard to the Environmental Health Department Enforcement Policy, and referral will be made to the Staffordshire County Council Highways Department for further action.

A-Boards on Private Property or on Council owned land.

Freestanding A-Boards deployed on private property or those propped walls or overhanging the highway will be dealt with through the Council's Planning Department.

Applications for A-Boards deployed outside Council owned premises or on Council owned land should be directed to the Council's Property Services Department.

3. Fairground Rides/Vehicles/Promotion Stands and Gazebos etc.

Fairground rides/vehicles/promotions and gazebos etc. must not be deployed without prior permission of the Council and will only be permitted if adequate, clearly defined, pedestrian space is available.

Such items may only occupy a specifically identified area so as to ensure a free and unobstructed route for Emergency Service vehicles and delivery access.

Consent will be granted in accordance with this Commercial Obstructions Policy; Section 115 (E) of the Highways Act 1980; Section 224 of the Town & Country Planning Act 1990 and the Town & Country Planning (Control of Advertisements) Regulations 1992.

The Application Process

The applicant must submit a completed application form that includes:

- The appropriate fee.

- Evidence that Third Party Public Liability Insurance to the sum of £2,000,000 (two million pounds) is held by the licence holder to indemnify the Council against any and all claims that may arise from the use of the Fairground rides/vehicles/promotions and gazebos etc.
- Appropriate health and safety /public safety certificates. (Electrical/Gas safety/ADIPS etc.).
- DBS police check certificates (where children's fairground rides are licensed).
- An appropriate risk assessment where the need is identified.
- Details of any independent power supply to be used.

The licence holder shall not make, or cause to be made, any claim against the Council in the event of any property becoming lost or damaged in any way from whatever cause.

Non Compliance with Fairground Rides/Vehicles/Promotion Stands and Gazebo Conditions

Fairground rides/vehicles/promotion stands and gazebos etc. must not be established other than in accordance with the provisions of the licence. Where a licence holder is found to be non compliant with their licence conditions then:

- 1) Licensing officers will work with the licence holder to help resolve any issues and ensure compliance with licence conditions.
- 2) Where such involvement is unsuccessful then letters will be sent notifying the licence holder of the non compliance issues and providing a timescale by which the issue must be remedied.
- 3) If this formal involvement is unsuccessful then the Council will take whatever action it deems appropriate having regard to the Environmental Health Enforcement Policy. This may include revocation of the fairground rides/vehicles/promotions and gazebos etc. licence and referral to the Staffordshire County Council Highways Department for further action.

Unlicensed Fairground Rides/Vehicles/Promotion Stands and Gazebos etc.

- 1) Where fairground rides/vehicles/promotions and gazebos etc. are placed on the highway and are unlicensed, then the business owner will be asked to remove the obstruction with immediate effect.
- 2) Persistent non compliance may result in formal action if deemed appropriate having regard to the Environmental Health Department Enforcement Policy, and referral will be made to the Staffordshire County Council Highways Department for further action.

Fairground Rides/Vehicles/Promotion Stands or Gazebos etc. on Private Property or on Council owned land.

Fairground rides/vehicles/promotion stands or gazebo etc. deployed on private property may be dealt with through the Council's Planning Department.

Applications for fairground rides/vehicles/promotion stands or gazebo etc. deployed outside Council owned premises or on Council land should be directed to the Council's Property Services Department.

4. Pavement Café Licences

Pavement cafés are areas of the highway where tables and chairs are placed for the purpose of consuming food and drink outside shops, and alcohol with meals outside premises licensed under the Licensing Act 2003. Cannock Chase District Council supports the provision of pavement cafés in its town centres. They can make a positive contribution by adding vitality, colour, life and interest to the pavement scene and can help maximise the use of public spaces, aid the local economy and add to the facilities offered to people who live, work and visit the district.

The Council regulates pavement cafés under Section 115 (E) of the Highways Act 1980 and has created this policy to ensure that these areas make a positive contribution to the district. The Council has set out a list of key points that applicants must meet.

Pavement café licences operating hours are generally between 09:00hrs and 20:00hrs. All pavement café furniture must be removed by 20.30hrs. For those facilities in close proximity to residential premises, the hours may be restricted to daytime hours up to 18.00hrs. It may be necessary to further restrict operating hours depending upon the location and circumstances under which the pavement café operates.

The Application Process

Applicants are invited to contact Cannock Chase Council's Licensing Unit in order to establish whether the application would be acceptable in principle.

The Applicant will then be made aware of who he/she should discuss any issues relating to noise, food, health and safety, and litter with the Council's Environmental Health Department or the requirements of other Council departments such as planning, commercial/non domestic rates or property services. Please note that the act of seeking such advice does not guarantee approval.

All applications will be considered in consultation with other agencies; this includes other Council departments, Staffordshire County Council Highways Department and Staffordshire Police.

It may take up to 8 weeks to process an application from its receipt to the issuing of a licence. The submission of an incomplete application, or where an objection is received, may extend the process.

Where an application meets the necessary criteria it will be processed accordingly and the necessary 28 day notice period will commence. If the application is incomplete the application will be returned giving reasons.

The Council is required to display pavement café notices, which are placed on or near the premises for a minimum of 28 days. The notice sets out details of the proposal and invites

representations from interested parties including the general public as well as the owners of any adjacent premises who may be affected by the proposal.

If an objection is received then the application may be decided under officers delegated powers.

The applicant will need to provide

- A completed application form
- The appropriate fee
- Copies of any necessary planning permissions etc.
- A location plan (approx. 1:1250 scale) showing:
 - the outline of the premises
 - two copies of the site plan and café layout (1:100 or 1:50 scale) showing areas (including dimensions) where the proposed tables, chairs, parasols, etc. are to be placed
 - Details of any additional lighting to be used
 - Position of the building line
 - Position of kerb line adjacent to the proposal, or the opposite building line in a pedestrianised street
 - Entrances to the premises near to the area proposed for tables and chairs
 - Any areas considered to be private land
 - Location of trees, lamp posts and other street furniture

Also included with the application should be details of the following:

- Full details, including metric dimensions, materials and colours of the proposed furniture and parasols, ideally accompanied by photographs, illustrations or drawings.
- Means of enclosure to be used (metric dimensions, colours, materials)
- Any additional lighting required (including detailed specifications)
- Full details of any heating appliances to be used
- A copy of the third party public liability insurance certificate
- A Management Plan (where appropriate) detailing how the licensee would deal with any instances of antisocial behaviour

It is the applicant's responsibility to ensure that all the necessary approvals are obtained and where appropriate, the following will be necessary as a minimum:

- Planning permission (where the highway land is to be used as a Pavement Café on more than 28 days a year).
- A Premises Licence under the Licensing Act 2003, where alcohol is intended to be served.
- Environmental Health food safety registration where food is intended to be served.
- Public liability insurance

Pavement cafés should not normally extend beyond the limits of the applicant's front and/or side elevations. The Council will need to be certain that agreement has been reached with any

interested frontages affected by the proposal before it can approve the application. This will be part of a formal notification process which the Council will undertake.

The fee must be included with the application and may be refunded if the application is refused. The fee will not normally be refundable should the licence be terminated by the Council or surrendered by the licence holder. A licence holder may surrender a licence at any time by informing the Council in writing.

Licences are not transferable from premises to premises but may be transferred to new owners/occupiers for a small administration fee.

An applicant may apply for a variation of the Pavement Café licence where the changes to the café are within the current planning permission. Any changes requiring new planning permission would require a new application.

A Pavement Café Licence is valid for one year from the date the application is granted. A licence holder can apply for a simple renewal of the licence where there are no proposed change to the pavement café or previous breaches of operating conditions; the presumption will be in favour of approval. There is no right of appeal to the courts if the Pavement Café Licence is refused.

Design of the Pavement Café

An applicant will be expected to demonstrate that their proposals will make a positive contribution to the street scene and ensure the public's rights to use the highway are not detrimentally affected. Only well designed proposals, which respond to the site and its surroundings (buildings and public realm) and produce a high quality result, will be considered.

Emergency exit routes from adjacent buildings and the premises should not be obstructed by the Pavement Café and emergency vehicles must have access along all pavements at all times, even in pedestrianised areas. If the emergency services object to the proposal on safety grounds the application will be refused.

The needs of other users of the pavement or town centre must be taken into account, e.g. pedestrians, wheelchair users, trades people, vehicle users, adjacent businesses etc. The location of the Pavement Café must not hinder access to, or egress from the premises, or to any adjacent premises, including fire evacuation routes, or cause a nuisance or hazard to persons using the highway or any adjacent land or premises.

Consideration should be given to the level of lighting in the proposed pavement café area. Whilst this may be perfectly adequate for a public highway it may need supplementing to allow the pavement café to operate safely. Any additional lighting equipment and supply must be specified in the application to enable its impact upon the highway to be considered.

Consideration must always be given to the requirements of the Equalities Act 2010 and any associated codes of practice. There is an obligation to regulate features placed on the highway to minimise risk and to ensure that there are no severe hazards particularly for vulnerable people; visually impaired, for those with mobility problems, the elderly and young children.

Size and Layout

The size and layout of the proposed pavement café will be dependent upon the characteristics of the site outside of the premises, the space available, the pavement furniture, the type of premises etc. The location of the Pavement Café will normally be confined within the limits of the front and/or side elevations of the premises concerned.

Granting a licence to operate a pavement café does not imply an exclusive right to the area. The operator of the café should be aware that the Council will need access to the highway for cleaning, repairs and access to equipment. Others, particularly statutory undertakers, may also require access for maintenance and repair of their equipment. The Council reserves the right to suspend the licence temporarily for any reason if it becomes necessary.

Approval will not normally be given for tables and chairs close to points where people queue or congregate, e.g. close to junctions, traffic signals or over tactile paving, bus stops, cash points or where other essential street furniture restricts the pavement width.

Boundaries

The boundary of the Pavement Café should be defined; this may be by means of a physical barrier. All activities associated with the café must be contained within the agreed boundary, including all tables, chairs, parasols, space heaters, planters, barriers, etc.

The method utilized to enclose the boundary limits of the Pavement Café is to be solid in construction and agreed between the licence holder and the Council. The design should be not less than 800mm high and include a 100mm high tapping rail positioned at or near ground level, and both the barrier and rail should be of a colour / design which is distinct from the surrounding area, without being too visually dominant, to provide a contrast to assist the visually impaired

Furniture

The type and style of the furniture to be used must be agreed between the licence holder the Council and must be high quality robust furniture designed for outdoor use. Tables, chairs, etc. should be manufactured from metal, wood or other high quality materials. Plastic (garden type) furniture will not be accepted. In addition, the tables should be of a height capable of accommodating wheelchair users. The Council reserves the right to reject an application that proposes to use inappropriate furniture.

All tables and chairs and other equipment must be maintained in a clean, tidy and safe condition at all times and should reflect existing structures and features within the street scene. Where relevant, consideration should be given to furniture utilised at adjoining premises to provide an overall enhanced street environment.

Parasols made of wood and canvas are recommended. Their location, materials and colours must be specified as part of the design and they must be positioned so that their extent is contained within the boundary to ensure they do not present a danger to any user of the Pavement Café or any other users of the highway.

All furniture associated with any pavement café, including parasols, should be securely fastened to ensure that they are not liable to be moved by external forces, such as the effects of the wind.

Limited advertising is permitted on both the enclosure and parasols but is restricted to the name of the premises only. They must not be used to advertise services or products sold. Proposed details should be provided with the application. Adverts must not be too dominant and must be sympathetic to the building and its setting.

Specific permission must be obtained from the Council for the use of outdoor space heaters. Where provided, they must be of a type suitable for use outdoors and placed within the pavement café boundary. If patio style liquid petroleum gas (LPG) heaters are to be used, they need to be adequately secured upright, be fitted with a flame failure device and to be maintained in an efficient working order.

Licence Holder Responsibilities

The Council requires that all customers are offered the choice to purchase both food and drink at pavement cafés. Alcohol must only be served as ancillary to food prepared on the premises and the premises must manage this to ensure that the pavement cafe is not used by anyone solely for the drinking of alcohol. Pavement Café applications for the sale of alcoholic drinks only, will not normally be considered.

Food must be prepared on the premises in a kitchen that meets the food and health and safety requirements. The licence holder/operator is required to hold an appropriate food hygiene registration and to be trained in food safety.

Where a premises is licensed under the Licensing Act 2003, the Pavement café licence holder must comply with the terms of that licence and the hours of operation which relate to the Pavement Café.

Premises that are not licensed under the Licensing Act 2003, will not be permitted, under the terms of their Pavement Café licence, to place tables and chairs on the highway prior to 09:00 and they must be removed from the highway by 20:30. It may be necessary to further restrict operating hours depending upon the location and circumstances under which the pavement café operates.

The licensee is responsible for the cleanliness of the Pavement Café area during operating hours and for the disposal of any associated waste. The area must be kept clean, clear and litter free. Care should be taken to ensure that litter does not stray or get blown further afield.

The Council requires the licensee to take out adequate third party public liability insurance cover for the pavement café of at least £2,000,000 (Two million pounds). The licensee will be required to indemnify the Council against all actions, costs, claims and demands arising from and using the highway under the permission granted.

Space and Positioning

A clear footway width of at least 2.0m will be required for the unimpeded use of pedestrians. The needs of other users must also be taken into account, e.g., wheelchairs users, trades people, vehicle (including emergency vehicles) and adjacent businesses.

Where the Pavement Café is situated immediately adjacent to the premises, a minimum of 2 metres clearance, unobstructed by any other street furniture, trees or supports of any boundary demarcation barrier, must be maintained between the boundary of the Pavement Café and any other obstruction including the edge of any trafficked carriageway.

Where pedestrian flows are high, the Council will make an assessment as to the width of clearance required, if it is considered that an unobstructed clearance greater than 2m is appropriate to ensure the safety of all highway users.

Where the Pavement Café is **not** situated immediately in front of, or to the side of, a premises, a minimum of 2 metres clearance, unobstructed by any other street furniture, trees or the supports of any boundary demarcation barrier, must be maintained between the building line and the boundary of the Pavement Café.

Where pedestrian flows are high, the Council will make an assessment as to the width of unobstructed clearance required if it is considered that a clearance greater than 2m is appropriate to ensure the safety of all highway users. Additionally, a minimum of 1.5m clearance must be provided between the boundary of the Pavement Café and the edge of the trafficked carriageway, with the Council making an assessment, based upon highway geometry and vehicle usage and speeds, as to the width of clearance required if it is considered that a clearance greater than 1.5m is appropriate to ensure the safety of all highway users.

Whether the site of the Pavement Café is to be immediately adjacent to a premises, or the site is to be away from the front or side elevations of a premises, suitable consideration must be given to highway facilities in the immediate vicinity e.g. bus stops, taxi ranks or pedestrian crossings, which will themselves give rise to intermittent footpath obstruction and must therefore, be taken into account when considering unobstructed clearance.

The location of the Pavement Café must not obscure the visibility for vehicular road users of road signs, or obstruct their view at pedestrian crossing facilities, junctions, accesses or bends etc.

The location of the Pavement Café must not obscure the visibility for pedestrians of vehicular road users.

The licence holder will, in the event of a breach of the terms of the licence, reinstate the highway, or street furniture to the satisfaction of the Council or reimburse the Council if, as a result of a breach, it is required to carry out any reinstatement works itself.

General Pavement Café Operating Conditions

The licensee is responsible for the operation of the pavement café in accordance with the conditions attached to the Pavement Café Licence. General conditions will include:

- 1) A copy of the licence must be kept on the premises at all times and be available for inspection by a police officer or other authorised officer.
- 2) All tables, chairs, etc. must be removed from the highway in line with the operating hours stated on the licence.
- 3) The licensee shall ensure that the pavement café is operated in a safe and efficient manner ensuring that there is no safety risk, nuisance, or detriment to amenity caused to other users of the highway or nearby premises.
- 4) The licensee is responsible for the conduct of patrons/customers within the pavement café area. The café area should be kept under supervision during its hours of operation.
- 5) Drinks shall not be served to people standing outside the boundary of the pavement café, nor shall people purchasing drinks within the area be permitted to stand and drink or to take them outside of the area. Pavement cafés are to be used by seated customers only.
- 6) Alcoholic drinks must only be served as ancillary to meals prepared on the premises and must not be sold or consumed as a single commodity.
- 7) Food must be prepared on the premises and in an appropriate kitchen area.
- 8) No amplified music or sound is allowed outside the premises. Licensees must adhere to any Council guidelines on noise levels.
- 9) The area occupied by the Pavement Café must be washed down thoroughly at the end of every day, using a method sufficient to remove food debris and grease, including staining from food and drink spillages.
- 10) The Pavement Café and surrounding area must be kept free of litter and rubbish caused by patrons using the Pavement Café, and arrangements made to regularly check for and remove litter and rubbish on pedestrian footways, for a distance of up to 10 metres from the boundary of the Café.
- 11) The Pavement Café must be removed at the instruction of the Council for the purpose of:
 1. Works in or under or over the highway or for using it in connection with works in, under or over land adjacent to or adjoining it as may be required by, the Staffordshire County Council Highways Department, the Council or any statutory undertaker,
 2. Access required by emergency services,

3. Any other reasonable cause.

Granting a licence to operate a pavement café does not imply an exclusive right to the area. The operator of the café should be aware that the Council will need access to the highway for cleaning, repairs and access to equipment. Others, particularly statutory undertakers and emergency services, may also require access for maintenance and repair of their equipment.

The Council reserves the right to suspend the licence temporarily for any reason if it becomes necessary. The Police may have the right to close down any establishment where anti-social behaviour or excessive noise prevails.

The licence holder shall not make, or cause to be made, any claim against the Council in the event of any property associated in any way with the Pavement Café becoming lost or damaged in any way from whatever cause.

Non Compliance with Pavement Café Licence Conditions.

The Pavement Café must not be established other than in accordance with the provisions of the licence. Where a licence holder is found to be non compliant with their licence conditions then:

- 1) Licensing officers will work with the licence holder to help resolve any issues and ensure compliance with licence conditions.
- 2) Where such involvement is unsuccessful then letters will be sent notifying the licence holder of the non compliance issues and providing a timescale by which the issue must be remedied.
- 3) If this formal involvement is unsuccessful then the Council will take whatever action it deems appropriate having regard to the Environmental Health Enforcement Policy. This may include revocation of the pavement café licence and referral to the Staffordshire County Council Highways Department for further action.

Unlicensed Pavement Cafés.

- 1) Where pavement cafés placed on the highway are unlicensed, then the business owner will be asked to remove the obstruction with immediate effect.
- 2) Persistent non compliance may result in formal action if deemed appropriate, having regard to the Environmental Health Department Enforcement Policy and referral will be made to the Staffordshire County Council Highways Department for further action.

Notwithstanding adherence to the terms issued by the Council prior to the issue of a licence, if a Pavement Café, in whole or in part, was considered to be causing an obstruction or nuisance to highway users, Staffordshire County Council reserve the right to utilise the provisions of the Highways Act 1980, to remove the items causing the obstruction or nuisance.

Pavement Cafés on Private Property or on Council owned land.

Pavement cafés deployed on private property may be dealt with through the Council's Planning Department.

Applications for pavement cafés deployed outside Council owned premises or on Council owned land should be directed to the Council's Property Services Department.

5. Enforcement Principles

The Council will work closely with other agencies and aim to promote the policy objectives by targeting known high risk premises following Government guidance around better regulation. In carrying out its enforcement duties with regard to the inspection of premises and the powers to institute criminal proceedings in respect of certain offences under the Act, the Council will have regard to the regulators code and will try to be:

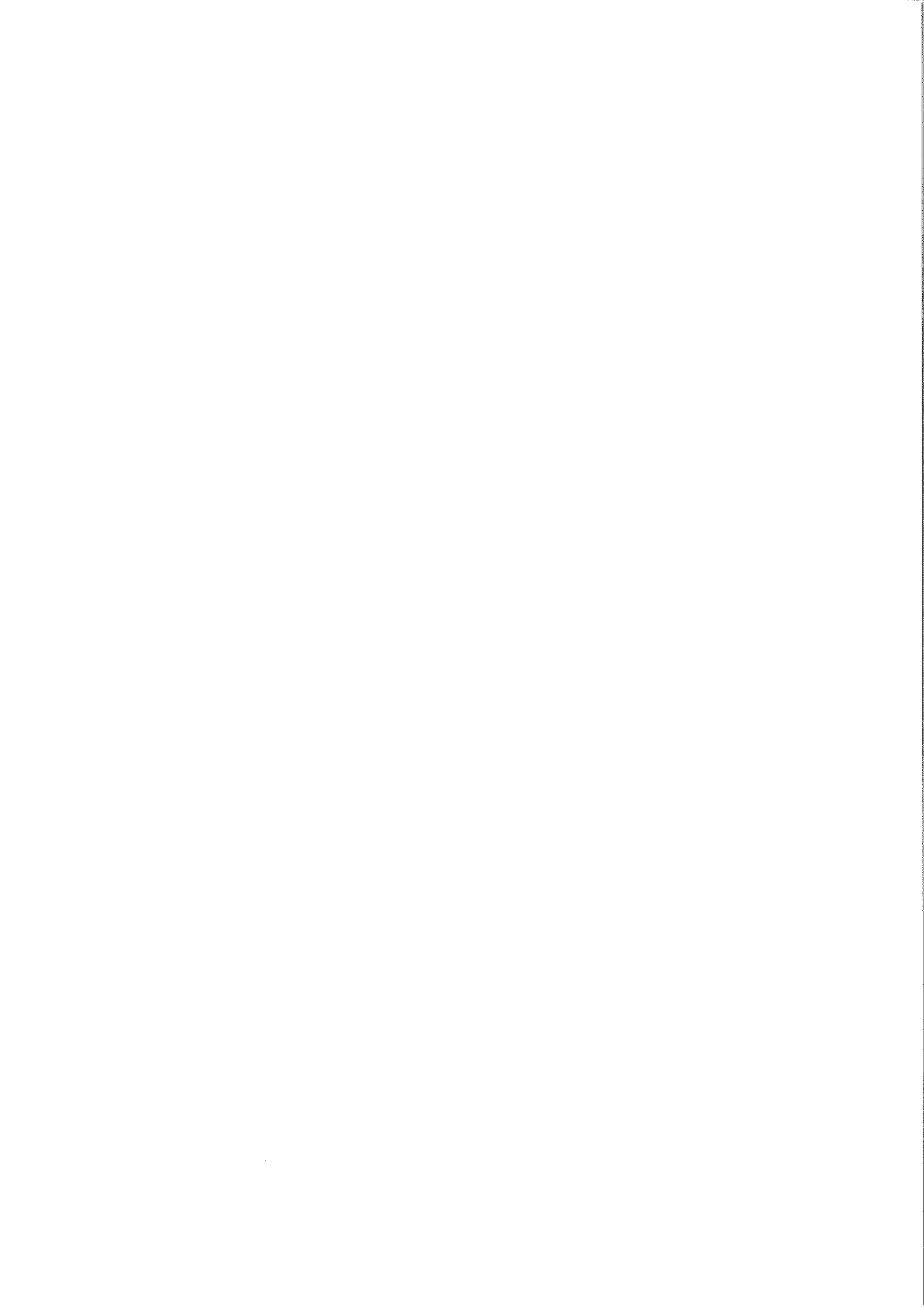
- **Proportionate:**
Regulators should only intervene when necessary. Remedies should be appropriate to the risk posed, and costs identified and minimised.
- **Accountable:**
Regulators must be able to justify decisions, and be subject to public scrutiny.
- **Consistent:**
Rules and standards must be joined up and implemented fairly.
- **Transparent:**
Regulators should be open and keep regulations simple and user friendly.
- **Targeted:**
Regulation should be focused on the problem and minimise side effects.

The Council will endeavour to avoid duplication with other regulatory regimes.

The Council will adopt a risk-based inspection programme in line with Government recommendations around better regulation and the principles of the Regulators Code. The Regulators Code can be found at: <https://www.gov.uk/government/publications/regulators-code>

This policy sets out the processes to be considered when applying for permission(s)/consent to place features/items on the public highway. This will be administered, monitored and enforced by the Council's Licensing Unit. Our contact details are given below.

Licensing Unit,
Civic Centre,
PO Box 28,
Beecroft Road,
Cannock,
Staffs, WS11 1BG.
Phone: 01543 462621 Fax: 01543 464489
Email: licensingunit@cannockchasedc.gov.uk





Dear Hednesford Town Council,

Please see attached statistical information collated from Central Control CCTV within the month of February 2017

Due to a new way of calculating the results from our spreadsheets, you may notice small changes in the format that we report statistics to you. We are continuing to review and monitor the way we report statistics in order for us to provide you with the most accurate results.

CCTV MONITORING for Hednesford Town Council

Criminal and non criminal activity

ANTI SOCIAL BEHAVIOUR	4
ASSAULTS	1
AUTOCRIME	0
BURGLARY	1
DAMAGE	0
DISTURBANCE	2
DRUGS	0
DRUNKNESS	0
GRAFFITI	0
MISSING PERSON	0
NON CRIMINAL (AREAS MONITORED)	170
SUSPICIOUS	11
THEFT	5
TRAFFIC	1
TOTAL	195
POLICE ADVISED	31
RESOURCE DEPLOYED	24

87% OF MONITORING WAS NON REPORTABLE
13% OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO THE PARISH/POLICE

Hednesford has been fairly busy recently, with Anti-Social behaviour issues on Tesco's car park and from the football club, as well as some positive communication from the Pavilion at the park and our ability to monitor the skate park especially during a busy half term.

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 28/02/17

Bank Balance per Statement

LESS O/S cheques

Bank Balance per Statement	Lloyds Bank	£	491.87
	Unity Trust Bank	£	37,182.91

LESS O/S cheques

300031	Hednesford Centennial Lion:	£	600.00
300040	St John Ambulance	£	200.00
300043	Hednesford Valley High	£	100.00
300046	West Hill Primary School	£	100.00
300049	Rotary Club of Burntwood	£	100.00
300053	Cannock Chase AONB	£	36.00
300060	City Electrical Factors	£	72.81
300061	Mr G Chanlder- Parkinson's	£	300.00
300062	Securitec Systems	£	114.00
300063	City Electrical Factors	£	47.88

£ 1,670.69

Cash Book bank balance at 28.02.17

£ 36,004.09

Cash Book Balance

£ 36,004.09

1 Year Long Term Savings

£ 50,000.00

6 month Savings

£ 50,250.29

Total Cash Balances

£ 136,254.38

Reserves B/F £ 159,080.17

Receipts £ 180,118.07

£ 339,198.24

Less: Expenditure £ 202,943.86

TOTAL £ 136,254.38



Date	check	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Recovered	Interest Received	PGCC Meeting Room Letting Takings	PGCC Bar Misc	Grants	Loan	Savings Transfer	Community Investment Levy
		Year Total		£177,928.54	£ -	£130,000.00	£12,081.89	£304.36	£4,716.63	£22,878.20	£383.99	£6,950.00	£ -	£380.40
28-02-17		Weight Watchers	Bacs	£ 307.20					£ 307.20					Regular Hirer
28-02-17		R M Ridgeway	GCB	£ 681.53					£ 144.00					Regular Hirer - Saturday Slimming World
		Wayne Thomas							£ 130.00					Private Party 29-01-17
		Mr R Kelsall							£ 40.00					Private Party 11-02-17
		Mr S Taylor							£ 180.00					Regular Hirer - Chasin Tails
		AJ's Catering							£ 147.53					Bar Commission
		Kirsty Lewis							£ 40.00					Private Party - 29-04-17
28-02-17		Mr R Gregory	Credit 000016	£ 569.60					£ 102.40					Regular Hirer - Pye Green Dance
		Pre School Learning Alliance							£ 96.00					Regular Hirer - Toddlers
		Mr & Mrs S Keay							£ 307.20					Regular Hirer - Stardust
		Pye Green Ladies Club							£ 64.00					Regular Hirer - Ladies Social
		EDA Limited	Payment	£ 39.20					£ 39.20					
28-02-17		Pre School Learning Alliance	Payment	£ 96.00					£ 96.00					
		Gavin Bailey	Payment	£ 56.20					£ 56.20					
		Diddi Dance	Payment	£ 70.00					£ 70.00					
28-02-17		Mrs Small		£ 169.60					£ 89.60					
		Pye Green Ladies Club							£ 80.00					
		Midlands Psychology		£ 200.20					£ 200.20					
		Month Total		£ 2,189.53					£ 336.40	£ 1,705.60	£ 147.53			
		Year Total		£180,118.07	£ -	£130,000.00	£12,081.89	£304.36	£5,053.03	£24,583.80	£531.52	£6,950.00	£ -	£380.40



Hednesford Town Council - Cash Book 2016/17
28-02-17 Cheques sent out

Date	Payee	£	Details
01-02-17	300051 Mrs J Stokes	£ 100.00	Christmas Event
	300052 Mr A Pearson	£ 9.83	Evo-BND
	300053 Cannock Chase AONB	£ 36.00	Annual Membership
	300054 Zurich Municipal	£ 2,110.11	Insurance
	300055 Staffordshire Borough Council	£ 284.00	Christmas Road Closure order
	300056 Mr A Pearson	£ 1,118.00	Chairmans Allowance
	300057 Cannock Chase Council	£ 23.00	Change of premises license holder
	300058 Ascot Industrial Supplies	£ 43.26	Hand towels & Mop head
15-02-17	300059 CHEQUE CANCELLED		
21-02-17	300060 City Electrical Factors	£ 72.81	Light Bulbs
21-02-17	Bacs Risk Assessment Solutions	£ 30.00	Monthly lighting/Fire Extinguishers
	Staffordshire County Council	£ 1,031.61	Pensions
	Cannock Chase Council	£ 27,466.99	CCTV
	Ricoh	£ 225.46	Photocopier
	The Marketing Room (UK) Ltd	£ 800.00	Monthly PR Support
	Centro WebNet	£ 504.00	Email & Website support
	B Jones	£ 242.55	Salary
	D Richards	£ 503.31	Salary
	L Bowman	£ 917.57	Salary
	P Harrison	£ 1,513.36	Salary
	MJ Bradbury	£ 580.70	Salary
27-02-17	300061 Mr G Chanlder- Parkinson's	£ 300.00	Grant
	300062 Securitec Systems	£ 114.00	Annual support
	300063 City Electrical Factors	£ 47.88	Bulbs
01-02-17	D/D npower	£ 1,686.25	Electricity
20-02-17	D/D Biffa Waste	£ 86.64	Refuse Collection
28-02-17	D/D Lloyds Bank	£ 8.13	Bank Charges
		<u>£ 39,855.46</u>	
Cash Book Balance		£ 36,004.09	
Lloyds, 1 Year Long Term Savings		£ 50,000.00	
Nationwide, 6 months Savings		£ 50,250.29	
Total Cash Balances		<u>£ 136,254.38</u>	
Reserves B/F		£ 159,080.17	
Receipts		<u>£ 180,118.07</u>	
		£ 339,198.24	
Less: Expenditure		<u>£ 202,943.86</u>	
TOTAL		<u>£ 136,254.38</u>	

