

**MINUTES OF A MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON THURSDAY 18 JULY 2019 COMMENCING AT 6:00 PM**

PRESENT

Councillor D Ennis [in the Chair]

Councillors N Bacon, L Ennis, Evans, Gittings, Loughbrough Heron, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

Councillor Flanagan

Councillor Place

G Williams, Director of Seventeen43 Limited

9. APOLOGIES FOR ABSENCE

Councillor Kirkham.

10. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Woodward declared a non-pecuniary interest in Minute No. 15 [Consultation on Staffordshire County Council's Revised Statement of Community Involvement] as she is a County Councillor.

Councillor Woodward declared a non-pecuniary interest in Minute No. 17 [Any Other Business] in respect of Bracken House, Burntwood.

Councillor Westwood declared a non-pecuniary interest in Minute No. 17 [Any Other Business] in respect of Burntwood BID.

Councillor D Ennis declared a non-pecuniary interest in Minute No. 17 [Any Other Business] in respect of Burntwood BID.

Councillor Evans declared a non-pecuniary interest in Minute No. 17 [Any Other Business] in respect of Chase Terrace Technology College as she is Chair of Governors.

11. MINUTES

Councillor Woodward made reference to Minute No. 5, Page 2 [Play in the Parks 2019 Update] and in particular the Enhanced DBS checks and Safeguarding [Children, Young People and

Vulnerable Adults] Level 1 with regard to volunteering at the events. The Town Clerk confirmed that he was in the progress of making the appropriate enquiries.

Councillor Woodward made reference to Minute No. 8, Page 6 [Induction] and in particular that the Town Clerk had stated that a copy of the Code of Conduct would be circulated in the Minutes. The Senior Administrative Officer explained that all members of the Town Council had already received a copy of the Code of Conduct in their Welcome Pack. The Town Clerk confirmed that the current Code of Conduct was under review together with other policies however it was **AGREED** that the Senior Administrative Officer would email all members a copy of the Code of Conduct.

Councillor Woodward made reference to Minute No. 8, Page 7 [Induction] in particular the resolution that the Senior Administrative Officer would circulate all agendas to all members. The Senior Administrative Officer confirmed that she had already undertaken the resolution and that all members were getting a copy of all agendas so that all members were fully informed [up to date].

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 18 June 2019 [Minute Nos. 1-8] be received and where necessary approved and adopted.

12. **MATTERS ARISING**

There were no matters arising.

13. **WAKES FESTIVAL UPDATE**

Councillor D Ennis informed members that he felt the Wakes Festival went well however it was a very hot day which he said showed in the footfall [big rotation of the public].

Mr Gary Williams, Director of Seventeen43 Limited stated that the heat was a challenge however this was the fourth year at the Leisure Centre and the event was well received.

Councillor D Ennis explained that the spaces available for stalls this year had been altered to allow for different sizes and this seemed to have worked well [less regimental format this year].

Mr Williams stated the main challenge is the car park however he had had a pre-meeting and post meeting with Burntwood Leisure Centre and the event was signed off at the end of the festival day.

Councillor Evans felt that the car parking arrangements were much more slick this time. Mr Williams stated that fundamentally he did his best endeavours to keep all happy and the car parking was helped this year by the fact that the medical centre was closed.

Councillor Woodward stated that she had enjoyed the event this year and by reducing the size of the arena had made it better. Councillor Woodward thanked Mr Williams, Councillor D Ennis, Senior Administrative Officer and the Town Clerk for all their hard work.

Mr Williams explained that due to the event management plan and risk assessments carried out the lost children [2] were reunited with their families within minutes and the situation was dealt with.

Councillor Woodward thanked Nancy Wilkes Photography who had done an excellent job in taking lots of photographs of the event. Councillor D Ennis stated that the Town Council now had a number of photographs which could be used in the future.

Councillor D Ennis stated that positive feedback had been received via social media and that he had seem no negative feedback.

Councillor N Bacon felt that the event had been well organised.

14. UPDATE ON THE MODERN DAY SLAVERY EVENT HELD ON 03 JULY 2019

Councillor Willis-Croft explained that he together with Councillor Loughbrough Heron had attended The Modern Slavery Awareness Raising Event held on 03 July 2019 in Lichfield. The event was run by Lichfield District Safer Community Partnership and led by Voice of Hope, a Staffordshire based charity. The event provided information about what modern slavery is, how to spot the signs and how to report it.

Voice of Hope is intentional in making a stand against the social injustice of modern slavery and human trafficking, through a range of initiatives and working with strategic partners, they believe they can make a positive difference for good in the community.

Their action plan is to:

Raise awareness - raise awareness about human trafficking within community groups, churches and universities. To provide information leaflets in public places that include their contact details.

Education - to create an education curriculum to educate the next generation as a preventative measure of human trafficking. Young or vulnerable people need to be equipped and empowered with information to avoid becoming victims of this crime.

Training - training programme designed for professionals including first responders in order that they may recognise signs of human trafficking and modern slavery in order that they would know what to do if suspicious of a potential victim of trafficking.

Network and Support partners who are working to recover and restore and rebuild the lives of victims of human trafficking. Voice of Hope assist Staffordshire Police when they require reception centres. Reception centres are places of safety that potential rescued victims are initially taken to start their journey of restoration.

All information that is reported to Voice of Hope is dealt with in strict confidentiality, they only pass on information that will help in the rescue of potential victims of trafficking.

Councillor Woodward thanked Councillors Willis-Croft and Loughbrough Heron for their attendance but queried how do you report it. Councillor Willis-Croft explained that information was handed out at the event which included a helpline number [0800 0121 700] and a website

[www.modernslavery.co.uk]. Members suggested that it may be useful to have the information available on the Town Council's website.

Councillor D Ennis felt that it may be useful to have an anti-slavery policy and let members of the public know about contact details etc.

Councillor Evans felt that as some of the Town Council councillors were school governors they also have an important role.

15. CONSULTATION ON STAFFORDSHIRE COUNTY COUNCIL'S REVISED STATEMENT OF COMMUNITY INVOLVEMENT

The Town Clerk explained that Burntwood Town Council have been given the opportunity to comment on Staffordshire County Council's draft revised Statement of Community Involvement [SCI].

The document explains how Staffordshire County Council will consult with people and organisations when they are preparing planning policies or processing planning applications. Their current SCI was adopted in 2014 and needs to be reviewed to take account of changes in legislation and the approach to planning.

The Draft Revised Statement of Community Involvement provides updated guidance and a straightforward explanation of the opportunities to become involved with consultations relating to all aspects of the planning the County Council undertake.

The County Council will collate all of the comments received during the consultation period [all responses must be received by Wednesday 24 July 2019] and take them into account as they finalise the Statement of Community Involvement for formal adoption by the County Council [anticipate this will be in the Autumn of 2019].

Councillor Woodward stated that she personally thought that the document was a bit technical however it was good to spot these consultations [Councillor Birch is currently drafting a response on the methodology of the Green Belt review by Lichfield District Council]. However on this occasion she would be happy for no response to be forwarded to the County Council.

The Town Clerk stated that the County Council's Statement of Community Involvement could be taken into account when reviewing the Town Council's own policies.

Councillor D Ennis felt that a more "layman's terms" document were needed and that any comments needed to be sent to the Town Clerk.

16. PLAY IN THE PARKS

Councillor D Ennis informed members that he had had several meetings with Mr Williams, Director of Seventeen43 Limited together with site visits.

The Town Clerk explained that the purpose of the report was to seek the approval of the Committee to commission Seventeen43 Limited to manage the summer 2019 Play in the Park events programme.

By Way of background, since the summer of 2015 the Town Council have organised a programme of free family focused events. This year the programme is made up of 8 days of activities delivered from 8 different sites across the parish. The majority of activities are provided by partner organisations such as the District Council, Spark and Friends of Chase Terrace Park. The programme has grown over the years and now is attended over the summer by hundreds of local people.

At the Policy and Resources Committee meeting held on 15 July 2019 consideration was given to a recent audit of the health and safety policy and practices of the Town Council. The audit highlighted a number of areas where appropriate health and safety arrangements were not in place. The Play in the Park programme was one of the Town Council's activities which did not comply with health and safety legislation. No risk assessments have ever been undertaken in respect of these events.

In the past the Town Council had provided two members of staff to set up and manage the events programme. This placed a big strain on the team at a time when team members wish to take their holidays.

It is proposed to put the Play in the Parks events programme on the same footing as the Burntwood Wakes Festival. In the case of the Wakes Festival the setting up of the event, all risk assessments and the event management is undertaken by a professional events management company, Seventeen43 Management. This has meant that the Festival has been consistently delivered in a safe and efficient way to ensure maximum public enjoyment. The Seventeen43 Management Company have quoted £1,975 to manage all 8 events.

The Policy and Resources Committee when considering the health and safety audit recognised the need to bring in outside expertise to address the lack of adequate assessment and management of the risks associated with the events programme.

The Town Clerk explained that the cost of £1,975 can be met from the Events Budget. There was currently £3, 618 currently available in the budget.

The Town Clerk stated that there is a pressing need to address the health and safety requirements of running the programme. The Town Council does not have the in-house expertise to undertake risk assessment required by health and safety legislation. The management of the events by the Town Council is not sustainable as it is placing a big strain on staff resources.

Councillor Evans felt that this was essential expenditure and equated to approximately £246 each event [safety of the children is essential].

Councillor Woodward explained that when she had first heard about the gaps in the overall management of the events her first thoughts was that the events could not go ahead. Councillor Woodward made reference to the Town Clerk's report [2.3] and in particular the big strain on the staff team to provided two members of staff to set up and manage the events programme.

RECOMMENDED that the Community and Partnerships Committee authorise the Town Clerk to appoint the Seventeen43 Management Company to manage the 2019 Play in the Parks Events programme.

17. ANY OTHER BUSINESS

[Councillor D Ennis suggested that “Any Other Business” should remain on future Agendas [for discussion purposes only] so that future Agenda items could be discussed].

17.1 Dementia Friendly Town [Minute No. 7.1 - 18 June 2019 refers]

Councillor Willis-Croft informed members that he had personally visited Bracken House in Burntwood which was an excellent first class facility.

Councillor Evans stated that she had recently attended an open day at Chaseview Care Home in Water Street as Chairman of the Town Council and the work that is undertaken by the carers needed be recognised.

The Town Clerk confirmed that the first meeting of the Dementia Task and Finish Group had met which had been chaired by Councillor Evans and a report setting out the agenda for the next 12 months for the Task and Finish Group would be reported to the next meeting of the Community and Partnerships Committee [09 September 2019]. The Town Clerk stated that the aim of the County Council was to help people to live independently in their own homes.

Councillor Evans stated that this was in line with the District Council’s Health and Wellbeing Strategy.

Councillor Woodward felt that this could lead up to positive work [Dementia Awareness Week next year].

17.2 Christmas Events

Councillor Westwood asked if the Christmas events were on track and the Senior Administration Officer stated that the majority of the expenditure had already been booked [i.e. face painter, mini zoo, festive train etc].

17.3 Town Deal

Councillor Woodward explained that the Town Deal was setup four years ago to make links between the three tiers of local government covering Burntwood. Semi-formal meetings are held with representatives from Staffordshire County Council, Lichfield District Council and the Town Council to get rid of some of the barriers. Talks have included the need for supportive housing [Bromford], the former Olaf Johnson site and how to progress better health facility [Greenwood House]. It also flagged up the need for a better health facility the other end of the Town.

At a recent meeting of the Town Deal held on 16 July 2019 it was decided that the meetings would be held on a two monthly basis to be chaired by Councillor Evans. There are five main priorities including town centre redevelopment, supportive housing, transport links, health provision and Chasewater.

Councillor Loughbrough Heron mentioned the Highfield Ward being represented and Councillor Woodward confirmed that County Councillor Tittley had been invited to the meeting.

17.4 Lichfield District Strategy - Strategic Plan

Councillor Westwood made reference to Lichfield District Strategic Plan and informed members that the District Council would be consulting on this in November/December 2019. Councillor D Ennis felt that the Plan was not allowing growth for businesses within Burntwood and that the Town Council needed to push and support the Burntwood BID.

The Town Clerk felt that Burntwood was a place of employment [light industrial] giving commercial and retail opportunities.

Councillor Woodward explained that when she was Chairman of the Town Council back in 1988 one of her objectives as Chairman was to get a link between the businesses and the Town Council. She had written to all businesses in Burntwood however only received three replies. There are significant businesses within Burntwood.

Councillor D Ennis stated that in Chasetown alone there was Cameron Homes and Chasetown Civil Engineering who were now getting more involved in the community however there is no links between them and us. Councillor D Ennis felt that there needed to be a networking group database.

Councillor Woodward made reference to the space currently known as the “community hub” being made available at Chase Terrace Technology College. The space would provide training, life skills, community venue [for hire] etc.

17.5 Parish Councils - Partnership Working [Minute No. 7.4 - 18 June 2019 refers]

Councillor L Ennis made reference to the resolution that the Town Clerk sets up an initial meeting with neighbouring representatives from different Parish Councils and asked if a meeting date had been set.

The Town Clerk stated that a meeting had been made for 01 August 2019 with representatives from Norton Canes Parish Council and Heath Hayes with Wimblebury Parish Council. Hammerwich Parish Council have been invited.

Councillor L Ennis confirmed that the Chairman, Vice Chairman and Councillor King would be representing Hammerwich Parish Council.

Councillor Woodward advised that she had been in email communication with the Chairman of Hammerwich Parish Council who had specific issues relating to Hammerwich only.

Councillor Loughbrough Heron asked if Longdon Parish Council had been invited. Councillor D Ennis stated that initially the meeting was with Parish Councils which border the Town Council boundary.

[The Meeting closed at 7.12 pm]

Signed

Date