



Town Clerk

Les Trigg

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15 Station Road
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9 March 2026

Dear Councillor,

A meeting of the **ENVIRONMENT SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 17 MARCH 2026 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 13 January 2026, Minute No's ENV26/026 – ENV26/034 (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 13 January 2026

PRESENT: Councillor R. Townsend in the Chair and
Councillors: J. Battrick, T. Kelt, J. Metters, J. Powell, N. Powell and
C. Thornicroft

Officers: L. Trigg (attended the meeting virtually on Teams), R. Edwards,
L. Fleetwood and T. Williams

By Chairman's Invitation: J. Davies and P. Leason

ABSENT: Councillors: A. Burgess, B. Kenney and R. Kenney

ENV26/026 Apologies

Councillors: B. Kenney and R. Kenney

ENV26/027 Declarations of Interest and declarations under Section 106 of the Local Government Finance Act 1992

None made.

ENV26/028 Request for Dispensations

None received.

ENV26/029 Representations from Members of the Public

None received.

ENV26/030 Minutes of Previous Meeting

The minutes of the Environment Sub-Committee meeting held on 18 November 2025 (Minute Numbers ENV26/018 – ENV26/025), were approved as a correct record.

ENV26/031 Environmental Sub-Committee Works Update

The Chairman advised the Sub-Committee that the Grounds Maintenance Works Update document (which had been enclosed with the agenda for the meeting) contained no new information of note. He said the Grounds Maintenance Contractor was however mindful of the budgets and the target

dates detailed. A window in the weather was necessary for some of the jobs listed.

The Chairman informed the Sub-Committee that he had an additional late budgetary proposal to present to the meeting for replacement border fencing and posts at the Mount Road allotment site. A written report*, prepared by the Chairman, was issued to Councillors at this point in the meeting.

RECOMMENDED: That a sum of £1,100 be included in the budget for 2025-26 for replacement boundary fencing (in line with the details contained in the report) at the Mount Road allotment site.

ENV26/032 Crown Meadow

The Chairman advised the Sub-Committee that he did not have a progress update for Crown Meadow on this occasion.

The Chairman introduced his proposal for the main budgetary item (previously circulated to the working group) to create a long term ecological plan for Crown Meadow. He informed the Sub-Committee that a good job had been done maintaining Crown Meadow on a year by year basis, but he would like to see a longer term structured plan (in addition to regular maintenance) that focussed on flora, fauna, trees, diversity and biodiversity.

The objective of the Plan was to secure and enhance the long term ecological development of Crown Meadow which required a new level of advice. The Chairman acknowledged the valuable advice provided by the Town Council's Grounds Maintenance Contractor and Ecology and Biodiversity Officer at Stafford Borough Council. However, additional support was needed to project into the future and Staffordshire Wildlife Trust had been identified as having the necessary expertise in this field. Representatives from the Town Council and the charity had already met on one occasion and their staff had expressed an interest in offering support (seemingly at no cost).

The Chairman was seeking approval for his proposal to create a five year plan in consultation with Staffordshire Wildlife Trust, and other advisors, along with a contingency budget to enable any initial works that are identified, to commence.

An updated report*, produced by the Chairman, entitled 'Long Term Ecological Plan for Crown Meadow' was distributed to members of the Sub-Committee at this point in the meeting.

The Sub-Committee expressed support for the Plan and the proposal to obtain advice from Staffordshire Wildlife Trust. The suggestion was made that the services of Support Staffordshire could be explored along with opportunities for external grant funding for environmental project work, with match funding a possible requirement.

The Chairman said he didn't know what the Plan would reveal but a number of ideas could be explored. He proposed a fund allocation go into the Environmental Initiatives Budget and when an idea was identified, the Working Group would return with its proposal.

The Chairman was aware that Staffordshire Wildlife Trust had a tree nursery which included the species 'Black Poplar' which it might be possible to plant in Crown Meadow.

RECOMMENDED: That a contingency sum is made available within the Environmental Initiatives Budget to support a Crown Meadow Five Year Management Plan.

ENV26/033 Budget 2026-27 – 2028-29

The Sub-Committee received a report of the Town Clerk* (issued with the agenda for the meeting) which considered the level of budget that the Sub-Committee may wish to recommend to the General Purposes Committee at its meeting on 3 February 2026 for the services under its control.

The Sub-Committee reviewed the standstill budget (initially considered by the General Purposes Committee on 9 December 2025) and the amounts included for each service. It also considered other areas of growth or savings when setting the budget for 2026-27 and future years.

The Sub-Committee considered whether it wished to recommend to the General Purposes Committee additional sums for inclusion in the Environmental Initiatives budget.

RECOMMENDED: That the standstill budget set out in the Clerks Report for the years 2026-27 and 2028-29 is accepted, after making the adjustments set out below, arising from consideration of reports presented at this meeting:

- a. A provision of £1,100 should be made in the current year's budget for the repair/replacement of the boundary fence at Mount Road Allotments.
- b. A provision of £2,000 in 2026-27 and £3,000 per annum in subsequent years should be added to the Environmental Initiatives budget to provide funding for the proposed Crown Meadow Management Plan.
- c. As a result of the above, the Sub-Committee's budget would be changed as follows compared to the standstill budget:

	£	
2025-26	1,100	Increase
2026-27	2,000	Increase
2027-28	3,000	Increase

2028-29 3,000 Increase

ENV26/034 Reports of Working Groups

Environmental Working Group

The Chairman reported that the Environmental Working Group had been active looking at the five year Crown Meadow Management Plan.

Chairman

Stone Town Council - Environment Sub Committee

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 asbestos 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 liaising 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 existing 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 remaining 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. - Rolled into town borders, see below	600	Mar-26
Grounds Maint	Town borders pruning and re-planting	Cut back/prune existing 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 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. 26.02.26 - tree/shrub pruning work will take place before the end of March, the silver birch pollarding will not take place due to birds nesting this will now be delayed until later in the season.	600	Mar-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. 4.02.26 email received from CRT, confirming location to be delivered to - still waiting for delivery.	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 March. 26.02.26 - MP confirmed that due to the extensive rains in Jan/Feb which have submerged the meadow, work has not started. Work will commence when the ground has dried out.	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. 26.02.26 - Plot 2a has been let to a new tenant, who has been made aware of the incidence of MT.		
Allotments	Boundary Fence at Mount Road Allotments	Remove crumbling concrete posts and wire, replace bounday fence adjacent to car park spaces in Chesnut Grove.	05.03.26 - M Plant will be scheduling in the work to take place soon.	£1,100	