

BARNT GREEN PARISH COUNCIL

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Notice of Meeting

Members of Barnt Green Parish Council are hereby summoned to attend the parish council meeting to be held on **Wednesday 5th July 2017 at 7.00pm**
at 80 Hewell Road, Barnt Green, B45 8NF

The meeting is open to the press and members of the public. Residents of Barnt Green parish may take part during the adjournment of the meeting (agenda item 17/107a below) to put questions or raise concerns regarding matters on this agenda or for future consideration.

Prior to the start of business, John Duddington will present to the Council the Foundation certificate gained as part of the Local Council Award Scheme.

Agenda

17/104 Apologies

To receive apologies and to record the reason for absence.

17/105 Declarations of Interest: Councillors are reminded-

- a) Of the need to keep their Register of Interests form up to date.
- b) To declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature.
- c) To declare any Other Disclosable Interests (ODI) in agenda items and their nature.
- d) Written requests for the council to grant a dispensation (as required via Localism Act 2011, s33) are to be handed to the Executive Officer in advance of the start of the meeting.

Councillors who have declared a DPI, or an ODI which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items unless granted a dispensation.

17/106 To consider any dispensations as per item 17/105(d) above

17/107 Adjournment of meeting to hear from:

- a) **Members of the Public**
- b) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
- c) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)

17/108 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 07/06/2017

17/109 Chairman's Report

The Chairman will provide a report.

17/110 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters; report attached.

17/111 Finance

- (i) To note the current financial position and bills for payment
- (ii) To be advised of any decisions taken by the Executive Officer

17/112 Committee, Working Party and Members' reports on meetings attended

- a) Environment WP update and Action Plan arising from Town Team meeting
- b) Bromsgrove Area Committee WorcsCALC meeting held 14/06/2017
- c) Any other report

17/113 Events

- a) Fun Run: to decide on future events
- b) Motor Festival: feedback on event held 02/07/2017
- c) Other future events include: Busking Festival 12/08/2017; Community Walk 23/09; Christmas Lights 02/12; Post-Christmas walk 27/12

17/114 Environment & Community Wellbeing

- a) To agree strategy for publicising commuters' car park, Fiery Hill Road
- b) Barnt Green playing field - to discuss future of teenage play equipment / installation of outdoor gym equipment / installation of CCTV

17/115 Communications

- a) To be aware the next issue of The Bulletin will be at the end of August 2017

17/116 Planning

- a) To comment/feedback on training held 19/06/2017
- b) To comment on consultations received since previous parish council meeting:

Log no. 70	17/00636	6a Cherry Hill Rd	Roof extension with rear dormer window
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- c) **Neighbourhood Plan update:**

17/117 Governance

- a) To be reminded of the current vacancy for one parish councillor
- b) To approve the Working Party Terms of Reference
- c) To note the General Data Protection Regulations will take effect May 2018
- d) To note requirement for a policy on data protection and document retention

17/118 Future Meetings and Items for future agendas

Councillors will be reminded of meetings to be attended and may use this opportunity to raise items for future agendas.

17/119 Date and Venue of Next Meeting

Next meeting to be held Monday 21st August 2017, 7pm at 80 Hewell Road



Gill Lungley
Executive Officer
29/06/2017

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jagger, J Jellie, P Perry, S Whitehand + 1 vacancy
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Barnt Green Parish Council

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Supporting notes to agenda for meeting 5th July 2017, 7pm From Gill Lungley, Executive Officer, BGPC

In advance of the start of business the Council will be awarded the Foundation certificate from the Local Council Award Scheme by John Duddington, the Chairman of the Worcestershire county awarding panel.

Agenda items 17/104 – 17/106 are standard items.

Dispensation request forms are available from the Executive Officer.

Item 17/107: The Chairman may stipulate a time limit for each speaker.

- a) **Members of the public** are invited to speak to the council on matters of concern; there is no expectation of dialogue with the council.
- b) **County Councillor** Peter McDonald is invited to provide an update on his work at Worcestershire's County Hall on behalf of the Beacon division.
- c) **District Councillor** Charles Hotham is invited to provide an update on his work at Bromsgrove's Parkside on behalf of the Barnt Green and Hopwood ward.

Item 17/108 Previous minutes – of meeting held 07/06/2017 as per following pages 4 - 9...

It would be helpful if there is a query about any aspect of the draft minutes to let the EO know in advance to help clarify the issue in the meeting.

Barnt Green Parish Council

Minutes of the Parish Council meeting held at 80 Hewell Road, Barnt Green on Wednesday 7th June 2017 at 7.00pm

Barnt Green Parish Council adopted the General Power of Competence, June 2015

Members present: Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jagger, J Jellie, P Perry, S Whitehand

In attendance: County Councillor P McDonald
One member of the press (The Village)
Two members of the public
Gill Lungley, Executive Officer

The Chairman welcomed all to the meeting.

Prior to the start of council business, Jane Taylor of Worcestershire Association of Carers gave a presentation on the work of the association.

17/088 Apologies

Not required; all members present.

17/089 Declarations of Interest

Members were reminded of the need to keep the Members' Register of Interests up to date and were invited to declare either any Disclosable Pecuniary Interests or any Other Disclosable Interests.

- Cllr Hotham: Other Disclosable Interest in agenda item 17/95(iii)(a). Cllr Hotham is a fellow trustee of Cocks Croft Wood.
- Cllr C Hotham has a standing declaration relating to his role as a member of the District Council's planning committee such that any comment he may make during discussion on planning applications will be preliminary views taking into account the information presently available to the Parish Council. His final views on the applications are reserved until in full possession of all the relevant arguments for and against.

17/090 Consideration of dispensation requests

No dispensation requests had been submitted in advance of this meeting.

17/091 Adjournment of meeting to hear from:

a) Members of the Public:

.1 Mike Dickenson: delivered a report on the Barnt Green Fun Run that took place on 7th May and thanked the parish council for their support. Format of future fun runs was included in the report which would be considered at the parish council's next meeting.

.2 Richard Dugdale: for the grant application submitted on behalf of Barnt Green Scout and Guide group – continued after hearing from County Councillor P McDonald.

b) Worcs County Councillor: Peter McDonald spoke on following topics:

Funding: WCC income relies on the £270m collected via council tax;

Asbestos: Mr McDonald is campaigning for all asbestos to be removed from schools;

Schools as polling stations: Mr McDonald stated schools will no longer be used as polling stations during elections / referenda;

Executive salaries: the WCC Chief Executive recently resigned but the opportunity to reassess the post (with regard to the cost) was not taken up;

Foodbanks: foodbanks are proliferating and Mr McDonald was surprised at the number of people 'in work' who use them.

Fiery Hill Road junction: Mr McDonald was of the opinion the realignment of Fiery Hill Road junction with Kendal End Road had not been an improvement.

Oakdene Drive: the newly approved double yellow lines were to be installed on 13/07/2017.

Pot holes: Mr McDonald was made aware of a new pothole in Bittell Lane.

Barnt Green Parish Council

a.2.1) With the meeting's agreement, the Chairman brought forward the agenda item relating to the grant application from the Barnt Green Scouts and Guides group. Mr Dugdale was invited to speak in support of the application which seeks funding of £350 to purchase a power mower for the Scout and Guide site off Blackwell Road.

It was agreed to provide £350 funding to the Barnt Green Scouts and Guides group for the purchase of a power mower.

a.2.2) Whilst Mr Dugdale was present, he was asked, in his capacity as sponsor for Network Rail, about items relating to Network Rail that had been raised at the Annual Parish Meeting held on 27/04/2017:

- a) Barnt Green station: all electrification works are ongoing.
- b) Lifts at Barnt Green station: the commitment is to install the lifts by December.
- c) Footbridge (footpath 500): installation is expected by October.

- c) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward.**
BDC have met only for the Annual meeting since the last parish council meeting and consequently there had been not much forward progress.
The BDC planning committee had met and agreed the application for extension to 17 Orchard Croft and the plans for two new housing sites at Longbridge/Cofton had been passed despite all the s106 benefits favouring Birmingham City Council rather than Bromsgrove DC.

17/092 Minutes of the previous council meeting

The minutes of the Annual Parish Council meeting held 3rd May 2017 were agreed a true record and signed by the Chairman.

17/093 Chairman's Report: Cllr R Cholmondeley

- reminded everyone of the opportunity to co-opt a new member to the parish council;
- would be attending (assistant curate at St Andrews) Sheri Gidney's ordination on 1st July at Birmingham Cathedral;
- had attended the St Andrews First School celebration of the school's police cadets.

17/094 Updates and Decisions taken by the Executive Officer (EO) since last meeting

Footpath alongside scout hut	NWWM latest update is that they are awaiting one final quote after which we will meet to discuss the next steps.
Hewell Rd shops	The agent on behalf of 28 – 30a had responded with regard to the appearance of the shops and the drip from the overhead canopy.
Community Speed Watch scheme	The scheme is set to proceed and volunteers are to be asked to complete the application forms.
CALA/Fiery Hill Rd development, car park	In advance of the car park opening, the EO has appointed a technical consultant to ensure the suitability of the car park for purpose. Now awaiting on-site meeting with Cala.
Adopt-a-Station	The lack of water on site has deterred applicants.
Railway station, rail-users group	London Midland would be asked to provide a parish notice board on platform 1; Alvechurch PC is also keen to progress the matter of a rail-users group which Cllr R Cholmondeley has volunteered to attend on behalf of this area.
Blackwell Road VAS	This has been re-sited nearer to the 30mph sign.
Quarterly inspection of accounts/bookkeeping	Cllr R Cholmondeley has carried this out for the quarter ending 31/03/2017. Cllr J Jellie volunteered to carry out the next quarter's review.
Lickey Hills Society book	Seven out of the ten copies of the book on sale from the parish council office at £5 each have been sold so far. Another five have been received.
Local Bus (BURT)	A meeting is to be arranged by BGPC for end of June/start of July with both Alvechurch PC and Lickey and Blackwell PC.

Bart Green Parish Council

Footway lighting	In advance of seeking tenders for the footway lighting maintenance contract 2018 - 2021, the EO has established a work schedule for the next three years. This will be put to the Finance Working Party to progress.	
Playing field improvements	Water course improvements yet to be undertaken. With regard to the outdoor gym, Proludic rep Tom Cooper has offered to show up to 3 members different sites where similar equipment has been installed: 08/06/2017 at 10am.	
Double yellow lines at Oakdene Drive	County Councillor P McDonald had advised the meeting the date of installation is 13 th July 2017.	
Dropped kerb at The Longlands	WCC Hub had responded to the request for a dropped kerb to aid wheelchair users with an explanation of procedure.	
Road closure notice	Sandhills Lane is to be closed for carriageway works from 08/06/2017.	
Website re-vamp	The EO has contacted all those businesses and community groups who have information on the current site, to update / 'spring-clean' ready for the new site. It was suggested that if the business/group did not respond after the 2 nd contact, to no longer included them on the new site.	
Tree Charter	BG Parish Council is now a Charter Branch member and the Tree Charter can be signed in the parish council office; 'Leaf' newsletter available.	
Roadside planters	The new beehive-style planters had arrived and are due to be planted. The hanging baskets had been delivered.	
Dates of Council Meetings	There was no one day that all members could agree upon except for the third Monday of each month, which the EO would not be able to accommodate in September, October, November. It was therefore agreed to vary the days until January 2018.	
General correspondence received and circulated to members	<ul style="list-style-type: none"> • Community First e-bulletin • Neighbourhood Planning news • MP May newsletter • Lickey Hills Society newsletter • SNT (policing) updates 	<ul style="list-style-type: none"> • WorcsCALC update newsletters • BDC Weekly planning lists • Police & Crime Commissioner • WCC Highways updates • Community Health & Well-being updates
Matters carried forward to be reviewed at the next meeting.	SmartWater campaign Bart Green station lifts Playing Field trees (tree officer check) On-street car parking. Risk management matrix	Condition of drains Footpath to Cofton Social media training Rail Squeal Public toilets

17/095 Finance Report

- i)
 - A) *Current financial position* – the bank reconciliation to 31/05/2017 and the list of receipts and payments since the previous meeting were circulated and noted, as page 128.
 - B) *Executive Officer actions, after consulting with Chairman and vice-Chairman:*
 - a) the appointment of technical adviser to car park handover;
 - b) appointment of traffic management scheme for event road closure on 2/7/17.

- ii) Report from independent internal auditor: had been circulated to members and was noted. The comment relating to the under-payment of PAYE due to starting the pension scheme is being attended to. Thanks to the EO were noted.
 The annual audit period of public inspection will be between 05/06/2017 – 14/07/2017 during which members of the public can view the council's accounts for 2016/17. After the close of the inspection period the External Auditor, Grant Thornton, will issue their report.

- iii) *Application for funding support:*
 - a) *Bart Green Scouts and Guides* – application dealt with above, 17/091 (a)(.2.1)
 - b) *Citizens Advice Bromsgrove and Redditch*
 It was agreed to approve a grant of £150 to Bromsgrove and Redditch CAB.

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17/096 Committee, Working party and representatives' reports

- a) To consider matters raised at the Annual Parish Meeting held 26/04/2017:
- Plants in the planters along Hewell Road need to be maintained and watered – *comments noted and action will be taken to maintain the plants.*
 - Lifts needed at the station. *Response as above minute no.17/091 a.2.2(b)*
 - When will new footbridge be installed on path to Cofton. *As above 17/091 a.2.2(c)*
 - Notices at the station are misleading (level access / access all platforms). *EO to contact London Midland.*
 - Bittell Road pavement is difficult for pedestrians / has horse-droppings. *WCC has advised of road closure imminently for pavement improvements.*
 - Dogs should be on a lead in the playing field. *Covered previously – no action.*
 - The proposed outdoor gym equipment will be a 'white elephant'. *Noted.*
 - Can the Hewell Road planters be moved nearer to the kerb. *Believed to be sited in accordance with WCC requirements.*
 - Are there any plans to install road signs to the new commuters car park. *To check.*
 - Will there be a height barrier. *Discuss with CALA.*
 - What is happening with the SmartWater proposal. *Not going forward, item dropped through lack of interest/demand.*
 - Representation on the Bromsgrove Rail Users Group. *In progress.*
 - Residents should be represented at county/district by the parish council *The parish council will represent residents' views when known, residents are also encouraged to contact their district and county representatives directly.*
 - Can we have a pedestrian crossing on Hewell Road. *The question is to be directed to P McDonald.*
 - Can the traffic warden visit more often/regularly. *The officer operates via BDC.*
 - What happened to the Virgin proposal to install cable? *To be followed up.*

It was agreed to include an update on these matters in the next Bulletin and have a 'current matters' space on the website.

- b) Update on the Town Team meeting held 15/06/2017:
Notes taken by Cllr J Jellie were noted.
It was agreed to appoint Cllr J Jellie to represent the parish council as lead liaison with the Barnt Green Town Team.
It was agreed to take the actions stated in the proposed letter to Business Owners arising from the meeting held on 15/06/2017.
- c) **Environment Working Party** meeting held 25/05/2017;
Notes taken by Cllr J Jellie were noted.
It was agreed to purchase anti-climb paint and related signs for the Millennium Park / Friends Meeting House fence.
- d) No other reports presented.

17/097 Events reports

- a) **Fun Run:** held 7/5/2017, as reported minute no. 17/091 a(1).
- b) **Motor Festival:** to be held 02/07/2017, Cllr Cholmondeley provided an update.
- c) **Other events:** Busking Festival, scheduled for 12/08/2017; Community Walk to Apes Dale and back on 06/06/2017 saw 20 participants; Dates of future walks are 23/09/2017 and 27/12/2017. Christmas Lights switch-on: 02/12/2017.

17/098 Environment and Community well-being

- a) **Water Tap** Installation of a lockable water tap in Millennium Park to aid watering of the planters on Hewell Road and in the park to be used when events are held there.
It was agreed to install a lockable water tap in Millennium Park.

Barnt Green Parish Council

- b) **Commuters Car Park** A strategy for publicising the commuters' car park in Fiery Hill Road has been proposed and would be considered at the next parish council meeting.
- c) **Estate agents' boards** are supposed to be sited within one metre of the property boundary to which they relate. BDC will be writing to the district's estate agents to remind them of this.
- d) **Footpath 507** (adjacent Scout hut) the request to keep footpath 507 clear for walkers had been attended to by the Parish Footpath Warden.

17/099 Communications

- a) **Website upgrade:** the outgoing website provider had agreed to pass all information across by 08/06/2017 and had asserted his rights to the copyright of the council's Millennium logo.
It was agreed the council's Millennium logo was not required going forward and all reference to it would be removed where possible.
- b) **Social Media:** To note the EO attended training in the use of 'Yammer', a form of social networking for known members. The Centres Manager would be asked if help could be provided to set up something similar for the Town Team

17/100 Planning

- a) Planning training has been arranged for Monday 19/06/2017 to which all members of the parish council are invited.
- b) Consultations for comment

Log no. 67	17/00435	12 Orchard Croft B45 8NJ	Extension of existing ground floor cloakroom to accommodate shower.
Pc comment: No comment			
Log no. 68	17/00540	30a Hewell Road (Tesco Express)	Advertisement consent requested for various 2xno illuminated and 4xno non-illuminated signs
PC Comment: The parish council has no objection to this application but would ask for particular attention to be paid during refurbishment to the canopy above the entrance doors from where rainwater drips onto customers.			
Log no. 69	17/00539	4 Hewell Lane B45 8NZ	Single storey rear and front extension with part garage conversion
Pc comment: No comment			

- c) Neighbourhood Plan update from Cllr S Whitehand. Items had been circulated via dropbox.

17/101 Governance

Local Council Award Scheme: the parish council has successfully completed the Foundation Level. John Duddington, the Chairman of the judging panel, will be happy to present the award to the next parish council meeting (advised as 05/07/2017). The granting of the award allows the parish council to use this logo.



17/102 Future meetings and items for future agendas

- Bromsgrove Area Committee for WorcsCALC on 14/06/2017

17/103 Date and venue of next meeting

Date to be confirmed; venue is 80 Hewell Road B45 8NF

This meeting ended at 9.25pm.

.....
Chairman

.....
2017

Item 17/109: Chairman's report

Cllr R Cholmondeley will report.

Item 17/110 Executive Officer's report –

<p>Item 17/110 Executive Officer's report – Footpath alongside scout hut</p>	<p>No further progress since last meeting; awaiting WCC to arrange meeting after they have received all quotes for work.</p>
<p>Community Speed Watch scheme</p>	<p>The request for volunteers has been emailed to all parish council contacts; 2 forms completed to date. EO suggests posting letter to residents along Bittell Road.</p>
<p>CALA/Fiery Hill Rd development, car park</p>	<p>Cala update, 27/06/2017: The final wearing course should have been completed now, and the white lining is due to be completed any day now. Cala will be in touch to discuss handover.</p>
<p>Railway station, rail-users group</p>	<p>Bromsgrove Rail Users Group has been updated on the situation.</p>
<p>Local Bus (BURT)</p>	<p>Bromsgrove and Redditch Network, BURT operators, have offered 2 dates to meet neither of which is convenient for majority of BGPC members; both Alvechurch PC and Lickey and Blackwell PC have been invited to attend – replies awaited.</p>
<p>Installation of DYL's at Oakdene Drive</p>	<p>DYL: double yellow lines. Oakdene Drive resident has requested sight of all parish council correspondence with WCC on this matter.</p>
<p>Dropped kerb at The Longlands</p>	<p>County Councillor P McDonald has also been advised of the requirement for a dropped kerb here but he requires the name of the resident whose plight triggered the request, which I don't have.</p>
<p>Website re-vamp</p>	<p>Ongoing; required removal of previous logo from all documents. Expect presentation for this meeting.</p>
<p>Roadside planters and hanging baskets</p>	<p>The new beehive-style planters are now in place; watering of North planter is being done by nearest residents who are keeping a record of water used in case their metered water bill increases dramatically, watering of South planter is done by both EO and the Lengthsman. The EO monitors and tops up the planters on Hewell Road and in Millennium Park (making use of the water barrow). All hanging baskets are also now in place.</p>
<p>Dates of Council Meetings</p>	<p>From January 2018, the date of every BGPC meeting will be the 3rd Monday of each month except December. Until then, for the remainder of 2017, there will be a variety of 3rd Monday, Tuesday and Wednesday. A copy of the schedule is attached and has been posted to the noticeboards and website.</p>
<p>Rail embankment, Fiery Hill Road</p>	<p>Network Rail have been asked to cut back overhanging vegetation (Fiery Hill Road); response was 'We will send out Off Track Team to site to assess the area, to see if they can remove any of the vegetation which maybe deemed safety critical. This will be completed within the next 6 - 8 weeks. Unfortunately, I must reiterate that we only have the budget and resources in place to attend to safety critical works.' NR have also been advised of presence of Japanese Knotweed on their land.</p>
<p>Fiery Hill Road</p>	<p>A 5-day road closure is planned to allow for finishing to WCC standards.</p>
<p>Virgin Media expansion</p>	<p>Members are to receive a presentation on 4th July on the planned installation works in the Barnt Green area.</p>
<p>Fence, Millennium Park</p>	<p>Anti-climb paint and warning signs are to be applied: EO to report.</p>
<p>Water supply, Park</p>	<p>Severn Trent Water Ltd are processing the request to install a tap.</p>
<p>Annual Parish Meeting</p>	<p>Items carried forward include: <ul style="list-style-type: none"> - Misleading notices at Barnt Green station - Plans for highways signs to new car park - Height barrier at new car park </p>

Training	EO attended training on data protection and the new General Data Protection Regulation that will come into effect on 25/05/2018. See also agenda items 17/117(c) and (d).	
Review of previously carried forward matters as requested by Cllr J Jellie	<p>EO recommends as follows:</p> <p><u>Items to be removed from carried forward list:</u></p> <p>SmartWater campaign – no interest shown. On-street car parking – as this is a perennial matter for discussion. Risk management matrix – to be reviewed with Finance Working Party. Condition of drains – another perennial matter. Rail Squeal – another perennial matter.</p> <p><u>Items to remain on carried forward list:</u></p> <p>Barnt Green station lifts – we have been advised these will be installed this year. Playing Field trees – tree officer has been reminded of his offer to attend to check the condition of the trees. Footpath to Cofton – advice received that a footbridge will be installed this year. Social Media training – retained for action following website revamp. Public toilets – retained to ensure matter is kept open. Tesco canopy/row of shops – retained to ensure action is taken to reduce drip. Footway lighting – for reporting at each meeting as necessary. Playing Field improvements – retained to ensure regular update.</p>	
General correspondence received and circulated to members	<ul style="list-style-type: none"> • Community First e-bulletin • Neighbourhood Planning news • Lickey Hills Society newsletter • SNT (policing) updates • Guided Walk, Cofton 6/7/17 • Worcestershire World War 100 	<ul style="list-style-type: none"> • WorcsCALC update newsletters • BDC Weekly planning lists • Police & Crime Commissioner • WCC Highways updates • Community Health & Well-being updates • Family Support Youth Booklet
Visits/calls to the office	<ol style="list-style-type: none"> 1. Resident thinks the pavement on Hewell Road between the Vic and railway bridge is a dangerous slope particularly in the winter when it's slippery. 2. Bittell Road resident concerned re siting of beehive planter - which was re-sited. 3. Resident re drone nuisance - referred to the Civil Aviation Authority and to call 101, local police when concerned. 4. Resident, noise nuisance of trains where she lives off Station Approach. I've given her WRS telephone number. 5. Resident, judge for Shropshire Best Kept Village competition, suggest we convert decommissioned phone box into book exchange. 6. Residents, various footway lighting (Longlands, Sandhills Lane) not working/obscured 	

Agenda item 17/111: Finance

- i) *Current financial position* – the position as at 30/06/2017 will be forwarded to members before the meeting along with updated bank reconciliation.
- ii) Report of decisions taken by the Executive Officer – to be advised.

Agenda item 17/112: Committee, Working party and representatives' reports

a) Update from the Environment Working Party meeting – from Cllr J Jellie:

In time for the next shopkeepers meeting on 11/07 at Cafe Morso the EWP met with Mike D on 22/06. Councillors Perry and Whitehand were also in attendance. Mike has previously had a career in strategic planning and presented a framework plan for use in managing the shopkeepers parking concerns. This was a useful discussion with good ideas. Currently the shopkeepers action plan has been updated with various actions to be taken forwarded and related to the shopkeepers 11/07. 2 of the actions have been completed already as per the plan. There are 2 themes currently being managed by the EWP, one being the Parking theme the 2nd being the "look and feel" of the village with particular focus on Hewell Road in the context of weeding, cutting back hedges etc.

SHOPKEEPERS PARKING WISH LIST - ACTION PLAN; Cllr J Jellie

Action to be taken	By whom	date	meet review date	current status
Meet with shopkeepers to discuss concerns	Parish Council, shopkeepers, Cheryl Welsh, GL	16/05/2017	11/07/2017 at Café Morso	completed
Shopkeepers emailed with a summary of their concerns / wish list	JeJe & GL	23/05/2017	11/07/2017 at Café Morso	email sent by GL 23/05/2017; paper copy delivered to non e-mail recipients
Email to be sent to shopkeepers asking for their support with community-minded parking	GL	TBC	11/07/2017 at Café Morso	email sent by GL 19/06/2017; paper copy delivered to non e-mail recipients
JeJe ? Email to GL for review by PC to include in newsletter; add to PC's July agenda	JeJe & GL	08/06/2017	05/07/2017	with PC for sign-off
JeJe asked GL ? To set up meeting with Cheryl Welsh and P McDonald to discuss high level wish list and how to progress	JeJe	08/06/2017	TBC	in-hand, meeting with Mike Dickenson, JuJa, SW
write to London Midland re to ask if would offer concessionary parking of not just up to one year and any suggestions for someone who has bought a parking season ticket but can't find a space	GL	22/06/2017		
contact Social club to ask if they would consider use of their car park for concessionary membership for shops or rail users.	JeJe to contact the c'ttee chair	22/06/2017		
Who is John Fraser's replacement? And would they come to speak to the meeting on 11th July?	GL	22/06/2017		
List current parking and restrictions for meeting on 11th July	P Perry	22/06/2017		
Write to Fields in Trust at Millennium Park to ask if would be allowed to push back the boundary a bit re chevron parking in Sandhills Road.	GL	22/06/2017		

WISH LIST

- 1 Look to making the lines outside the chip shop to being double yellow lines.
 - 2 Investigate if a "loading" clause for lorries can be designated on the enforcement signs
 - 3 Remove/move the bus stop outside Meadow Farm and replace with marked parking bays / or short-term pick-up/drop-off facility
 - 4 Write to business owners and a note in the newsletter re sensible, thoughtful parking to appeal to people's sense of community (see over)
 - 5 Find out how to get the parking rules changed to 2 hours in all of BG where current rules exist
 - 6 Investigate marked parking bays in Sandhills Road and Sandhills Lane
 - 7 Outside Café Morso mark out separate parking bays
 - 8 Contact the Social club re allowing wider use of their car park for commuters to more easily access the station walk-through to platform 2.
 - 9 See if London Midland would install a new pedestrian access of Hewell Road directly on to platform 3.
 - 10 Investigate the P sign with London Midland
 - 11 Extend the parking restriction up Station Approach / make it clearer where station car park stops and free parking begins.
 - 12 Pelican crossing outside the Baptist church
 - 13 Engage with County Councillor Peter Macdonald to see how to take plans forward.
- Worcestershire County Council are the highways authority.

Members are asked to agree to:

- include in the next newsletter a request to all residents to park appropriately when driving into the village centre;
- Meeting with county councillor to discuss parking issues;
- Contact London Midland to seek wider variation of parking permits;
- Write to Fields In Trust to ask if the northern hedge can be removed to allow for car parking on Sandhills Road.

b) WorcsCALC, Bromsgrove Area Committee meeting held 14/06/2017 attended by Cllr S Whitehand and EO.

c) Any other reports: Members to report on meetings attended as representative of the parish council.

Agenda item 17/113: Events

- a) **Fun Run** held 07/05/2017. Mike Dickenson provided a debriefing note for the previous parish council meeting, attached as appendix 1 that includes options for consideration by the parish council:
 - i) Have Sport Relief and Barnt Green Chuggers fun run on alternating years.
 - ii) Have Barnt Green Chuggers fun run every year.
 - iii) Have both Barnt Green Chuggers Fun Run and Sport Relief Run each year.0
 - iv) Only continue with Sport Relief on alternate years.**Decision required.**
- b) **Motor Festival:** RC to provide debrief on event held 02/07/2017.
- c) **Other events:** Busking Festival 12/08/2017; Community Walk 23/09; Christmas Lights 02/12; Post-Christmas walk 27/17

Agenda item 17/114: Environmental & Community Wellbeing

- a) **To agree** a strategy for publicising the commuters' car park
Volunteers are required to take part in an awareness programme to commuters.
- b) Barnt Green playing field - to discuss future of teenage play equipment / installation of outdoor gym equipment / installation of CCTV
Two panels from the 3-panelled climbing wall have been removed after being vandalised. The damage was reported to the police. Members are asked to decide on the future of the site – should the panels be replaced or should all the equipment be removed, possibly re-sited. The recent vandalism may impact on the proposed installation of outdoor gym equipment on the playing field.
Cllr J Jellie has asked members to consider the installation of CCTV on the site.

Agenda item 17/115: Communications

- a) Newsletter. To note the next issue of The Bulletin will be at the end of August 2017. Members are asked to provide articles, notes etc.

Agenda item 17/116: Planning

- a) Feedback on the Planning training held Monday 19/06/2017.
- b) Consultations for comment, as per page 2 of the agenda. Plans have been forwarded by email to members; one paper copy will be available at the meeting and they are available to view online via <https://publicaccess.bromsgroveandredditch.gov.uk/online-applications/> .
- c) Neighbourhood Plan update from Cllr S Whitehand.

Agenda item 17/117: Governance

- a) To be reminded of the current vacancy for one parish councillor
The vacant seat is to be filled by co-option. Members are asked to consider a suitable candidate; application forms are available from the EO.
- b) To approve the Working Party Terms of Reference: see appendix 2.
- c) To note the General Data Protection Regulations will take effect May 2018
- d) To note requirement for a policy on data protection and document retention – this follows recent training attended by the EO and (c) above.

Agenda item 17/118: Future meetings and items for future agendas

Members are invited to mention topics for discussion at future meetings. NB This is not an opportunity to re-visit a topic that should have been considered in the body of the meeting or for decisions to be taken on new topics.

Agenda item 17/119: Date and venue of next meeting

Monday 21st August 2017, venue is 80 Hewell Road B45 8NF

End of report:
Gill Lungley MILCM
Executive Officer
29/06/2017



**BARNT GREEN CHUGGERS Debriefing note for Barnt Green Parish Council Meeting
Wednesday 7th JUNE 2017 – 7:30pm**

Background

Barnt Green Chuggers, in partnership with Barnt Green Parish Council had delivered three successful Sport Relief Run Events (2012, 2014 & 2016) which had attracted gradually increasing numbers, culminating in the 2016 run attracting 250 runners and had an additional feature of live music to accompany refreshments in the park after the run.

Following the positive feedback received from residents and positive coverage in the village magazine; Barnt Green Chugger made a proposal to BGPC to stage Barnt Green Chuggers Fun Run in 2017 (as Sport Relief takes place every other year – so 2017 would be a fallow year). It was also proposed that a proportion of the income raised from registration should be donated to a local charity, with the remainder used as funds to further develop running and cycling activities delivered by Barnt Green Chuggers & Chaingang Club.

BGPC agreed to support the event to be led by Barnt Green Chuggers but to be delivered in partnership with BGPC.

Barnt Green 'Chuggers' Fun Run 2017

A small organising group was formed including 5 representatives from Barnt Green Chuggers & Chaingang, working closely with Gill Lungley from BGPC.

The Run took place on Sunday 7th May and included for the first time a full party in the park to follow the run, including bar-b, bar, refreshments and live music. The run attracted over 250 runners (including 145 Adults, 116 juniors and a pleasing 44 families registering to run, with many more joining the party in the park later in the afternoon. This indicated that promotion and pricing for the event of was appropriate (£2:50 for youngsters, £5:00 for adults and £10 for families).

Analysis of registration forms indicated that the catchment for the run was very local with a vast majority of registrations being made from Barnt Green families and individuals.

Barnt Green	74
Blackwell	6
Alvechurch	5
Redditch	5
Bromsgrove	1
Longbridge	2
Alcester	1

Weoley Castle 2
Ashton u Lyne 1

After considering all costs, a surplus of £443.55 was achieved with a Charitable donation of £200 being made to Barnt Green Day Centre (now paid) and the remainder being retained by Barnt Green Chuggers Club to support Run, Ride Leader and First Aid Training.

Conclusion

The day was blessed by having good weather on the day and positive feedback was received by those running, supporting and attending the party in the park. There was also positive coverage in the most recent edition of the Village Magazine – that also profiled the many local businesses that supported the event.

Recommendation

Barnt Green Chuggers would like to thank BGPC for their support in hosting the event and for the unwavering support from Gill Lungley and local elected members in the lead-up and on the day.

The event would seem to be a success from a number of perspectives – notably; promoting physical activity, running, family activity, profiling BG Chuggers & Chaingang, Barnt Green Sports Clubs as well as wider recreational and community development perspectives.

The Barnt Green Chuggers & Chaingang Committee have recently met and consider there are a number of options to consider for future years, and would welcome BGPC view on these.

1. Have Sport Relief and Barnt Green Chuggers Fun run on alternating years
2. Have Barnt Green Chuggers Fun Run every year
3. Have both Barnt Green Chuggers Fun Run and Sport Relief Run each year
4. Only continue with Sport Relief on alternate years

Barnt Green Chuggers & Chaingang thank BGPC once again for their support and are arranging for them to join Barnt Chuggers in a hand-over photo shoot for the donation to Barnt Green Day Centre that will be featured in the next edition of the Village Magazine.

Mike Dickenson

On behalf of Barnt Green Chuggers Fun Run Organising Group and Club Committee.

Organising Group – Mike Dickenson, Cathy Dakin, Andy Scarle, Richard Dugdale, Jude Billingham and Gill Lungley

BARNT GREEN CHUGGERS FUN RUN 17

INCOME		Comment	Cash
Parish Council Contribution	970.28	970.28 Income to event from BGPC to support infrastructure cost	
Registrations			
Post Office	410		
School	272.5		
Sports Club	57.5		
On the day	57.5		
		797.5 Reg sheets showing £797.50 (£5 refund to pay see line 18)	
Stall Donations			
Meadow Farm Butchers	50		
SBR Massage	30		
		80	
Total Income		1847.78	877.5
EXPENDITURE			
Infrastructure	970.28	Direct costs to Parish Council for Infrastructure	
Registration refund	5	Refunded runner from registration income	-5
Batteries - Megaphone	7.5	Refunded Cathy Dakin from registration income	-7.5
Hazard Tape	13.45	Refunded Mike Dickenson from registration income	-13.45
2 Sail Flags	288	Vauxhall Printers to be paid from Chuggers Acc	
Start Finish Banners	120	Vauxhall Printers to be paid from Chuggers Acc	
Donation to BG Day Centre	200	BGDC donation to be paid from Chuggers Acc	
Total Chugger Expenditure	1604.23	-1604.23	
BALANCE FOR EVENT		243.55	
Cash to be paid into Chuggers Acc			851.55

BARNT GREEN PARISH COUNCIL

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Working Party Terms of Reference July 2017

*Appendix 2.
agenda item
17/117(b)*

The role of a Working Party is to:

- Tackle issues as directed by the parish council
- Be task specific and time limited
- Examine an issue in detail on behalf of the parish council
- Liaise with experts to obtain the required information
- Make recommendations to the parish council
- Explain such recommendations by way of a written report
- Answer questions from the parish council

No Working Party has spending authority.

Working Party meetings may be held in the parish council office during office hours with the prior agreement of the Executive Officer. The Executive Officer will be available to answer questions but is not expected to administer or participate in meetings of the Working Party unless otherwise noted.

The objective, scope and outcome of each Working Party will be set by the full Parish Council.

After each meeting of the Working Party, the spokesperson will be expected to provide a report to the next meeting of the Parish Council.

Barnt Green Parish Council has the following working parties:

- 1. Environment Working Party**
- 2. Finance Working Party**
- 3. Town Team Working Party / Town Team Tsar**

Elements applicable to each Working Party

1. Objective
2. Membership and appointment
3. Area of interest
4. Responsibilities and expectations
5. Meetings

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Environment Working Party

1. Objective

The objective of the Environment Working Party is to identify where improvements are required to benefit the appearance of the environment within the parish.

2. Membership and appointment

The Working Party will comprise of either 3 or 4 members of the parish council appointed annually by the Parish Council. If required, additional, non-council members may be co-opted from time to time following approval by the Parish Council.

The members will appoint a spokesperson (Chairman) at their first meeting after the Annual Parish Council meeting.

3. Scope

The Working Party is concerned with the maintenance and improvement of the maintained natural environment within the parish, particularly the following areas:

- Millennium Park
- Barnt Green Playing Field
- All highways grass verges
- All highways roads and pavements
- All public rights of way
- Publicly accessible land at Barnt Green railway station
- Fiery Hill Road 'commuters' car park

4. Responsibilities and Outcome

The Working Party will identify areas that require attention and will provide proposals to the Parish Council for improving these areas.

Specifically, the Working Party will:

- Identify the work which needs to be undertaken on a regular basis around the parish to include grass, hedge and tree cutting and maintenance of street furniture including the planters, litter bins, seats and bus shelter.
- Draw up a schedule of work for contractors and volunteers.
- Identify a specification to serve as the basis for future tendering arrangements.
- Review the progress of all contracts awarded resulting from Working Party recommendations.

5. Meetings

- Quorum: At least two members must be present at any meeting to be quorate.
- Code of Conduct: All members, including any co-opted members, must abide by the Members' Code of Conduct (Standing Orders will not apply).
- The Working Party spokesperson is expected to inform all members of the parish council of the date and place of the intended meeting.

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Finance Working Party 2017

1. Objective

The two-fold objective of the Finance Working Party 2017 is:

- 1.1) to review the Parish Council's current contracts and identify what changes or improvements are required. To then propose a specification for each contract for approval by the Parish Council prior to seeking tenders to inform the budget for 2018/19
- 1.2) to review the Risk Management schedule and suggest improvements or alterations as necessary.

2. Membership and appointment

The Working Party will consist of a minimum of two members of the parish council appointed annually by the Parish Council. If required, additional parish council members may be appointed from time to time following approval by the Parish Council.

The members will appoint a spokesperson (Chairman) at their first meeting after the Annual Parish Council meeting.

3. Scope

3.1) The Working Party is concerned with the contracts for work issued by the Parish Council including:

- Lengthsman scheme
- Grass cutting of highways verges
- Playing field and park grass cutting
- Playing field and park maintenance
- Maintenance of play equipment, bus shelter and street furniture
- Footway lighting maintenance
- Footway lighting energy supply (office energy supply)
- Christmas lighting

3.2) The Working Party will engage with the Risk Management strategy.

4. Responsibilities and Outcome

Working with the Executive Officer, the Working Party will :

- 4.1) receive the recommendations of the Environment Working Party with regard to the work required to improve the environment and will draft the relevant contract and tender documents
- 4.2) review the requirements of the footway lighting and Christmas lighting contracts and draft relevant contract and tender documents
- 4.3) receive the tenders and produce recommendations for the Full Council
- 4.4) undertake the reviews required in the Parish Council's risk management strategy and report upon those reviews to the Parish Council.

5. Meetings

- Quorum: At least two members must be present at any meeting to be quorate.
- Code of Conduct: All members must abide by the Members' Code of Conduct (Standing Orders will not apply).
- The Working Party spokesperson is expected to inform all members of the parish council of the date, place and time of the intended meeting.

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Town Team Working Party 2017 / Town Team Tsar

1. Objective

The Town Team initiative has been facilitated through the Bromsgrove District Council appointment of a Centres Manager (Cheryl Welsh of North Worcestershire Economic Development and Regeneration). The Parish Council's involvement is to work with and provide a point of liaison between the Centres Manager and the retail outlets, businesses, clubs and recreational centres in Barnt Green parish, to enhance its standing as a much-valued shopping and recreational centre for residents and visitors.

The Working Party's initial objective is to establish regular Town Team meetings and encourage networking amongst the village shops, businesses and leisure activities.

2. Membership and appointment

The Working Party will consist of a minimum of three members of the parish council appointed annually by the Parish Council. If required, additional parish council and non-parish council members may be appointed from time to time following approval by the Parish Council.

The members will appoint a spokesperson, the Town Team Tsar, at their first meeting after the Annual Parish Council meeting. This appointment is likely to be ongoing following the completion of the working party's initial objective, as the ongoing point of contact.

3. Scope

The Working Party will meet with shop-keepers, business owners, clubs and recreation centres to discuss ways in which the village of Barnt Green can be improved to ensure both regular patronage and an enjoyable shopping, recreation and leisure experience.

4. Responsibilities and Outcome

The Working Party will:

- 4.1) meet with village centre business owners and retailers, both individually and collectively
- 4.2) engage with parish-based providers of leisure and recreational activities
- 4.3) consider how to enhance the current retail and leisure offer and make recommendations to the Parish Council as necessary
- 4.4) establish networking arrangements with village retailers and businesses, possibly via social media
- 4.5) the Town Team Tsar will ensure regular liaison between all parties.

5. Meetings

- Quorum: At least two members must be present at any meeting to be quorate.
- Code of Conduct: All members must abide by the Members' Code of Conduct (Standing Orders will not apply).
- The Working Party spokesperson is expected to inform all members of the parish council of the date, place and time of the intended meeting.