

MINUTES OF A MEETING OF THE PARISH COUNCIL OF LONGDON HELD  
IN THE W. I. HALL, LONGDON, ON TUESDAY, FEBRUARY 8<sup>TH</sup>, 2011

Present: Cllr. Mrs. G. D. Duckett (Chairman); Cllr. The Rev. J. R. Andrews;  
Cllr. B. J. Butler; Cllr. C. D. Cherry; Cllr. R. A. G. Clarke;  
Cllr. Cllr. Mrs. H. A. Meere; Cllr. M. J. Nash; Cllr. K. C. Taylor;  
and Cllr. S. K. Welch.

Also present were Cllr. M. J. Wilcox (Leader, Lichfield District Council);  
Cllr. N. J. Roberts, Lichfield District Council; PCSO Lisa Anderson;  
PCSO Tracey Horton; and two parishioners – Mr. and Mrs. Keith Leedham,  
of Upper Way, Upper Longdon.

1. APOLOGIES

Cllr. N. J. Bird; Cllr. A. J. Juxon

The Chairman began the meeting by welcoming Cllr. Wilcox, who, as Leader of Lichfield District Council, was visiting in turn each Parish Council in the District.

2. REVIEW OF CURRENT PRACTICES AGAINST RISK ASSESSMENT REGISTER

The Chairman said that these would be reviewed in the course of the meeting.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held on Tuesday, January 11<sup>th</sup>, 2011, were, on a motion proposed by Cllr. Butler and seconded by Cllr. Welch, approved and signed.

4. PUBLIC PARTICIPATION

The Chairman welcomed Mr. and Mrs. Leedham to the meeting and asked if they wished to address the Council.

Mr. Leedham said that he and Mrs. Leedham were both seriously concerned about a letter written by their neighbour, Mr. Rodney Allatt, to Hannah Hayes, the Planning Officer dealing with their application for planning permission to install dormer windows, an application to which the Parish Council had not objected and which the District Council had subsequently approved.

Mr. Leedham had provided the Clerk with a copy of the letter, which the Clerk had distributed to Councillors prior to the meeting.

In this letter, Mr. Allatt had suggested that there had been collusion between the applicants and the Parish Council, a suggestion which had been totally unfounded.

Mr. Leedham felt that this amounted to defamation of both him and his wife and of the Parish Council, adding that he had been rigorous in following the correct procedures to the extent that the application had been placed in the hands of a planning agent.

He believed that the Parish Council should write to Mr. Allatt rejecting any suggestion of collusion and demanding a written apology.

The Chairman said that, while she felt, on the one hand, that the more attention the matter received the more importance it would be given, she did agree that, as the letter was now a public document, it would have to be repudiated and a letter should be written to Mr. Allatt rejecting the suggestion out of hand.

Both Cllr. Roberts and Cllr. Wilcox said that, in the meantime, they would ensure that the Planning Department were made fully aware of the true position relating to this application.

The Chairman thanked Mr. and Mrs. Leedham for drawing the attention of the Council to this matter.

Mr. and Mrs. Leedham then left the meeting.

## 5. MATTERS ARISING FROM THE MEETING

### (i) Talk on Mental Health

Cllr. Cherry said that, as an introduction to the talk, which had yet to be arranged, he was preparing an article for the next issue of "Longdon Life".

### (ii) Street Cleaning in Upper Longdon

Cllr. Butler said that the cleaning vehicle was still missing corners and failing to reach gutters.

The Clerk was instructed to write to the Community Highways Liaison Officer, telling him that residents were still not satisfied with the quality of the work.

### (iii) St. James School, Longdon

The Chairman reported that she made an appointment with Michelle Slymn, the Head Teacher, at which Mrs. Slymn had emphasised her strong wish to establish a more cordial relationship between Council and School following recent misunderstandings.

In particular, it was agreed that no reports on the proceedings at Governors' meetings should be made to the Parish Council, even when the wish was to express appreciation of the quality of teaching observed.

Minutes of a Governors' meeting were made available to the public once they had been approved at the following meeting, though this might not be until six months later.

There was some disappointment that these meetings should be surrounded by such reticence, but agreed that the Council's primary concern was that good relations should exist between Council and School.

(iv) Winter Operations

The Clerk reported that he had received a phone message from the Community Highways Liaison Officer informing him that, as requested, a grit bin would be located at Goosemoor Green.

The other bins would be refilled as soon as possible, but, at present, his Department was giving priority to filling pot-holes.

The Council's enquiry about the provision of manual grit-spreaders would be answered by the Community Highways Liaison Manager.

(v) Installation of Equipment Cabinet on Commonsides

The Clerk reported that he had written to Mono Consultants asking that the contractors carrying out the installation should be asked not to drive heavy vehicles over the grass, thus avoiding damage to the surface of Gentleshaw Green.

(vi) Fir Tree Cottage, Tithe Barn

The Chairman reported that she had spoken to Chris Hibbs, the District Councils' Principal Enforcement Officer, who had informed her that, even if the owner's activities were found to be in violation of planning regulations, it was unlikely that the District Council would take enforcement action.

Cllr. Duckett suggested that, in view of this, the Parish Council had two options, to observe the status quo or as Cllr. Roberts suggested, to ask Mrs. Hibbs to require the owner to apply for a Certificate of Lawful Use or Development.

On a motion proposed by Cllr. Mrs. Duckett and seconded by Cllr. Taylor, it was agreed that the latter course of action should be pursued, Cllr. Clarke dissenting.

(vii) Departure of the Rev. Rob. Farmer

Cllr. Cherry said that the Rev. Rob. Farmer would be leaving the parish on February 17<sup>th</sup> or 18<sup>th</sup> and that a farewell service was being held at St. James Church on February 13<sup>th</sup> at 10.30 a.m.

It was agreed that the Clerk should write to Mr. Farmer thanking him for his contribution to the life of the community while Priest-in-Charge and wishing him well in his new post.

## 6. PLANNING

(i) Report of Planning Group

10/01547/FUL: Mr. & Mrs. Dean: Extensions and alterations, including creation of new first floor to form garage, utility, kitchen, lounge and bedroom with en suite: 21 Upper Way, Upper Longdon

There were no objections to this amended plan.

11/00041/FUL: Mr. & Mrs. Critchlow: Erection of a single-storey, timber-framed glazed conservatory: Gunpowder Cottage, Lower Way, Upper Longdon

There were no objections to this application, since the conservatory would be on the less obtrusive side of the dwelling.

(ii) For Consideration

10/01565/COU: W. Peace: Change of use of barn to form four-bedroom dwelling: Redhill Barn, Horsey Lane, Upper Longdon

It was noted that the reasons for refusing planning permission for the earlier application had not been addressed and concluded that, as a consequence, this application too should be refused.

Copies of a letter from a parishioner objecting to this development had been distributed to Councillors prior to the meeting.

(iii) Approved by Lichfield District Council

The Clerk reported that, since the last meeting, Lichfield District Council had issued the following Notices of Approval of Planning Permission:

10/01235/COU: Ms. Joanne Cox: Proposed change of use from private amenity land to private angling use and associated works, including provision of a driveway, car park and portable toilets: Chorley Springs Fishery, Tithe Barn Lane, Gentleshaw

10/01457/FUL: Mr. & Mrs. K. Phillips: Retention of 3 No. CCTV camera poles and timber garden shed: The Grand Lodge, Horsey Lane, Upper Longdon

10/01469/FUL: Mrs. J. Newton: First-floor extension over existing garage and utility to form bedroom: 72 Upper Way, Upper Longdon

10/01493/FUL: Mr. C. Hallsworth: Single- and first-floor extensions to form kitchen, utility and bedroom with en suite: 65 Brook End, Longdon

(iv) Refused by Lichfield District Council

The Clerk reported that, since the last meeting, Lichfield District Council had issued no Notices of Refusal of Planning Permission relating to the Parish of Longdon.

(v) Appeal Decision

10/00491/FUL: Mr. Tony Cox: Retention of conservatory at the barn conversion, following works to reduce the length by 3.4.: Brook Farm, Chorley

The Planning Inspector had concluded that the harm to the Green Belt by reason of inappropriateness and the other harms she had identified were not clearly outweighed by other considerations so as to amount to the very special circumstances necessary to justify the development, and had refused the appeal.

(vi) Other Planning Matters

(a) Town and Country Planning Act 1990 (as amended) – Alleged Change of Use of Land from Agricultural to a Commercial Fishery at land south of Tithe Barn Farm, Tithe Barn Lane, Gentleshaw (known as ‘Chorley Springs Carp & Coarse Fishery’)

The Clerk reported that he had received from Christine Hibbs, Principal Planning Officer (Enforcement), Democratic, Development and Legal Services, Lichfield District Council, a letter dated 13<sup>th</sup> January 2011, advising the Council that Planning Application No. 10/01235/COU for a proposed change of use from private amenity land to private angling and associated works, including provision of a driveway, car park and portable toilets at the above location had been approved on 12<sup>th</sup> January 2011.

(b) Lichfield District Council Proposed Core Strategy

The Clerk reported that he had received from J. R. Greaves, of Curborough House Farm, Netherstowe, Lichfield, a letter dated 7<sup>th</sup> February 2011, calling for support for the District Council’s New Village option, which Lichfield District Council was now proposing to abandon in favour of the distribution of new housing to outlying villages.

The letter had been accompanied by a brochure setting out the case for the New Village Option.

The consultation period ended on February 28<sup>th</sup>, and it was agreed that it should be left to individual Councillors to respond, rather than submit a single response in the name of the Parish Council.

## 7. REPORTS OF MEETINGS

(i) Lichfield District Parish Forum

Cllr. Clarke presented a written report on a meeting of the Lichfield District Parish Forum held in the Council Chamber, District Council House, Frog Lane, Lichfield, on Monday, January 24<sup>th</sup>, 2011.

There had been presentations on Energy Efficiency concerning energy consumption and provision for buildings, whether residential or council-owned or council-managed, and on Waterways concerning the replacement of British Waterways by a new charity, Waterways Charity.

There had been a further presentation by Smartwater, a commercial company which supplied UV marking systems to identify ownership and identify intruders. Company literature had been supplied.

Cllr. Clarke thought that knowledge of the company's website, would be useful to parishioners and recommended that it should be published in the minutes of the meeting, a recommendation which the Council adopted.

The company's website was [www.smartwater.com](http://www.smartwater.com).

It had been agreed that the next meeting of the Forum should take place at the revised time of 7. 00 p.m.

(ii) Funders' Fair

Cllr. Clarke reported that he had attended the Funders' Fair which had taken place at the Assembly Rooms, Corporation Street, Tamworth, on Wednesday, January 26<sup>th</sup>, 2011.

Unexpectedly few funders had been present, considerably fewer, in fact, than at a similar fair in Lichfield the previous year. As a result, the level of activity and general enthusiasm had been low.

He had had discussions with representatives of the Staffordshire Environment Fund, the Staffordshire Community Wellbeing Fund and the Heritage Lottery Fund, all of whom had given him details.

Other than the Staffordshire County Council schemes, data for which was available elsewhere, the event had been disappointing.

(iii) Cannock Chase AONB Advisory Partnership

Cllr. Welch gave a report on a meeting of the Cannock Chase Area of Outstanding Natural Beauty Advisory Partnership which had taken place in the Treetops Classroom, Birches Valley Forestry Centre, near Rugeley, on Tuesday, February 1<sup>st</sup>, 2011.

Future funding arrangements were discussed, and the meeting was informed that DEFRA funding would be reduced by 5.4% over the next four years.

The current number of Wildlife Rangers – four – would be reduced to one-and-a-half.

Other items under discussion were partners' issues and news; delivery of the current Management Plan; and an update of the work programme, including the ongoing visitor survey, fixed point monitoring, and community involvement.

Dates, times and venues for future meetings were agreed and the dates of future visits to Beaudesert Park Farm announced.

Cllr. Taylor said that he had that day met Portia Howe, one of Lichfield District Council's Arboricultural Officers, with whom he had discussed the Government's proposal to sell off the nation's forests, and he asked Cllr. Welch if the matter had been discussed at the meeting.

Cllr. Welch explained that the forests were being divided into three categories – heritage woodland, such as The Forest of Dean and The New Forest, which would be offered to charities; local communities woodland, which would be leased to local communities; and multi-purpose woodland, to which category Cannock Chase belonged, although Aidan Birley, the Member of Parliament for Cannock, was campaigning to have it recognised as heritage woodland.

Cllr. Roberts added that the likelihood was that Cannock Chase would, in fact, be re-designated as heritage woodland.

Cllr. Welch reminded the meeting that The Forestry Commission owned only sixty-five per cent of the land it managed, the rest being leased. Public access was guaranteed by The Crow Act, though this did not include access by cyclists and horse-riders, who were confined to public bridleways.

Cllr. Welch concluded his report by informing the meeting that he had spoken to Justine Lloyd, Lichfield District Council's Countryside Officer, who had told him that Higher Level Stewardship had been awarded to Gentleshaw Common.

It was proposed to carry out scrub clearance on six hectares on the eastern side of the Common, to re-treat the tree stumps and to improve the watercourses, including Redbrook.

It was also intended to provide guided walks of thirty, sixty and ninety minutes' duration in an attempt to promote the use of the main paths. Waymarkers were being put in, and new interpretation boards were being provided at the main entrances. The pupils at Gentleshaw School were making sculptures from materials from the Common.

At the conclusion of Cllr. Welch's report, the Chairman thanked both Cllr. Clarke and Cllr. Welch for attending these meetings and providing the Council with such comprehensive reports.

## 8. NOTICE OF MEETINGS

The Clerk reported that, since the last meeting, he had received notice of the following meetings:

(i) Stop HSR2 National Convention: Saturday, February 19<sup>th</sup>, 2011, at Stoneleigh Park, Warwickshire, from 10. 00 a.m. to 5. 00 p.m.

Tickets £12. 00 ( concessions available).

It was agreed that posters advertising this event should be posted on the parish notice-boards.

(ii) "Managing Woodlands for Woodfuel and Biodiversity" - A practical sustainable woodland management event: Thursday, February 24<sup>th</sup>, 2011, at George's Hayes, Staffordshire Wildlife Trust Reserve, Longdon, from 9. 30 a.m. to 2. 00 p.m.

The event cost £5. 00, which included refreshments and was targeted at Woodland Owners and Managers.

(iii) Spring Walk/Run (in aid of The Queen's Hospital Scanner Appeal): Sunday, April 3<sup>rd</sup>, 2011, at Catton Hall, near Walton-on-Trent, South Derbyshire from 10. 00a.m.

## 9. HIGHWAYS AND FOOTPATHS

### (i) Community Paths Initiative – Bids for 2011/2012

The Clerk reported that he had received from Paul Rochfort, Principal Rights of Way Officer, Environment and Countryside, Staffordshire County Council, a letter dated 28<sup>th</sup> January 2011, inviting bids under the Community Paths Initiative for projects to improve the local rights of way network in the Parish.

The deadline for such bids was 30<sup>th</sup> April 2011, and an application form had been enclosed with the letter.

It was agreed that the Council should apply for a grant towards the cost of producing the footpath leaflets currently under preparation.

### (ii) Two Saints Way Project

The Clerk reported that he had received from David Pott, Project Leader, Two Saints Way Project, an email to which he had attached information about the above project, whose purpose was to establish a new, fully-waymarked 87-mile pilgrimage between the cathedral cities of Chester and Lichfield.

However, it was not clear whether the route would pass through any part of the Parish, though a list of prospective partners included Lichfield District Council, and the project's website was being built by the District Council's designer.

It was agreed that the Parish Council would await further information and that, in the meantime, the information received so far should be forwarded to Cannock Wood Parish Council.

## 10. GREENS AND OPEN SPACES

### (i) Report on meeting of the Greens and Open Spaces Committee

Cllr. Welch presented a written report on a meeting of the Greens and Open Spaces Committee which had taken place in the W. I. Hall, Longdon, on Tuesday, January 18<sup>th</sup>, 2011 (*Appendix A*).

### (ii) Gentleshaw Green

Cllr. Welch reported that a Works Order had been placed with Living Landscapes for work on the project.

The terms had been those set out in the firm's original quotation, the only additional condition being that payment should be made within thirty days, subject to the satisfactory completion of the work.

Cllr. Clarke was concerned that there was no formal contract between the Parish Council and the contractor, and asked what provisions there were in the event of any of the new plants dying.

Cllr. Welch insisted that all eventualities had been covered in the quotation, which had provided the basis of the agreement, adding that work would begin in the first or second week in March.



The Chairman pointed out that she had already established that all Councillors had discussed and approved the award of the contract at the last meeting of the Council and any queries relating to it should have been raised and discussed then. While Councillors might at a later date wish to reflect on what had previously gone by, they could not alter past decisions.

(iii) Report of Graham McCulloch

It was noted that, in his report on the treework which he had carried out in the Parish in January, Mr. McCulloch had referred to two diseased horse chestnut trees on Longdon Green, the one opposite the bus shelter and the other by the A51 embankment.

He had also noticed two dead pear trees in Stockings Lane.

Cllr. Welch said that he and Cllr. Taylor would carry out an inspection of the trees.

(iv) Mowing Contract 2011/12

On a motion proposed by Cllr. Cherry and seconded by Cllr. Welch it was agreed that an advertisement should be placed in "The Lichfield Mercury" inviting tenders for the mowing contract for a two-year contract for 2011/12.

## 11. GENERAL ADMINISTRATION

(i) Parish Website

It was agreed that the Clerk should arrange a meeting with Eric Roy, the Council's webmaster, one Thursday evening in the coming weeks.

Unfortunately, work commitments excluded Cllr. Welch from attending such a meeting on that evening, but Cllr. Cherry and Cllr. Clarke would both be able to attend.

(ii) Proposed Publication Scheme

The Chairman presented a final draft of the Parish Council's Publication Scheme.

On a motion proposed by Cllr. Taylor and seconded by Cllr. Butler, the draft was approved and adopted.

It was agreed that the Scheme should be published on the parish Website and a copy posted on the Parish Council's notice-board.

(iii) Elderly Parishioners' Interest Support Committee

Cllr. Clarke suggested that the Council might consider forming an Elderly Parishioners' Interest Support Committee to monitor that everything that the Parish Council did was friendly to the elderly residents in Longdon.

He thought that the Council might organise activities such as computer-training, Tai Chi and a Lunch Club.

While the Over Sixties Club catered for the social life of older residents, he felt that the activities that he was suggesting would be of a more practical nature.

He had written an article for the last issue of "Longdon Life" in which he had asked if there were any elderly parishioners who would like computer-training, but had received only one or two replies. However, while this might mean that the activity could not be organised at a local level, it might still be possible facilitate transport to other venues, though tuition at these centres tended to be of a general nature and not orientated to the individual needs of participants.

The Chairman said that she was not happy that such an offer should be limited to the elderly members of the community and suggested that, instead, the Council should ascertain whether there was a wider demand for such activities.

The Council felt that Cllr. Clarke's suggestions merited serious consideration and asked Cllr. Clarke to suggest ways to implement it.

(iv) District and Parish Elections

The Clerk reported that he had received the timetable for the District and Parish Election, scheduled to take place on Thursday, May 5<sup>th</sup>, 2011, copies of which he had distributed to Councillors.

Nomination packs would be available from 14<sup>th</sup> March, when Parish Clerks would receive a supply. Prospective candidates could register their interest prior to this date by emailing [elections@lichfielddc.gov](mailto:elections@lichfielddc.gov).

A briefing session for prospective candidates would take place in the Committee Room at District Council House on Tuesday, March 15<sup>th</sup>, at 11. 00 a.m.

## 12. LAW AND ORDER

(i) Joint Operations Group

The Clerk reported that he had received summaries of the main points of meetings of the Joint Operations Group held on Thursday, December 16<sup>th</sup>, 2010, and Thursday, January 27<sup>th</sup>, 2011.

In neither was Longdon specifically referred to.

(ii) Report of Neighbourhood Watch

Cllr. Taylor reported that he had not been able to receive a report from the Neighbourhood Watch Co-ordinator for January.

However, before leaving the meeting, PCSO Anderson had reported that there had been three recent incidents of criminal activity in the Parish: on January 14<sup>th</sup>, a refrigerator unit at The Old Windmill Inn, at Gentleshaw, had been broken into; on January 24<sup>th</sup>, there had been criminal damage to a vehicle in Longdon, but the culprit had been apprehended; and on February 7<sup>th</sup>, an attempt had been made to break into a shed in Swan Close.

### 13. BEST KEPT VILLAGE COMPETITION 2011

It was agreed that both Longdon & Longdon Green and Upper Longdon should be entered in this year's Best Kept Village Competition.

On a motion proposed by Cllr. Taylor and seconded by Cllr. Cherry, the following payments would be approved in relation to the Competition:

Entry Fees:	2 @ £15. 00 each:	£30. 00;
Publicity:	20A4 posters @ £.0 15p each:	£ 3. 00;
	550 A5 posters @ £0.07 each:	<u>£38. 50.</u>
	Total cost:	£71. 50

The Clerk said that he would draw up a programme of improvements in time for the next meeting.

### 14. FINANCIAL MATTERS

#### (i) Accounts for Payment

On a motion proposed by Cllr. Welch and seconded by Cllr. Mrs. Duckett, payment of the following accounts was approved:

*G. C. McCulloch	Checking of ties on all young trees on Parish Sites; removal of unrequired stakes	£125. 00
AON	Insurance Premium	£788. 08

*(This payment has since been withdrawn and the cheque cancelled)*

Longdon W. I.	Hire of Hall – January 18 <sup>th</sup> : £12. 00 Hire of Hall – February 8 <sup>th</sup> : £12. 00	£ 24. 00
Toplis Associates	To professional services rendered in connection with the Independent Internal Audit Examination of the Annual Accounts for the fiscal year 2009/10 and the preparation of the Annual Return to the Audit Commission	£ 99. 62

(\*confirmation                      ≠payment made under Section 137)

#### (ii) Payments received

The Clerk reported that, since the last meeting, the following payments had been received:

Mrs. Margaret Dutton	Advertisements: "Longdon Life"	£15. 00
Paul Adams Chiropody	Advertisement: "Longdon Life"	£ 5. 00

(iii) Current Balances

The Clerk reported that, on 31<sup>st</sup> January 2011, the Council's balances stood as follows:

NatWest c/a:	£1676. 86	The Halifax s/a:	£6677. 84
<u>less uncleared cheques</u>			
	1592: £ 24. 00		
	1596: £ 12. 00		
	<u>1597: £ 125. 00</u>		
	£1515. 86		

(iv) Appeal for Grant Aid(a) Upper Longdon Speedwatch

On a motion proposed by Cllr. Welch and seconded by Cllr. Andrews, it was agreed to purchase a Genesis Directional Radar at a cost of £801. 00.

The order would be placed by the Clerk through Staffordshire Police.

(v) Registration with Funding Central

On a motion proposed by the Chairman and seconded by Cllr. Clarke, it was agreed that the Council should register with Funding Central, a free website that enabled organisations to search for funding and financing opportunities.

15. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from Phil Wilson, Custom Operations Manager, e. on, Castle Donington, a letter dated January 2011, enclosing a pack to be demonstrated to the Council's parishioners as an example of useful items that they could keep in their property should they be so unfortunate as to experience a power cut.

The pack contained an analogue corded telephone, a torch with batteries, a wind-up mobile phone charger, a battery-operated phone charger, a foil blanket and a reusable hand warmer.

(ii) The Clerk reported that he had received from Matt Storey, Head Teacher, and Ali McGregor, Head of Curriculum, Longdon Hall School, a letter dated 27<sup>th</sup> January 2011, introducing themselves as new proprietors of Longdon Hall and expressing a wish to share with the Parish Council their plans to open an independent special school.

It would be a therapeutic, co-educational school which would offer support in meeting the complex needs of young people and in supporting their families and carers. The school would be one of Acorn Care and Education's group of schools.

Mr. Storey and Mr. McGregor added that they would very much like to meet the Parish Council and would be happy to attend a local meeting or, alternatively, they could offer a tour of Longdon Hall.

It was agreed that the Clerk should write to Mr. Storey and Mr. McGregor asking them to arrange for the Council to be given a tour of Longdon Hall.

(iii) The Clerk reported that he had received from Helen Dale, Head of Reserves, Staffordshire Wildlife Trust, an undated letter informing the Council that George's Hayes had been identified as being an appropriate site for improving links with the local community and asking for the Council's views on how the Trust might use such sites more to benefit the local community.

Cllr. Welch said that he would be attending the woodland management event at George's Hayes on February 24<sup>th</sup> and would take the opportunity to speak to Ms. Dale.

## 16. OTHER COMMUNICATIONS

The Clerk reported that, in addition to the above correspondence, he had received the following communications:

- (i) From Heather Gibbons, Democratic and Legal Officer, Democratic, Development and Legal Services. Lichfield District Council:

Calendar of Meetings, fortnight ending 11th February 2011;  
Calendar of Meetings, fortnight ending 13<sup>th</sup> February 2011 (revised);  
Forward Plan – Version 1 – Issued 17. 01. 2011 – Effective for Period  
91. 02. 2011 – 31. 05. 2011.

- (ii) From The Licensing Officer, Democratic, Development and Legal Services, Lichfield District Council:

Licensing Act Applications registered during w/e 28<sup>th</sup> January 2011.

- (iii) From The Electoral Registration Officer, Lichfield District Council:

Register of Electors 2011 – Monthly Applications for 1<sup>st</sup> February 2011.

- (iv) From The Lichfield District Council Website:

Home for the Future Topic Paper;  
Health and Safety Communities Topic Paper;  
Economic Development Enterprise Topic Paper;  
Built Environment Topic Paper;  
Sustainable Transport Topic Paper;  
(To view, click on: <http://lichfielddc-consult.limehouse.co.uk/portal/planning/corestrategy> dpd/topic papers/hftftp).

- (v) From Jan. Wright, Administration Assistant, Lichfield & District Community & Voluntary Support Sector:

S3SN – E Bulletin – Issue No. 2/11 – 20<sup>th</sup> January 2011;  
S3SN – E Bulletin – Issue No. 3/11 – 27<sup>th</sup> January 2011.

(vi) From Julia Harris, Development Officer, Lichfield & District Community & Voluntary Support Sector:

Opportunities for Voluntary and Community Groups in Lichfield and the Surrounding Areas (13. 01. 2011);  
Opportunities for Voluntary and Community Groups in Lichfield and the Surrounding Areas (21. 01. 2011);  
Opportunities for Voluntary and Community Groups in Lichfield and the Surrounding Areas ( 28. 01 2011).

(vii) From The Staffordshire Parish Councils' Association:

Weekly Update (19. 01. 2011);  
London 2012 Games Maker Selection Event Volunteering Opportunity (environmental art or volunteering): “Bring your artwork to St. Chad’s Church, Greengate Street, Stafford, on Friday February 18<sup>th</sup>, 2011, between 10. 00 a.m. and 12. 00 noon, or Saturday, February 19<sup>th</sup>, 2011, between 10. 00 a.m. and 10. 30 a.m., and it will be exhibited”;  
VAT Training Seminar: Wednesday, February 16<sup>th</sup>, 2011, in Room 1, The Peel Building, St. Chad’s Place from 2. 00 p.m. to 4. 00 p.m.;  
Subscriptions: “Most of you will see no increase in subs....”.  
Weekly Update (02. 02. 2011).

(viii) From Jan Cosgrove, National Secretary, The Fair Play for Children Charitable Trust (via SPCA email):

Petition to save Children’s Play Information Centre.

(ix) From The Stafford and Stoke-on-Trent Archive Service:

“from Time 2 Time”: Issue 25, Winter 2010/2011.

(x) From Staffordshire Police:

Executive Briefing for Partners: February 2011  
- “New maps show street-level crime”.  
To view , visit [www.staffordshire.police.uk/crimemapping](http://www.staffordshire.police.uk/crimemapping) and enter your post code.

(xi) From Emma Beaman, AONB Assistant, Cannock Chase AONB Unit:

Willow Weaving Day: April 28<sup>th</sup>, 2011, at Shugborough, from 9. 30 a.m. to 3. 00 p.m.  
Cost, including locally-produced lunch: £12. 00.

(xii) From Pete Caine, VAST (Voluntary Action Stoke-on-Trent):

Voluntary and Community News: January 2011, Week 3;  
Voluntary and Community News: January 2011, Week 4.

(xiii) From Caroline Turner, Public Forest Estate Consultation Co-ordinator,  
Forest Commission England:

“The Future of Public Forest Estates in England” – A Public Consultation.

(xiv) From Steve Shaw, National Co-ordinator, Local Works – promoting  
the Sustainable Communities Act:

Sustainable Communities Update.

(xv) From DCK Beavers Ltd, Accounting Solutions:

Update on Government Requirements.

(xvi) From Navigus, Manningtree, Essex:

Journal of Local Planning  
 (“Localism Bill: Real Planning Powers Handed to the Parishes”).

(xvii) From Queensbury Shelters Ltd., Farlington, Portsmouth:

Parish Brochure.

(xviii) From Premier 1 (UK) Ltd., Loscoe, Derbyshire:

“A Splash of Colour”: Hanging Baskets & Floral Displays.

## 17. ANY OTHER URGENT BUSINESS

(i) Cllr. Clarke informed the meeting that the County Education Department had recently issued a public document asking for opinions on whether to change the school year to five or six terms a year or to retain the present three.

(ii) Cllr. Taylor reported that he had been approached by two Upper Longdon residents who were concerned by the lack of progress in strengthening the wall in Grange Hill.

The safety barriers in place at the moment had reduced the width of the road and were putting pedestrians at risk from passing cars.

The Clerk was instructed to write to the Community Highways Liaison Manager asking him to address the problem.

(iii) Cllr. Taylor reported that two trees on Longdon Green opposite “The Red Lion” had been felled, possibly by the Highway Department.

He was prepared to visit the adjoining property but was reluctant to do so without proper means of identification as a Parish Councillor.

At Cllr. Wilcox's suggestion, it was agreed that the Clerk should write to Cllr. Doug. Constable, Chairman of the Lichfield District Parish Forum, asking for the proposal to be put on the agenda of the next meeting of the Forum.

18. DATE OF NEXT MEETING

Tuesday, March 8<sup>th</sup>, 2011, in the Cannock Wood and Gentleshaw Village Hall, Buds Road, Cannock Wood, commencing at 7. 30 p.m.



*Appendix A*

REPORT ON MEETING OF THE GREENS AND OPEN SPACES COMMITTEE  
OF LONGDON PARISH COUNCIL HELD IN THE W. I. HALL, LONGDON, ON  
TUESDAY, JANUARY 18<sup>TH</sup>, 2011

Present: Cllr. S. K. Welch (Chairman); Cllr. C. D. Cherry; Cllr. R. A. G. Clarke;  
Cllr. A. J. Juxon; Cllr. K. C. Taylor; and Cllr. M. J. Nash.

Also present was the Clerk.

1. APOLOGIES

Cllr. Mrs. G. D. Duckett

2. REVIEW OF PROCEDURES AND PRACTICES AGAINST RISK  
ASSESSMENT POLICY

The current procedures and practices of the Committee were reviewed and found to be consistent with the Council's risk assessment policies.

There were no new activities to be assessed.

3. MINUTES OF THE PREVIOUS MEETING

On a motion proposed by Cllr. Cherry and seconded by Cllr. Nash, the minutes of the previous meeting, held in the W. I. Hall, Longdon, on Tuesday, October 19<sup>th</sup>, 2011, were approved and signed.

4. PUBLIC PARTICIPATION

No members of the public were present.

5. MATTERS ARISING FROM THE MINUTES

(i) Shropshire Brook

Cllr. Cherry reported that bricks from the lining of both tunnels had fallen into the stream.

The Clerk was instructed to draw the attention of The Environment Agency to the condition of these tunnels.

(ii) Dog Waste Bins

The Clerk reported that a new dog waste bin had been erected on Gentleshaw Common close to the Interpretation Board opposite the car park of "The Windmill Inn".

It was assumed that the cost of purchasing and erecting the bin and the cost of emptying it would be met by the District Council.

## 6. GENTLESHAW GREEN

Cllr. Welch reported that, following the Council's decision to accept the quotation from Living Landscapes, the Clerk had now written to both Living Landscapes and G-Scapes, informing them of the Council's choice.

Cllr. Welch added he had agreed the terms and conditions with the successful firm and had been assured that it was fully insured.

The principal was at present recovering from a bout of ill-health, but he was confident that the work would be completed by the Spring, when it would be time to involve the School.

Cllr. Welch said that he would, as a matter of courtesy, advise John Smith, Lichfield District Council's Greens and Open Spaces Strategy Manager, that work on the project was about to begin.

## 7. PROVISION OF PLAY AREA

The Clerk reported that, in her email sending her apologies, Cllr. Mrs. Duckett had also said that no land was available at present for a play area; all possibilities had been looked at in depth and no solution found.

She was suggesting that an appeal be made in "Longdon Life" asking if anyone with land was willing to offer it as a play area. If no-one came forward, then the Parish Council would have exhausted all avenues and be shown to have done so.

The Clerk was asked if a formal approach had been made by the Parish Council to either Ms. Sue Boston, the owner of the piece of land behind "The Swan with Two Necks" which had been designated as an open space, or to Kevin Healey, who held the lease on the Glebe Field.

The Clerk replied that he believed that both had been approached informally, but both had declined to release the land.

It was agreed that it was time to move the project forward, and the Committee would recommend the Council to make an official approach to the land-owner and the lessee, while looking for other possible sites.

It could then consider further ways of taking the project forward in the light of the responses which it received.

## 8. ROLLING PROGRAMME

### (i) Tree Survey

Cllr. Taylor said that he had been in touch with Portia Howe, one of Lichfield District Council's Arboricultural Officers, who was willing to attend a meeting with the Committee on an informal basis.

It was agreed that Ms. Howe should be invited to the next meeting of the Committee, either on April 5<sup>th</sup> or April 19<sup>th</sup>.

Cllr. Taylor added that he was currently preparing a master copy from the various documents recording trees protected by Tree Preservation Orders with which Ms. Howe had provided him.

(ii) School Involvement

The Chairman said that it was a matter of regret that the link between St. James School and the Parish Council had for the moment been lost, and he hoped that Cllr. Mrs. Duckett's recent interview with Mrs. Slymn would result in its being re-established.

He suggested that there was a need for the Council to find ways of getting the School involved.

He was proposing to arrange a meeting with representatives of Gentleshaw in early April to exchange ideas for the development and management of Gentleshaw Green.

Cllr. Clarke said that the School was very willing to become involved, pointing out that there was already a number of 'green' activities being pursued at the School, and added that he would broach the proposal of a meeting during his visit to the School next month.

(iii) Community Involvement

Cllr. Welch said that he would prepare an article for the next issue of "Longdon Life", due out in March, in which he would invite parishioners to draw the Council's attention to areas of open space in the Parish not yet known to the Council.

9. ANY OTHER URGENT BUSINESS

Cllr. Clarke said that he had been disappointed that the Council had not been more supportive in its response to Cllr. Cherry's request for a manual grit-spreader for use by volunteers in St. James Close.

The Chairman said that the Council's response had not been entirely negative, but it *had* been concerned about possible public liability, which the Clerk was pursuing.

It was agreed that the Clerk should find out whether such grit-spreaders were available from the County Council.

In the meantime, he said that he would make a record of the number and location of roadside grit bins in the parish.

10. DATE OF NEXT MEETING

Tuesday, April 5<sup>th</sup>, 2011, in the W. I. Hall, Longdon, commencing at 7.00 p.m.