



Minutes of the Parish Council meeting held at Leonard Smith House, West Centre Way  
On Thursday 3<sup>rd</sup> November 2016

**PRESENT:**

Cllr. Jayne Greenaway, Cllr. Darren Blackburn, Cllr. Charles Dillon, Cllr. Rob Parker, Cllr Bill Gilmour, Cllr Kevin Guy, Cllr Gary Duncombe, Cllr Mike Phillips.

**CLERK:**

Sharon George

**IN ATTENDANCE:**

Helen Barker (Deputy Clerk)

**2016/057 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting.

A minute silence was held in respect of Cllr Clive Mollett (Ward Member for Horsehay & Lightmoor) who recently died.

**2016/058 APOLOGIES**

Cllr Joy Francis (Ward Member for Ketley & Overdale - Borough Commitments)

Cllr John Ashford (Ward Member for Ketley & Overdale - Work Commitments)

Cllr Mark Boylan (Ward Member for Ketley & Overdale - Illness)

Cllr Jacqui Seymour (Ward Member for Wrockwardine – Borough Commitments)

**APOLOGIES received & ACCEPTED**

**2016/059 DECLARATIONS OF INTEREST**

Councillor	Interest	Declaration	Minute no.
Cllr Rob Parker	Personal	Comm. Affairs-Overdale Sports Pitches	2016/064
Cllr Darren Blackburn	Personal	Comm. Affairs-History Group Chairperson	2016/064

**2016/060 PUBLIC PARTICIPATION**

Mr David Webb resident of Marlborough Way, The Rock brought a number of items for Councillors attention:

1. Report of unauthorised quad bikes on the pitches site at Newdale which he has reported to the police and the developers.  
Council is aware of this issue and the police have increased patrols in the area to try and catch the perpetrators on site. Mr Webb will continue to be vigilant and report any further occurrences.
2. There is a bollard knocked down on the footpath on Marlborough way is there to stop unauthorised access of motor vehicles. (Map included).  
The PET team will be asked to have a look and report back to Clerks for any repairs.
3. There is a section of 3 rail fence broken on Rock Road (Map included)  
The PET team will be asked to have a look and report back to Clerks for any repairs.
4. Abandoned trollies are still a problem in the local area and he is aware of stores that are part of the collection scheme but Dunelm are not and he gave us details of who to contact should we have any reported.  
Council thanked Mr Webb for this information.

**2016/061 MINUTES**

The minutes from the **Full Council meeting** held on **8<sup>th</sup> September 2016** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Blackburn and **SECONDED** by Cllr. Parker

**2016/062 WARD MEMBERS REPORT**

Cllr Jayne Greenaway (Ward Member for Horsehay & Lightmoor) reported that she had received a number of enquiries from residents in connection with school places locally. The families moving into the development with Primary aged children are unable to gain places at either of the two Lawley Schools. This has been an ongoing concern for a number of months and she has requested a meeting with the LA in regards of school numbers and places and the issues/problems this is causing for local residents.

**2016/063 POLICE REPORT**

A comprehensive report of crimes committed in the Parish for September/October 2016 was tabled and a copy is attached to the Minutes for information.

- **History Group**

Cllr Blackburn updated Members:

- Last group meeting held in October for 2016 – to recommence in January 2017
- Remembrance walk organised for Saturday 12<sup>th</sup> November to mark Armistice Day and to lay wreaths
- A Parish History Day will be organised by the Group in Spring 2017
- Number of projects being looked at by group including street names for future Lawley phases.

- **Community usage at Lawley Village Academy**

A formal SLA was one of the planning conditions for the Academy and the Clerk advised that the conditions have not yet been discharged but that the agreement has been drawn up. The draft agreement has been seen by Reach2 (Academy sponsors) but has not yet been shared with the Parish. The Clerk is to pursue a copy via LPA. Members are unhappy that this is taking so long to be concluded and that the draft should have been sent to both parties concurrently.

**ACTION: Clerk to request a copy of the proposed agreement from LPA and to register that we are not happy with the draft not being shared with the Parish.**

- **Carpenter Centre**

The Clerk explained to Members that there were concerns over the status of the Carpenter Centre as a Community Centre. Following a meeting with TWC it was confirmed that it is still a community Centre but that due to the sharing of the facility with the Linden Centre, a primary aged pupil referral unit, that bookings are limited due to the usage and the nature of their environment.

We have requested a contact number for any enquiries about bookings from local groups and what would be available. It was made clear that no bookings are currently been taken most evenings and at weekends due to staffing issues/costs. It was suggested by TWC that we may be able to have a lease/asset transfer on the community section of the building and following discussion between Members, all were in favour of tasking the Clerk to look into what possibilities may be available so that we can ensure community facilities remain on Overdale.

**ACTION: Clerk to pursue possibilities of a lease agreement/asset transfer on CC with TWC**

- **Overdale Pitches**

In brief Proposal for Pitches on Newdale/Overdale:

Funding and monies have been put forward to pay for the introduction of the above within the Parish/ward. Meeting the needs of the borough and associated organisations for additional sports pitches. This would be a great asset as with the increased housing in the area and lack of managed sports facilities.

As discussed at previous meetings with the Parish Council, Ward Councillors, Telford and Wrekin Council and a local football club

The Council would transfer ownership across and all costs of supporting and running the pitches and associated buildings either on lease or asset transfer. To be negotiated through Telford and Wrekin Council.

Options:

1. Joint CIC to be managed though the Parish, Ward and local football club.
2. Parish to run the pitches and management and hire of facility and pitch usage.
3. Asset to be transferred across run and managed through the local football club that have expressed interest.

Option 1:

Would be a joint CIC and have a management committee set up to ensure the pitch usage and facility is being used and maintained for the benefit of all, the football club and community. The running and maintenance costs would be factored in to ensure the ongoing success of the project and that the pitches are to the FA and Sports England standards.

This leaves options running as a CIC, would enable it to get additional funding and grants as a not for profit organisation. Volunteers would be used as well as paid maintenance on the facility and pitches.

Option 2:

Full responsibility to be taken over by the Parish council and thus the building, pitches, hire and maintenance/running costs to be taken on by the Parish council.

Concerns on option 2 surrounding additional responsibility taken on by the Parish and capacity to do so.

Option 3:

Full responsibility to be taken over by the local football club and thus the building, pitches, hire and maintenance/running costs to be taken on by them.

Concerns on option 3 surrounding the full and shared usage for all comers if this option is taken.

Facilities and pitches:

The facility design and pitches are to be set out in negotiation with Telford and Wrekin Council as well as the proposed maintenance schedule, time line for completion and expected costs depending on the pitch lay out and on site facility.

A full discussion followed considering the various options available and the outcome was that option 2 was the preferred option to pursue to fully utilise this as Community Site. Cllr Greenaway asked for a vote to be taken and ALL members were in favour (Cllr Parker abstained due to personal interest). The Clerk will inform TWC of this decision at the meeting to be held later this week.

**ACTION: Clerk to inform TWC that they wish to pursue the lease/asset transfer of the Overdale Pitches site and facilities.**

- **Christmas Fayre & Lights/Macmillan Coffee Morning**

The Clerk informed members that the Christmas lighting had been ordered as per Members approval and that permission has finally been received from JLL for allowing the festoon lighting to be anchored into the fabric of the fascia above the retail units in Birchfield Way. An installation date can now be agreed but it is unlikely that a 'switch on' event will be held as we are not holding the Fayre until 10<sup>th</sup> December which will be too late to co-ordinate the two events. The lights will be installed and made live on a timer early in December.

Members were reminded about the Fayre and that we will be hosting a cake stall and following discussion Members requested a tombola also be provided. The Clerk did ask that if any Members were able to give some time to assist with set up (10am – 12pm) and manning of the stalls (12pm – 3pm) that it would be gratefully received.

**ACTION: Organise cakes/mince pies as pre agreed with Subway/Ann and obtain items for a tombola**

The Clerk informed Members that the Macmillan Coffee morning held on Friday 30<sup>th</sup> September raised a sum of £164.52. Members expressed their thanks to Ann for making and donating a stunning array of cakes for the event. A bouquet of flowers had been sent to show our appreciation.

- **Community Bus Update**

The Assistant Clerk advised that the average number of users over the trial period is 9 per week, but the decision by the local Playgroup to move their day to Friday means that numbers have fallen recently. The core group of regular users are residents of Lawley Bank Court who have passed on their thanks to the Parish Council for providing what they describe as "a lifeline." Following discussion it was agreed to extend the trial until the end of January 2017, and Members will make a final decision on the future of the Community Bus at the January Council meeting.

**ACTION: Advise TWC that trial to be extended until end of January 2017**

- **Community Garden/Land at Old Park**

The Assistant Clerk reported that TWC has completed the required works on the land off Tom Morgan Close for a Community Garden as discussed. Interest has been shown from local school and Shropshire Wildlife trust to work with the Parish on this project.

The Clerk asked Members to now consider taking on the lease (details of which were previously discussed) of both areas on a 25 year basis with both areas being put forward as Green Guarantee sites in January 2017. It was **PROPOSED** by Cllr Greenaway and **SECONDED** by Cllr Blackburn that a lease be accepted.

- **War Memorial**

The idea of a War memorial for the Parish has been looked into in more detail and it is not a simple process and a working group needs to be set up to ensure that all legislation and procedure is followed. It was suggested that perhaps Cllr Guy could lead this group as he has a military background. This will be discussed at the next meeting when Cllr Guy will be in attendance and a working group can be implemented to pursue this further.

Cllr Guy agreed to Chair a working group and asked Members to assist for a group to be set up. It subsequently followed that Cllrs Parker, Gilmour and Blackburn volunteered to be a part of a working group. Cllr Guy will suggest some dates to these Members for an initial meeting to take place before the end of 2016 if possible. The Clerk will send these Members a link to the relevant information/legislation.

**ACTION: Clerk to send information to working group members. Cllr Guy to organise an initial meeting.**

- **Newdale NEAP**

There is no further update on this item at present.

- **SIDS**

A demonstration of the portable device was given in October to Clerk & Cllr Greenaway and this confirmed that this is the ideal device for our purpose of monitoring the speed and giving a visual 30mph & slow down message. This information was shared with all Members and it was decided to move forward with 2 devices if TWC would work in partnership regarding the placement of the required poles/location. This was **PROPOSED** by Cllr Guy and **SECONDED** by Cllr Gilmour. The Clerk is to follow up with TWC prior to placing any order

**ACTION: Clerk to check with TWC re locations and situation of devices prior to placing an order.**

**2016/065      PET UPDATE**

- Work has been completed across every area of the Parish and details are published on the website weekly with photos. The Assistant Clerk has put together a "Before and After" slideshow giving examples of the work carried out over a very busy six months for the PET and this was shown to Members during the course of this part of the meeting. Cllr Guy suggested that a portable A-Board could be made up and the PET team could place it at the area they are undertaking work advertising that it is the Parish Team working on site. Members agreed this was a good idea and the Clerk will facilitate a sign
- The Assistant Clerk reminded Members that the current Apprentice is due to leave the team after Christmas and outlined various options for consideration given the current restructures taking place at TWC, and the uncertainty over the recruitment of Apprentices going forward. Members agreed to the proposal to keep the current Apprentice and to fund the difference between the TWC Apprentice wage and the wage for an 18 year old at the appropriate point during the year. Phil Pritchard, TWC Groups Specialist, Neighbourhoods and Environment, and the Assistant Clerk are in discussions with Rodbaston College to provide NVQ Level 3 training in Horticulture to the PET Apprentice, which will be the first time this has been provided for a TWC Apprentice.
- Members were complimentary about the works being undertaken and asked the Clerks to pass on their thanks to the team

**ACTION: Clerk to facilitate a working sign for PET**

**ACTION: Assistant Clerk to make the necessary arrangements with TWC to confirm the extension of the current Apprentice for 12 months and to arrange provision of a Level 3 NVQ in Horticulture.**

*\*\*Cllr Guy & Cllr Duncombe left the meeting at 8.50pm*

**2016/066      DEFINITIVE MAP – WORKING GROUP**

No further update on this item

**2016/067      HOUSEHOLDER LOCAL DEVELOPMENT ORDER CONSULTATION**

The Clerk had previously asked Members to comment on the HHLDO proposals and received comments from:

Cllr Rob Parker

- It's not clear how developments that are 'LDO' compliant will be checked and policed by the department.
- Whilst we appreciate the current process may be expensive, it does ensure that sympathetic and reasonable modifications are made to dwellings. We are concerned that the control and checks that are currently exercised will be diminished resulting in mis-matched developments and eyesores all over the place.
- The direct involvement of neighbours in the consultation process may well result in all sorts of problems.
- The permitted development sizes seem quite large - not sure they need to be that large - i.e. 50% or original, or 50% + 1m.

Cllr Darren Blackburn:

- I am quite glad that LDO's will not be allowed to alter or amend any protected status buildings or those with historical interest - but I do agree as with those Parish and Councillors who did attend the Forum meetings last Wednesday who shared our concerns that LDO's submitted will not be policed or checked as thoroughly as those presently under current planning application procedures.  
It will be nebulous as best to ensure those applying for the most contentious single storey, two storey, first floor rear and side extensions to dwelling houses do adequately ensure neighbours are adequately consulted which they will need to provide adequate evidence that they have done this. This needs to be a rigorous requirement. It will be the onus of the LDO submitter to ensure they comply to the "hit list" of specifications that TWC have/currently drawn up and the other 4 criteria's currently earmarked for the scheme.  
I do welcome that if any aspect of an LDO application doesn't meet the criteria it will have to go through the present planning application procedures - but I do have concerns that in the long term, if other planning criteria's added to the LDO remit it could cause a can of worms that Parish Councils will end up picking up. I do not agree to the criteria that we will not be allowed to comment on LDO applications - as vital local knowledge is something TWC should not likely ignore - even adding a drop kerb for additional parking can have consequences that we can see and thus comment on - but this will be a hands tied behind our backs scenario when such applications are made under proposed LDO criteria.
- To put all of the above simply. It may for a short period free up office time and procedures for Officers at TWC but by disallowing comment - and not having thorough pre-checks for LDO applications - it's likely to cost more

to rectify any negatives in the long term. At least for now - PC and Town Councils act as a voice for any applications, small and large and this should be maintained. Just notifying us of LDO's in the weekly mail list is not really acceptable as we will not be able to respond.

- If it was me, I think all PC's should veto the LDO proposals entirely.

#### Cllr. Gary Duncombe

- I am concerned that the LDO's will not be checked by those with local knowledge and the local authorities will not have the manpower to investigate.
- I am concerned as to how neighbours to proposed developments will be consulted and whether this will be policed to see if requirements are met.

#### Cllr. Mike Phillips

- There seems to be no reference to how the process will be checked. For example, what if a development does not comply with the submitted plans - who, if anyone, will check compliance?
- I note neighbours are supposed to be told about any plans, but this seems to be a very half-hearted effort with little by way to ensure this takes place, and they won't be 'invited' to comment; why not?
- Will they be allowed to request that a completed development is assessed for compliance with the LDO?

The Clerk will collate a response for the consultation portal based on the comments received which were agreed with by Members present

#### **ACTION: Clerk to place comments on HHLDO Consultation portal**

### **2016/068 COMMUNITY GOVERNANCE**

No discussion at this meeting

#### ***Public Bodies (Admission to Meetings) Act 1960***

***In view of the confidential nature of the business about to be transacted it is requested that the public and press should not be present***

### **2016/069 STAFFING – PERSONNEL COMMITTEE**

A Personnel committee was agreed at the last meeting but required an additional member for the Committee. Cllr Mike Philips volunteered to sit on this committee. A meeting is to be held on 10<sup>th</sup> November where Terms of Reference will be agreed along with agreeing the SMART Objectives for the Clerks following their appraisals. Relevant policies will also be taken to this committee for approval before recommendation to Full Council to agree to implement.

### **2016/070 POLICY REVIEW**

Due to the lateness of the hour and the agreement to take the policies to Personnel Committee for initial approval, no further business was discussed for this item

### **2016/071 FINANCE**

1. Grants for consideration:

A discussion took place and the following Grants were agreed. The Clerk will issue cheques for signature to be sent to recipients with a covering letter:

- S.T.A.B.L.E £300
  - Home Start T&W £300
  - Hope House Children's Hospice £250
  - Samaritans of Telford £200
2. Year End Audit approval received
  3. New bank mandates signed as required
  4. All invoices tabled were authorised for payment
  5. Bank Reconciliation agreed

### **2016/072 AGENDA ITEMS FOR NEXT MEETING**

- COMMUNITY GARDEN
- WAR MEMORIAL
- COMMUNITY BUS UPDATE
- STAFFING / PERSONNEL COMMITTEE
- GREENAWAYS APPLICATION
- DRAFT BUDGET 2017/18
- PLUS STANDING AGENDA ITEMS (PET, COMMUNITY AFFAIRS, POLICE REPORT)

**2016/073 CORRESPONDENCE**

- Request received for a raffle donation for St Johns Church – Members agreed and Clerk to facilitate and contact church.
- Letter of thanks received from 1<sup>st</sup> Dawley Girls Brigade re grant plus information on how funds were used.
- Details of a Stage 1 complaint re a TWC officer regarding joint meetings held with Parish and a resident regarding ASB at a local play area was shared with Members
  
- Clerk was asked to obtain quotes for fixed wiring testing at LCC – a quote from DLM Electrical contractors was accepted and the Clerk will contact them to get the works completed
- A request to pass a motion to give a pledge of support regarding PRH hospital was discussed. Cllr Greenaway asked for a vote and ALL members were in favour and the motion was passed:

**MOTION:**

#PRH4Me campaign

Hospital services are currently under review at the Princess Royal Hospital, with the potential that some services could move to the Royal Shrewsbury Hospital and vice versa. Reports suggest that the PRH in Telford will be losing its A&E as we know it, and perhaps even more worryingly, the Women & Children’s Centre looks set to close after opening just two years ago at a cost of £28 million.

The #PRH4Me campaign aims to raise awareness of hospital services and gather pledges of support for the Princess Royal Hospital.

**Lawley & Overdale Parish Council** believe that any downgrading of services at the PRH would be detrimental to the residents in this area.

**Lawley & Overdale Parish Council** fully supports the #PRH4Me campaign, the PRH and the services it provides, and wishes to show how valued the hospital is in this parish and encourage residents to also pledge their support for the PRH

**ACTION: Clerk to obtain raffle prize for St Johns and advise accordingly**

**ACTION: Clerk to contact DLM re Fixed Wiring Testing at LCC**

**ACTION: Clerk to send copy of Motion to Cllr Davies to show support for the PRH campaign**

**2016/074 DATE OF NEXT MEETING**

A discussion took place regarding the next meeting as a large number of items are already to be on the agenda and it was decided that an **EXTRAORDINARY FULL COUNCIL MEETING** will be called on **WEDNESDAY 14<sup>th</sup> DECEMBER 2016 at 6pm** with **NO PLANNING MEETING to be held in December** with any pressing items to be put to Members at the Full Council meeting.

The meeting closed at 9.55pm

Signed..... Chair

Date.....

**SNT REPORT TO LAWLEY & OVERDALE PARISH COUNCIL ATTACHMENT re Meeting 3/11/16**

**Date: 03/11/16 (Report for the months of September and October)**

**Officer: PCSO 40033 BAILEY**

**CRIME**

<u>AREA</u>	<u>SUMMARY</u>
Cadman Court	Vehicle damaged. Keyed down one side (03.09.16)
Birchfield Way	Suspicious vehicle driving up and down streets (03.09.16) Phone stolen from Rosie in the garden (11.10.16)
Nelsons Walk	Vehicle damaged. Wing mirrors stolen (08.09.16)
Tuold Mews	Vehicle broken into. Laptop and ipad taken (13.09.16) Front door handle of property tried (08.10.16)
The Rock	House broken into and money taken. Offender caught and arrested (15.09.16)
Subway	Push chair stolen from outside (16.09.16)
The Hay	Shed broken into. Lawn mower and bicycle taken (17.09.16)
Pantulf Close	Windows smashed on property (17.09.16)
Overdale	Van window smashed, nothing taken (20.09.16)
West view	Burglary. Cash and jewellery taken (27.09.16)
Morrisons	Theft of car keys from Handbag (27.09.16)
Cedar Court	Domestic incident, vehicle scratched (02.10.16)
Charlecote Park /11/16	Vehicle window damaged (04.10.16)
Woodrush Heath	Hanging basket taken (04.10.16)
Park Lane	Hanging basket taken (04.10.16)
Rock road	Suspicious male reported in the area (04.10.16)
Stoney Fold	Bricks stolen from building site (10.10.16)
Cedar Close	Bike stolen from garden (11.10.16)
Laurel Lane	Serious assault, 3 arrests made (12.10.16)
Marlborough Way	Youths throwing stones at an address in the area (14.10.16)
Barclay Fold	Vehicle damaged overnight (15.10.16)
Ercall View	Kitchen window damaged (17.10.16)
Town Centre	<b>81 incidents reported.</b>

**ASB**

<u>AREA</u>	<u>SUMMARY</u>
Station Road	Youths entering empty property (03.09.16)
Tuold Mews	Off road bike reported in the area (06.09.16)

	Two males on an off road bike (14.09.16) Youths hanging around on the new bridge and the surrounding area (31.10.16)
Overdale	Two males reported on a quad bike (10.09.16)
Lawley Square	Fight reported outside the shops (11.09.16)
Birchfield Way	Youths on motorcycle on footpath (11.09.16) (11.10.16) Abusive male in the street (28.10.16)
Bellpit Road	Drunk male in the road (12.09.16)
Carpenter Centre	Youths throwing stones at the building (16.09.16)
Newdale Park	Youths swearing and shouting (offenders spoken to) (18.09.16)
Rockall Way	Male smashing a fence up (18.09.16)
Bellpit Park	Youths throwing stones at regency house (19.09.16)
Valley Road	Neighbour dispute. Residents arguing (22.09.16, 19.10.16)
Newdale School	Drunk male at rear gates (23.09.16)
Hunters Rise	Male seen in rear garden of a property (25.09.16)
Damson Drive	Abusive male in vehicle (26.09.16)
Pantulf Close	Argument in the street (26.09.16)
Morrisons	Vehicles on car park racing around (03.10.16) (10.10.16) (20.10.16)
Powis Place	Youths entering empty flats (08.10.16)
Park Lane	Egg thrown at a property (10.10.16)
Princes End	Noisy party in the area (16.10.16)
Poyner Court	Loud music reported from one of the flats (24.10.16)
Hill Road	Youths arguing in the street (27.10.16)
Marlborough Way	Off road bikes in the area (29.10.16)
Oak Road	Fight reported in the street (29.10.16)
Rock Road	Off road bikes in the area (29.10.16)
Barratt Terrace	Male shining a torch into a property (29.10.16)
The Coppice	Window of property smashed (30.10.16)
Town Centre	53 x incidents reported
	<b>Extra attention being paid to the Overdale and Lawley areas regarding the use of off road bikes. Regular visits still being paid to all play parks on the area.</b>
	<b>Patrols increased in the evenings in the Lawley area especially Morrisons car park and Turold Mews due to increasing reports of ASB in the area.</b>