



Town Clerk

Les Trigg

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15 Station Road
Stone
ST15 8JP

12 November 2025

Dear Councillor,

A meeting of the **ENVIRONMENT SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 18 NOVEMBER 2025 at 7:05pm**, or on the rising of the Tourism & Town Promotion Sub-Committee, if later.

The agenda is set out below and I trust you will be able to attend.

Les Trigg
Town Clerk

Councillors: R. Townsend (Chairman), T. Kelt (Vice Chairman), J. Battrick, A. Burgess, B. Kenney, J. Metters, J. Powell, N. Powell and C. Thornicroft.

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations**
4. **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.

5. **Minutes of Previous Meeting**

To confirm as a correct record the Minutes of the meeting of the Environment Sub-Committee held on 16 September 2025, Minute No's ENV26/010 – ENV26/017 (attached)

6. **Environment Sub-Committee Works Update**

To receive an update on the work being undertaken by the Council's Grounds Maintenance contractor (update attached) and to consider any variations required.

7. **Crown Meadow**

To receive an update from the Chairman.

8. **Reports of Working Group**

- Environmental Working Group (Co-ordinator: Councillor R. Townsend)

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 Environment 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 Town Council's noticeboards and website.

The Council Chamber is accessed from the rear of the building.

Stone Town Council – Environment Sub-Committee

Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 16 September 2025

PRESENT: Councillor R. Townsend in the Chair and
Councillors: T. Kelt, B. Kenney, J. Powell and C. Thornicroft

Officers: R. Edwards, L. Fleetwood and T. Williams

By Chairman's Invitation:

ABSENT: Councillors: J. Battrick, A. Burgess, R. Kenney, J. Metters, N. Powell

ENV26/010 Apologies

Councillors: R. Kenney, J. Metters and N. Powell

ENV26/011 Declarations of Interest

None made.

ENV26/012 Request for Dispensations

None received.

ENV26/013 Representations from Members of the Public

None received.

ENV26/014 Minutes of Previous Meeting

The minutes of the Environment Sub-Committee meeting held on 15 July 2025 (Minute Numbers ENV26/001 – ENV26/009), were approved as a correct record.

ENV26/015 Environmental Sub-Committee Works Update

The Chairman drew the Sub-Committee's attention to the Grounds Maintenance Works Update which had been enclosed with the agenda for the meeting.

He advised that the update had not changed since the last meeting with the most pressing item now being the repair work to the diagonal pathway running across Crown Meadow.

The pathway will be raised and chamfered to repel the settlement of surface water, hopefully before the onset of winter.

The Deputy Town Clerk advised the Sub-Committee that the Town Council had been approached by the Canal and River Trust who were undertaking some work at Star Lock to replace the two gates. The Trust has asked to park a welfare unit on Crown Meadow, now redirected to the Angler's car park (which will be partly shut off). The lock work is scheduled to begin on 3 November and be finished by 19 December 2025. Any damage to the car park will be made good.

She said the installers have promised to look out for the balanced lock arm which has been missing for some time from Walton Roundabout.

ENV26/016 Crown Meadow and Allotment Update

The Chairman provided the Sub-Committee with an update on Crown Meadow and the allotment sites:

Crown Meadow (General)

The Chairman said he hoped a site visit of Crown Meadow could be set up with the Head of Recovery and Connectivity at Staffordshire Wildlife Trust for the purpose of obtaining information and advice that will aid the formulation of a long term management plan. Members of the Sub-Committee will be invited to the walkabout when arranged.

He has also opened a conversation with the Ecology and Biodiversity Officer at Stafford Borough Council about the potential for more connectivity between the Borough Council's Meadows and Crown Meadow via a bridge across the river Trent.

A Sub-Committee member expressed a concern about the Willow tree situated on the bank of the river. The weather forecast for the autumn was very wet and higher river levels will result in debris getting caught up in the branches as it travels down river. Any branches becoming detached could also cause serious damage.

The Chairman said the Borough Council had advised that the tree was an excellent habitat for fish/wildlife.

Allotments

The Chairman reported on the suggestion that the Town Council work on a publicity exercise for the Mount Road and Newcastle Road allotment sites. The Deputy Town Clerk has written to the allotment holders to seek their views on a naturalist visiting to record plant and wildlife activity.

It was reported that no objections had been raised and two or three allotment holders welcomed the idea.

Wildlife expert/photographer David Emley will now record the flora and fauna and take photographs with a view to building a library of information that can be used for publicity through local media channels.

The Chairman informed the Sub-Committee that Horsetail was prolific on two or three plots at the Mount Road allotment site and was becoming more widespread along footpaths/around greenhouses. The concern was that the plant might make some allotments unlettable and advice was needed on preventative measures of which there were a number.

The Deputy Town Clerk advised the Sub-Committee that all the allotments were let and had been let for the last year. The waiting list remained substantial with 21 names, seven of which had been listed since 2023.

ENV26/017 Reports of Working Groups

Environmental Working Group

Himalayan Balsam: The Chairman advised the Sub-Committee that the main activity of the Environmental Working Group had been to coordinate removal of Himalayan Balsam through organised volunteer pulling sessions.

He said it was not worth doing any further work on the project at this point in time and until the next growing season.

Stafford Borough Sustainability Panel Meeting: Councillor Kelt advised the Sub-Committee that he had attended a Stafford Panel Meeting.

Chairman

Stone Town Council - Environment Sub

Dept	Job Description	Details	Current Status	Approved Budget	Est Date
Allotments	Asbestos Removal	Remove and dispose of asbestos. Asbestos survey confirmed issues as low risk and requires monitoring.	MP has removed asbesto pile from plot 2A and stacked in a layby on the site. MP will add to the pile as he gradually clears asbestos items from other plots. MP will inform us when finished, and we will then obtain a quote to have asbestos professionally removed by a specialist. Raised borders on plot 13 to be dug out and replaced with sleepers as budget allows - MP is liasing with the plot holder on this, as they need to agree to the work. 30.08.24 MP confirms that the plot holder is going to give up the plot soon, and then work can commence on the removal. 24.10.24 Plot holder has renewed for another year, investigation underway to resolve before next growing season. Nov 24 - MP will investigate using gravel boards as a cheaper alternative to sleepers. March 2025: No immediate prospect of being able to remove asbestos sheeting from Plot 13 until an affordable option for new boards is reached. Costs to STC to replace with gravel boards or sleepers is too great.	1825	Work started March 24
Grounds Maint	Walton Roundabout pruning and re-planting	Cut back/prune exisitng shrubs & ivy to promote new growth. Insert new shrubs where required.	March 2025: Pruning and cutting back has been completed. Spaces left by dead shrubs and Formia have now been filled by new growth. Mick recommends that new plants are not necessary at this stage and other more pressing remedial work is required. Use remaning budget towards restoration of other town borders, specifically the overgrown laurel copse opposite the Star Inn and for pollarding of overgrown silver birch trees in town borders on Christchurch Way and Stafford Street.	600	Mar-26
Grounds Maint	Town borders pruning and re-planting	Cut back/prune exisitng shrubs & trees to promote new growth. Insert new shrubs where required.	Time sensitive. Has been rolled over from 2022/23. MP has now done some cutting back in Spring 2024. Remaining budget will be used for further cut back and planting new shrubs later in 2024. 27.8.24. MP confirmed the plan to cut back, remove and replant where required and particularly on Stafford & Lichfield St borders. 24.10.24 - MP confirmed that work has commenced and is ongoing. Nov 24 -MP has indicated that work will be completed by 31.03.25. 10.3.25 Town borders were visited and reviewed by Mick, Robert and Rachel. Several areas for replanting were agreed with the aim of getting this done by end of current Fin Yr. Some remedial tree work and pollarding was	600	Mar-26

			also identified to keep some trees in Town Borders manageable and safe. Mick to advise on how much of this work can be done within existing budget (£600 + £600) and from the tree maintenance budget. 7.11.25 - work is ongoing, larger tasks are scheduled and will be completed in Spring 26		
Grounds Maint	Re-install Lock Gate	Replace damage lock gate on Walton Roundabout	Canals Trust to source lockgate or MP to manufacture. Agreed that MP will make if Canals trust does not supply soon. 27.8.24. MP is committed to reinstating lock gate. No date given. 10.3.25: Waiting on Canal Trust to find us a lock balance arm. 28.6.25 DTC to discuss this project with MP and seek a way forward. 03.09.25 - CRT have promised to source a lock balance arm. 7.11.25 - CRT have confirmed that they have sourced a balance beam and will deliver it soon. (no date given yet)	400	
Environmental Initiatives	Foot path improvements to alleviate against flooding	Raise the level of the diagonal foot path so that floodwater runs off it rather than in to it.	Budget for this project approved for 2025/26. Mick will scrape the footpath to widen it then use the scrapings and additional aggregate to build up the footpath by a few inches where necessary so that the water runs off the footpath, rather than into the footpath. 03.07.2025 - Work to commence in late Summer early Autumn. 7.11.25 - work is scheduled to be started soon and will be completed by Mar 26	1560 +£1000 contingency	Mar-26
Allotments	Mare's Tail infestation at Mt Rd allotments	Assess the current problem. Evaluate possible solutions. Develop action plan.	11.11.25. Robert and Rachel visited Mount Rd to look at extent of the problem. It is severely affecting allotment Plots 1a and 2a. It is spreading outwards to other allotments and will continue to do so. Initial research says that MT is impossible to eradicate but it can be reduced and contained. The first action is find a new tenant for 2a who is familiar with Mare's Tail, knows how to deal with it and not spread it. The tenant of 1a unexpectedly renewed recently. This plot needs remedial work to tidy it up and to contain MT as it has got away from the tenant. A volunteer force will be considered to tidy 1a and contain the MT.		