Meriden Parish Council

The Pavilion
Meriden Sports Park
10 Main Road
Meriden
CV7 7SP

Minutes of the Planning, Transport, Environment and Climate Change Committee held at 7.30pm on Thursday 3 October 2024 at The Pavilion, Meriden Sports Park.
Councillors Present: Cllr Eggar (Chair), Cllr Eburne, Cllr Plant and Cllr Wild
Clerk: J. McDougall
Deputy Clerk: C. Cooper (minutes)
Apologies: Cllr Johal
Public Attendees: No members of the public

Min No.	Item	Action
60/24 60.1/24 60.2/24	**Committee Appointments** The Planning, Transport, Environment and Climate Change Committee (PTEC) elected Cllr Wild as Vice Chair of the Committee with immediate effect. **Proposed: Cllr Eggar , Seconded: Cllr Eburne** Cllr Plant was elected to PTEC Committee. Cllr Eggar, Cllr Eburne, Cllr Wild and Cllr Johal were also members of the Committee. **Proposed: Cllr Eggar , Seconded: Cllr Wild**	
61/24 61.1/24	**Apologies and Substitutions** Apologies had been received and accepted from Cllr Johal.	
62/24 62.1/24	**Declarations of Personal or Prejudicial Interest** Cllr Eggar declared an interest in the Meriden Sports Park Company.	
63/24 63.1/24	**Public Forum** No public attendance.	
64/24 64.1/24	**Minutes of the Planning, Transport, Environment and Climate Change Committee held on 5 September 2024** The minutes were agreed to be a true and accurate record and signed by Cllr Eggar. **Proposed: Cllr Eburne , Seconded: Cllr Eggar**	
65/24 65.1/24	**Planning Applications** PL/2024/01825/MINFHO — 116 Fillongley Road, Meriden — Removal of glass roof over covered walkway and formation of a new tiled roof and Velux Windows — No comment	

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65.2/24	PL/2024/01707/MINFHO	63 James Dawson Drive, Millisons Wood	Internal alterations to form additional bedroom at first floor to include the addition of a side facing window	Comment – planning officer to ensure consultation with neighbour is completed due to the window position.	Clerk to action
66/24	**Remembrance Event**				
66.1/24	Clerk confirmed an event application form and road closure request had been submitted to Solihull Council. St Laurence Church have confirmed timings for the day and that the procession will leave from the Methodist Church.				
66.2/24	Cllrs agreed between 10 – 12 volunteers will be required to attach approximately 100 poppies to lampposts in early November and to cover the road closures. Clerk to contact SMBC to ask for permission to attach the poppies to the lampposts. Once Cllrs have confirmed their availability for volunteering for both poppies and road closures, the Parish Council will then ask for volunteers from the community if required.				Clerk to action
66.3/24	Cllrs to confirm who will be the MPC representative at the Solihull Remembrance Service and who will lay the wreath for the Meriden Remembrance Service.				
66.4/24	Discussions took place last year regarding repairs to the memorial area and to make it wheelchair accessible. Agreement on this work would be postponed until next year. More information will be required on the need and requirement of these changes and whether having temporary ramps rather than a permanent fixture would be better. Cllr Eggar to look into obtaining sand to ensure the steps would not be slippery for this years' service.				Cllr Eggar to action
66.5/24	Cllrs confirmed the electricity supply at the Memorial was not provided by the Parish Council and would like this adding to the risk assessment.				Clerk to action
67/24	**Flood Risk**				
67.1/24	The Committee discussed the arrangements for issuing sand bags in emergency flood situations. The sand bags were stored in a Sports Park storage unit; the Clerk, Cllr Eggar and a Sports Park Director currently have access to the storage unit. Cllr Eburne has requested keys also.				
67.2/24	Clerk to contact SMBC to inform them that MPC holds 50 sand bags. SMBC can direct Meriden residents to the Council for sand bags.				Clerk to action

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67.3/24	Clerk to identify houses most at risk of flooding and to write a letter to the homeowners to inform them they can access sand bags from Meriden Parish Council.	Clerk to action
67.4/24	Information to be shared digitally and via the newsletter on how to obtain sandbags.	Councillors / Clerk to action
67.5/24	Clerk to inform Meriden Primary School that sand bags were available.	Clerk to action
67.6/24	Parish Council to update the Emergency Plan Procedure which will include the process for flooding and distribution of sandbags.	MPC to action
68/24	**Leys Lane Allotments**	
68.1/24	Clerk confirmed the saplings will be arriving during the first two weeks of November. Two quotes have been obtained for the planting of 420 saplings: Quote A - £270.00 Quote B - £390.00 Cllrs agreed for a contractor A (Parkway) to complete this work **Proposed: Cllr Eggar , Seconded: Cllr Wild**	Clerk to action
68.2/24	Cllr Wild offered to oversee the hedge planting if required.	
68.3/24	Clerk to explore grants for the allotments. It was suggested contact should be made to the Association of Parish Councils and Warwickshire Wildlife Trust to query grants available.	Clerk to action
68.4/24	Cllrs discussed two quotations obtained for the allotment signage. **All in favour not proceed with quote A, due to the high cost, and delegated the power to the Clerk to select the most suitable company to engage, once a third quotation had been received.**	
68.5/24	Clerk raised the issue of overgrown vegetation around the boundary of allotment plots and the unoccupied plots. Clerk to obtain a quotation from Parkway to add this onto their current maintenance schedule. Quote to be broken down into monthly, quarterly and yearly charges to determine how often maintenance will be required. Feedback to PTEC / Full Council to approve.	Clerk to action
68.6/24	Clerk to provide estimated figures on allotment income and costs of annual maintenance of the site. Cllrs can then create an accurate budget for the allotments.	Clerk to action
68.7/24	There were currently 3 unoccupied plots. One person had enquired recently and had been contacted. Clerk to advertise remaining plots on Facebook. Plots will be rented at a reduced rate due to the overgrown vegetation.	Clerk to action

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68.8/24	The path within the allotment was due to be replaced and quotes were currently being obtained. Clerk asked for confirmation on the type of path being installed. The previous quotes have been for a gravel path however Cllrs need to confirm whether the path should be wheelchair accessible. It is believed the path would be similar to the path within the Sports Park in that it was compacted. Cllr Wild will pass to the Clerk, details of a local contractor to obtain a quote for this work.	Cllr Wild to action
68.9/24	Clerk to inform Cllrs at the next Full Council meeting whether the allotments can be sold.	Clerk to action
68.10/24	Inspection schedule of the allotments to be shared at next PTEC meeting.	Clerk to action
69/24 69.1/24	**Neighbourhood Development Plan** Cllrs discussed a review of the NDP and what the next steps were to complete this. Clerk explained the changes to the grant and that they are now available yearly rather than every 5 years. Any money that has not been used must be returned at the end of the financial year. Grant money can be used towards engaging the services of a planning consultant.	
69.2/24	Clerk to contact consultant for a quote to review the NDP.	Clerk to action
70/24 70.1/24	**Picnic in the Park** Cllrs briefly discussed the September 2024 event and what event should be planned for 2025. Cllrs decided to defer this discussion to the development day so that all Cllrs could give feedback.	MPC to progress
71/24 71.1/24	**Public Footpath Adjacent to Strawberry Fields** The Clerk confirmed that the footpath adjacent to Strawberry Fields was unregistered land. MPC attempted to complete a process to become the owner of the land many years ago however this was not successful. There are fallen trees on the footpath and SMBC has not taken responsibility for removing these. The steps to the footpath are now in need of repair. Cllrs to determine whether MPC should maintain the steps and also adopt responsibility for maintaining the path. The Clerk is awaiting information from SMBC and will feedback to the next PTEC meeting.	Clerk to action
72/24 72.1/24	**Bench Repair** Cllrs discussed a damaged bench in Millison's Wood. The Clerk had contacted SMBC who have confirmed they will arrange a repair or removal of the damaged bench. As the bench is on the public highway SMBC believe they are responsible for it.	
72.2/24	Cllrs requested the Clerk follow up this up with SMBC if it has not been dealt with by the next full council meeting. Cllrs asked for a definitive list of benches the Parish Council own. Deputy Clerk confirmed this piece of work was being completed.	Clerk and Deputy Clerk to action

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73/24 73.1/24	**Youth Club** Cllrs discussed the creation of a Youth Club and confirmed it would go ahead. Cllr Eggar to bring further information to the next PTEC meeting.	Cllr Eggar to action
74/24 74.1/24	**Correspondence** An update had been received with the ongoing issues with the Hampton Lane footpath. SMBC apologised and confirmed they were referring to a different footpath in all previous correspondence, in error. The budget for the required work had now closed and it would be considered in the next financial year. The Clerk confirmed the resident has been updated and does not want to pursue this issue anymore. The Clerk would advise Ward Councillors.	Clerk to action
74.2/24	An allotment plot termination notification had been received. The current plot holder had shared details of individuals who would be interested in taking the plot on. Clerk to finalise the details with the current plot holder.	Clerk to action
74.3/24	Cllr Eburne has been questioned regarding the development of new dwellings on Maxstoke Lane. The Clerk confirmed no further information has been received. Clerk to contact the developers to confirm next stages for the project.	Clerk to action
75/24 75.1/24	**Councillor's Reports** Cllr Eggar raised the issue of overgrown vegetation, hedges and trees around the village. SMBC need to determine whose responsibility it is to maintain these areas, as many are private landowners. Clerk advised to use the 'Report It' function on SMBC website as SMBC can access land registry records to determine who owns the land. SMBC will then issue a notice for the landowner to rectify the issue if they deem this necessary.	
75.2/24	Clerk confirmed the planters are due to be replanted in October in preparation for Winter.	
75.3/24	Cllr Wild requested a letter to be sent to NRS regarding the pipe work on the roundabout at the end of the B410; this will also be raised in the quarry meeting.	Clerk to action
75.4/24	Cllrs requested the Birmingham Road white lining condition be raised at the quarry liaison meeting as the road was becoming more dangerous.	Clerk to action
75.5/24	The timber yard at the end of Birmingham Road was raised as it appears to be a retail business. Previous enquiries with Packington Estate confirmed planning permission was not required as the site was previously occupied. Cllrs queried whether previous planning consent was for storage only and not retail.	
76/24 76.1/24	**Clerk's Report** The Christmas lights around the bottom section of the Sports Park tree have broken. The Clerk had obtained a quotation of £500.00 plus VAT to replace them and was currently obtaining a second quotation from SMBC.	

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	Cllrs agreed to delegate the decision to the Clerk to select the most suitable quotation	
76.2/24	A second quote had now been received for upgrading The Green electricity supply. SMBC can take over the supply and complete the upgrade and they will then charge MPC for the use. The quotation obtained from SMBC was £978.00. An alternative quotation from a local company for MPC to continue with ownership of the supply, upgrade the supply and fit a meter was £1170.00; an approximate monthly fee of £30.00 was anticipated from an energy company for the supply. It was noted that Meriden Parish Council maintaining ownership of the electricity supply would cost more overall. Cllrs requested a quote to be obtained for a monthly meter supply and for this to be added to the Full Council agenda.	Clerk to action
76.3/24	A quarry meeting would be taking place on Monday 7 October at 2pm if any Cllrs wished to attend.	
76.4/24	A meeting with the Head of Highways at SMBC, Cllr Eburne, Cllr Burrow and a resident was taking place on Thursday 10 October to discuss parking issues around The Green.	
76.5/24	A survey from National Highways for the Midlands – 1st to 31st October 2025 was sent to stakeholders. Cllr Eburne confirmed she would respond. Clerk to send Cllr Eburne information.	Clerk to action
76.6/24	The damage caused on The Green by a vehicle would be repaired free of charge by Parkway; the Clerk to formally send a thank you letter for undertaking this work.	Clerk to action
76.7/24	The hearing loop was being installed in the Pavilion on Monday 14 October.	
77/24	**Date and Time of the Next Planning, Transport, Environment and Climate Change Committee Meeting**	
77.1/24	It was resolved that the next meeting would be held on Thursday 7 November 2024 at 7.30pm.	

Meeting closed at 21:58pm.

Signed: Cllr Eggar **Date: 07/11/2024**