



**Town Clerk**

Les Trigg

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15 Station Road  
Stone  
ST15 8JP

22 December 2020

Dear Councillor,

A VIRTUAL meeting of the **ESTATES SUB COMMITTEE** will be held on **Tuesday 5 JANUARY 2021 at 7:05pm**, or upon the rising of the Planning Consultative Committee, if later.

The meeting will be streamed live on YouTube and members of the public are welcome to observe.

View Meeting: <https://www.youtube.com/channel/UCXHye7pCvT-mVBouN3IUTWQ>

I trust you will be able to attend.

Les Trigg  
Town Clerk

Councillors: I. Fordham (Chair), A. Best (Vice Chair), Mrs L. Davies, M. Hatton,  
Mrs J. Hood, C. Thornicroft and R. Townsend

**AGENDA**

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.

4. **Minutes of Previous Meeting**

To confirm as a correct record the minutes of the meeting of the Estates Sub-Committee held on 13 October 2020, Minute No's EST20/024 – EST20/029 (attached).

5. **Markets – Terms and Conditions of Hire**

To consider updated Terms and Conditions of hire for the Town Council's Markets.

A copy of the proposed terms and conditions are attached.

6. **Redundant Bus Shelters**

To consider any action that the Committee may wish to take in respect of bus shelters on routes where bus services have been withdrawn. Reference: Minute Number GP20/044 (General Purposes Committee Meeting on 2 July 2019)

7. **Baskets on the Railings at Stone Station**

To consider a proposal for the installation of hanging baskets on the railings at Stone Station.

See a copy of a proposal (attached) from volunteers.

8. **Budget 2021-22 – 2023-24**

To consider the report of the Town Clerk (attached).

9. **Water Colour of Stone Station**

To receive a donation from Councillor Leason of a water colour painting of Stone Station.

10. **Update on Frank Jordan Centre**

To receive an update on the Frank Jordan Centre.

11. **Reports of Working Groups**

- Market Strategy (Market Pricing & Strategy)
- Use of Frank Jordan Centre and Stone Station

Will any Councillors who wish to speak at this meeting, but are not members of the Sub-Committee, please inform the Chairman before the start of the meeting

Members of the public are welcome to attend the Estates Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed in the Council's notice boards and are also available from the Town Council and its website.

# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held virtually on Tuesday 13 October 2020

**NOTE:** Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.

**PRESENT:** Councillor I. Fordham in the Chair and  
Councillors: A. Best, Mrs L. Davies, M. Green, Mrs J. Hood, R. Kenney,  
C. Thornicroft and R. Townsend

By Chairman's invitation: Councillor P. Leason

**ABSENT:** Councillors: M. Hatton

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**EST20/024     Apologies**

No apologies were received

**EST20/025     Declarations of Interest and Requests for Dispensations**

None received

**EST20/026     Representations from Members of the Public**

None received

**EST20/027     Minutes of Previous Meeting**

That the minutes of the Estates Sub-Committee meeting held on the 7 January 2020 (Minute Numbers EST20/016 – EST20/023), be approved as a correct record.

**EST20/028     Update on Frank Jordan Centre**

The Chairman provided the Sub-Committee with an update on the Frank Jordan Centre.

The Chairman advised the Sub-Committee that the Centre had been closed during lockdown except for use by Stone Community Hub, to enable the charity to continue operating its food bank. The Hub had expanded into the St Michael's Suite at a time when there was an unprecedented demand for food parcels from local residents.

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\* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

The Chairman confirmed that the Hub had now moved out of St Michael's Suite and back into the Walton Suite (where the office area continues to be used as a foodbank) freeing up St Michael's Suite for rental once again.

The Committee was informed that in addition to supporting the Hub the opportunity had been taken to carry out significant works in Christchurch Suite to upgrade its condition. The work is now complete and provides a high quality community centre which can be utilised by local residents when conditions allow.

The Committee was also informed that several other upgrades have taken place including installation of Wi-Fi, improvements to signage on the centre and entrance to the car park, cleaning of the car park, repairing damaged brickwork and replacing a section of defective roof.

The Chairman advised the Committee that the Frank Jordan Centre is now beginning to see the return of hirers and an increase in enquiries, which are being accepted subject to Covid-19 requirements.

## **EST20/029      Reports of Working Groups**

### **Market Strategy (Market Pricing & Strategy)**

The Chairman advised the Sub-Committee that the Market Strategy Working Group had not met due to the Covid-19 pandemic.

Councillor Fordham confirmed that the Farmer's Market was scheduled to return to the High Street in November when the working group would be in a better position to review the operation of the town's markets.

### **Use of Frank Jordan Centre and Stone Station**

The Chairman advised the Committee that no meeting of the Community Centres Working Group had taken place.

Councillor Fordham advised that he had given an update on the Frank Jordan Centre earlier in the meeting and Stone Station Community Centre was operating within Covid-19 guidelines.

**Chairman**

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\* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

# Stone Town Council Markets Terms and Conditions of Trading

## 1 INTRODUCTION

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- 1.1 These standard conditions apply to all trading at Stone Town Council's markets. If the Trader is in any doubt as to the meaning of any items within this agreement, they should consult the Town Clerk, or their representative, prior to signing the trading agreement.

## 2 TRADER

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- 2.1 "Trader" shall mean an individual or a properly constituted business or organisation, who is allocated a pitch at any market or similar event organised by Stone Town Council. The term is used in this document to cover anyone allocated a pitch, whether or not they also use a marquee, and whether or not the activities carried out would legally considered to be trading.
- 2.2 The Trader hereby accepts responsibility for their activities at the market, and for ensuring that all conditions under this Agreement are met.
- 2.3 These conditions prohibit the booking of a pitch to anyone under the age of 21 years. An older person making a booking on behalf of someone younger than 21 years old must be aware of the responsibilities for which they will be personally liable. If a booking is from a company, the lead individual taking responsibility for the booking must be over 21.

## 3 BOOKING CONDITIONS

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- 3.1 Market traders must complete a Market Trader Application Form providing full contact details and submit all the necessary documentation requested regarding public liability insurance and, if applicable, food safety.

- 3.2 Traders are required to update the Council with any changes to information contained on the application forms as soon as is practically possible and to send a copy of the new insurance policy when the current policy expires.
- 3.3 All insurance policies shall fully indemnify the Council and staff against any claim howsoever arising unless it is attributable to the negligence of the Council.
- 3.4 Pitch Hire includes the provision of a Stone Town Council marquee. Unless using a specialist vehicle (e.g., catering van, refrigerated vehicle) approved by the Council, all market traders are required to use the marquee provided at regular Tuesday and Saturday markets. Market traders are permitted to use their own stalls at regular Friday markets. Different provisions may exist for special markets which may be arranged from time to time by the Council.
- 3.5 The Council's marquees are either a Double (4.5m x 3m) or a Single (3m x 3m)
- 3.6 Hire charges are reviewed annually, and new rates are applicable from April.
- 3.7 Tables are available for hire or traders welcome to provide their own. Tables measure 6ft x 2ft 6in
- 3.8 Full payment for the pitch must be made in advance and is not refundable unless the market is cancelled by the Council. Methods of payment and cut off dates for payment will be as notified by the Council.
- 3.9 The Council retains the right to cancel a market at its sole discretion for any reasons deemed necessary.

## 4 AT THE MARKET

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- 4.1 Traders will be responsible for any damage they cause, apart from normal wear and tear, and will be charged for any necessary replacements or repairs by the Council.
- 4.2 The location and allocation of pitches is at the discretion of the Council. Traders are not permitted to move the position of their stall.
- 4.3 Marquees will be erected by the Town Council's contractor to be ready for traders to set up at 8:00 a.m., or at any other time specified for a special market.
- 4.4 Vehicles MUST leave the High Street before 10.00 a.m. and no return before 4.00 p.m. is permitted.
- 4.5 In setting up and packing away every attempt must be made to minimize inconvenience to other market traders, shops and businesses and all town users.
- 4.6 Care must be taken not to encroach onto unauthorised land, and in particular the blue brick area around the Market Square. Care must also be taken not to block alleyway entrances, cash machines and shop and business accesses.

- 4.7 Stall areas should be kept clean and tidy. Packaging should be kept to a minimum, and ideally be made from recycled materials and/or be re-usable if appropriate. All rubbish, packaging etc. must be collected and removed by stall holders, who should provide the necessary bin sacks for this purpose. Traders may not use public waste bins.
- 4.8 Any displays which unreasonably extend beyond the marquee will either attract additional rental or must be removed on request.
- 4.9 Abusive behaviour displayed to other traders, Council staff or members of the public will not be tolerated and may lead to the trader being excluded from future markets.
- 4.10 Any trader intending to use their own electrical or gas-powered equipment must obtain approval from the Town Clerk and ensure that all such equipment is maintained to a high standard and holds a current Portable Appliance Test (PAT) certificate.
- 4.11 The use of generators requires Council permission, which will only be granted in exceptional circumstances.
- 4.12 All sellers of food of any kind should comply with current legislation and operate to the satisfaction of the local authority's Environmental Health Officer (EHO).
- 4.13 Traders proposing to cook food on their stall must have Council permission and provide a suitable and maintained fire extinguisher or other appropriate fire fighting device for the duration of hire.
- 4.14 Any trader wishing to sell alcohol must have Council permission and hold a personal alcohol licence applicable to the sales they are making on the market day. A copy of the current personal alcohol licence must be made available to Council staff in advance of the sale of alcohol at the market.
- 4.15 The market trader must observe all rules and regulations regarding the sale of alcohol

## 5 VARIATIONS

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- 5.1 Any variation from these terms and conditions are at the sole discretion of the Town Clerk acting on behalf of the Council.

## Proposal for Baskets on the Railings at Stone Station

The volunteers at Stone Station have requested three fixed baskets to be placed on the railings on Platform 2 at Stone Station to provide a colourful impact on the platform, providing a visual benefit for passengers.

The baskets will be securely fixed to the railings and planted with seasonal flowers.

### Site for baskets

3 baskets fixed to existing railings on Platform 2.

Red arrow shows fixing point.

Blue arrows show proposed basket locations.



### Introduction

1. The purpose of this report is to determine the level of budget for services under its control that the Sub-Committee wishes to recommend to the General Purposes Committee meeting on 19<sup>th</sup> January 2021.

### Background

2. The General Purposes Committee on 1<sup>st</sup> December 2020 considered the standstill budget for 2021-22 and indicative figures for the next two years based on a number of assumptions contained within the report.
3. Due to the uncertainty resulting from the Covid-19 pandemic, the standstill budget has been prepared on the following basis:
  - a. Individual budget lines have all been prepared on the basis of a return to pre-lockdown (i.e. October 2020) service levels from December 2020, and a return to full, normal service levels from April 2021.
  - b. A "Coronavirus Contingency" has been provided within the General Purposes Committee budget to cover the ongoing cost of the pandemic above this level. The Sub-Committee is not required to consider this aspect of the budget.
4. The figures for this Sub-Committee on the above basis are:

<b>Actual</b>		<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>2019-20</b>		<b>2020-21</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
2,343	Frank Jordan Centre	11,715	9,300	4,900	5,000	5,300
9,795	Stone Station	16,860	16,600	12,900	10,500	10,600
-	Stone Heritage Centre	20,000	-	20,000	40,400	40,800
-10,402	Town Market	-2,700	-2,300	-10,300	-10,700	-11,100
100	Car Parking	5,000	5,000	-	-	-
2,748	Bus Shelters & Street Furniture	9,025	5,800	8,400	5,300	5,400
585	Street Lighting	600	800	800	800	800
539	Dog & Litter Bins	700	800	800	800	800
120	Joules Clock	300	300	300	300	300
308	Town Electricity Supply	400	400	400	400	400
-	Building Maintenance	19,700	19,700	10,000	10,000	10,000
<b>6,136</b>	<b>TOTAL</b>	<b>81,600</b>	<b>56,400</b>	<b>48,200</b>	<b>62,800</b>	<b>63,300</b>

5. In respect of the figures above, Members should note:
- a. The budget for the Frank Jordan Centre assumes income and expenditure at broadly historic levels, with allowance for inflation. The current year's forecast has been affected by a loss of income due to the pandemic.
  - b. The Stone Station forecast for the current year has also been affected by the pandemic. Budgets are at around historic levels, with the addition of the broadband facility added earlier this year.
  - c. This budget includes a provision for the operation of the new Heritage Centre at Crown Wharf in accordance with the report to the General Purposes Committee on 3<sup>rd</sup> September 2019. This has been delayed due to the pandemic and has now been included in the budget on the basis of an autumn 2021 opening.
  - d. The Markets budget assumes income and expenditure at broadly previous levels, with allowance for inflation following this year's downturn due to restricted activity.
  - e. The Council no longer operates its own car parks. The forecast reflects the payment to Stafford Borough to provide free parking in the town centre up to and around Christmas 2020.
  - f. The Bus Shelters and Street Furniture budget for 2021-22 includes the provision of £3,200 for a new noticeboard. The ongoing budget includes provision for a rolling programme of bench and bus shelter maintenance together with an allowance for contingencies to allow for unforeseen items which may arise during the year.
  - g. The Street Lighting, Dog and Litter Bin, Joules Clock and Town Electricity Supply budgets assume that expenditure will continue at broadly the current levels.
  - h. No spending has yet been made in the current year against the Building Maintenance provision. Any underspending will be rolled forward into next year. An annual provision of £10,000 has been included for 2021-22 and subsequent years.
6. As reported to the meeting of the General Purposes Committee on 1<sup>st</sup> December, the standstill budget is just the starting point for the budget process. Members will want to review this standstill budget and the amounts provisionally included. In addition, there are likely to be other areas where Members will want to undertake new developments or stop/change the things that the Council is doing now.
7. The Sub-Committee is asked to consider the standstill budget and any areas of growth or savings which they would want to be taken into account in setting the budget for 2021-22 and future years.

### **Recommendations**

8. Members are asked to recommend their proposed budget for consideration by the General Purposes Committee on 19<sup>th</sup> January 2021.