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 4 September 2025 at The Pavilion, Meriden Sports Park.
Councillors Present: Cllr Plant, Cllr Marshall and Cllr Murphy
Clerk: J. McDougall
Deputy Clerk: C. Cooper (Minutes)
Apologies: Cllr Eggar and Cllr Eburne
Public Attendees: 2 members of the public

Min No.	Item	Action
16/2526 16/2526.1	**Apologies and Substitutions** Apologies have been received and accepted from Cllr Eburne and Cllr Eggar. Cllr Murphy substituted for Cllr Eggar.	
17/2526 17/2526.1 17/2526.2	**Declarations of Personal or Prejudicial Interest** Cllr Plant declared an interest in Meriden Primary School. Cllr Plant requested dispensation to discuss agenda item 29/2526. In accordance with Standing Orders 13e, the Clerk granted Cllr Plant dispensation to discuss the funding position at Meriden Primary school and vote on this matter, for this meeting only, to progress the matter on the agenda. Cllr Murphy declared an interest in Leys Lane allotments. Cllr Murphy requested dispensation to discuss agenda item 26/2526. In accordance with Standing Orders 13e, the Clerk granted Cllr Murphy dispensation to discuss the allotments and vote on this matter, for this meeting only, to progress the matter on the agenda.	
18/2526 18/2526.1	**Public Forum** A resident from Millisons Wood had heard of a development that may be taking place in the area and wanted further information. Cllr Plant explained the call for sites exercise permitted land owners to suggest land to be built on. At this stage, no further updates had been received from SMBC on this exercise; a review of the call for sites exercise is expected to take place in the autumn of 2025.	
19/2526 19/2526.1	**Minutes of the Planning, Transport, Environment and Climate Change Committee held on Thursday 3 July 2025** The minutes were agreed to be an accurate record and signed by Cllr Plant. **Proposed: Cllr Plant, Seconded: Cllr Marshall**	
20/2526 20/2526.1	**Planning Applications** PL/2025/01605/LBC — Brooklyn, 97 Main Road, Meriden, Solihull — Listed building consent to remove existing modern timber windows at the	

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		rear of the property, that are rotting and beyond practical repair and replace them with new timber-framed windows of matching design, proportion and detailing.	

20/2526.2	Cllr Plant declared an interest in planning application PL/2025/01605/LBC. The Clerk confirmed a response could not be determined due to not being quorate with only Cllr Murphy and Cllr Marshall able to vote. The Clerk will email all Parish Councillors, that have not declare an interest in this application, for their comments and will collate a response to send to SMBC.	Clerk to action
21/2526	**Flower Planters**	
21/2526.1	The Clerk confirmed the planter underneath the Meriden sign on the Fillongley Road had been removed. Following contact with the Vicar at St Laurence Church, Parkway will be instructed to remove the planter outside of the church in the winter due to damage.	Clerk to action
21/2526.2	Cllrs confirmed the planting has now improved following discussions with the maintenance contractor. The Committee discussed moving away from shrub and evergreen type plants to having more flowers in the planters; the shrubs and ivy were becoming too large for the planters. To be discussed with full Council.	MPC to action
21/2526.3	The Memorial Garden was currently a priority with the upcoming Remembrance Service taking place in November. Cllrs agreed to remove all planters from the Memorial Garden and recommended replacing with two black planters from B&Q at a fee of £325.98 plus installation. Clerk to measure the area and purchase the planters. **All in favour.**	Clerk to action
21/2526.4	The Committee discussed purchasing galvanised metal planters to replace any broken planters. These could be painted if desired. To be discussed with full Council.	MPC to action
21/2526.5	The Deputy Clerk will walk around the village and note which planters need cleaning, painting or replacing. This will be presented to Full Council to determine replacements and costs for this work.	Deputy Clerk to action

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22/2526 22/2526.1	**Memorial Bench** The Committee recommends to full Council to approve the purchase and installation of a new bench located in Millisons Wood at an approximate fee of £345.00 to replace a damaged memorial bench. **All in favour**	Clerk to add to full council agenda
23/2526 23/2526.1 23/2526.2	**Review of Noticeboards** The Committee recommended to full Council to approve the purchase and installation of two noticeboards. An exact replica (smaller size) of the duck pond noticeboard to replace the current wooden noticeboard in Millisons Wood would be £2,395.00 from the previous supplier. A new noticeboard which attaches to the Sports Park fencing would cost: Quotation A - £595.98 plus delivery and installation Quotation B - £659.00 plus delivery and installation Quotation C - £1,129.00 plus delivery and installation The Committee selected quotation C as this was a similar stye to the duck pond noticeboard and recommended proceeding with a noticeboard in Millisons Wood from a previous suppler. The fee for both noticeboards would be £3,524.00 plus delivery and installation. **All in favour** The Clerk informed Cllrs that CIL money of £ 2,361.24 was available.	Clerk to action
24/2526 24/2526.1	**Memorial Garden** The Memorial Garden currently needs weeding due to overgrown vegetation. The Committee resolved to ask Parkway if they could complete their scheduled October maintenance of the Memorial Garden in September. If the weeds have grown back before Remembrance Sunday, Parkway could be instructed to complete another 'tidy up' or Cllr Murphy has offered to gather a group of volunteers to complete a 'tidy up'. **All in favour**	Clerk to action
25/2526 25/2526.1	**Bus Shelter Repair** The bus shelter on Main Road, opposite the Dr surgery, requires repair. Two quotations had been received: Quotation A - £ £1,690.00 Quotation B - £1,365.00 The Committee recommended to full Council to approve the quotation of £1,365.00 for the bus shelter repair. **All in favour**	Clerk to action

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26/2526	**Leys Lane Allotments**	
26/2526.1	Discussion took place on covering vacant allotment plots with ground sheeting to prevent grass growth. The Committee agreed to cover the vacant allotment plots with ground sheeting at a fee of £180.00 plus installation. **All in favour.**	Clerk to action
26/2526.2	Discussion took place on removing the water troughs and replacing with tamper proof taps. A quotation had been received to remove the water troughs from the allotments and to replace with taps; estimated at £500.00 however this does not include tamper proof taps or lock boxes. An allotment holder recently requested the water troughs remain and a tap was fitted alongside the troughs, the Committee agreed taps rather than standing water was an improvement. The Committee requested the Clerk obtain another quotation to include the tamper proof taps or lock boxes and present to PTEC next month.	Clerk to action
27/2526	**Remembrance Sunday**	
27/2526.1	The Remembrance Service will be taking place on Sunday 9 November 2025; the Methodist Church will be leading the service this year. All event notices and road closure notices have been submitted to SMBC.	
27/2526.2	Cllrs and volunteers are required to be stationed at the road closure start points. One Cllr will be required to lay the wreath in Meriden and an invite will be received from SMBC for a Cllr to lay a wreath at the SMBC service. The poppies will need to be secured to the lampposts in the village around 2 weeks before the service. It was resolved the Clerk will email the Cllrs to confirm who is available to support placing the poppies on the lampposts and for the Remembrance Service. Once Cllrs have confirmed their availability a request for volunteers can then be shared with the village.	Clerk to action
27/2526.3	Hollywood Home Improvements will be contacted to transport and collect the road signs. They will also ensure the ramp for the steps into the Memorial Garden is in place.	Clerk to action
27/2526.4	Cllrs asked for a map detailing the diversions similar to last years.	Deputy clerk to action
27/2526.5	The Clerk will ensure the radios are charged and the Hi-Viz vests are ready.	Clerk to action
28/2526	**Christmas Light Switch-On Ceremony**	
28/2526.1	The Clerk confirmed the Christmas lights have been ordered and SMBC has been informed which lampposts they should be installed on.	
28/2526.2	The WI had previously shown an interested in providing the catering for this event; Cllr Murphy to discuss this matter with the WI. If the WI no longer wished to provide the catering the Clerk will contact local pubs and restaurants.	Cllr Murphy to action

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28/2526.3	The brass band has been booked. Cllr Plant to contact the primary school to ask if the school choir would like to participate alongside the brass band to sing Christmas carols.	Cllr Plant to action
28/2526.4	There will be six Christmas carols sung this year. The following are additions to last year's carols: - Little Donkey - Three Kings	
28/2526.5	The Cllrs will meet at the Sports Park at 3:30pm with the event beginning at 3:45pm. Three carols will be sung before the light switch on, commencing around 3:50pm and finishing by 4pm in time for the light switch on. The other three carols will then be sung after the lights have been switched on. **All in favour**	
29/2526	**Meriden Primary School**	
29/2526.1	Following the brief closure of the primary school in June 2025, the Council discussed sending a letter to SMBC, voicing their concerns in support of the school. This was discussed with the Chair of Governors at the school, who confirmed support was not currently required. The Head Teacher and Chair of Governors were communicating closely with senior employees at SMBC to ensure the maintenance problems were being taken seriously, which at this stage they believed they were.	
29/2526.2	Cllrs want to ensure this situation does not happen again and to understand and gain reassurance that the attention will remain on the school until the Head Teacher and Chair of Governors are satisfied, however they do not want to interfere and potentially put a barrier between the school and SMBC when action is being taken. It was agreed that full Council would discuss this matter further.	Clerk to place on full Council agenda
30/2526	**Correspondence**	
30/2526.1	A resident from Millisons Wood enquired about setting up a Residents' Association (RA) and whether the Parish Council could help set this up / raise awareness. The Clerk had written explaining the requirements of a RA including the need for a constitution and financial procedures. A RA was not something the PC could set up as there can be a conflict of interest, however it was agreed the Parish Council could advertise this on behalf of the resident. A RA and a Parish Council would always remain two separate entities.	
30/2526.2	A resident requested the Christmas lights extend past Albert Road in Millisons Wood. The Clerk has replied explaining SMBC, who own the lamp columns, informed MPC to avoid lamp columns 49-52 all of which are after Albert Road.	

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30/2526.3	A resident reported overhanging vegetation on Showell Lane; this was forwarded to SMBC.	
30/2526.4	A resident had reported homelessness which was reported to Streetlink, and had also identified a structure that had been built in a tree along the embankment of Meriden Hill. SMBC confirmed park rangers would assess the tree.	
30/2526.5	A hedge fire was reported at Arden Close. The Clerk will visit the location, take pictures and report to Solihull Community Housing as the resident was unable to report.	
30/2526.6	A resident requested data on speed cameras. This was not publicly available and an FOI request would need to be submitted to West Midlands Police to obtain this information.	
30/2526.7	Information on tactile paving for the visually impaired on a Zebra crossing near Maxstoke Lane was requested. This will be installed as per the plan and the resident advised accordingly.	
30/2526.8	Three residents commented on the noticeboard being removed near the Dr. surgery and requested a replacement. MPC had decided not to replace this noticeboard due to the larger noticeboard by the duck pond.	
31/2526	**Councillor Reports**	
31/2526.1	Cllr Plant requested the Clerk contacts SMBC regarding the zebra crossings on the Fillongley Road. The crossings have been updated over the summer, however this work has not been completed and there was now no road markings to indicate there was a Zebra crossing, drivers are therefore driving over the crossing when parents and children are trying to cross the road.	Clerk to action
32/2526	**Clerk's Report**	
32/2526.1	The Clerk had received a response from BT regarding the telephone box on the Green. BT will assess the telephone box to determine what repairs need to be completed. BT would require a signed contract from the Parish Council confirming adoption of the telephone box, before any works were completed.	Clerk to place on full Council agenda
33/2526	**Date and Time of the next Planning, Transport, Environment and Climate Change Committee Meeting**	
33/2526.1	The next PTEC Committee meeting was scheduled to take place on Thursday 2 October 2025 at 7.30pm in the Sports Pavilion.	
33/2526.2	Cllr Plant may send apologies for this meeting.	

Meeting closed at 21.30pm.

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