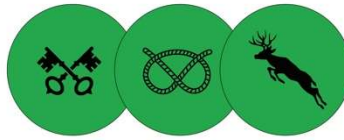


Hednesford Town Council



Gateway to the Chase

30th March 2022

Dear Councillor,

A Meeting of the Town Council will be held at **7:00pm on Tuesday 5th April 2022** at Pye Green Community Centre.

You are invited to attend for consideration of the matters shown on the attached agenda.

Members of the public can attend the meeting in person and also have the option of joining remotely via the Zoom link. Members of the public may ask questions in the public participation section of the meeting only.

Join Zoom Meeting link:

<https://us02web.zoom.us/j/82623239486?pwd=ZkhGQUhFRGFJbDErV2lEUjZoMlhQdz09>

Meeting ID: 826 2323 9486

Passcode: 203550

Yours sincerely

Michelle Baker
Operations and Regeneration Manager
Clerk and Proper Officer

PUBLIC PARTICIPATION

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

Additionally, County and District Councillors and local PCSO (if present).



AGENDA
MEETING OF HEDNESFORD TOWN COUNCIL
Tuesday 5th April 2022 at 19:00

**Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford.
Members of the public are invited to attend in person and by Zoom.**

Public Participation

1. Apologies

2. Declarations of Interest

3. Minutes

- I. It is proposed that the Minutes of the Full Council Meeting held on 15th March 2022 are approved (enclosed agenda pages 4 to 7).

4. Mayor's Announcements

- II. March Farmers and Craft Market, 70 stalls plus entertainment and Visit Hednesford bags for life funded through the ERDF funding for town centres which concluded on 31st March.
- III. Councillor surgeries.
- IV. VE Day and Armed Forces Day update.
- V. Forthcoming nominations and elections in May for Council Mayor, Committee Chairs and the membership of the three Committees.

5. Operations and Regeneration Manager, Clerk and Proper Officer

- I. To propose that Council approve the budget recommendations by the Committees (see separate attachment).
- II. To consider the revised hire fees for Pye Green Community Centre (agenda pack pages 8 to 14).
- III. To consider the Motion that Council formally approve the (draft) PGCC hire agreement effective from 1st June 2022 (included within the agenda pack pages 15 to 26). Councillors are invited to review the document and provide feedback. It is a working document that will be populated as decisions are made i.e. to include agreed hire fees. It is proposed that Council adopt the PGCC Hire Agreement and the PGCC Committee monitor updates.
- IV. Verbal update on control the bleed kits, litter bins and snow grit bins.

6. Responsible Finance Officer (RFO)

- I. Items for the internal audit: Review the risk policy and assessments, standing orders and financial regulations, fixed asset register. Update to be provided.

7. Papers / Reports from Councillors, Committee Chairs and Principal Speakers

Cllr Paul Woodhead, Chair of Regeneration and Community Committee:

- I. Wayfinding Signage
To consider the proposal for a CIL funded wayfinding signage project (enclosed agenda pack pages 27 to 32).

Update Chair of Finance, Personnel and Operations Committee, Cllr Sharon Jagger:

- II. Verbal update: The Finance, Personnel and Operations Committee met on 22nd March and the following matters are brought to full Council for agreement:
- To agree to adopting a “zero tolerance to abuse” policy in connection with abuse [and inciting abuse] of Officers, Pye Green Community Centre staff and Councillors alike. To include verbal face to face abuse, verbal abuse over the telephone, and written abuse including abuse written on social media platforms.
 - To agree to defer a decision regarding the current flexi-working arrangements.

Principle Speaker for Planning, Cllr Sharon Jagger:

- III. For approval, attached list of planning applications (enclosed agenda pack page 33).

Cllr Arthur Roden:

- IV. To propose that Hednesford Town Council Officers formally request Cannock Chase District Council or Staffordshire County Council to maintain and prune the trees along Market Street which may be obstructing the CCTV coverage in the town centre.
- V. To propose that Hednesford Town Council Officers formally request Network Rail to undertake a litter pick on the land near to the railway line, adjacent to The Aquarius. If Network Rail refuse, for Hednesford Town Council to arrange this.
- VI. To propose that the Council instruct Officers to prepare a report on the provision of CCTV services in the town centre and whether these offer value for money for residents of Hednesford.
- VII. To propose that the Council instruct Officers to obtain a quote for converting PGCC to LED lighting.

To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted.

- Personnel update – Mayor, Cllr Kathryn Downs.



**MINUTES OF THE MEETING OF
HEDNESFORD TOWN COUNCIL**
Tuesday 15th March 2022 at 19:00

**Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford.
Members of the public were invited to attend in person and by Zoom.**

Present:

Cllr Kathryn Downs (Mayor)	Cllr Garry Jones
Cllr Mandy Dunnett (Deputy Mayor)	Cllr Paul Woodhead
Cllr Arthur Roden	Cllr Darrell Mawle
Cllr Sharon Jagger	Cllr Laura Harrison
Cllr Debbie Cartwright	Cllr Stuart Crabtree

In Attendance:

Council Officers: Michelle Baker (Operations and Regeneration Manager / Proper Officer), Ginetta Adams (Community Centre and Administration Officer).

Members of Public: Members of the public including PGCC hirers.

Public Participation

Concerns were raised regarding anti-social behaviour on Deer's Rise along with parking issues and suspected drug taking which PCSO's are aware of, it was recommended that the matters are reported to the Police on a regular basis to provide the Police the intelligence required as part of an investigation. It was agreed that the Council should invite local PCSOs to future meetings.

Emil Herzberg (a PGCC hirer) asked for an update on the future for hirers at PGCC following the decision made by CCDC Cabinet, he was advised that this would be discussed in the current Council meeting and that hirers would be informed in due course.

1. Apologies

None.

2. Declarations of Interest

None.

3. Minutes

- I. To review and approve the minutes of the Full Council Meeting held on 1st February 2022 (enclosed agenda pages 5 to 11).**

Suggested amendments were passed to Officers prior to the meeting.

Proposed – Cllr Paul Woodhead
Seconded – Cllr Darrel Mawle
Resolved by a unanimous vote.

4. Mayor's Announcements

I. Welcome two new Councillors to Hednesford Town Council.

Mayor Kathryn Downs welcomed the two new Councillors: Cllr Laura Harrison and Cllr Stuart Crabtree.

The Mayor conveyed her sympathy and condolences to those affected by the conflict in Ukraine. She also welcomed the Government refugee sponsorship scheme and announced the new initiative that Hednesford Town Council were launching that week, creating a virtual register of goods and services items to be accessible for refugee families and individuals moving to the area; a leaflet detailing how this can be accessed will be given out to local shops.

As the head of the Council, Mayor Downs has been asked to sign up to a scheme for leaders to show their solidarity and support to the leaders of Ukraine and condemn the attacks in Ukraine. There were no objections from Councillors.

II. Update: CCDC judgement on HTC request to assign the PGCC lease to the Scouts.

Mayor Kathryn Downs formally acknowledged that CCDC Cabinet had considered and rejected the proposal to assign the lease of Pye Green Community Centre to 1st Hednesford Scouts and confirmed that Council will now need to review the annual budgets to resolve the deficit created by operating the Centre.

It was also acknowledged that two Councillor surgeries for residents to attend had been held this year and two more were scheduled.

5. Council Committees

- I. Michelle Baker read out a statement which confirmed that Cllr Roden could return to the Finance, Personnel and Operations Committee with immediate effect as his verbal resignation from that Committee in August 2021 was not valid as it was not in writing as stated in the Council's Standing Orders. CCDC Monitoring Officer has confirmed this.

Resolved that Cllr Arthur Roden to return to the Finance, Personnel and Operations Committee.

II. Two new Councillors to join Committees. Current Committee membership.

Cllr Laura Harrison to join the Pye Green Community Centre Committee

Proposed – Cllr Debbie Cartwright

Seconded – Cllr Arthur Roden

Resolved by 9 votes – Cllr Garry Jones abstained.

Cllr Stuart Crabtree to join the Regeneration and Community Committee

Proposed – Cllr Sharon Jagger

Seconded – Cllr Paul Woodhead

Resolved by unanimous Vote.

6. Papers / Reports from Councillors, Committee Chairs and Principal Speakers

I. Pye Green Community Centre

To consider the following Motion proposed by Cllr Darrell Mawle:

December's motion at Full Council to transfer the lease for Pye Green Community Centre to 1st Hednesford Scouts came about from Councillor's serious concerns that yearly losses were affecting the Council's reserves and would become unsustainable in 3 years' time.

Councillors also wanted to help a much loved local group find a new base whilst gaining a commitment from them that the Community Centre would remain open for community groups and activities for the majority of the time.

Following CCDC's decision that there will be no change to the lease I propose that the letter that was sent to the 5 affected hirers notifying them that they are unable to hire PGCC after 31st March 2022 be revoked with immediate effect enabling hirers to continue on the same terms as before if they want to.

Staff were also notified that there may be employee consultation following the lease assignment and this needs to be retracted. (please note that the Clerk / Proper Officer has confirmed that she has already notified staff that the lease assignment was rejected and their jobs are not due for consultation).

The Council still finds itself in a financial predicament so I also propose that the PGCC Committee urgently looks at how to rectify this and reviews hire fees, new ideas for income generation and all aspects of PGCC day to day running bringing proposals back to full council in May.

Cllr Paul Woodhead requested an amendment that a balanced budget be reset. It was amended as follows: 'to propose that Council approves the use of reserves to continue its operations until PGCC committee comes back to full Council with proposals in May' the amendment was accepted by Cllr Darrel Mawle.

Proposed – Cllr Darrell Mawle

Seconded – Cllr Paul Woodhead

Resolved to agree the above motion and amendment by a unanimous vote.

II. Pye Green Community Centre Requirement for a Building Condition Survey/Report

To consider the Paper proposed by Cllr Sharon Jagger (enclosed agenda pack pages 12 to 14). Cllr Sharon Jagger confirmed that the Council inherited the Community Centre without a building condition report and one had not been instructed by Council since, the recommendation proposed is that a Building Condition Survey and thorough report is undertaken at the cost of circa £1,180.00 (based on the quote received) to enable the Council to comply with health and safety legislation and to plan a financial strategy for ongoing responsibility of the Community Centre.

Proposed – Cllr Sharon Jagger

Seconded – Cllr Darrell Mawle

Resolved to agree the above paper by a unanimous vote.

III. Control the Bleed Kits

To consider the Paper proposed by Cllr Kathryn Downs (enclosed agenda pack pages 15 to 19). Mayor Kathryn Downs proposed that the Council purchase two 'Control the Bleed' cabinets and kits, one for installation in Hednesford Park and one at a suitable location in Anglesey Ward, plus a cabinet and kit will also be donated by a member of the public to be hosted at PGCC along with the donated cabinet and kit in Market Street that has already been installed.

Once a Community Officer is in post, they will undertake regular inspections to monitor damage or usage. The cost of this is approximately £1,500 including VAT plus which should be spent from the CIL fund. The Council should then budget to replace kits as they are used or expire, and budget for one replacement kit per year at a cost of £96.00 per kit. The proposed product is the official kit used by emergency services and will be accessed by entering the code given when dialling 999.

Proposed – Mayor Kathryn Downs

Seconded – Cllr Sharon Jagger

Resolved to agree the above paper by a unanimous vote.

IV. Principal Speaker for Planning – Cllr Sharon Jagger

To note the attached list of planning applications (enclosed agenda pack page 20).
Cllr Sharon Jagger advised that there are no adverse observations.

V. CCTV Statistics – Cllr Paul Woodhead

To note the CCTV report (agenda pack pages 21 to 22).

Cllr Paul Woodhead felt the report did not provide a comprehensive insight into the towns issues such as anti-social parking and suspected drug issues, he encouraged residents to keep reporting issues to the Police to make them more aware of the problems so that they can be addressed accordingly.

7. Update from Operations and Regeneration Manager / Clerk and Proper Officer

- I. Acting RFO will complete the Q3 Budget Vs Actual reports for the next FPOPS Committee meeting.
- II. Budget implications for 2022/23 and a way forward. The 2022/23 budget is now obsolete following the CCDC decision regarding PGCC. It is proposed that a new budget is drafted (with both fixed and variable costs) by the Proper Officer in March 2022 and that Full Council assemble in March / April 2022 specifically to agree the revised budget now that PGCC is to be retained by HTC.

Michelle Baker provided a summary of the revised draft budget to include the responsibility of operating PGCC in addition to all items and initiatives stated on the previous budget approved by Council, it presented a £32,000.00 deficit. She will consult with each of the three Committees and present a revised budget at the April Full Council meeting, so that the balance is at zero.

8. Items for the next meeting Agenda

- Cllr Sharon Jagger: Members of the public had asked Cllr Jagger to find out what the notices were, pinned to trees at the station entrance. These are Tree Preservation Orders protecting the mixed broad leaf and pine trees woodland.
- Cllr Paul Woodhead: School parking.
- Cllr Debbie Cartwright: Community fridge.

To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted.

Private and Confidential Business

- I. Cllr Cartwright addressed Full Council with a statement she had prepared which highlighted her concerns and reinforced the current Councillor Code of Conduct.
Councillors agreed that all should treat one another with kindness and respect.
- II. Personnel update – by Michelle Baker, Clerk / Proper Officer:
 - Community Officer recruitment – this has been completed and the person appointed will join the Council in May.
 - RFO recruitment – a locum RFO is required.
 - NALC – the Council works in line with NALC pay scale

Report To:	Full Council	Date:	29 th March 2022
Title:	PGCC Hire Fees		
Anticipated Time:	15 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	High Priority

Summary

Hednesford Town Council voted by majority to assign the lease of Pye Green Community Centre to 1st Hednesford Scouts in December 2021. The proposal was rejected by Cannock Chase District Council in March 2022 and subsequently Hednesford Town Council will continue to operate and manage the Community Centre.

The Centre currently operates in a deficit position and is subsidised by the Council Precept. It is a Council priority for this to be addressed as approximately 30% of the Precept (annual Council tax allocation) is assigned to the running of the Community Centre which restricts the Council's work on other projects.

The Council will address the deficit during the new financial year 2022/23. This will include:

- Identifying the days and times that the hall / function room is regularly unoccupied and promote to businesses, classes and organisations and aim for 100% occupancy.
- Marketing campaign for PGCC including the hall and meeting rooms i.e. banners / Hednesford Life Magazine / online / flyers / direct marketing / stakeholder and resident engagement.
- Increase the hire fees for the hall (this Paper).
- Increase the hire fees for the meeting rooms.

Comparative hire fees have been obtained for local Community Centres and venues to assist in setting the revised price structure for the hall.

*Please note:

- This Paper addresses the Hall / Function Room only.
- Fees for the two meeting rooms, discounts for Charities and Not for Profit Community Groups will be addressed separately at next month's May Full Council meeting.
- The Hall / Function Room is the most critical to review as it is the most prevalent in terms of bookings and enquires and affects long term hirers who are keen to know the revised costs before they commit to staying at PGCC.
- The increase to hourly rate hire will not solve the financial issues in isolation but is part of a range of proposals.

CURRENT hire charges (March 2022):

Main Hall

Mon - Fri

- 9am - 12pm £12 per hour
- 12pm - 5pm £14 per hour
- 5pm - midnight £16 per hour

Sat – Sun

- 9am - 12pm £14 per hour
- 12pm - 5pm £16 per hour
- 5pm - midnight £18 per hour

Adult Private Party in Main Hall

5pm - midnight (bar opens at 7pm, entry from 5pm for room set-up only)

- Room hire £130
- Room setup £50
- Bar facility £30
- Air con £25

£235 total plus £80 refundable deposit

Please note:

- Hirers are currently charged for the use of air conditioning. However some hirers pay this as part of the hourly rate (i.e. included within the £16 but itemised separately on the invoice i.e. £14 for hire and £2 for air conditioning) and it is included within some current hire arrangements. The majority of other venues do not charge for the air conditioning and market it as a selling point for their venue. It is proposed that the new fee should be inclusive of the air conditioning.
- Children's parties are currently charged on an hourly basis rather than a flat fee for functions, as adult parties are charged.
- Hirers currently receive 15 minutes free time either side of their booking for set-up and close-down.

Recommendation(s)

It is recommended that hire fees for the hall / function room increase effective from 1st June 2022, providing current hirers with notice to accept / decline the increase in hire rates and a minimum of 30 days written notice of the updated hire fees.

The current pricing structure is complicated and needs to be simplified. There are add-ons for the use of air conditioning and a substantial difference in price structures whether booking a child's or adult party, even when excluding the cost of the bar.

Hednesford Town Council recognise that the price increase must ensure PGCC remains affordable, reasonable and competitive. The increase in hire fees must not negatively affect the running of the Centre or its current occupancy.

Please review the price comparisons in the appendix. These were used to benchmark PGCC.

Proposed Increases to Hire Fees

It is proposed that Council adopt the recommendations stated below:

a) NEW fee for hourly rate bookings for classes / organisations / sports

- Monday to Sunday 9am – 5pm NEW rate of £16.00 per hour
It is currently £12-14 per hour and therefore a 41% increase based on £12 per hour hire / or 14% increase based on average of £14 per hour hire.
- Monday to Sunday 5pm – midnight NEW rate of £20.00 per hour.
It is currently £16 per hour Mon-Fri and therefore a 25% increase / or £18 per hour Sat-Sun 11% increase.

The revised rate would include air conditioning and free car parking as standard. Same as other venues.

The rates would be fixed for 12 months to provide hirers with certainty.

The revised rates would bring PGCC in line with comparable Community Centres and venues (see appendix).

b) NEW fee for private parties and functions

NEW rate of £250.00 for children’s and £300.00 (includes bar) for adult parties from 5pm to midnight on Saturdays and Sundays. There is a hirer until 9pm on Fridays so the hall is not hired for parties currently on Friday nights.

It currently costs £235.00 for adult parties including the bar (therefore a 27% increase).

Relevant Issues and Implications	
Financial	The proposal is required as PGCC operates at a loss.
Value For Money	The proposal remains competitive to other local venues.
Risk & Control	<i>No relevant issues or implications identified</i>
Health & Safety	<i>No relevant issues or implications identified</i>

Legal	Revised price would be stated within signed hire agreements, for all hirers.
Human Resources	<i>No relevant issues or implications identified</i>
Equal Opportunities	<i>No relevant issues or implications identified</i>
People (Public, Centre Users and Councillors)	PGCC users would be impacted by the increase.

1.	Introduction
1.1	Pye Green Community Centre is to remain under the management of Hednesford Town Council following the rejection of the lease assignment proposal in March 2022. In order to continue to operate the Centre a price increase is required as the Centre currently operates at a deficit.
2.	Proposal
2.1	<p>For HTC to approve the recommendations which would increase the Council's revenue as follows:</p> <p>1.) Short term and long term hirers for classes / sports / organisations: Monday to Sunday 9am – 5pm increase to £16.00 per hour Monday to Sunday 5pm – midnight increase to £20.00 per hour</p> <p>2.) Parties and private functions: Increase to £250.00 5pm – midnight (without bar facility) Increase to £300.00 5pm – midnight (includes bar facility)</p> <p><u>Effect on Weekly Income</u></p> <ul style="list-style-type: none"> • Currently the income from regular hirers only (excluding parties) is £627.40 per week (based on 42 weeks per annum as some of the hirers do not hire during school holidays). • If the fee increases are approved (£16 and £20 per hour) the income from regular hirers (excluding parties) would increase to £911.00 per week for those 42 weeks. • This is a 45.2% weekly increase in current weekly income. • If Council vote the charge for the free set-up time this would also affect the income.
3.	Options
3.1	Approve the recommendations.

3.2	Do nothing and retain current hire fees – this is not an option as the Centre operates at a loss.
4.	Conclusion
4.1	Council acknowledge that action must be taken to enable Pye Green Community Centre to improve and address the finances of the Centre.
4.2	The increase in hire fees will be in conjunction with a marketing campaign to promote the Centre for Parties and Functions and also a targeted campaign to promote the Centre for classes and organisations on the days / times when the Hall / Function room is vacant.
5.	Recommendation(s)
5.1	<p>It is proposed that the fees for the hall hire are increased as follows:</p> <p>(Council are to vote on each item)</p> <p>I. Hourly rate Monday to Sunday 9am – 5pm to increase to £16.00 per hour.</p> <p><i>It is currently £12-14 per hour and therefore a 41% increase based on £12 per hour hire / or 14% increase based on average of £14 per hour.</i></p> <p>II. Hourly rate Monday to Sunday 5pm – midnight to increase to £20.00 per hour.</p> <p><i>It is currently £16 per hour Mon-Fri and therefore a 25% increase / or £18 per hour Sat-Sun 11% increase.</i></p> <p>III. Parties and functions to increase to £250.00 5pm – midnight (without bar facility).</p> <p><i>Children's parties are currently charged on an hourly basis.</i></p> <p>IV. Parties and functions to increase to £300.00 5pm – midnight (includes bar facility).</p> <p><i>It currently costs £235.00 for adult parties including the bar (therefore a 27% increase).</i></p> <p>V. Council is to vote on whether the 15 minutes free time either side of a booking should remain.</p> <p>Feedback from some long term hirers is this time is beneficial for their business and to introduce a charge would mean they would stop hiring PGCC as it would become cost prohibitive.</p> <p>The recommendation from the Pye Green Community Centre Committee on 28th March was to remove the 15 minutes free hire time either side of all</p>

bookings. This time can still be booked and hirers can secure this time but would be charged accordingly.

Appendices

Comparative costs.

For more information on this proposal please contact:

Michelle Baker, Operations and Regeneration Manager, Clerk and Proper Officer

Debbie Cartwright, Chair of PGCC Committee

Comparative Costs - Local Community Centres and Venues

Hawks Green Community Centre

Main Hall

Commercial / Seminar / Trade – Per Day £200 / £40 per hour

Weekday Morning Session (8am-1pm): £13 per hour

Weekday Afternoon Session (1pm-6pm): £17 per hour

Weekday Evening Session (6pm-11pm): £22 per hour

Weekend Morning Session (8am-1pm): £15 per hour

Weekend Afternoon Session (1pm-6pm): £19 per hour

Weekend Evening Session (6pm-11pm): £24 per hour

Rugeley Community Church and Centre

Main Hall

Do not hire to parties

Do hire for meetings / training / sports clubs

Monday to Sunday daytime 9am - 5pm £18 per hour

Monday to Sunday evening after 5pm £20.50 per hour

Sheepfair Community Centre Rugeley

Main Hall

One off bookings £12 per hour

Permanent bookings £9.00 per hour

The Aquarius Hednesford

Main Hall

£18 per hour for sports class

£20-30 per hour for functions

£350 7pm - midnight for functions

Smaller hall £250 for meetings / small classes

Avon Business and Leisure Centre Cannock

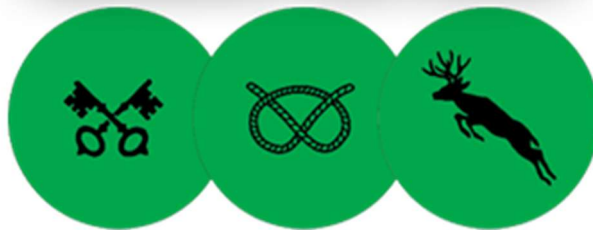
Main hall - holds 300 £25 per hour

Small hall - holds 100 £18 per hour / after 5pm £19 per hour

Norton Canes Community Centre awaiting

Huntington Community Centre awaiting

Hednesford Town Council



Pye Green Community Centre Hire Agreement

DRAFT COPY ONLY

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1 Introduction

- 1.1 Pye Green Community Centre (PGCC) warmly welcomes hirers and their guests. Please read through these terms and conditions and contact us if you have any queries.
- 1.2 The following terms are used in this document:
 - **PGCC:** The premises known as Pye Green Community Centre;
 - **Hirer:** Any organisation, group or individual entering into an agreement for use of the PGCC.
- 1.3 The hirer is required to be at least 18 years of age.
- 1.4 Hiring of the PGCC to any organisation, group or individual is at the absolute discretion of the Hednesford Town Council (HTC) or any other member of staff or committee of HTC who has the authority to act on behalf of the HTC.
- 1.5 Hirers and their guests are required to treat all users and staff with respect.
- 1.6 The Hirer (or any other person authorised in writing to the HTC by the Hirer) must be present at all times during the hire period.
- 1.7 The Hirer (or the authorised representative) must not leave the premises at the end of hire until a PGCC staff member has met with the hirer and conducted the handover.
- 1.8 The Hirer must allow HTC staff or representatives access to the premises at all times during the period of hire.

2 Facilities

- 2.1 PGCC has a number of rooms and facilities available for hire
 - 2.1.1 Function Room: 150 dancing, 140 seated – **check numbers**
 - 2.1.2 Meeting Room 1: 20 seated at meeting table, 40 seated lecture style
 - 2.1.3 Meeting Room 2: 10 seated at meeting table, 16 seated lecture style
 - 2.1.4 IT Suite
 - 2.1.5 Foyer area
 - 2.1.6 Outdoor and car parking area
- 2.2 There are separate male and female toilets by the entrance to the building which is available to the Hirer and their guests along with a toilet for disabled users.
- 2.3 Inventory of tables and chairs:

Item	Quantity
Chairs	
Tables	

2.4 A small kitchen, accessible from the function room, is available but must be requested at the time of booking.

2.5 PGCC is licensed for entertainment and has a licensed bar with strict last orders at 11:20pm. There are also projectors available for hire in the Function Room and Meeting Room 1 – **Check the maintenance on the projectors.**

2.6 No other areas of the PGCC are included in the hire.

2.7 The Hirer must ensure they visit the premises prior to a booking to ensure that the facilities are suitable for the hire.

3 Bookings

3.1 Bookings can only be made using the official booking form which is available for download from the HTC website or available from the centre.

3.2 The booking form can be submitted by e-mail or handed to a member of the HTC. Acceptance of the booking form does not imply acceptance of a booking. The booking will be confirmed in writing via email.

3.3 Bookings will not be accepted from anyone under the age of 18.

3.4 The booking form must disclose full details of proposed use including DBS certificates where relevant. The hire is granted based on the details provided by the Hirer at the time of booking.

3.5 In the event of any variation of use by the Hirer or failure to comply with the requirements of full disclosure, the HTC reserves the right to cancel the booking.

3.6 HTC may, if it deems necessary, request additional information from the Hirer.

3.7 HTC reserves the right to refuse any booking. This would include events or activities which the HTC considers:

- to be an inappropriate use of PGCC;
- may present a threat to public safety;
- likely to create a disturbance or inconvenience to the residents in the neighbourhood;
- to be in conflict with any of the HTC's policies or its aims and objectives which are available to view at www.hednesford-tc.gov.uk;
- may embroil the HTC in disrepute.

3.8 HTC is not required to provide any reasons for refusing bookings.

Provisional Booking

3.9 If the booking is approved, the Hirer will be informed via e-mail or phone. The booking will be considered provisional until the initial payment (see 5) has been received.

3.10 A booking that is only provisional will be set aside if another Hirer is willing to make a confirmed booking.

Confirmed Booking

3.11 A provisional booking will become a confirmed booking once the initial payment (see 5) has been received.

4 Prices

4.1 Hire charges listed below are valid for bookings made up to 1 month in advance.

4.2 HTC reserves the right to increase hire charges and will notify the Hirer giving them one month's notice.

4.3 The Hirer can then choose to accept the new charges or cancel the booking in which case any advance payments made will be returned to the Hirer.

4.4 Hourly hire rates are applied from the time booked when the gates are opened or access permitted through to the time specified as the end of the hire when the building and/or gates will be locked or made available for the next hirer. Please note penalty charges in section 7 of this document.

4.5 In addition to the charges listed below, the following charges will be added to all PGCC Hires.

Insert list of fees and times

4.6 The table below lists the hourly charges for **Residents of Hednesford** looking to hire the centre for private functions / family events only:

To be discussed at the May Council meeting

4.7 The table below lists the hourly charges for **voluntary groups** based in **Hednesford** looking to hire the centre for community-based activities (groups with a registered address in Hednesford, must have a constitution and bank account for the organisation or be a charitable trust/ CIC/CIO or similar status).

To be discussed at the May Council meeting

4.8 The table below lists the hourly charges for **voluntary groups** (must have a constitution and bank account for the organisation or be a charitable trust/ CIC/CIO or similar status) not based in Hednesford looking to hire the centre for community-based activities:

To be discussed at the May Council meeting

4.9 The table below lists the hourly charges for **corporate** (business, sole trader, partnership, limited or public limited company) organisations looking to hire the PGCC for community activities:

To be discussed at the May Council meeting

4.10 The table below lists the hourly charges for **commercial use** of the facilities:

To be discussed at the May Council meeting

5 Payments

5.1 Payments must be made via bank transfer to the HTC's bank account detailed in the booking form.

5.2 Prices include the items marked on the booking form. Anything not specifically mentioned in the booking form are not included in the hire and must not be used by the Hirer or their guests (including offices, equipment, facilities etc).

Short Term Hire

5.3 An initial payment of 50% of the total cost must be paid before a booking can be confirmed. The remaining balance must be paid at least 14 days before the date of hire.

5.4 For bookings less than 14 days before the required date, 100% of the total cost must be paid for a booking to be confirmed.

Long Term Hire

5.5 Payments must be made monthly in advance via a standing order.

5.6 Long term hires may only be granted for up to 6 months at a time. The renewal of long term hires is at the discretion of HTC.

5.7 Long term hires for weekends may only be granted for up to 1 month at a time. The renewal of long term weekend hires is at the discretion of HTC and may need to be adjusted to accommodate Short Term Hires.

6 Deposit

6.1 A deposit of £100 is required which must be paid at least 14 days before the date of hire (or initial hire for long term hires).

6.2 The deposit will be returned, less any penalty charges (see 7), no more than 14 days after the hire date via bank transfer to the Hirer's bank account.

6.3 HTC may waiver the deposit at its own discretion.

6.4 If the penalty charges exceed the amount of the deposit (or where a deposit was waived), an invoice for the balance will be issued to the hirer for payment within 14 days.

7 Penalty Charges

7.1 The hirer will be charged for:

- loss or damage to property (see 12);
- additional cleaning the HTC has to undertake which should have been done by the hirer;
- finishing after the end time as agreed on the booking form (see 7.3);
- other costs incurred by the HTC as a result of any breach of contract by the hirer.

7.2 An invoice for all penalty charges will be issued to the hirer.

7.3 The charge for finishing after the agreed time is £X for every 15 minutes. Due to commitments to other hirers and availability of staff, the hirer may not be permitted to finish after the agreed time.

7.4 Where a penalty charge becomes due for a long term hire, the Hirer will be required to pay the charge before their next scheduled hire and the hirer will not be permitted any further use of the PGCC until the payment has been received in full. If the payment is not received within 7 days, the penalty charge will be deducted from the deposit and HTC reserves the right to cancel any and all future bookings. If any monies remain due after deductions from the deposit, an invoice for the balance will be issued to the hirer for payment within 14 days.

8 HTC Projects

8.1 Charges and rules for projects and activities supported or run by the HTC will be decided by the HTC Full Council or **the Pye Green Community Centre Committee** at the project inception.

9 Discounts

9.1 Consideration can be given to discounting the above rates in exceptional circumstances where there is overriding community benefit. If a hirer would like to apply for a discount this should be in writing to HTC setting out clearly the reasons a discount should be granted. In the first instance this will be considered by the **HTC Community Centre Committee** and referred to a Full Council meeting of HTC with a recommendation. A discount of up to 100% may be granted at the sole discretion of HTC and each request considered on its own merits. Such a decision will not normally be on an ad-hoc basis.

9.2 Discounts will only normally be considered from residents of Hednesford, voluntary groups based in Hednesford or other groups or organisations using PGCC for community use.

10 Cancellation

10.1 HTC reserves the right to cancel bookings if PGCC is rendered unfit for the intended use.

10.2 In the event of any cancellation or termination of the hiring no liability shall fall upon HTC, or any officer of HTC, in respect of any loss sustained or expenses incurred by the hirer, or any other person, as a result thereof.

10.3 If the hirer cancels the hiring following a confirmed booking, the hirer shall be liable to HTC for any costs, expenses and losses incurred by HTC. Depending on when the notice of cancellation is received, a percentage of the total hiring charge will be retained by HTC (see 11.1-11.5).

10.4 Cancellations or terminations will only be accepted in writing and deemed effective upon written acknowledgement by HTC.

11 Retentions

11.1 10% of the total cost will be retained if the cancellation is more than 28 days before the hire date.

11.2 50% of the total cost will be retained if the cancellation is more than 14 days but less than 28 days before the hire date.

11.3 100% of the total cost will be retained if the cancellation is within 7 days of the hire date. However, if another Hire is confirmed for the same date(s) then the Hirer will be entitled to a refund of 50% of the total cost.

11.4 Any additional arrangements made by HTC on behalf of Hirer's (e.g. catering) which cannot be cancelled or refunded will be charged in full to the Hirer.

11.5 Refunds of charges, less any retentions, will be made within 7 – 10 of cancellation and paid by bank transfer to the Hirer's bank account.

12 Damages, Decorations & Advertising

12.1 The hirer shall ensure nails, screws or other fixings are not driven into the walls or floors or into any furniture or fittings or permit to be done anything likely to cause damage to the building or any such furniture or fittings.

12.2 The hirer shall repay to HTC on demand, the cost of reinstating or replacing any part of the premises or any property, whatsoever, which is damaged, destroyed, stolen or removed during the period of hiring.

12.3 The hirer shall not display and shall ensure that no other person displays any advertisements relating to the hiring by affixing the same to or utilising the support of a lamp-post, guard rail, electricity relay box or any other item of street furniture (within the grounds of PGCC) except with the prior written consent of HTC. Banners can be displayed on the railings at the entrance but must be by prior written consent only.

12.4 No signs, posters, banners or similar shall be attached to any wall or other part of the building without the approval of HTC.

12.5 Where permission has been granted for placing signage, it should be fixed in the manner allowed by HTC and removed at the end of the hire period.

12.6 The Hirer may not use the name Pye Green Community Centre or HTC in any way in connection with their business other than to specify the location of the event.

12.7 The Hirer or their guests (whether invited or the members of the general public for open events) may not distribute any leaflets outside the Centre without express permission from HTC.

13 Equipment & Electrical Installations

13.1 The hirer shall ensure all tables and chairs are returned back to the places they were taken from.

13.2 The hirer shall ensure any keys issued are returned as agreed at the time of hiring.

13.3 All electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. HTC disclaims all responsibility for all claims and costs arising out of such equipment that does not so comply.

13.4 The hirer shall not alter, disconnect, or in any way interfere with the electricity nor install any additional lights.

13.5 HTC shall not be liable for any loss or damage to equipment brought in by the hirer or their guests.

14 Food & Alcohol

14.1 Hirers agree to comply with food hygiene laws where food is being prepared for service. No food is to be stored in the centre.

14.2 No food is to be cooked on a barbecue or any kind of cooking device outside of the building. All food preparation must be undertaken in the kitchen area.

14.3 The service and/or sale of alcohol is strictly prohibited unless provided through the licensed bar facility paid for in the hire agreement.

15 Entertainment and Noise Levels

15.1 The playing of music or other entertainment shall be restricted to the inside of the building and must cease at 11:30pm.

15.2 The hirer is responsible for ensuring that their noise levels do not disturb other activities within the building or disturb local residents. The Function Room is fitted with noise monitoring equipment which gives a visual warning of noise at 85dB and cuts out the power to the centre at 95dB. The level cannot be altered and you are advised to inform any musicians/dance bands. Under no circumstances should

any windows and fire exit doors be opened so as to minimize any noise nuisance to our neighbour's. Blinds should be closed during an evening function. – **Cross reference with the PGCC lease**

- 15.3 If amplified sound is used, HTC reserves the right to dictate acceptable volumes.
- 15.4 The centre may only be hired for any events involving entry tickets for admission with the express permission of HTC. Under no circumstances can tickets be sold on entry.
 - 15.5 The Hirer must ensure the noise levels during arrivals or departures are not such as to cause nuisance or inconvenience to occupiers of neighbouring properties.
- 15.6 No collection, games of chance, sweepstakes or lotteries or any betting may be conducted without the prior written consent of HTC and subject to the production of any necessary licence.

16 Waste

- 16.1 The hirer shall ensure all areas are clean and free of litter. All waste must be taken away by the hirer as the centre does not have waste disposal facilities.
- 16.2 The hirer shall ensure no rubbish is left on the pavements or in the vicinity of PGCC and all litter is picked up and disposed of appropriately.

17 Cleaning

- 17.1 At the completion of the hirer's activity tables, chairs and other furniture must be placed in their original positions and all areas left in a clean and tidy state.
- 17.2 The Hirer will ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
- 17.3 Where cleaning of any room is not to HTC's satisfaction or any damage has resulted from the cleaning, the Hirer will become liable for any additional costs incurred by HTC.
- 17.4 No property or goods belonging to the Hirer should remain in the facility after the booking period.

18 Health & Safety

- 18.1 Hirers, guests and members of the public are obliged at all times to fully comply with the standard health and safety rules. A copy is available on request.
- 18.2 It is illegal to smoke anywhere in the building.
- 18.3 No candles or incense sticks may be used in the building.
- 18.4 Fire exits must be kept clear at all times.
 - 18.5 Fire apparatus must not be interfered with except as necessary in the cause of fighting a fire.

18.6 All motorised vehicles are parked at the owners own risk and must vacate the premises immediately at the end of the hire period.

19 Safeguarding

19.1 The hirer is fully responsible for safeguarding of children (under the age of 18) and vulnerable adults where the parent or guardian of the child is not present during the hire.

19.2 The hirer must have safeguarding policies that govern their organisation and ensure they adhere to those policies at all times and deal with any safeguarding issues that may arise according to the relevant central and/or local government guidelines.

20 Insurance

20.1 If the hirer is a business or organisation running a class with members, they must obtain their own public liability insurance to adequately cover all liabilities for the forthcoming class for which the booking is made. HTC's own insurance will under no circumstances cover any liability for the hirer or anyone on the hirers' behalf.

21 Indemnity

21.1 A commercial hirer agrees to accept full responsibility and indemnify and keep indemnified HTC against any action, claim or demand whatsoever which arises or may arise as a result of the hire.

21.2 The hirer agrees to accept full responsibility and indemnifies HTC for the loss, damage or theft of any equipment, property or personal belongings.

21.3 The hirer fully indemnifies HTC of all responsibility for any safeguarding issues which arise during the hire and DBS certificates (where appropriate) should be submitted to HTC along with the hire form.

22 Termination

22.1 HTC reserves the right to terminate any hiring in the event of any behaviour or action which is unlawful or damaging (physically, reputationally or by any other means) to the Centre, the Council or its members. If such termination takes place, the hirer will forfeit the deposit and fees paid.

22.2 If for reasons beyond the control of HTC (HTC having used all reasonable endeavours to avoid the same) it is necessary for HTC to close all or part of the building or cancel the booking, HTC may (without prejudice to the rights and remedies of either party in respect of any prior breach by the other) terminate this Agreement upon reasonable prior notice (which shall be no less than 24 hours save in the case of emergency when as much notice as is reasonably possible will be given) to that effect to the hirer and in that event HTC shall, unless there has been a breach of any of the conditions of this Agreement, return the due proportion of the amount paid for the use of the Accommodation but the hirer and other persons

attending the booking shall have no further claim whatsoever against HTC in respect of such termination of the Agreement. See also section 10.

22.3 In any event, and notwithstanding anything in this Agreement, HTC will not be liable to the hirer, its guests, employees, agents or contractors for any consequential, special, or indirect loss, loss of business profits or contracts or loss of reputations to the hirer in the event of cancellation of the function or termination of this Agreement by HTC.

23 Emergency Procedures

23.1 The hirer must comply with HTC's Emergency Procedures. If the fire alarm is sounded, everyone should leave the building immediately by the nearest fire exit. No one should return to PGCC until permission has been obtained from HTC.

23.2 In the event of a fire, the emergency services shall be informed by calling 999.

24 English Law

24.1 This Agreement shall be governed by English Law and the parties hereby submit to the jurisdiction of the English Courts.

25 Statutory Rights

25.1 This Agreement creates no binding relationship between the parties hereto in relation to further booking nor confers on the hirer any Statutory rights under the Landlord and Tenants Acts.

26 Contracts (Rights of Third Parties) Act 1999

26.1 Notwithstanding any other provisions herein contained noting in this Agreement for Hire confers or purports to confer any right to enforce any of its terms pursuant to the Contracts (Rights of Third Parties) Act 1999 on any person who is not party hereto.

27 Responsibility

27.1 Signatories to the Booking Form and this Agreement bear the responsibility for any violation of the Agreement by all guests.

27.2 Where the Hirer is an organisation, the organisation referred to in the hiring application shall be jointly and severally liable with the Hirer for complying with this agreement.

Report To:	Full Council	Date:	22/3/22
Title:	CIL Wayfinding Project		
Anticipated Time:	10 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	Low Priority

Summary
<p>Hednesford Town Council is a Partner involved with the Cannock Chase Wayfinding Demonstration Project funded by Sports England – Together Active along with Staffordshire County Council, Cannock Chase District Council and Inspiring Healthy Lifestyles to encourage active travel, in particular from the Hednesford North Ward, on to the Chase along the Heritage Trail to Marquis Drive and the Toc H all ability trail. This is an opportunity to work with these partners to place direction, information and orientation boards at strategic locations in the town and on the route from Marquis Drive to encourage us of the trail both for active travel to the Chase and visitors from the Chase to come to our town and supplement the circa £200K grant pot with CIL funds to benefit the town in to this project.</p>

Recommendation(s)
<p>It is recommended that Council authorise the use of up to £16,000 of CIL monies to purchase and place up to six orientation boards and placed in Anglesey Street car park close to Station Café, Victoria Street Car park near Hednesford Bingo, Victoria Street bus shelters, Brindley Heath Road Car Park, Marquis Drive Visitor Centre and one other location if landlords permission can be agreed at Birches Valley Visitor Centre</p>

Relevant Issues and Implications	
Financial	This will use £16,000 of CIL funds
Value For Money	This will encourage the two way traffic of people to an important visitor destination and link our town in a more structured manner to the Chase and encourage visitors to Hednesford as well as Hednesford residents using the Chase for recreational purposes

Risk & Control	These are additional assets to be controlled by the Council and will require some ongoing maintenance and repair commitments
Health & Safety	No relevant issues or implications identified
Legal	Landlord permission will be needed from Cannock Chase District Council, Staffordshire County Council and the Forestry Commission to site the boards in preferred locations
Human Resources	Whilst no additional resource or issues are identified it would become a more immediate priority
Equal Opportunities	No relevant issues or implications identified
People (Public, Centre Users and Councillors)	This would increase the use and access by residents and visitors to the Chase and the Town via the Heritage Trail

1.	Introduction
1.1	Attached as an appendix is an outline of the Together Active Wayfinding project
1.2	Working as a partner to this project we can build a greater impact to our draw as a visitor destination as well as promoting the active travel and health benefits for residents of visiting the Chase through walking and cycling.
1.3	This project gives us an opportunity of the confluence of a number of the Council's priorities to deliver further positive change for our community. With the regeneration of the town through increased footfall to the Town Centre, the promotion of the town destination locations outside the town centre, promotion of a more active lifestyle for residents, use of the heritage trail as an important route in to and out of the town, delivery of the objectives of the declaration of Climate Emergency from 2019.
1.4	Guiding people towards the routes the benefits and the activities/events of the town is an important element of engagement through the Visit Hednesford brand and ensuring the widest possible access to the community for all the positive changes we are effecting for the town. Orientation boards are a proven method of communication to complement our strong online presence and magazine production which will help build the thriving, vibrant town our community deserves.
2.	Proposal
2.1	To purchase and site, subject to landlord consent up to six triple style orientation and interpretation boards in a style and construction sympathetic with the Together Active project and other boards use by stakeholders and to weave the Visit Hednesford brand in to the work of the other stakeholder contributions to the Wayfinding project.

2.2	The triple boards would incorporate a panel as a notice board which would need to be available for short term notices, event and activity promotion. A second panel would be designed to the specific location and the content vary with the location for example a list of shops and businesses in the Town Centre, wildlife or local environment information, broader visitor/destination infographic etc. The third panel would be a wider geo-location board showing a “you are here” in relation to other key visitor, route or destination points. We would also incorporate the use of QR code scanning to allow links to our website and/or Together Active and/or Cannock Chase Can App interaction which will ensure up to date information can be accessed.
2.3	These boards are circa £2,000 each depending on supplier and will also need some design and development work
2.4	<p>The list of suggested locations</p> <ol style="list-style-type: none"> 1. The pedestrian exit to the car park from Anglesey Street adjacent to the Station Café facing Market Street 2. The Tesco side of Victoria Street bus stations adjacent to the pedestrian exit from Tesco 3. The CCDC car park boundary to the Aldi car park adjacent to Hednesford Bingo 4. The vehicle entrance to the Brindley Heath Road car park along the Heritage Trail 5. The visitor centre area of Marquis Drive 6. The visitor centre area of Birches Valley <p>Alternative locations might include</p> <ol style="list-style-type: none"> 7. The corner of Victoria Street and Market Street near the tiered planters 8. West Midlands Retail Outlet Village 9. A reciprocal or shared posting in Rugeley Town Centre or other parishes (Cannock Wood for Castle Ring/Nunswell)
2.5	Each location would need landlords permission and it will need to be confirmed if planning consent is needed, however as part of the Wayfinding Project a number of these are stakeholders to this project and supportive of linking up the investments.
2.6	If we are able to act quickly there is no reason that this could not be completed to take advantage of the increased visitor numbers to Cannock Chase linked to the Commonwealth Games in August this year.
3.	Options
3.1	Proceed with orientation/interpretation boards as proposed in this paper at up to six locations
3.2	Not proceed with this project
3.3	Review and scope a more extensive electronic/online orientation board approach circa £100k project
3.4	Consider a wayfinding “discs” approach

4.	Conclusion
4.1	Whilst there are a number of approaches that could link the Visit Hednesford brand to the Together Active wayfinding project the use of interpretation/orientation boards is the most aligned to the success of both the Wayfinding Project and the objectives of the Town Council
4.2	The two other alternative action options would either prove too expensive and need a whole infrastructure to implement or not link clearly enough to encourage the two way active travel to and from the Chase
5.	Recommendation(s)
5.1	Allocate £16K of CIL funding to produce and site up to six boards linked to the Together Active Wayfinding Project ahead of the Commonwealth Games coming to the area in August 2022

Appendices
Cannock Chase Wayfinding Project Summary The wayfinding evaluation and project plan can be provided upon request

For more information on this proposal please contact:
Paul Woodhead 07930 120077 paul.woodhead@hednesford-tc.gov.uk

Cannock Chase Wayfinding Demonstration Project Sport England Funding

At the end of December 2020 Together Active were solicited by Sport England (SE) to put in a bid to their Wayfinding Demonstration Fund. This was not direct Commonwealth Games Legacy funding, but it was specifically targeted at Cannock to ensure a wider benefit to local communities. We are the lead organisation, but the application was a collaborative approach and SE have awarded us **£199,050** to deliver the Cannock Wayfinding Demonstrator project with our partners.

Hednesford North is a ward in the Cannock Chase District which experiences high levels of health inequality. **The aim of this wayfinding project is to connect local communities actively and emotionally from the Hednesford North Ward to Cannock Chase via the existing Heritage Trail using innovative and community co-designed wayfaring tools, physical infrastructure improvements and engaging digital content.** The core outcomes

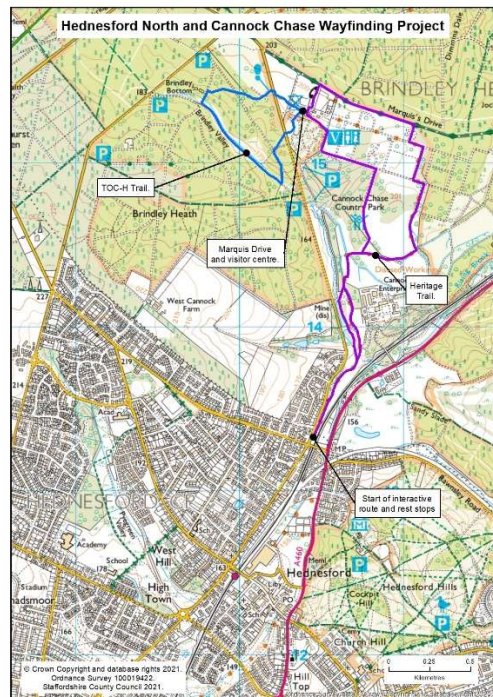
for our target audience will be increased physical activity through increased walking distance, increased access to Cannock Chase and improved mental wellbeing through connection to place and nature.



Although housing estates about the southern edge of the AONB access routes onto the Chase are limited. Local residents have said they did not know the Heritage Trail existed or did not know how to get onto the trail due to lack of signs. This community particularly feels a lack of ownership and connection with Cannock Chase as it is perceived as a place for walkers, cyclists, and horse-riders from higher socio-economic groups.

The distance is approximately 2.5 miles from the interactive section of the Heritage Trail to Marquis Drive and Cannock Chase Visitor Centre an important hub for the Chase. It is also the location for the Toc H trail. The route will incorporate artistically co-designed rest stops inspired by the natural beauty of Cannock Chase to support people with mobility issues, long term conditions and young families to reduce access barriers, aid progression and build confidence through goal setting.

The Toc H Trail is designed to be wheelchair friendly, but it needs upgrading to be fully accessible. **Improvements to the Toc H trail and additional rest steps would provide a much-needed trail for people with disabilities and long-term health conditions to access the health benefits of Cannock Chase too.** The original signage for the trail is worn, very difficult to read and no longer fit for purpose. This project would provide welcoming and interpretive signs and provide a dedicated blue badge parking area. The viewing platform for wheelchair users is also in a poor state and has no shelter, seating, or interpretive signage so the project will address these needs.



Co-produced digital content and themes

The rest stops will incorporate distance way markers with embedded digital QR codes to measure increases in distance walked and provide personal fitness targets. Codes or the use of a holding page from a single code would direct people to different interactive content and a variety of themed trails on the same route, appealing to different audiences. The digital content will be able to change over time and with the seasons for example, so the trail is constantly evolving. Cannock Chase District Council (CCDC) have developed a new Cannock Chase Can app and this will incorporate several wellbeing challenges and goal setting tools for this project.



The project will also aim to connect local people emotionally to the place through themed digital content which will highlight sites of historic interest and living histories. Brindley Village site, Cannock Museum (tells the

history of local mining in the area), and RAF Hednesford Camp are all located on or near to the proposed route to Marquis Drive. Brindley Village first existed as a Military Hospital during the Great War and then as a village for miners working at the pit in Hednesford but now it is totally overgrown and only the foundations and some areas of brick remain.

Cannock Chase is a stunning natural and bio-diverse landscape. Local people should be able to feel that “Cannock Chase is for me” and is an innate part of their lives but it also needs protecting, so raising awareness and appreciation for this nationally important landscape as well as educating people about where to go and how to behave responsibly will be another element of this project using wayfinding signage, QR codes and interpretative signs.

The forthcoming 2022 Commonwealth Games features the Mountain Biking competition on the Chase, will also provide a great platform for physical activity. This project offers a unique opportunity to leave a meaningful legacy from the Games to local people.

A large part of this project will be to ensure community engagement and co-design from the outset. This will include workshops with local artists, sculptors, historians, and other content creators to design both the interactive themes and digital content but also the rest stops, interpretive signage, and the new lookout platform on the Toc H trail.

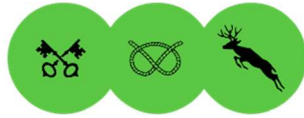
The community will decide the interactive content and themes, but options include:

- Different activity levels, intensities, challenges
- Mindfulness and nature appreciation
- Children’s interactive adventures
- Environmental and biodiversity understanding
- Sites of historic interest and living histories
- Creative including art, poetry, woodcraft, and ceramics

We will set up a residents digital/online forum on social media aligned with Together Active’s My Way approach which will enable us to test our approach and messages as we go and provide us with iterative learning.

Partners

Together Active will be the accountable body and will coordinate and manage the project through the project steering group and project plan. The key partners for delivery locally and leading the community engagement work will be through **Inspiring Healthy Lifestyles, Cannock Chase District Council and Hednesford Town Council. Staffordshire County Council** environment team will lead on physical infrastructure improvements to Toc H trail and car park as well as the enhanced visitor experience work at Marquis Drive and Cannock Chase Visitor Centre as part of the Masterplan for the area. **Cannock Chase AONB Partnership** will advise on conservation and destination branding and messaging.



March 2022 - PLANNING APPLICATIONS & COMMENT/RESPONSE

** Planning Applications lodged with Cannock Chase District Council can be found at:

<https://planning.agileapplications.co.uk/cannock>

APPLICATION REF	LOCATION / DESCRIPTION	RESPONSE
CH/22/0099	8, Western Road, Hednesford WS12 4AS Description: Lawful development certificate - proposed use - single storey rear extension (3.7m) from existing rear wall.	No adverse observations
CH/22/0077	Location: 43 Station Road, Hednesford WS12 4DH Proposed Development: Two storey rear extension	No adverse observations
CH/22/0093	Location: 23-25, Market Street, Hednesford, WS12 1AY Description: Prior approval for a change of use from office space to 2-bed flat	No adverse observations