



**Stone**  
Town Council

**Town Clerk**

Les Trigg

**Tel: 01785 619740**

**Email: [clerk@stonetowncouncil.gov.uk](mailto:clerk@stonetowncouncil.gov.uk)**

15 Station Road  
Stone  
ST15 8JP

20 September 2022

Dear Councillor,

A meeting of the **ESTATES SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **Tuesday 27 SEPTEMBER 2022 at 7:00pm**, for consideration of the matters itemised in the following agenda.

I trust you will be able to attend.

Les Trigg  
Town Clerk

Councillors: A. Best (Chairman), Mrs K. Dawson (Vice Chairman), J. Davies, Mrs L. Davies, I. Fordham, Mrs J. Hood and C. Thornicroft

**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 12 July 2022, Minute Numbers EST23/001 – EST23/009 (attached).

5. **Town Clock**

To consider the future of the Town Clock.

NOTE: This item has been referred to the Estates Sub-Committee by the Tourism & Town Promotion Sub-Committee (Reference: Minute Number TTP23/014 (Meeting on 16 August 2022))

6. **Maintenance of Cenotaph Garden**

To receive an update on the future maintenance of the cenotaph garden in Granville Square.

7. **Stone Station**

To consider a request from Futures2gether for access to the station building to support a pop-up café. (Supporting information attached).

8. **Reports from Working Groups**

**To receive reports from Working Groups:**

- Estates Working Group

9. **Exclusion of the Press and Public**

**To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.**

10. **Confidential Minutes**

To confirm as a correct record the confidential minutes of the Estates Sub-Committee, held on 12 July 2022, Minute Numbers EST23/001, EST23/008 and EST23/009 (attached).

11. **Stone Station Update**

To consider an update from the Town Clerk.

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 on the Council's notice boards and website.

# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 12 July 2022

**PRESENT:** Councillor A. Best in the Chair and  
Councillors: J. Davies, R. Kenney and C. Thornicroft

Officers: L. Trigg and Mrs T. Williams

By Chairman's invitation: no Councillors

**ABSENT:** Councillors: Mrs L. Davies, Mrs K. Dawson, I. Fordham, Mrs J. Hood and  
J. Powell.

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**EST23/001**    **Apologies**

Councillors: Mrs L. Davies and Mrs K. Dawson

**EST23/002**    **Declarations of Interest and Requests for Dispensations**

None received

**EST23/003**    **Representations from Members of the Public**

None received

**EST23/004**    **Minutes of Previous Meeting**

That the minutes of the Estates Sub-Committee meeting held on the 4 January 2022 (Minute Numbers EST22/018 – EST22/027), be approved as a correct record.

**EST23/005**    **Stone Station Flooring**

The Sub-Committee was asked by the Chairman to consider the flooring at Stone Station Community Centre in respect of whether it was versatile enough for the full range of uses by hirers.

The Chairman suggested that the existing carpet might be off putting and the introduction of wooden flooring that would be suitable for exercise and dance would raise the interest of potential hirers.

The Sub-Committee expressed the opinion that the main impact on the venue's

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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.

popularity was likely to be the limited availability of parking (particularly during the day) and that the subfloor could be investigated with costings obtained for an appropriate floor finish when other pre-existing maintenance issues at the Station had been resolved.

RECOMMENDED: That improvements to the flooring at Stone Station Community Centre be held for investigation at a suitable time in the future.

**EST23/006     Maintenance of Cenotaph Garden**

The Chairman invited the Town Clerk to update the Sub-Committee on the position with maintenance of the Cenotaph Garden in Granville Square after a number of people had raised concerns about its untidy condition.

The Town Clerk advised the Sub-Committee that the Grounds Maintenance Contractor had tended the garden as a one-off exercise, and it was now looking good. He said that Stone in Bloom had traditionally maintained the garden.

The Sub-Committee noted the condition of the surrounding wall, thought to be the responsibility of the County Council, which was cracked and subsiding.

RECOMMENDED: That the Town Clerk makes enquiries to the Chairman of Stone in Bloom about the Group's longer-term intentions regarding the maintenance of the Cenotaph Garden.

**EST23/007     Exclusion of the Press and Public**

**To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.**

RESOLVED: To exclude the Press and Public from the next item of business.

**EST23/008     Confidential Minutes**

RESOLVED:

That the Confidential minutes of the Estates Sub-Committee meeting held on the 4 January 2022 (Minute Numbers EST22/018, EST22/026 and EST22/027), be approved as a correct record.

**EST23/009     Update on Stone Station**

The Chairman invited the Town Clerk to update the Sub-Committee on the current position on Stone Station Community Centre.

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The Town Clerk updated the Sub-Committee on issues related to the Station.

RECOMMENDED: That the Town Clerk progresses work with regard to the Station roof.

RECOMMENDED: That the General Purposes Committee agree a supplementary estimate of £4,000 to support the Town Clerk's ongoing investigations.

RESOLVED: That an Estates Working Group be established to consider potential additional uses of Stone Station Community Centre, to meet prior to the next meeting of the Sub-Committee. All members of the Sub-Committee should be members of the working group.

**Chairman**

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**From:**

**Sent:** 25 August 2022 10:52

**To:** Rob Mincher

**Subject:** Stone Train Station

Hi

I run an organisation called Futures2gether, providing opportunities and support for Adults with learning difficulties. We are based out of the Crossing Centre near to Stone Train Station. We've recently been awarded a grant from West Midlands Trains to set up a pop up cafe on wednesday mornings at the train station in Stone. It is just a short term project (Approx 3 months) and would just be 10 -12 on wednesday mornings.

Initially we felt we would just be able to set it up on the platform however with more consideration we wondered whether it might be easier if we were able to access the station community centre so that we could access the kitchen facilities and potentially be inside if the weather was bad.

Could you let me know whether you think this might be a possibility? and what the cost would be for hiring the venue for the morning?

Just to note - the pop up cafe would be donations only and would just be offering hot drinks, cans of pop, chocolate bars etc. There would be no cooked food available.

Many Thanks

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Manager  
Futures2gether



# Your COMMUNITY, YOUR FUND

## APPLICATION FORM

- Please complete **all** questions.
- The closing date for applications is Wednesday 11<sup>th</sup> May 2022.
- Contract preparation for 'Your Community, Your Fund' projects will be commenced at the end of May 2022
- The completion date for all projects is 28<sup>th</sup> February 2023.
- Any questions please email [friends@wmtrains.co.uk](mailto:friends@wmtrains.co.uk)

### Section one - Eligibility criteria

Before you submit your application, you must confirm that your project meets the eligibility criteria below.

- You represent a charity or community enterprise with a not-for-profit constitution and dedicated dual signatory bank account.
- Your project serves local communities and will be ready to launch in May 2022, concluding at the latest by February 2023.
- You will need to demonstrate how it will embrace diversity and inclusivity in your community. How will passengers and communities benefit from it, or have their customer experience improved?
- Your project is located in and around one of our London Northwestern Railway stations. You can view our stations by visiting [lnr.uk/map](http://lnr.uk/map).
- Your project must be completed by February 28<sup>th</sup> 2023 (at the latest).
- Your project is designed to address areas of social need and create regeneration impact around one of our London Northwestern Railway lines or stations and will create measurable outputs.
- Your project is not for commercial gain.
- Your project costs must be in proportion with the social and regeneration outcomes it will provide.
- You understand that community funds can only be used for community gain and do not support salary/wages, cannot be used to make payments to members of the committee or purchase assets that will provide long term benefit to a private company or individual rather than to the community.
- How will it encourage increased passenger numbers on the rail network generally?
- You can explain how your project will promote and enhance the railway's social and environmental goals, encourage increased passenger numbers, promote safety and accessibility of the rail network and a safe welcoming environment for passengers. If

your project is to bring into use disused buildings on the rail network, you must explain how this will improve local community amenities via station facilities.

Mark an 'X' in this box to confirm your project meets the eligibility criteria.

## **Section 2 - Contact details**

### **Primary contact details:**

*This is the person who will be the first point of contact for all communications.*

<b>Full name</b>	<input type="text"/>
<b>Email address</b>	<input type="text"/>
<b>Tel number</b>	<input type="text"/>
<b>Home address</b>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>

### **Secondary contact details (co signatory on the bank account)**

*This is the person who will be the second point of contact for all communications.*

<b>Full name</b>	<input type="text"/>
<b>Email address</b>	<input type="text"/>
<b>Tel number</b>	<input type="text"/>
<b>Home address</b>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>

## **Section 3 - About the project**

**Q1. What is the name or title of your project?**

**Community Cafe at the Station**



**Q2. Which station/s on our network are connected to your project?**

**Stone (Staffs)**

**Q3. Write a brief description of your project.**

*An overview of the project with the vision and details of who will deliver, who will benefit and how long it will take to complete.*

**Our Organisation, Futures2gether C.I.C is a non for profit community interest company. We provide activities and learning opportunities for Adults with Learning difficulties and Autism. We are based at The Crossing Community centre, a short walk away from Stone Train Station.**

**We currently run a community cafe on Wednesday mornings from the Crossing centre. We encourage a variety of people from the local community to access our cafe where we provide a warm welcome and a selection of drinks and cakes for a small donation.**

**The cafe provides opportunities for the families or our clients to get together and feel part of a wider community. We also encourage elderly and vulnerable people in the community to access the cafe. Over the years we have built up a loyal customer base of approx 30 people who access the cafe and benefit from the feeling of being part of the community and a weekly opportunity to socialise in a safe and supportive environment.**

**Not only does the Cafe benefit the wider community but it also enables the young people we work with the opportunity to develop their skills as they work within the cafe environment. The young people are able to develop practical skills such as waiting on and making drinks, baking cakes etc Also they are able to get involved with managing budgets, planning events, stock taking etc.**

**We also work closely with The Church at the Crossing who run the community centre where we are based. The Church has recently applied for and been awarded 'A Place of Welcome Status' and our community cafe is part of this.**

**A few of us are also already rail volunteers and work in partnership with London Northwestern railway to maintain the area surrounding Stone Train Station. This includes litter picking and watering and maintaining the planters in and around the station.**

**Our suggested project is that we now look to expand our community cafe by opening a 'pop up cafe' at the station either outside on the platform or within the station building. Currently Stone Station doesn't have any refreshments available at the station for commuters or people using the station.**

**This pop up cafe would act as the next stage of development for our clients who have developed excellent cafe skills at the community cafe and now want to expand those skills in the wider community.**

**We propose that we offer a variety of hot drinks as well as bottles/cans of soft drinks. We would also offer snacks, chocolate/cake bars.**

**If the pop up cafe works well then it could be something we continue with each if it is financially sustainable.**

**The pop up cafe would be run as a separate enterprise from our current community cafe. The initial funding would be used to purchase stock, equipment and fund Volunteers needed to support the clients with learning difficulties to set up and run the pop up cafe for 1 morning per week initially.**

**Q4. Detail how the project will benefit railway customers and communities.**

*Please be concise, describe the objectives and outcomes.*

The Pop up Cafe would benefit railway customers as it would provide refreshments for customers using the trains. Stone Station currently does not provide any refreshments. The Station is based in a residential area of stone and not far from the centre of the town itself. By offering a better commuter experience by offering refreshments this may encourage more people to use the train to access surrounding towns/cities such as Stafford, Stoke and Birmingham. The introduction of the pop up cafe would also benefit the Service users with learning difficulties and Autism accessing Futures2gether. The Service users would be involved in all aspects of the set up of the project including, budgeting, buying stock, pricing, setting up, managing the accounts and the actual serving the customers, making drinks, cleaning up etc. This would provide the service users with a fantastic opportunity to develop and establish all the above skills, this may even lead to them accessing paid employment in the future.

## **Section 5 - Risks and mitigations**

**Q9. Please outline the risks to the project**

**Risks include:**

- Not being able to gain the relevant consents/registrations needed to operate the pop up cafe
- Safeguarding issues re Service users with learning difficulties accessing local community
- Potential risks of injuries from hot water, equipment etc
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**Q10. Please detail how these risks can be mitigated.**

**Mitigating risks:**

- Research the relevant consents/registrations required and gain information re acquiring these from the relevant individuals
- Carry out a detailed risk assessment re opening a pop up cafe in the community. Ensure service users are aware of the various risks and what to do in the event of an incident occurring
- Provide appropriate support for service users
- Training for all involved on using the equipment, making hot drinks etc.

**Q11. Please list your project dates**

*This includes your start date, key milestones, and completion date.*

*1st October*