

Hednesford Town Council



Gateway to the Chase

12 June 2018

Dear Councillor

A Meeting of the Town Council will be held at 7:30 pm on Tuesday 19 June 2018 at Pye Green Community Centre, Bradbury Lane, Hednesford. You are invited to attend for consideration of the matters shown on the agenda

Yours sincerely

Peter Harrison  
Town Council Manager/Clerk

A handwritten signature in black ink, appearing to read 'P. Harrison', followed by a long, horizontal, wavy line that underlines the signature.

#### PUBLIC PARTICIPATION

Members of the public are invited to address the council and ask questions before the meeting begins

#### AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes – to approve the minutes of the Meeting held on 15 May-2018 (enclosed **pages 1 to 7 of 2018-19**)
4. Chairman's Announcements
5. Finance and General Purposes Committee  
To consider a report of the Committee held on 8 June 2018 and determine the recommendations contained therein (enclosed pages 1 to 2 (yellow))

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## 6. Report of the Town Council Manager/Clerk

To consider the following:

### a) Planning

To confirm the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications (enclosed **agenda page 1**)

### b) Neighbourhood Plan Update

It is anticipated that the outcome of the independent Examiner's review of the Plan will be reported at the meeting

### c) Heart of Hednesford

To receive notes of a meeting held on 16 May 2018 (enclosed **agenda pages 2 to 7**)

### d) CAB Outreach – Pye Green Community Centre

To receive a report of the outcomes achieved as a result of the Town Council paying for the CAB Outreach (enclosed **agenda pages 8 to 13**)

### e) Application for a Premises Licence – Four Oaks Farm, Rugeley

An application has been received by Cannock Chase Council for a licence to allow the following – Sale or supply of alcohol, Late night refreshment. Recorded Music, Live Music, Plays, Films, Performance of Dance and anything of a similar description to the foregoing at various specified times from Friday to Sunday. This would be in respect of a Glo Festival being held from 31 August to 2 September

Brindley Heath and Brereton and Ravenhill Parishes have both objected to the application citing various issues and the fact that the site is within the Cannock Chase Area of Outstanding Natural Beauty

Although the venue for the proposed event is not in Hednesford and it will have a greater impact on other areas members of the Town Council may consider that if such a licence were granted on the terms applied for it would set a dangerous precedent for the whole of the Cannock Chase District. As a consequence members may wish to support the opposition to the application. The closing date for responses is 22 June 2018

### f) Brindley Village Legacy Group

Members will recall that this Group was awarded a small grant by the Town Council and the following progress report has been received

*“Over the past months we have continued to interview past residents of the Village, and have now got thirteen different families involved. The stories are as numerous as they are amusing; unfortunately they're not all suitable for print.*

*\*We have gained special permission from Mrs G Whitehorse, the co-author of A Town for Four, to use her post card and photographic collect.*

*\*We have received copies of letters from a family in New Zealand whose relative died at the hospital and completed research on the devastating effects of the Spanish flu epidemic.*

*\*We have had several new poems written.*

*\*A new map is under construction*

*\*Many additional families have been added to the original list of past residents, forming a better picture of the transitional nature of its population.*

*\* Newspapers and other records have been, and continue to be scanned to collect recorded information, to form the most comprehensive picture possible.*

*\* Copies of photographs continue to come forward and are being scanned for future use. All donors giving written permission for its use.*

*\*The first draft of the book is almost complete, although we hope that more information will come to light as result of the exhibition.*

*The exhibition will run from 18th August until 14th October, at the Museum of Cannock Chase. The travelling elements will be then made available for you to display as required. It will consist, as minimum, a map, and 4 pull up banners. A map will be presented to the Council in recognition of their support, for permanent display as required.*

*The exhibition title is BrindleyVillage a Legacy of the Great War, so it seems particularly fitting that you should display it during the period covering 11th November.*

*It would be available from week beginning 15th October and can run until December or longer if require. If you could confirm your interest, with suitable dates, I would be grateful. It gives me an opportunity to put a programme together as other Venues have expressed interest.*

*Thank you again for your support, it has made a good deal of difference to us.*

*Regards*

*Linda Barratt  
Brindley Village Legacy Group."*

**g) 5's – Bradbury Lane - Parking Issues**

A public meeting was held on 24 May 2018 to update on progress relating to resolving parking and associated problems. The following actions were reported:

5's Pavilion Management Team – Were taking steps to raise awareness of parking problems and other issues with users of the facility, had employed additional security, was placing bollards to prevent parking and had identified a grassed area that could be used as a temporary car park during the dry weather

Cannock Chase Council – Was to appoint an architect to draw up plans for additional on-site car parking and apply for planning permission. The Council would be meeting the costs involved. This would take some time

Staffordshire Police – Were monitoring the situation and issuing advisory notices

Staffordshire County Council – Were proposing to introduce parking restrictions at certain road junctions and in parts of Bradbury Lane. The procedure for making the required Traffic Orders was lengthy and could take upwards of 6 months. The County Council would be meeting the cost

A further update meeting will be held if necessary

h) CCTV Monitoring

To receive the monitoring report up to May 2018 (enclosed **agenda pages 14 to 15**)

i) Finance

To note income received and confirm payments made up to 31 May 2018 (enclosed **agenda pages 16 to 18**)

7. Items for Information and next agenda

8. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted (if necessary)

# HEDNESFORD TOWN COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

HELD AT 7:30 pm ON TUESDAY 15 MAY 2018

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

**PRESENT:** Cllrs. A Pearson (Chairman), B Gamble (Vice-Chairman),  
Mrs S Cartwright, D J Davis, M Davis, Mrs D Grice and C Mitchell

Apologies for absence was received from Cllr G Adamson and County  
Cllr B Jones

**IN ATTENDANCE:** Mr P Harrison (Town Council Manager/Clerk), District Cllr P  
Woodhead, Mr D Wiseshall (Heart of Hednesford) and PCSO Emma Beady

### PUBLIC PARTICIPATION

It was reported that yet another reorganisation of local policing was taking place with the reintroduction of neighbourhood officers and additional resources in the form of more PCSO's in the Cannock Chase area with effect from 2 July 2018. Recently, there had been relatively few criminal incidents. However the recent good weather had resulted in a spike in anti social behaviour and incidents involving off road bikes. Where individuals could be identified they would be issued with Community Protection Notices. The meeting was reminded that the next meeting regarding parking problems at the 5's was to take place on 24 May

Mr David Wiseshall advised on publicity regarding the Best Kept Village competition. He also mentioned again the fact that a brick planter in Cardigan Pace remained unrepaired after being reported over a year ago. Enquiries would be made by the Town Council concerning this

District Cllr P Woodhead advised that Hednesford Town FC was on the market for sale. The unveiling of a plaque to mark the completion of the artwork on the Station Bridge was to take place on a date to be advised

## **1 MINUTES**

The minutes of the meeting held on 27 March 2018 were approved as a correct record

## **2 CHAIRMAN'S ANNOUNCEMENTS**

### **Gwilym Roberts**

On 18 April the Chairman had attended the funeral of Gwilym Roberts who had been a past member of parliament for the local area, member and leader of Cannock Chase Council and a County Councillor with a long and distinguished political career

### **District Council Elections**

The Chairman congratulated Cllrs George Adamson and Sheila Cartwright on their re-election to Cannock Chase Council

### **Hednesford War Memorial**

The Chairman had been advised that a rededication of the War Memorial was to take place on 7 July 2018 in the presence of Lord Anglesey

### **Heart of Hednesford**

The Chairman reported that a letter had been received from the Chair of Heart of Hednesford thanking the Town Council for the grant aid and the support it received. The Chairman took the opportunity of thanking all the volunteers who took part in the litter picks

### **3 ELECTION OF CHAIRMAN FOR THE 2018-19 MUNICIPAL YEAR**

#### **RESOLVED:**

That Cllr A Pearson be elected Chairman of the Council for the 2018-19 Municipal Year  
He thereupon completed the Declaration of Acceptance of Office

### **4 APPOINTMENT OF VICE-CHAIRMAN FOR THE 2018-19 MUNICIPAL YEAR**

#### **RESOLVED:**

That Cllr B. Gamble be appointed Vice-Chairman of the Council for the 2018-19 Municipal Year  
He thereupon completed the Declaration of Acceptance of Office

Arising from the above members placed on record their appreciation to Cllrs Pearson and Gamble for fulfilling the roles of Chairman and Vice-Chairman in the previous municipal year

### **5 REPORT OF THE TOWN COUNCIL MANAGER/CLERK**

Consideration was given to this report. In addition further information was reported regarding siting of defibrillators in the Town Centre, correspondence from Lloyds Bank regarding the closure of the Hednesford Branch and from Arriva concerning the withdrawal of bus services:

#### **RESOLVED:**

#### a) Planning

That the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications shown at Annex 1 be confirmed and Cannock Chase Council be advised of the difficulties being experienced as a result of not receiving copies of plans and having to view these on line

#### b) Neighbourhood Plan

That it be noted that the Plan was now being reviewed by the Independent Examiner and that the Town Council Manager/Clerk in consultation with the Chairman of the Neighbourhood Planning Steering Group be authorised to make amendments to the Plan to take in to account the responses received from the last round of public consultation on the basis that these will not materially alter the proposed policies

#### c) Meeting and Administrative Arrangements

##### i) Committees and Steering Group

That the following Committees be constituted for the forthcoming Municipal Year and the Chairmen, Vice Chairmen and members thereof be as indicated:

##### Finance & General Purposes Committee

*Chairman – Cllr. D J Davis, Vice-Chairman – Cllr C Mitchell and all other members of the Council*



Audit, Grants & Standards Committee

*Chairman – Cllr Mrs S Cartwright, Vice-Chairman – Cllr Mrs D Grice and Cllrs. G Adamson, B Gamble, B Hardman, Mrs S Hardman and A Pearson*

Pye Green Community Centre Management Committee

*Chairman – Cllr. Mrs D Grice, Vice-Chairman – Cllr. Mrs S Cartwright and Cllrs. D J Davis, M Davis, B Gamble, B Harding, A Pearson and representatives of users of the Community Centre*

Neighbourhood Planning Steering Group

*Chairman – Cllr B Gamble , Vice- Chairman – Cllr M Davis and Cllrs Mrs D Grice, B Hardman and A Pearson and a representative of the Heart of Hednesford*

Christmas Lighting Joint Committee

*Cllr Mrs S Cartwright*

*(Any Member wishing to alter their membership was advised to contact the Town Council Manager/Clerk)*

ii) Appointment of Principal Speakers

That the following be appointed as Principal Speakers on behalf of the Council:

Planning & Economic Development (*Cllrs B Gamble and B Hardman (Deputy)*)

Heritage (*Cllr D J Davis*)

Education & Youth Provision (*Cllr A Pearson*)

Transportation (including Highways) (*Cllr C Mitchell*)

Promotion/Publicity & Communications (*Cllr Mrs S Cartwright*)

Culture & Leisure (*Cllr G Adamson*)

iii) Submission of Planning Observations

That with regard to submission of observations on planning applications the Town Council Manager/Clerk consult the principal speaker on Planning & Economic Development and be authorised to submit observations on non-contentious applications with the register of planning applications together with the comments made being submitted to the full Council for information and confirmation of the action taken and for more significant applications the Town Council Manager/Clerk and the principal speaker for Planning & Economic Development ensure that other members of the Council are consulted as appropriate prior to submission of observations

iv) Schedule of Meetings

That the following Schedule of Meetings be approved.

19:30	19 June 2018	Council
19:30	31 July 2018	Council
19:30	11 September 2018	Council
19:30	6 November 2018	Council

10:30	18 December 2018	Finance & GP (Budget)
19:30	8 January 2019	Council (Budget/Precept)
19:30	12 February 2019	Council
19:30	2 April 2019	Council
19:00	16 April 2019	Annual Town Meeting

### **2 May 2019 – Town Council Elections**

19:30 14 May 2019 Annual Council Meeting

That the Town Council Manager/Clerk in consultation with the relevant Chairmen be authorised to determine the dates and commencement times of meetings not specified in the Schedule and other alterations (with the exception of the Annual Council Meeting) as necessary

- v) Appointments to other Bodies  
That the following appointments be made:  
Cannock Chase Council – Standards Committee (*Cllr C Mitchell*)  
Cannock Chase AONB (*Cllr A Pearson – Deputy Cllr D J Davis*)  
Hednesford in Partnership (*Cllr M Davis*)
- vi) Review of Standing Orders  
That this be referred to the Finance and General Purposes for consideration and report thereon to the Full Council
- d) Annual Town Meeting  
That a report of the meeting held on 17 April 2018 be noted
- e) CHAPS  
That a report of meetings held on 13 April 2018 be noted
- f) Hednesford in Partnership  
That a report of a meeting held on 12 March 2018 be noted and the Council agree to fund the cost of licences required in respect of the monthly Craft Markets held in Anglesey Crescent at a cost of £25 for each market day subject to the Town Council not being the applicant or the licence holder
- g) Heart of Hednesford  
That a report of a meeting held on 21 March 2018 be noted
- h) Chase Line Passenger Rail Service  
That correspondence from the MP regarding timetable and rolling stock improvements be noted
- i) Location, Supply and Installation of Town Centre Defibrillator  
That this matter be referred to the Finance and General Purposes Committee for consideration
- j) Town Centre Flags  
That the action of the Town Council Manager/Clerk in consultation with the Chairman



and the Chairman of the Finance and General Purposes Committee in ordering a flag displaying the Council logo at a cost of £72 to be flown along with those of other local groups be confirmed

- k) Announced Closure of Hednesford Branch Lloyds Bank  
That the decision of Lloyds Bank to close the Hednesford branch be deplored due to the adverse impact this will have on banking arrangements for local traders and residents
- l) Acquisition and Siting of Royal British Legion "There but not there" Statuette  
That this matter be referred to the Finance and General Purposes Committee for consideration
- m) Incorporation of Rawnsley and Prospect Village into Parished Areas  
That the Chairman of the Council and the Town Council Manager/Clerk represent the Council at any meeting arranged to discuss this matter
- n) Bus Services  
That the Council express extreme disappointment at the decision of the County Council to cease providing funding leading to the withdrawal of local bus services by Arriva
- o) CCTV Monitoring  
That the monitoring report up to 31 March 2018 be received and it be noted that Cannock Chase Council was looking at the possibility of upgrading the cameras
- p) Review of Risk Assessment & Internal Audit Arrangements  
That the Risk Assessment be approved subject to deletion of the reference for the requirement for the Council to appoint a Data Protection Officer and the internal audit arrangements with Mr R Newton be confirmed
- q) Approval of the Annual Governance Statement followed by Approval of Accounting statements as contained in Sections 1 and 2 respectively of the Annual Return for 2017-18  
That the Annual Internal Audit Report 2017-18 be noted and that Section 1 Annual Governance Statement 2017-18 followed by Section 2 – Accounting Statements 2017-18 as contained in the Annual Return for the Audit of Accounts for the year ended 31 March 2018 be approved
- r) Finance  
That income received be noted and payments made be confirmed up to 31 March 2018

The meeting ended at 8:50 pm

Signed:

Dated:

Annex 1

Council Meeting 15 May 2018 – List of Planning Applications

18/121	Residential development comprising 52 no. dwellings including access, landscaping etc – Common Farm, Pye Green Road	<p>If approved, Policy H1 in the draft Neighbourhood Plan for Hednesford provides that, subject to viability issues, a housing development of more than 25 units would need to include a minimum of 10% bungalows designed to mobility standards suitable for occupants who may need to use wheelchairs or other mobility aids. The proposed housing types do not include any bungalows. However the Town Council is pleased to see the proposals for social housing</p> <p>There is concern about the increased volumes of traffic using Pye Green Road and the difficulties that will arise from parked vehicles in light of the County Council decision to refuse to include car parking provision as part of the planning approval for the new school to be built on the land west of Pye Green Road</p> <p>The existing boundary hedges are a feature of this part of Pye Green Road and where possible these should be retained and maintained. The proposed removal of caravan storage and unsightly buildings together the new landscaping features will substantially improve the visual amenities of the area</p> <p>There are no local health facilities in the area with residents being directed to use the GP surgery in Huntington with no direct bus services</p>
18/115	Erection of fence etc. – 52 Bond Way	No Objection
18/082	Extensions – 145 Station Road	No Objection
18/080	Reserved Matters application for phases 2 & 3 comprising 481 dwellings with associated access (appearance, landscaping, layout and scale for approval) pursuant to outline planning permission CH/11/0395 Land west of Pye Green Road	<p>The Town Council's observations are as follows:</p> <p>If approved, Policy H1 in the draft Neighbourhood Plan for Hednesford provides that, subject to viability issues, a housing development of more than 25 units would need to include a minimum of</p>

		<p>10% bungalows designed to mobility standards suitable for occupants who may need to use wheelchairs or other mobility aids. The proposed housing types do not include any bungalows</p> <p>There is concern about the increased volumes of traffic using Pye Green Road and the difficulties that will arise from parked vehicles in light of the County Council decision to refuse to include car parking provision as part of the planning approval for the new school to be built on the land west of Pye Green Road</p> <p>Use of public transport is not being encouraged as there are no proposals for buses to serve the estate. In addition there are no footways on the west side of Pye Green Road and access to existing bus stops is difficult for pedestrians. There is also no designated pedestrian crossing at this point in Pye Green Road</p> <p>The existing boundary hedges are a feature of this part of Pye Green Road and where possible these should be retained and maintained</p> <p>As part of the landscaping proposals consideration could be given to including features (such as a ha-ha) to deter wildlife and especially deer from straying in to the estate</p> <p>There are no local health facilities in the area with residents being directed to use the GP surgery in Huntington with no direct bus services</p>
18/078	Residential development – Erection of new dwelling (Resubmission of CH/17/104) – Land adj 53 High Mount Street	No Objection
18/076	Replacement boundary fence – 2 Herondale	No Objection
18/066	Variation of CH/15/0131 to allow a further 2 years temporary use for the storage of caravans - Common Farm, 427 Pye Green Road	No Objection subject to there being no adverse implications for the development of land west of Pye Green Road





## **Finance & General Purposes Committee**

**Pye Green Community Centre, Bradbury Lane, Hednesford**

**10:30 am Tuesday 8 June 2018**

Present: Cllrs D J Davis (Chairman), D. Grice, B Gamble and A Pearson

In attendance P Harrison (Town Council Manager/Clerk)

(Apologies for absence were received from Cllrs G Adamson, M Davis, B Hardman and S Hardman)

### **1. Minutes**

The Minutes of the Meeting held on 19 December 2017 were approved

### **2. Report of the Town Council Manager/Clerk**

#### **a. Siting, supply and fitting of a defibrillator in the town centre**

The Town Council on 15 May 2018 had referred this matter to the Committee for consideration. In addition the Committee were advised of representations received from District Cllr P Woodhead regarding the siting and funding of the equipment and were provided with details of the breakdown of the estimate of costs from AEDonate

#### **RECOMMENDED:**

That the estimate received from AEDonate for the supply and installation of a defibrillator be accepted subject to the Town Council Manager/Clerk, in consultation with the Chairman of the Committee, identifying and agreeing the siting for the defibrillator at a location towards the south east side of Market Street with the total cost being met by the Town Council

#### **b. "There but not there" Statuette**

The Town Council on 15 May 2018 had referred this matter to the Committee for consideration

#### **RECOMMENDED:**

That no action be taken regarding this matter

#### **c. Street Furniture – Bus Shelters – Town Centre Maintenance**

Consideration was given to what measures the Town Council could take to deal with maintenance issues that the County and District Councils were no longer undertaking due to service cuts

#### **RECOMMENDED:**

That the Town Council Manager/Clerk, in consultation with the Committee Chairman, investigate the possibility of the Town Council undertaking minor maintenance such as painting of benches and cleaning of bus shelters etc

d. **Standing Orders - Policies and Procedures**

The Town Council on 15 May 2018 referred this matter to the Committee for consideration. NALC had advised that due to changes in legislation Councils should review their Standing Orders

The Committee considered revisions to the Standing Orders and also reviewed several other policies and procedures

RECOMMENDED:

i) That the Council approve the following policies and procedures:

Standing Orders  
Financial Regulations  
Publication Scheme  
Data Protection Policy  
Data Breach Policy  
General Privacy Notice for the Public  
Privacy Notice for Staff, Councillors, Former Councillors and Role Holders Media Policy  
Equality and Diversity Policy  
Child Protection Policy  
Recruitment Policy  
Complaints Procedure

ii) That the Town Council Manager/Clerk make enquiries regarding the need for a policy relating to vulnerable adults

3. **Blue Plaques Commemorating Notable Hednesfordians**

Pursuant to minute 8. C) of the Town Council Meeting held on 10 May 2016 the Chairman reported that he had identified a local company that could produce the blue plaques (or any other colour) at reasonable cost. Further consideration would need to be given as to determining the names of any individuals to be honoured and agreements would need to be entered into with property owners to allow the plaques to be attached to their buildings

The meeting ended at 11:35 am

Signed:

Dated:

## Council Meeting 19 June 2018 – List of Planning Applications

18/180	Proposed Garage Block – 13 Wood Lane	No Objection
18/171	Extension – 78 Lower Road	No Objection
18/168	Single storey garage extension and new external door - Meadow Ridge, 15, Littleworth Hill	No Objection
18/160	Front extension to annexe - 7, Sherbourne Avenue	No Objection
18/155	Detached garage with gym over – 6 Hewston Croft	No Objection
18/154	Facilities building including toilet provision and changing room – Hednesford Park Pavilion	No Objection
18/145	Residential development 6 x 2 bed houses and 2 x 3 bed houses(outline except access and layout)	There is concern regarding the proposed access to the site and its close proximity to the junction with Bradbury Lane/Brindley Heath Road and Station Road
18/141	Vary condition 5 of planning permission CH/17/037 to allow for a minor material amendment comprising a reduction in size to a 1FE school – Land off Pye Green Road	<p>There seems little point in making observations on this application as the County Council will approve the plans regardless of any protestations from the Town or District Councils. The Town Council's views remain the same and in view of the lack of onsite parking provision, we expect the County Council to take responsibility for resolving the traffic management and parking problems in Pye Green Road that are predicted to arise once the school is operational</p> <p>As an aside it was difficult to view the large scale drawings relating to this application online</p>
18/129	Extensions – 19 Croxley Court	No Objection







Minutes of Meeting and AGM  
held at Bella's Coffee House  
Wednesday 16<sup>th</sup> May 2018.



**Present:**

David Wisehall (Chair)	Keith Fitch	Margaret Fitch
Mary Wynne	Maxine Akins	Susan Thornton
Alan Thornton	June Sheasby	Phil Bradley
Sue Humphries	Robin Kingston	Pam Richards
Chris Richards	Dot Farish	Ruth Heslop
Janet Bolton	Paul Woodhead	Sue Fisher-Meddings
Susan Schofield	Wendy Yates	

**Apologises:**

Stephen Wilson	Liz Williams	Martyn Jennings-Temple
Phil Hewitt	Bryan Jones	Samantha Jennings-Temple
Ollie Kingston		

DW Advised the meeting Stephen Wilson who has been one of our most active supporters on the litter picks and station adoption group has unfortunately now moved out of the area. David asked that the group's thanks be recorded for all the hard work and support given by Stephen and wish both him and his wife good luck in their new home.

**Approval of minutes from meeting held Wednesday 18<sup>th</sup> April 2018**

Although not able to attend the meeting George Adamson had advised that although the hire of Hednesford Park for the Hednesford Festival in August is £350 an application could be made for a discount of 50%.

No other comments were made and the minutes were approved.

**Matters arising not covered elsewhere.**

DW advised: Hednesford Town Council (HTC) have once again expressed their gratitude, admiration and support for all the hard work that members of Heart of Hednesford (HoH) do for the town. They have pledged to support HoH financially if any work needs doing, such as repairs to the planter in Cardigan Place that SCC Highways or CCDC are unwilling to take responsibility for. HTC advise they will seek to employ a local builder to repair it so HoH can plant it up in the event of no action from county or district councils.

**Best Kept Village competition (BKV)**

Litter picks took place on the weekend of 21<sup>st</sup> & 22<sup>nd</sup> April and the cigarette butt vacuums were used for the first time. These proved to be a great success and the batteries lasted the best part of an hour with prudent use. A press release has been sent out so hopefully this will result in some good publicity. David has produced a couple of posters for display around the town and they have also been put on Facebook.

Judging will take place in May and June with a further litter pick on 20<sup>th</sup> May.

HoH have paid £70 to sponsor a new flag for Market Street and DW thanked MJ-T for helping get a better hi-res image of the HoH logo than we had previously. SS is working on repairing as many as possible of the flags used last year.

SH Raised the ongoing problem of rubbish/litter around B&M and that she had spoken with

a senior manager at the store who had promised to investigate the problem. PW advised posters had now been put around the town but had been unable to engage the schools.

WY mentioned Hednesford Lions had litter picked along the Rugeley Road near the war memorial and the area now looked much better.

PW. Seven new flags are on order for Market Street to be used with those from 2017 that are suitable for re-use.

### **Hednesford in Partnership (HiP)**

PW Updated the meeting about recent changes made by HiP and how they are looking at how their 2, 5 and 10 year plans can be delivered. In particular the 10 year items. Two working groups have been established:

#### **External Viewing Working Group:**

This group will look at how HiP can attract visitors and investment to Hednesford. For example how to bring visitors who may be mountain biking on the Chase to the town and what is needed to dovetail in to the Commonwealth Games Birmingham 2022 mountain biking on the Chase.

#### **Internal Viewing Working Group.**

This group will look at the experience visitors and residents have once they come to Hednesford. For example what the street scene looks like and what types of shops and businesses we need for a balanced and successful town, how markets/events/lottery etc. develop, should there be more public artworks, and how partner groups share common aims and outcomes.

These groups will meet on a regular basis and each of the partner groups can nominate somebody to attend these meetings. Preferably a different person for each group who can attend regularly rather than a different person each time. At the next HiP meeting being held on 11<sup>th</sup> June the principles will be set out for the group meetings.

DW agreed to represent HoH at one of the groups and MA and AT also put their names forward.

### **Hednesford Station adoption:**

Network Rail have at last agreed the HoH container can remain at the station and in its current position. A risk assessment needs to be carried out asap and once completed an updated licence will be issued to cover the extended area. Plants have been purchased for the station planting. DW had done a plan for the bed and Pam, Chris and Jackie have re-potted 320 cuttings to mature before planting out.

### **Summer Festival**

HoH has paid a £100 donation to assist HiP with the Summer Festival running costs. DW attended a meeting where the CCDC charge for the use of Hednesford Park was discussed and expressed the view that the charge should be waived this year but agreed any communication should be done through proper channels to avoid any conflict. PW intends to instigate a review of charging by CCDC. Also investigating what the documentation received from the Lottery stated when the funding for the first 2 years was received.

### **Miner's Memorial**

PR asked if the council could be requested to spray the area around the memorial with weed-killer.

### **Social Media**

As yet DW has not been able to arrange a mutually convenient time to discuss the format of the website and other issues. David asked if anybody was willing to take on the role but as yet nobody has agreed. Facebook continues to be a great tool for getting our news across with over 5,000 views for both litter pick and artisan market posts and almost 4,000 for the station 'daffodil' post.

## **AGM**

The Chair and the Treasurer both gave their end of year reports. See separate attachments.

In addition WY wished to thank all committee members for the work done since HoH was formed some 18 months previous.

Prior to the meeting nobody had put their names forward for any of the available positions on the Committee and KF asked if anybody attending on the night wished to be considered.

In the circumstances the committee was elected by a show of hands as follows:

Chair:	David Wisehall (seconded by Wendy Yates)
Vice chair:	Position remains vacant
Secretary:	Keith Fitch (seconded by Mary Wynne)
Treasurer:	Phil Bradley (seconded by Paul Woodhead)

### **Any other business:**

PW gave a brief update about the HiP plan to install at least 1 other defibrillator in Hednesford.

DF asked if the traders could put out bowls of water for dogs. PW agreed to circulate a request on the traders closed Facebook page.

PW trying to build a case for having the A board charge from CCDC cancelled. Also the charge of £25 per day for traders using part of the pavement for retail purposes. For example café or fruit and veg.

***Next HoH Meeting: 6pm Wednesday 13<sup>th</sup> June***

***Venue: Bella's Coffee House, Market Street, Hednesford.***

*Keith Fitch*  
30<sup>th</sup> May 2018.



## **Heart of Hednesford AGM Wednesday May 16<sup>th</sup>, 2018**

### **Chairman's Report.**

The group has continued to make good progress in what has proved to be a quite difficult year.

The year started on a dreadful note with the loss of two of our most active supporters. The loss of Carol Fittes and Graham Burnett in quick succession devastated us all but we vowed to carry on as they both would have wished us to do. It took us quite a while to recover.

The Miners' Memorial Dedication service was a great success and the Lord Lieutenant of Staffordshire was duly impressed with the town. Leading on from this, we now have a dedicated small team who, thanks to the support of the town council, maintain the area around the memorial come rain or shine to keep it looking its very best for the many visitors. They regularly engage in conversation with them and do a fantastic PR job for the town. Thanks must also go to the shop-keepers who keep them supplied with tea, biscuits and I believe the odd cake. This work has also been recognised gratefully by ChaPS. We have, in co-operation with ChaPS, created a catalogue of all the bricks, their location and which phase they are in to be bound together in a master book which will be available in the library and we are awaiting permission from the Lichfield Diocese to obtain the lectern from St Saviour's church to display it on. We were dismayed to find that there was no reference section in the library on coal mining so we have started to collect books from the general public and, most generously from Cannock Chase Mining Historical Society who have donated a copy of all their publications to the project. These will form the basis of a new reference collection to be kept in the library for research and general information.

We contributed to the success of Hednesford's very first entry into the Best Kept Urban Village competition where, despite all the odds, the town was awarded highly commended status. Regular litter picks have been carried out during the year and, despite several setbacks during the awful weather recently, we have acquired new equipment to enable us to deal with cigarette butts, courtesy of our county councillors, and are well placed now to clean the town up prior to this year's competition. We are also hoping to bring other groups on board as well such as on Pye Green Valley and I have had contact from someone in Rawnsley who may be interested in setting up a group. Grateful thanks as well to Hednesford Town Council for their continuing generous support of our group.

It has been quite a difficult year for our station adopters. We fitted and planted up 10 hayracks on the station which matured beautifully, receiving a lot of lovely comments only to have 3 of them stolen and one instance of mindless damage. They were all replaced and planted up again ready for winter flowering along with 1000 daffodil bulbs which have now all flowered and herald the good weather to come. We also acquired a vandal proof storage container in August which has been the cause of immense problems with Network

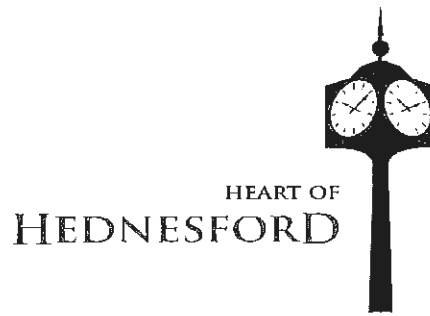
Rail who objected to it's location on the most bizarre of reasons stopping us from using it on safety grounds and it has only recently been resolved satisfactorily. We also had a major setback when London Midland lost the franchise to West Midland Rail in December and communication and support came to a complete standstill after the removal of the Community Officer with no alternative structure in place. This has resulted in no work being done on the station over the last 5 months because we could not guarantee insurance cover both for ourselves and the general public. This has only been resolved last week. A very unsatisfactory state of affairs which has lead to immense frustration but we will soon get back on top of it. We now have confirmation that the container can stay and be used in it's current position. We joined ACoRP and have attended regular CCRPG and Stakeholder meetings at Cannock Council chamber during the last year. Our immediate plans are for planting in red, white and blue this year to commemorate the centenary of the RAF. A very important part of Hednesford's history. We hope that things with the train operating company can be sorted out very soon as we need to be in a position to take advantage of the massive increase in visitors to the area in 2022 with the awarding of the Commonwealth Games to Birmingham with the cross country cycling events taking place on Cannock Chase. We are the nearest station to the Chase and we have no cycling facilities at the station. We will continue to fight for station improvements.

Fundraising has been very successful this year with significant contributions from London Midland, Hednesford Town Council, our Staffordshire County councillors, our summer and christmas tombolas and a spectacularly successfully effort by Sarah and her team of knitters. However we do need to keep up the momentum with projects like the Anglesey St car park bank landscaping to be funded. We had plans drawn up for the landscaping of the bank in the car park which was a major expense so hopefully, this will be tackled under the new HiP plans.

On other matters, the chairman continued to be a part of the steering group for the Hednesford Neighbourhood Plan. We have supported HiP with marshalling at the markets. We have attempted to bring Hednesford Traders on board with very little success although this is on-going. We were instrumental in instigating the revival of the Hednesford Lottery in conjunction with HiP who now administer it. The bridge painting is now complete which started life as a HoH initiative as did the original idea to bring markets back to Hednesford.

As I stated at the beginning of my report, it has not been an easy year but we have seen some members leave and some new members join us with an overall increase which is especially pleasing. We continue to work with and support HiP at every opportunity and will continue to work with all other groups in the town for the benefit of all Hednesford residents. I would like to thank Mark and Sarah for their most generous contribution they make to enable us to have great meetings with plenty of refreshments and finally to all of you as well for the tremendous support you have give to the committee over the last year. We would be nothing without you.

**David Wisehall**  
**Chairman**  
**Heart of Hednesford.**



## Treasurer's Report. 2017-18

- Opening balance for the account on 14/06/17 was £2361.69
- Major expenditure was
  - £500.00 Groundworks Plan
  - £180.00 Nickolls Transport of Container
  - £39.90 TfM Daffodil Bulbs
  - £168.18 Litter Picking Hoops and pickers
  - £773.00 Mountfield Blowers/Vacuums and Hedge trim
  - £100.00 HiP Festival Donation
  - £30.00 ACoRP subscription.
  - £70.00 Hednesford Flag Sponsorship.
  - £52.90 Brookfields Nursery Station plants.
- Income was
  - £144.40 Raised from the Summer Festival
  - £219.90 Reimbursement from London Midland.
  - £774.00 Staffordshire County Cllrs Community Fund
  - £333.00 Christmas Tombola
  - £300.00 Hednesford Town Council Community Grant.
- Income £1771.30, Expenditure £2418.44. Interest accrued £0.00p, Petty Cash £19.00.
- Current account balance is £1714.55.
- £800 held by treasurer from sale of Bella's knitted items.
- Total funds are £1714.55 + £19.00 + £800 = £2533.55

Phil Bradley  
Treasurer  
Heart of Hednesford.  
16/05/2018

## Hednesford Town Council – Pye Green Community Centre – Annual Report

Citizens Advice Staffordshire South West (CASSW) has been fortunate to receive funding from Hednesford Town Council to provide an advice service at the Pye Green Community Centre since 2009. The service provides an advice worker between 10.00 a.m. and 1:00 p.m. on Thursdays weekly. The service is available for people to drop in and wait, rather than fixed appointment times, and, informal feedback shows that this suits service users best.

The service has proved its value in 2017-18. In total CASSW has helped 371 individual clients from the Hednesford area; with 75 enquiries being made at the Centre. The 304 activities recorded show that a client can be seen numerous times at the centre to be assisted with their issue to take it to a possible resolution. Some clients are referred into the main service to see specialist caseworkers for debt or housing issues that need additional support.

In total benefit income gains with a value of £116,834 have been achieved for Hednesford residents as a result of these interventions through CASSW. This in turn provides benefit to the local economy.

44% of issues dealt with related to Benefits and Tax Credits, followed by Debt (12.3%) and Relationships & Family (10.7%).

A local outreach service is vital for those people who would ordinarily have difficulty in accessing face to face advice services. 57% of clients seen at this outreach are recorded as having a disability or long-term health condition.



# Key Statistics

Staffordshire SW (Linnock)  
Staffordshire SW (Stafford)

2017-18

Q1  
Q2  
Q3  
Q4



Council Meeting 19 June 2018 agenda Item Page 9

## Summary

Clients	75
Quick client contacts	
Issues	178
Activities	304
Cases	72

## Outcomes

Income gain	£19,610
Re-imbursements, services, loans	£60
Payments rescheduled	£997

## Channel

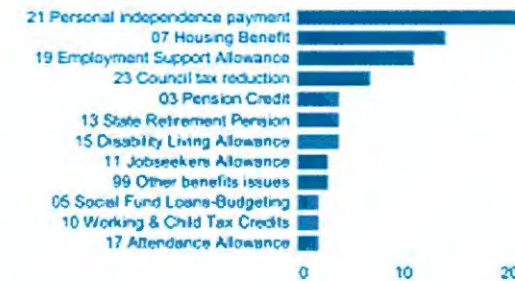


Face to Face  
In person  
Telephone

## Issues

Issues	Issues	Clients
Benefits & tax credits	80	26
Benefits Universal Credit	2	1
Consumer goods & services	1	1
Debt	22	13
Employment	16	7
Financial services & capability	11	4
Housing	12	7
Legal	4	3
Other	5	5
Relationships & family	19	11
Tax	1	1
Travel & transport	2	2
Utilities & communications	3	1
<b>Grand Total</b>	<b>178</b>	

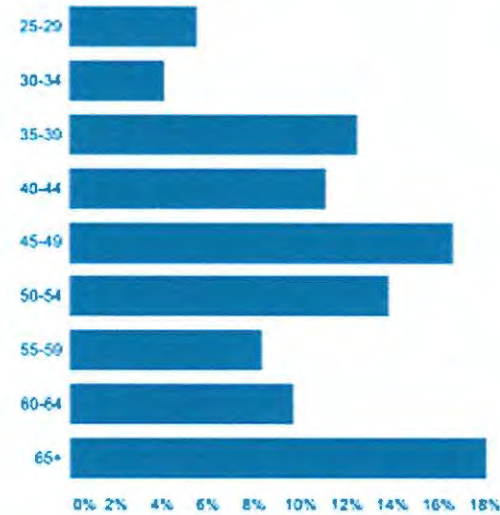
## Top benefit issues



## Top debt issues



## Age



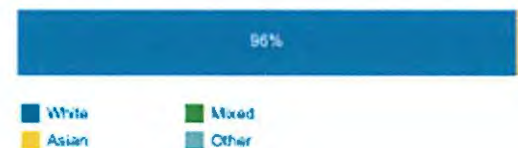
## Gender



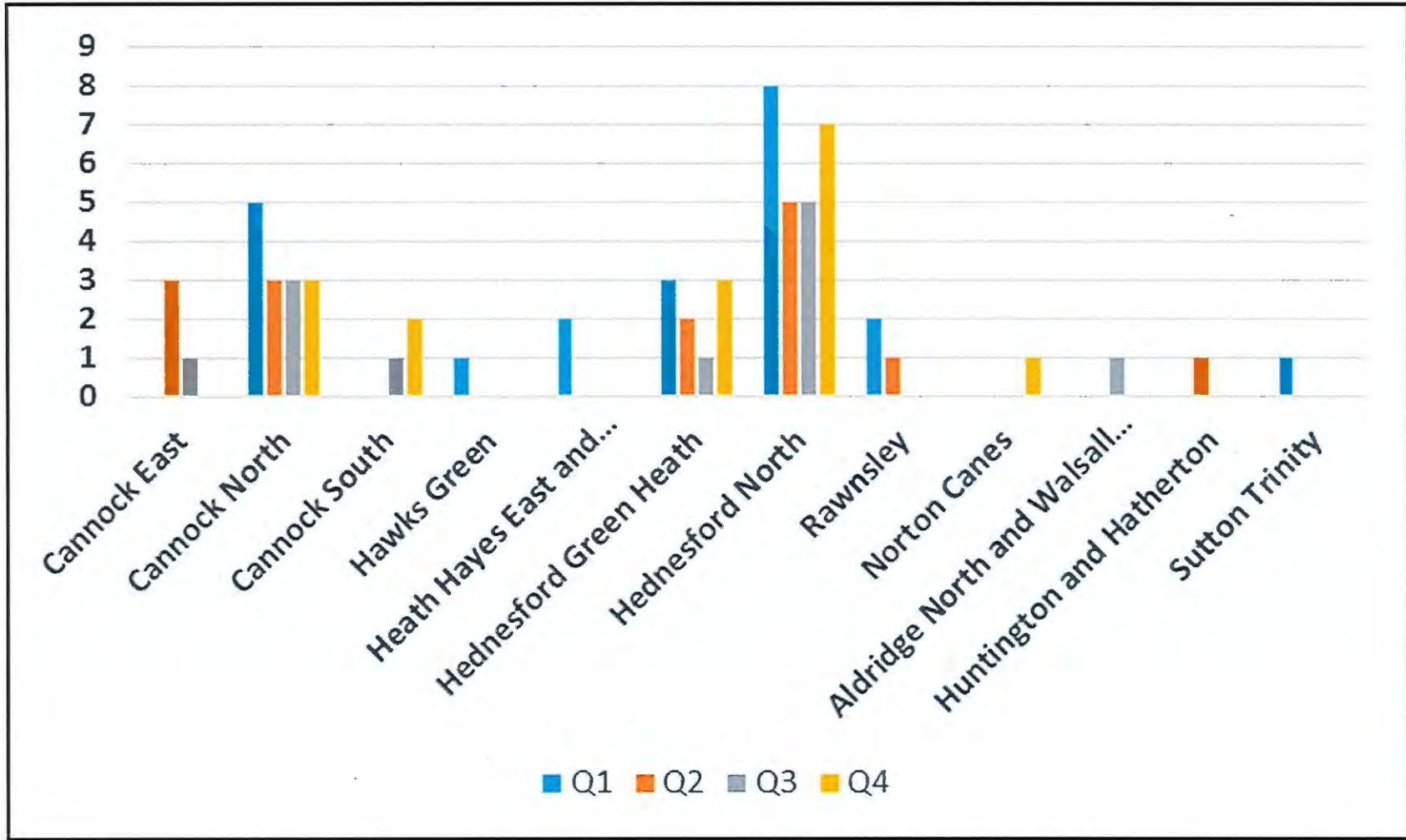
## Disability / Long-term health



## Ethnicity



### Ward Report 2017-18



This case study is an example of how we have helped a client in the local area:



The client was a 30 year old male, a single parent, living in a council tenancy, a 2 bed property with his 5 year old daughter.

He was referred to the Outreach by his Rent Officer as he had over £2,000 of rent arrears and had received a warrant for eviction with an imminent eviction date. The client's housing benefit had been stopped when his daughter became five and his benefits changed from Income support to Job Seekers Allowance but he did nothing about it at the time.

The client confirmed that just before his daughter became 5 he had received a letter from the Department of Work and Pensions to say his Income Support (IS) was coming to an end. There was confusion over when he should claim for Job Seekers Allowance (JSA) and he thought his Housing Benefit claim would just automatically go through from one claim to another. He did not realise that anything was wrong with his rent for a long time because he admitted that he did "bury his head in the sand". He said he ignored the court letter from the rent team that he was served. The client also stated he had Council tax debts that had gone to the bailiffs and he owed £222.55.

#### **Advice/Action:-**

An agreement was made with the Rent officer for the warrant of eviction to be suspended if the client made a lump sum offer. The client's father had agreed to support him go to the court and ask for a suspension of the eviction, taking proof of his JSA so there would be no fee to pay.

A challenge was made to Housing Benefit about cancelling his housing benefit claim rather than suspending because it was a change of circumstances (both IS and JSA are passported benefits), an email of complaint on behalf of the client followed the challenge and they advised that he could claim backdated retrospective claim for JSA, from when IS ended to when JSA claim started. This would normally be made within 3 months but as he was misdirected about the date he needed to claim, this would be reviewed.

The Council Tax debt was negotiated with the Bailiffs. They agreed a temporary 8 week payment plan of £5 per week which could be paid online or by phone. After the 8 weeks the client would need proof of JSA or make an alternative agreement if he was in work.

#### **Outcomes**

Housing Benefits agreed to pay the underpayment of housing benefit of £2,065 due to them agreeing with us that they should not have cancelled the claim but suspended it and that the client was automatically entitled to housing benefit due to going from IS to JSA.

Eviction did not take place due to £2,065 of housing benefit gained through challenging a cancellation of housing benefit rather than a suspension. This was used to pay off the rent arrears and the client's and his daughter's homelessness was prevented.

The client was assisted with a payment plan for his Council Tax debt.

The client has managed to gain some voluntary work to give him confidence to get back into work.

## Hednesford Residents Satisfaction Survey

	Very Happy	Happy	Unhappy	Very Unhappy
Access to our Service	80.00%	20.00%	0.00%	0.00%

	Yes	No	No Response
Would the client use the service again?	100.00%	0.00%	0.00%

	Very Happy	Happy	Unhappy	Very Unhappy
Information and Advice received	80.00%	20.00%	0.00%	0.00%

	Yes	No	No Response
Would the client recommend using the service to others?	100.00%	0.00%	0.00%

	Very Happy	Happy	Unhappy	Very Unhappy
Happy with Overall service received	80.00%	20.00%	0.00%	0.00%



## Effects on clients life following advice

	No difference	Some difference	A lot of difference
Confidence	0.00%	20.00%	80.00%
Knowledge about how things work	9.01%	33.33%	57.66%
Peace of mind and well being (e.g stress)	0.00%	26.67%	73.33%
Ability to help themselves	0.00%	53.85%	46.15%
Health and comfort (e.g physical health)	7.69%	23.08%	69.23%

### Some comments received from local residents:

"Very helpful and understanding and explained things well"

"Thank you. I am so relieved to have had good advice today."



Dear Hednesford Town Council,

Please see attached statistical information collated from CCTV within the month of April 2018.

**CCTV Monitoring for Hednesford Town Council**

ANTI SOCIAL BEHAVIOUR	4
ASSAULTS	0
AUTOCRIME	0
BURGLARY	0
DAMAGE	1
DISTURBANCE	1
DOMESTIC	0
DRUGS	1
DRUNKNESS	0
GRAFFITI	5
MISSING PERSON	5
AREAS MONITORED (NON-CRIMINAL)	219
SUSPICIOUS	5
THEFT	3
TRAFFIC	5
TOTAL	244
POLICE ADVISED	10
RESOURCE DEPLOYED	10

**90 % OF MONITORING WAS NON REPORTABLE  
10 % OF MONITORING WAS OF OBSERVING REPORTABLE  
ACTIVITIES TO THE PARISH/POLICE**

A very quiet month for incidents in April, the park was well used due to the spell of good weather we had and ASB incidents were minimal on the town centre, thankfully.

Please do not hesitate to contact us regarding any issues or concerns that we can assist in monitoring around the Hednesford Town area.

Kind Regards

Lucy Frost  
CCTV Operator

Dear Hednesford Town Council,

Please see attached statistical information collated from CCTV within the month of May 2018.

### **CCTV Monitoring for Hednesford Town Council**

Criminal and non criminal activity

ANTI SOCIAL BEHAVIOUR	7
ASSAULTS	3
AUTOCRIME	1
BURGLARY	1
DAMAGE	1
DISTURBANCE	5
DRUGS	0
DRUNKNESS	3
GRAFFITI	0
MISSING PERSON	5
SUSPICIOUS	7
THEFT	6
TRAFFIC	2
AREAS MONITORED (NON-CRIMINAL)	180
TOTAL	221
POLICE ADVISED US	23
WE ADVISED POLICE	6
RESOURCE DEPLOYED	10

81% OF MONITORING WAS NON REPORTABLE

19% OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO THE PARISH/POLICE

There appears some disparity between resources deployed and the amount of advice given to and from the police, this is sometimes due to CCTV operators keeping individuals / groups in view (KIV) which deflects criminal and non criminal activity and therefore often negates the need for police deployment.

Please do not hesitate to contact us regarding any issues or concerns that we can assist in monitoring around the Hednesford Town area.

Kind Regards

Linda Newton CCTV Operator



**Hednesford Town Council**  
**Lloyds TSB Bank Reconciliation 31/05/18**

Bank Balance per Statement

LESS O/S cheques

Bank Balance per Statement	Unity Trust Bank	£	157,158.56
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LESS O/S cheques

06/12/2017	300106	Vintage Kitchens	£	13.20
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<u>-£</u>	<u>13.20</u>
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Cash Book bank balance at 30.04.18

<u>£</u>	<u>157,145.36</u>
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Cash Book Balance

£	157,145.36
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12 month Savings

£	50,565.28
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Total Cash Balances

<u>£</u>	<u>207,710.64</u>
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Reserves B/F

£	145,808.64
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Receipts

£	80,474.78
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<u>£</u>	<u>226,283.42</u>
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Less: Expenditure

£	18,572.78
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TOTAL

<u>£</u>	<u>207,710.64</u>
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Signed: .....

Dated: .....

check	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Recovered	Interest Received	PGCC Meeting Rooms	PGCC Function Room Lettings	PGCC Bar Misc Takings	Grants	Loan	Community Investment Levy
	Year Total		£ 125,232.47		£68,750.00	£ -	£450.00	£ 1,146.90	£ 1,460.58	£ 29.00	£ -	£ -	£50,000.00 £3,395.99
2018	Pye Green Ladies Club		£ 714.00					£ 105.60					Regular hirer - Ladies Social Children's Party
	Miss Wallis								£ 48.00				
	Mrs Small								£ 44.80				
	Mrs L Winter								£ 51.20				Regular hirer- Pilates
	D L Denny								£ 168.00				Regular hirer - Tuesday Dance
	For Court Three Brothers							£ 26.40					Forresters Meeting Room 2
	Mrs R A Ward								£ 270.00				Regular Hirer - Slimming World
2018	Mrs R A Ward		£ 2,001.71						£ 216.00				Regular Hirer - Slimming World
	HM Revenue & Customs					£1,785.71							VAT recovered
2018	RM Ridgeway		£ 160.00						£ 112.00				Regular Hirer - Saturday Slimming World
	Mr & Mrs Brown								£ 48.00				Children's Party
2018	A R Fowler		£ 26.40					£ 26.40					Spanish Lessons
2018	Cruse Bereavement		£ 599.40					£ 179.00					Meeting room 2 hire & Drop In sessions
	Louise Denzel Management							£ 22.00					Meeting room 2 hire & Drop In sessions
	Mr & Mrs Keay								£ 240.00				Regular Hirer - Stardust
	Mr Gregory								£ 102.40				Regular Hirer - Pye Green Dance
	Diddi Dance								£ 56.00				Regular Hirer - Childrens Dance
2018	A R Fowler		£ 26.40					£ 26.40					Spanish Lessons
2018	C Jones		£ 36.00						£ 36.00				Regular Hirer - Exercise Class
2018	EHMAA		£ 261.80						£ 261.80				Regular Hirer - Karate
2018	Midlands Psychology		£ 82.50					£ 82.50					Meeting Room 2 Hire
2018	Mr S Taylor		£ 460.00						£ 270.00				Regular Hirer - Chasin Tails
	Miss S Crisp								£ 50.00				
	RM Ridgeway								£ 140.00				Regular Hirer - Saturday Slimming World
2018	A R Fowler		£ 26.40					£ 26.40					Spanish Lessons
2018	Support Staffordshire		£ 39.60					£ 39.60					Meeting room Hire
2018	Mr Webster		£ 326.90						£ 64.00				Children's Party
	Pye Green Ladies Club							£ 105.60					Regular hirer - Ladies Social
	Louise Denzel Management							£ 16.50					Meeting room 2 hire & Drop In sessions
	Leigh Winter								£ 51.20				Regular hirer- Pilates
	Mr & Mrs Small								£ 89.60				Regular hirer- Sequence Dance
2018	PG Stacey		£ 48.00						£ 48.00				Connect, monthly group
2018	Cannock Chase District Council		£ 100.00					£ 100.00					Meeting Room 1 Polling Station
2018	Diddi Dance		£ 56.00						£ 56.00				Regular Hirer - Childrens Dance
2018	EDA Limited		£ 38.40						£ 38.40				Regular Hirer - Zumba
2018	Compass Payment		£ 39.60					£ 39.60					Meeting room Hire
2018	EHMAA		£ 199.20						£ 199.20				Regular hirer - Karate
	Month Total		£ 5,242.31	£ -	£ -	£1,785.71	£ -	£ 796.00	£ 2,660.60	£ -	£ -	£ -	£ -
	Year Total		£ 130,474.78	£ -	£68,750.00	£1,785.71	£450.00	£ 1,942.90	£ 4,121.18	£ 29.00	£ -	£ -	£50,000.00 £3,395.99

## Hednesford Town Council - Cash Book 2018/19

31/05/2018

Cheques sent out

Date	Payee	£	Details
04/05/2018	Cannock Chase Council	£ 580.00	Rates
08/05/2018	Jackie Trusler	£ 80.00	Room hire deposit returned
11/05/2018	Centro Systems Ltd	£ 1,771.51	2 new laptops
	npower	£ 114.78	Christmas lights energy consumption /3
	Hednesford in Partnership	£ 70.00	Town Centre Flag
21/05/2018	Cannock Chase Council	£ 130.00	Street trading license
22/05/2018	Community Infomrtation Services	£ 660.00	Chase Matter Magazine
	Staffordshire Pension Fund	£ 1,230.26	Pension
	Ricoh UK Ltd	£ 209.37	Photocopier
	Viking Payments	£ 64.99	Stationary
	The PR Woman Ltd	£ 333.00	PR Support
	Dawn Richards	£ 601.72	Salary
	Laurie Bowman	£ 1,023.18	Salary
	Peter Harrison	£ 1,607.60	Salary
	Michael Bradbury	£ 664.79	Salary & Expenses
	Jackie Smith	£ 333.58	Salary
29/05/2018	Biffa Waste	£ 101.04	Refuse Collection
	TOTAL	£ 9,575.82	
Cash Book Balance		£ 157,145.36	
1 Year Long Term Savings		£ 50,565.28	
Total Cash Balances		<u>£ 207,710.64</u>	
Reserves B/F		£ 145,808.64	
Receipts		<u>£ 80,474.78</u>	
		£ 226,283.42	
Less: Expenditure		£ 18,572.78	
TOTAL		<u>£ 207,710.64</u>	