



**Town Clerk**

Les Trigg

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15 Station Road  
Stone  
ST15 8JP

9 March 2026

Dear Councillor,

A meeting of the **ESTATES SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **Tuesday 17 MARCH 2026 at 7:10pm**, or on the rising of the Environment Sub-Committee, if later.

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

Les Trigg  
Town Clerk

Councillors: A. Best (Chairman), J. Powell (Vice Chairman), J. Battrick, L. Davies,  
I. Fordham, J. Hood, A. Mottershead, 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 Estates Sub-Committee held on 13 January 2026, Minute Numbers EST26/011 – EST26/018 (attached).

6. **Street Lighting**

To consider the Council's provision of street lighting.

7. **Bus Shelters**

To consider the Council's provision of bus shelters.

8. **Frank Jordan Centre**

To consider parking at the Frank Jordan Centre.

9. **Town Council Assets**

Attached to the agenda is a list of the Council's key "external" assets and details of planned maintenance arrangements for the Sub-Committee's information. Please note that not all of the assets listed fall under the remit of the Estates Sub-Committee.

10. **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.**

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 noticeboards and website.

Please access the Council Chamber from the rear of the building.

# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held in the Council Chamber at 15 Station Road, Stone, on Tuesday 13 January 2026

**PRESENT:** Councillor A. Best in the Chair and  
Councillors: J. Battrick, 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, P. Leason and R. Townsend

**ABSENT:** Councillors: L. Davies, I. Fordham, J. Hood, R. Kenney and A. Mottershead

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**EST26/011**     **Apologies**

Councillors: L. Davies, I. Fordham, J. Hood, R. Kenney and A. Mottershead

**EST26/012**     **Declarations of Interest and declarations under Section 103 of the Local Government Finance Act 1992**

None made.

**EST26/013**     **Requests for Dispensations**

None received.

**EST26/014**     **Representations from Members of the Public**

None received.

**EST26/015**     **Minutes of Previous Meeting**

RESOLVED:

That the minutes of the Estates Sub-Committee meeting held on the 18 November 2025 (Minute Numbers EST26/001 – EST26/010), be approved as a correct record.

**EST26/016**     **Budget 2026-27 – 2028-29**

The Sub-Committee received a report of the Town Clerk\* which considered the level of budget that the Sub-Committee may wish to recommend to the General

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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.

Purposes Committee at its meeting on 3 February 2026 for the services under its control.

The Sub-Committee reviewed the standstill budget, and the amounts included for each service. It also considered other costs and savings to be taken into account when setting the budget for 2026-27 and future years.

The Sub-Committee considered provision for refurbishment of the bus shelter in Christchurch Way (in front of Morrisons Supermarket) and the street furniture in the High street which needed a repaint.

The Town Clerk informed the Sub-Committee that there was a proposal a few years ago to refurbish the bus shelter but the Council decided not to proceed because it was anticipated the shelter would be subject to further vandalism. He said a recent quote had come back at £2,400 but on the basis of the Council's previous decision, he hadn't brought the item forward for consideration.

The Town Clerk confirmed there was currently money in the budget for the maintenance of street furniture although the Town Council was only responsible for one bench in the High Street, the seating around the base Joules Clock. The remaining benches are Stafford Borough Council assets.

The Sub-Committee discussed the process for installing a bus shelter on the Eccleshall Road (by Londis) as well as installing a replacement bench near Longhope Drive (towards Udall Grange), and a bench on the Lichfield Road (near the petrol station).

Although the Richard Vernon Trust may be approached for support with purchasing new benches, the Town Clerk said he believed the existing Estates budget was sufficient to handle small reasonable improvements to the Council's benches.

The Town Clerk was asked whether the Building Maintenance Fund could be used to refurbish the bus shelter in Christchurch Way. He informed the Sub-Committee that this fund was usually reserved as a contingency against the need to undertake major building works, but that it could be used for this purpose if approved by the General Purposes Committee.

The Borough Councillors present said they would raise the poor condition of the street furniture in the High Street with the Borough Council.

**RECOMMENDED:** That the standstill budget set out in the Town Clerk's report is accepted, after making the adjustments set out below:

- a. A one-off contingency provision of £500 should be made in the Frank Jordan Centre 2026-27 budget for improvements to parking arrangements.

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- b. As a result of the above, the Sub-Committee's budget would be changed as follows compared to the standstill budget:

	£	
2025-26	0	No change
2026-27	500	Increase
2027-28	0	No change
2028-29	0	No change

**EST26/017**     **Exclusion of the Press and Public**

**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.

**EST26/018**     **Update on Stone Station**

The Town Clerk gave an update on Stone Station in respect of the extended use of the lease.

He advised the Sub-Committee that, following the meeting on Friday 21 November 2025 between representatives of the Council, Network Rail and Sir Gavin Williamson CBE MP, to discuss Stone Station and the lease, he had been contacted by a newly appointed officer of the landlord company and was waiting to take the discussions forward.

**Chairman**

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## **Introduction**

1. The purpose of this report is to consider the street lighting paid for by the Town Council.

## **Background**

2. The Estates Sub-Committee on 18<sup>th</sup> December 2025 discussed the provision of street lighting by the Town Council.
3. It was agreed that a further report would be submitted once additional information was available.

## **Details**

4. The Town Council currently pays for the provision of 8 street lights in the following locations:

Adies Alley x2 – since Jun 1980

St Michael & St Wulfad’s Church (Hemp Butts) x2 - since Jan 1967 and Dec 2003

Newcastle Road (x1) – since Jul 1975,

Lamb Lane (x1) – since Apr 2008, and,

Trent Hospital (x2) – since July 1967.

5. The total annual cost to the Town Council is £843.88, divided between £321.61 for maintenance costs and £522.27 for energy costs.
6. The question raised was whether the Council should convert all of these lights to LED bulbs.

## **Consideration**

7. The Council is currently pursuing a policy of replacing bulbs with LED once the standard bulb needs replacing. This has resulted in one bulb being changed so far, leaving seven installations still with traditional bulbs.
8. We have been advised that LED bulbs should be brighter, last longer, and would be expected to save around 50-80% in energy costs compared with a standard bulb. The cost of replacing a standard bulb with an LED bulb is around £330. The cost of seven bulbs would therefore be just over £2,300. The “payback period” for the upfront investment would therefore be around 6-9 years.

9. In view of the limited savings available, I would therefore recommend that the Council continues its existing policy of exchanging standard bulbs with LED only when they need replacing, thus avoiding the significant upfront cost that would otherwise be required.
10. The Sub-Committee may also wish to consider whether all of these street lights are still required.
11. As can be seen from paragraph 4 above, the Council has been paying for these lights for many years. There has been no review of this provision for at least 13 years, and there may never have been a review at all.
12. The Sub-Committee may wish to review each of these street lights to determine if it is appropriate for the Town Council to continue to pay for their provision. If it wishes to undertake such a review, a small task and finish working group should be established to undertake the review and report back to the Sub-Committee.

### **Conclusions**

13. This report has considered the provision of street lighting paid for by the Town Council, whether a wholesale conversion should be made to LED bulbs, and whether there is a continued need for the provision of this lighting at the Council's expense.

### **Recommendations**

14. The Sub-Committee is recommended to:
  - a. Agree to the continuation of the current policy of exchanging traditional bulbs with LED bulbs when replacement is required.
  - b. Determine whether it wishes to undertake a review of the Council's street lighting provision, and,
  - c. If recommendation b above is agreed, to establish a task and finish working group to undertake the review and report back to the Sub-Committee.

### Introduction

1. The purpose of this report is to consider the Council's provision of bus shelters.

### Background

2. There has been some discussion in recent meetings of the Estates Sub-Committee relating to the provision of bus shelters by the Town Council. This report is intended to provide information on the bus shelters owned and/or maintained by the Town Council.
3. The Town Council has owned eight bus shelters as follows:
  - St Vincents Road
  - Manor Rise
  - Whitemill Lane
  - Christchurch Way x 2
  - Oulton Road
  - Eccleshall Road
  - A34 Cherryfields
4. Of these eight, the shelter at the A34 Cherryfields was removed some time ago.
5. On 17<sup>th</sup> January 2023, this Sub-Committee proposed, as part of its budget recommendations to the General Purposes Committee, that the Council should "cease maintaining bus shelters at locations which are no longer on bus routes and to remove them in the future when funds permit" (Minute EST23/032). This recommendation was agreed by the General Purposes Committee and subsequently included within the Council's budget approved by the Full Council.
6. The shelters that are no longer maintained as a result of this decision are at St Vincents Road, Manor Rise, Whitemill Lane and Oulton Road. No proposal has yet been brought forward to remove these shelters.
7. This leaves only the two shelters in Christchurch Way and the shelter on Eccleshall Road currently being maintained by the Council.
8. In respect of Christchurch Way, this was considered by the Estates Sub-Committee at its budget meeting on 14<sup>th</sup> January 2025. The relevant extract from the minutes was:

*"The Town Clerk ..... informed the Sub-Committee that there was £1,100 in the current budget for refurbishing the Christchurch Way bus shelter, but the Grounds*

*Maintenance Contractor had advised that the estimate was out of date and the cost of materials had increased the price to £3,000.*

*The Sub-Committee concluded that it would not make provision for the refurbishment of the shelter at a cost of £3,000 when it may be subject to vandalism in the future."*

There was also some discussion at the meeting regarding removing the shelter, but no decision was made. (Minute EST25/023).

### **Maintenance and Condition of Bus Shelters**

9. For the three bus shelters still maintained by the Council (see paragraph 7 above), the normal regime is that they would be cleaned quarterly and painted annually. Any repairs required would be reported to the Town Council office. The current budget for bus shelter maintenance is £1,300 per annum.
10. The four remaining bus shelters that are no longer maintained by the Council (see paragraph 6 above) are not maintained in any way, nor are they regularly inspected.
11. The attached appendix provides an audit of the Council's bus Shelters, including photographs and descriptions of their current condition.

### **The Way Forward**

12. The Sub-Committee are asked to firstly consider the four bus shelters which are no longer on bus routes and therefore not maintained.
13. It seems unlikely that the bus routes that these shelters originally served will be reinstated, but it can never be completely ruled out. With these shelters not being maintained, however, their condition is deteriorating and they could become a health and safety risk in the future.
14. I would not recommend the reinstatement of maintenance on these shelters as it would not, in my view, represent good use of public funds.
15. The removal of these shelters would be expected to cost around £1,200. It is recommended that these shelters are removed as soon as possible. It would be necessary to either request a supplementary estimate from the General Purposes Committee for this work to be undertaken, or delay the work until 2027-28 and include provision in the Sub-Committee's budget when it is considered for that year.
16. In respect of Christchurch Way, a decision has already been taken not to refurbish the shelters. The cost of refurbishment has recently been estimated at £2,400, but these shelters are the subject of regular vandalism so it is likely that they would not remain in good condition for long, and would need frequent additional refurbishment.

17. The Sub-Committee is asked to consider whether they would want to spend to money, now and in the future, to keep these shelters in good condition, leave them as they are, or remove them.
18. The cost of removal would be around £700, with savings of around £800 per annum in the maintenance budget to set against this.
19. The Eccleshall Road bus shelter is currently in good condition, and I would recommend that the Council continue to maintain it.

### **Summary of Financial Implications**

20. Removal of the currently unmaintained bus shelters would be expected to cost £1,200. Starting to maintain them again would be expected to cost around £1,600 per annum.
21. Refurbishing the Christchurch Way bus shelters would be expected to cost around £2,400, with the potential for this cost to be incurred again regularly due to ongoing vandalism. Removing them would be expected to cost around £700. If the shelters were removed, a saving of around £800 per annum in maintenance costs would offset the cost of removal.

### **Conclusions**

22. This report has provided information regarding the provision of bus shelters by the Town Council. It has set out the ownership of bus shelters and their current maintenance regime. The Sub-Committee are asked to consider the position and the options presented above.

### **Recommendations**

23. The Sub-Committee is asked to consider:
  - a. Whether the four bus shelters which do not currently serve bus routes should be removed, maintained, or continue in place with no maintenance.
  - b. Whether the Christchurch Way bus shelters should be refurbished and maintained at the refurbished standard, removed, or left as they are.
  - c. Whether to continue to maintain the Eccleshall Road bus shelter to the current standard.
  - d. How it would propose to fund any costs arising from the recommendations to be made to the general Purposes Committee.

# STONE TOWN COUNCIL -BUS SHELTER AUDIT

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Tuesday, 24 February 2026

15 Photos Identified



### **WHITEMILL LANE**

All panels intact  
Cleaning required  
Painting required



### **WHITEMILL LANE**

Front view of shelter



### **ST VINCENT'S ROAD**

All panels intact  
Requires cleaning  
Requires painting  
Damaged bus timetable sign post at the side



### **ST VINCENT'S ROAD**

Photo shows paintwork in a poor state of repair



### **ST VINCENT'S ROAD**

Photo shows close up of the damaged old bus timetable signpost located next to the shelter



### **MANOR RISE**

All panels are intact  
Requires cleaning  
Requires painting



### **MANOR RISE**

Picture shows a damaged brick column on one side of the shelter, potential trip hazard



### **ECCLESHALL ROAD**

Shelter is in use  
All panels are intact  
Shelter is clean  
No painting required



### **OULTON ROAD**

Missing 2 rear panels and 1 side panel  
Appears clean



### **OULTON ROAD**

Photo shows ingress of hedge where panels are missing



### **OULTON ROAD**

Photo showing hedge grown to disguise the shelter.



### **CHRISTCHURCH WAY SHELTERS**

See photos of individual shelters for further information of work required



### **CHRISTCHURCH WAY 1**

Shelter is in use  
3 panels missing  
Painting required



### **CHRISTCHURCH WAY 2**

Shelter is in use.  
3 panels are missing.  
Painting required.  
Slight movement in shelter if pushed  
Installation of a cross brace support or replacement of the panels should stabilise the shelter.



### **CHRISTCHURCH WAY 2**

Photo shows paintwork

## Introduction

1. The purpose of this report is to consider parking at the Frank Jordan Centre.

## Background

2. The Estates Sub-Committee on 18<sup>th</sup> December 2025 considered the car parking at the Frank Jordan Centre and the possible need for identifying individual car parking spaces to allow more cars to park at the Centre.
3. The Council had already considered marking out car parking spaces with white lines on the tarmac in the past, but this was not considered viable due to the loose nature of the surface. The Council has been advised that any marked lines would quickly lose visibility, and would probably need to be remarked at least annually. Resurfacing the car park prior to white lining was also considered, but the price was prohibitive.
4. The Sub-Committee Chairman and Vice-Chairman agreed to look at other options, and a one-off contingency provision of £500 was made in the Frank Jordan Centre 2026-27 budget for improvements to parking arrangements.

## Proposals

5. It was proposed that a number of signs be produced to affix to the wall around the car park indicating the location of parking spaces, for car users to align their vehicles with when parking.
6. A quote has been received to produce 30 of these signs, 300mm x 200mm in size (approximately the same as an A4 page) on 3mm aluminium composite sign panels at a cost of £361. To this would need to be added the cost of fixing to the wall, which would be likely to result in an overall cost within the £500 provision made for this initiative.

## Consideration

7. The main issues that the Sub-Committee will need to consider in deciding whether or not to proceed with the project in its current form include:
  - a. Is it a proportionate response to the problem identified? – To the best of my knowledge, there have been very few parking issues at the Frank Jordan Centre. One incident was brought to our attention last year, but the situation that led to that incident is no longer present due to changes in the Centre's bookings. I advised the

Sub-Committee on 18<sup>th</sup> December 2025 (minute EST26/006) that this was a short-term problem which was likely to soon be resolved, and to date this has proved to be the case.

- b. Is it an appropriate solution to the problem identified? – With the cost of resurfacing the car park around £17,000, and the current car park surface not suitable for white lining, a creative solution is required if the Sub-Committee wish to mark out parking spaces at the Centre. The Frank Jordan Centre is within the Stone Conservation Area, however, and the Sub-Committee is asked to consider the visual aspect of the proposal in this context.
- c. Permissions required – Permission would be required from Stafford Borough Council, as the Town Council's landlords, to proceed with this project. As the Centre is within the Conservation Area it is possible that planning permission would also be required, but this has not been investigated further at this stage pending a decision from the Sub-Committee on how it wishes to proceed with the project.
- d. Finance – The proposal can be funded from within the £500 provisional sum included in the Sub-Committee's budget. If planning permission is required, the cost of this could be met from a contingency sum within the Frank Jordan Centre budget.

### **Conclusions**

8. This report has considered a proposal to identify individual car parking spaces at the Frank Jordan Centre in order to accommodate more cars within the car park area.
9. The Sub-Committee is asked to consider the items set out at paragraph 7 above in reaching a decision whether or not to proceed.

### **Recommendations**

10. The Sub-Committee is asked to consider the recommendations they wish to make to the General Purposes Committee with regard to car parking at the Frank Jordan Centre.

# Stone Town Council

## Key External Asset List as at 28 February 2026

Item	Contractor	Planned Maintenance	Planned Maintenance Frequency	Additional Notes
Frank Jordan Centre (part owned)	M Plant	Weeding	8 visits pa	Excludes internal maintenance or service contracts (e.g. alarm)
Market Square				Maintained as required
Crown Meadow	M Plant	Grass cut, tree topping, remove willows, weeding	Annually	
Newcastle Road Allotment Site	M Plant			Allotment is overseen by M Plant, maintenance as required
Mount Road Allotment Site	M Plant	Trim hedges	Bi -Annually	Allotment is overseen by M Plant, other maintenance as required
Land at Newcastle Road	M Plant			Piece of land is overseen by M Plant, maintenance as required
Pedestrian Footbridge	M Plant	Cleaning & Painting	Annually	
Granville Square War Memorial	M Plant	Cleaning	Annually	
Poppy Stand around Memorial	M Plant	Cleaning & Painting	Annually	
Walton War Memorial	M Plant	Cleaning	Annually	
Plaque - Memorial Garden	M Plant	Cleaning	Annually	
Pedestrian Railings - top of High Street				Maintained as required
Workhouse bridge railings	M Plant	Painted	Annually	
Railings on one way system				Maintained as required
Railings by Oatcakes and Milkshakes				Maintained as required
Ornate railings - top of High Street				Maintained as required
St. Vincent Road Bus Shelter				See report to Estates Sub-Committee 17th March 2026
Whitemill Lane Bus Shelter				See report to Estates Sub-Committee 17th March 2026
Manor Rise Bus Shelter				See report to Estates Sub-Committee 17th March 2026
Christchurch Way Bus Shelter 1	M Plant	Powerwashed and painted	Painted annually, cleaned quartely	See report to Estates Sub-Committee 17th March 2026
Christchurch Way Bus Shelter 2	M Plant	Powerwashed and painted	Painted annually, cleaned quartely	See report to Estates Sub-Committee 17th March 2026
Oulton Road Bus Shelter				See report to Estates Sub-Committee 17th March 2026
Eccleshall Road Bus Shelter	M Plant	Powerwashed and painted	Painted annually, cleaned quartely	See report to Estates Sub-Committee 17th March 2026
Benches:				
3 canal and workhouse bridge	M Plant	Clean and repaint	Annually	
1 Opposite the Star Inn	M Plant	Clean and repaint	Annually	
2 next to the Anchor bed	M Plant	Clean and repaint	Annually	
1 Cumberland house	M Plant	Clean and repaint	Annually	Currently this has been removed and is being refurbished
7 Crown Meadow	M Plant	Clean and repaint	Annually	
1 Oulton Road	M Plant	Clean and repaint	Annually	
5 Amphitheatre	M Plant	Clean and repaint	Annually	
1 Diana Garden	M Plant	Clean and repaint	Annually	
1 Lichfield Road	M Plant	Clean and repaint	Annually	
1 Opp The Royal Exchange	M Plant	Clean and repaint	Annually	
1 Newcastle Road tennis club	M Plant	Clean and repaint	Annually	
Noticeboard – High Street	M Plant			Maintained as required

# Stone Town Council

## Key External Asset List as at 28 February 2026

Item	Contractor	Planned Maintenance	Planned Maintenance Frequency	Additional Notes
Information Board – Crown Meadow	M Plant			Maintained as required
Joules Clock	CEPS			Maintained as required
Joules Clock Bench	M Plant			Maintained as required
Sign for Joules Clock	M Plant			Maintained as required
Anchor Bed - Earl St Vincent Square	Stone in Bloom			
Flag Pole				Maintained as required
Town Crest Flag				Maintained as required
Electrical Box at Crown Meadow	CEPS			No planned maintenance schedule-CEPS would attend if needed
Electrical Box by Lounge	CEPS			No planned maintenance schedule-CEPS would attend if needed
Electrical Box by Library 1	CEPS			No planned maintenance schedule-CEPS would attend if needed
Electrical Box by Library 2	CEPS			No planned maintenance schedule-CEPS would attend if needed
Electrical Box outside Co-op	CEPS			No planned maintenance schedule-CEPS would attend if needed
Electrical Box by Peter Plants Jewellers	CEPS			No planned maintenance schedule-CEPS would attend if needed
Electrical Box Amphitheatre	M Plant	Cleaned and painted	Annually	
Beacon on canal side				Maintained as required
2 planters in Market Square				Maintained as required
10 x Control Boxes (Xmas Lights)	CEPS			No planned maintenance schedule-CEPS would attend if needed
3 x floodlights @ base of Plane Tree	CEPS			No planned maintenance schedule-CEPS would attend if needed
Catenary Wire - bottom of High Street	Christmas Plus	Stored and installed annually	Annually	
Noticeboard – Bottom of High Street	M Plant			Maintained as required
2 x 8m Lighting Columns - Walton Shops	Crown Lighting	Stored and installed annually	Annually	
Bronze Plaques for Orchard Sign and Bench	M Plant	Cleaned and painted	Annually	
Street Lights:				
Lamb Lane	EON		Annual Contract	
Lime Kiln Lock	EON		Annual Contract	
The Hempbutts 1	EON		Annual Contract	
Adies Alley 1	EON		Annual Contract	
Aides Alley 2	EON		Annual Contract	
Trent Hospotal Road 1	EON		Annual Contract	
Trent Hospital Road 2	EON		Annual Contract	
The Hempbutts 2	EON		Annual Contract	