



Town Clerk

Les Trigg

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25 August 2026

Dear Councillor,

A meeting of the **ENVIRONMENT SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 1 SEPTEMBER 2026 at 7:10pm**, or on the rising of the Planning Consultative 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), A. Burgess, I. Fordham, J. Hood, 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 2 June 2026, Minute No's ENV27/001 – ENV27/009 (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. **Chairmans Update**

To receive an update from the Chairman.

8. **Reports of Working Group**

- Environmental Working Group
(Co-ordinator: Currently 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 2 June 2026

PRESENT: Councillor R. Townsend in the Chair and
Councillors: A. Best, I. Fordham, J. Hood, T. Kelt, R. Kenney, J. Powell and
N. Powell

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

By Chairman's Invitation: None

ABSENT: Councillors: A. Burgess, J. Metters and C. Thornicroft

ENV27/001 Apologies

Councillors: J. Metters and C. Thornicroft

ENV27/002 Declarations of Interest

None made.

ENV27/003 Request for Dispensations

None received.

ENV27/004 Representations from Members of the Public

None received.

ENV27/005 Minutes of Previous Meeting

RESOLVED: The minutes of the Environment Sub-Committee meeting held on 17 March 2026 (Minute Numbers ENV26/035 – ENV26/042), were approved as a correct record.

ENV27/006 Environmental Sub-Committee Works Update

The Chairman referred the Sub-Committee to the Grounds Maintenance Works Update, which had been enclosed with the agenda for the meeting.

The Chairman highlighted the following points:

- Allotments and removal of asbestos – The Deputy Town Clerk will be undertaking a survey of all the plots to identify the remaining asbestos in accordance with the report on file. Removal of the asbestos was

expected to take place after the growing season had ended in October 2026. The plot with the larger quantity of asbestos would be dealt with as a separate project.

- Town Borders – the Grounds Maintenance Contractor had: removed ivy from the identified trees, trimmed low branches, removed dead Rowan from lower Christchurch Way beds and other locations. Lavender plants had been purchased for planting, Workhouse Bridge borders had been cleared and the M&S border had been trimmed near to the sunken garden.
- Grounds maintenance (installation of lock gate on Walton Roundabout) – the Deputy Town Clerk reported that the contact for the lock gate had not been contactable recently.
- Environmental initiatives (improvements to alleviate flooding) – The Grounds Maintenance Contractor had not been able to start work on this project because the ground conditions were not sufficiently dry. It was hoped the work would be done before the winter season.
- Boundary Fence at Mount Road allotments – It was confirmed that the Grounds Maintenance Contractor had completed the fencing work which was a really good job.

ENV27/007 Crown Meadow

The Chairman provided the Sub-Committee with updates on the following items:

Development Plan

The Chairman was hoping to begin consultations with various authorities (including Staffordshire Wildlife Trust, Stafford Borough Council, Dr David Emley, plus one other) with a view to formulating a long term plan for Crown Meadow. He was aiming to be in a position to present the Plan to the Council in good time for it to be implemented in the New Year.

He suggested it might be beneficial to form a Development Plan Working Group when information started to come through for consideration.

Himalayan Balsam

The Chairman said that the pulling of Himalayan balsam last year had proven successful as there was very little left in these areas this year, and other species were starting to come through and thrive.

Three sessions had been held so far and as the plants were easy to pull, quite a lot of work could get done. He was hoping to expand the pulling sessions in the future.

Pulling the Himalayan Balsam up by the roots was considered the best way of removing it. There was discussion about the use of strimming which although effective in preventing the plant from going to seed, it was also aggressive on other vegetation.

Swans

The Chairman reported that the swans nesting on Crown Meadow had successfully hatched their eggs and it was good to see them come back to the scrape after the work undertaken in the autumn of 2025. He said he would include a reference to this news in an upcoming article in the Stone & Eccleshall Gazette.

Allotments

The Chairman reported that he had made a first visit to the allotment sites accompanied by Dr Emley, with a view to making a record of the species that were there. Dr Emley was pleased to note a significant range of flora and fauna and would be keeping records and considering how to use them.

Crown Meadow

Reference was made to fencing that had been erected on an adjoining farmer's field which prevented cows from wandering across the river when the water level was low.

ENV27/008 Memberships of Working Groups

RESOLVED: To make the following appointments to the Environment Sub-Committee Working Group for the municipal year 2025-26:

Environment Working Group

All Members of the Environment Sub-Committee
Co-ordinator: Councillor R. Townend

ENV27/009 Reports of Working Groups

Environmental Working Group

The Chairman reported that the working group had no report other than the work on Himalayan Balsam which had been given earlier in the meeting.

Councillor Kelt provided the Sub-Committee with information on a Stafford Borough Panel meeting held on 18 May 2026 (which he had been unable to attend). He advised the Sub-Committee that the main part of the meeting involved a presentation on the biodiversity strategy, given by the Borough Council's Biodiversity and Ecology Officer. The discussion was borough level but would be taken forward to an action plan and short term targets on the next agenda in two months' time.

The strategy document hadn't formally been issued but was available should anyone want to view it.

Councillor Kelt said that a workshop about looking after ancient trees in the borough had been cancelled, but hopefully would be rearranged.

Chairman

Stone Town Council - Environment

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. 21.05.26 RE to survey all plots, identify remaining asbestos in relation to report on file, plot holders will be informed that MP will commence removal of asbestos in Oct 2026 when the growing season has ended - this will not include the large plots. 14.08.26 - RE has surveyed the plots, all asbestos from smaller plots is now gathered into one place, removal to be arranged.	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. - Rolled into town borders, see below	600	
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 also indentified 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. 21.05.26 - Ivy removed from all trees, lower branches trimmed, dead Rowan removed (lower Christchurch beds), dead trees at CM removed, 50 lavender plants purchased and will be planted throughtout coming weeks. Workhouse bridge border cleared. M&S border has been trimmed back.	600	Ongoing

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. 21.05.26 -still awaiting delivery date from CRT. 14.08.26 - Still no progress with delivery date, we have offered to collect, awaiting more details.	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 additonal 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. 21.05.26 - MP confirmed that work is due to start and will be completed in the next few weeks. 14.08.26 - MP to start work week commencing 24 August.	1560 +£1000 contingency	Jun-26
Allotments	Mare's Tail infestation at Mt Rd allotments	Assess the current problem . Evaluate possible solutions. Develop action plan.	11.11.25. RT and RE 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. 21.05.26 - no work scheduled, plots will be periodically monitored.		