

## Madeley Town Council

Minutes of the Leisure and Community Committee of Madeley Town Council held on Wednesday 8 June 2022 commencing at 6.30 pm at Jubilee House, High Street, Madeley.

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**PRESENT:** Councillors: **S Chadwick (Chair), D Wright**  
Mayor, Town Clerk

**L23/1** **Apologies**

Councillors Cllr R Meadows – prior commitment and Cllr K Middleton – prior commitment. Cllr R Coates was not present at the meeting.

As the meeting was not quorate, the Chair closed the meeting.

**L23/2** **Date of Next Meeting**

The next meeting of the Leisure and Community Committee of Madeley Town Council is arranged for Monday 5 September 2022 at 6.30 pm at Jubilee House, High Street, Madeley.

There being no further business, the Chair declared the meeting closed at 6.45 pm.

Signed:

(Chair)

Dated:

## Leisure & Community Action Plan for Meeting on 14 March 2022

### Area of Interest: L1 – Community Events

#### Strategic Aim

To organise a series of agreed community events throughout the year and to support other organisations and groups with the realisation of their own community events.

Ongoing work	Key Project	Target Date for Completion	Lead Officer	Notes
MTC events in 2020	Charity Market	/	J Jones	<b>15.09.21</b> – Proposed day 21.05.21 <b>08.11.21</b> – Nothing to report. <b>14.03.22</b> – Charities Market incorporated into the Platinum Jubilee Family Fun Day.
	Schools Easter Colouring Competition	4 April	J Jones	<b>14.03.22</b> – All primary schools have been contacted to take part. Tesco have agreed to donate prizes. Winning entries will be displayed at Jubilee House. Mayor to judge the entries.
	Easter Bunny Trail	w/c 11 April	Love Madeley / J Jones	<b>14.03.22</b> – Allsort Wool Shop are arranging for knitted bunnies for shop windows and small chicks for easter eggs. Mrs Russell Sweets & Treats is providing the eggs for prizes. Posters to be displayed in all shop windows to encourage families to take part.
	Rough Park Family Walk and Talk	19 April	Small Woods / J Jones	<b>14.03.22</b> – Small Woods organising a family walk and children's crafts in Rough Park. Posters to be put in schoolbook bags.
	Mayor's Children's Spring Panto	22 April	J Jones / The Anstice	<b>14.03.22</b> – The Anstice is hosting 2 x performances. Tickets will be free to families living in Madeley, Sutton Hill and Woodside. Tickets will be collected from Jubilee House. Posters to be put in schoolbook bags.
	Mayors Charity Event –	6 May	J Jones / The	<b>14.03.22</b> – The Anstice is hosting this event

	Johnny2Bad		Anstice	donating any profit from the event to Telford Crisis Support. A raffle will be arranged, and local businesses will be asked to donate prizes. Tickets can be purchased via Ticket Telford and all Borough Cllrs and T&PC have been invited to attend.
	T&W Council High Street Celebration	14 May	T&WC	<b>14.03.22</b> – Pop up Farmers Market is being arranged to promote Madeley High Street. MTC will assist T&WC in promoting this event.
	Queens Platinum Jubilee Family Fun Day	28 May	J Jones	<b>14.03.22</b> – Organisation has started with free children’s activities, fun fair, makers market, traditional fairground stalls, charities market, live music.
	Best Allotment and Garden Competition	13 June	J Jones	<b>14.03.22</b> – Currently being arranged and promotion will be via social media and Madeley Matters. Prizes will be £20 gardening vouchers. Mayor will be judging photo entries.
	Madeley Village Green Family Picnic	9 August	J Jones	<b>14.03.22</b> – Family Fun Day with bouncy castles and circus skills. Families to be encouraged to bring a picnic and local cafes to be encouraged to provide family picnic hampers.
	Madeley Green Day	18 September	J Jones	<b>15.09.21</b> – Proposed date 18.09.21 <b>08.11.21</b> – Nothing to report. <b>14.03.22</b> – Organising this year’s event has started.
	Halloween Pumpkin Trail	w/c 24.11.22	Love Madeley / J Jones	<b>14.03.22</b> – Nothing to report.
	Remembrance Sunday	13 November	J Jones	<b>15.09.21</b> – 2021 currently being finalised along with a revised parade, invitation to all uniform groups and local partners, purchase of RBL silhouettes and poppies. Further details will be emails to Councillors closer to the date. <b>08.11.21</b> – All road closures in place. Invitations circulated and accepted. The Lord Lieutenant of

				Shropshire and the Mayor of Telford & Wrekin Council are attended and will accompanied by the Mayor of MTC. The Army Cadets attending along with representatives from the old Madeley RBL. Local uniform groups have also been invited. Tea and Cake is being provided at The Anstice for after the service. <b>13.11.22</b> – The Anstice booked for after the service.
	Madeley Christmas Lights	26 November	J Jones	<b>08.11.21</b> – Update report to be presented at the Committee. <b>14.03.22</b> – Infrastructure booked for 2022 event.
	Santa's Float	2/3 December		<b>14.03.22</b> – Float provisionally booked for 2022 event.
	Telford Crisis Support Food Drive Threw	On-going	J Jones A Hinks	<b>15.09.21</b> – Provision dates for drive through before each School Holidays are: 16 October 11 December <b>08.11.21</b> – The next food drive through is arrange for Christmas donation on Saturday 11 December – volunteers needed for this event. <b>14.03.22</b> – Food Drop-Offs organised before each school holiday to assist local families.
	Safer Stronger Communities Information Event	March 2022	T&W Council	<b>15.09.21</b> – This community information event is being arranged by Marvyn Joseph as part of the Safer Stronger Community Neighbourhood Plans. There will be representation from all community parties and Town Councillors are very welcome to attend. <b>08.11.21</b> – Feedback from the November events was positive with a further event proposed Spring 2022.
	Residents Meetings	On-going		<b>08.11.21</b> – Sutton Hill arranged for the last

				Monday of the month and Woodside arranged for the third Wednesday of the month.
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## Area of Interest: L2- Community Development

### Strategic Aim

To provide grant assistance to support activities that help groups to address their own needs and to support or initiate projects that provide services for the elderly and young people in particular.

Ongoing work	Key Project	Target Date for Completion	Lead Officer	Notes
Grants	Consideration and administration of grant aid for voluntary & community groups	On-going	A Hinks	<p>Regularly reviewed at L&amp;C Committee</p> <p><b>15.03.21</b> – Due to COVID restrictions grant application have been consider by Chair of Committee under delegated powers.</p> <p><b>15.09.21</b> – Grant application process advertised in September Madeley Matters along with Christmas Grants for pensioner local groups. Letter to also be sent to groups who have previously received this grant.</p> <p><b>08.11.21</b> – Christmas grants being discussed at the Committee.</p> <p><b>14.03.22</b> – Platinum Jubilee Grant offered to community groups in Madeley, Sutton Hill and Woodside. Grants to be given after 1 April 2022.</p>
Working Lunches	Consultation with community partners on development in the parish	On-going	A Hinks	<p><b>14.09.20</b> – Face-to-face meeting postponed due to COVID 19. Email sent out to all participants to update on MTC and the working lunch meetings. A further email to be sent out in December 2020.</p> <p><b>09.11.20</b> – Email update to be sent out to all members of the group to update on MTC business and development over the last 3 months.</p> <p><b>15.03.21</b> – Future of working lunches to be decided at next Committee.</p> <p><b>15.09.21</b> – Future of working lunches to be discussed at Councillors Strategy Away Day on 16.10.21.</p> <p><b>08.11.21</b> – Nothing further to report.</p> <p><b>14.03.22</b> – Working lunches to restart once new Deputy Clerk is in post.</p>
Water Refill Scheme	Part of the Plastic Free	On-going	H Morgan	MTC is supporting a national water refill scheme – Jubilee

	Madeley, Sutton Hill and Woodside			House is a water refill point. Continue with promoting this project over social media/newsletter.
Plastic Free Community Status	Set up a Steering Group to plan and direct activities towards achieving Plastic Free Community Status Agree Terms of Reference	March 2022	H Morgan A Hinks	<b>14.09.21</b> – Meeting have not been organised due to COVID-19. To resume once COVID restrictions have been announced. <b>15.03.21</b> – Next Steering Group arranged for 15.03.21. <b>15.09.21</b> – Next Steering Group arranged for 15.09.21. Cllr Morgan attending the Great Big Green Event at the Park Lane Centre, Woodside on 25 September 2021 to promote with work of the Steering Group. <b>08.11.21</b> – Nothing further to report. <b>14.03.22</b> – Nothing further to report.
	Carry out an audit of single use plastics used by MTC and find ways to reduce/replace them	March 2022	A Hinks	<b>15.03.21</b> – Revised audit to be carried out once COVID restrictions have been relaxed. <b>15.09.21</b> – Updated audit to be carried out and presented to the Steering Group on 08.11.21. <b>08.11.21</b> – Nothing further to report. <b>14.03.22</b> – Nothing further to report.
Partnership with Citizens Advice and Telford Crisis Network		On-going	A Hinks	MTC supports the Citizens Advice Telford & the Wrekin Madeley Outreach and also has a free phone in reception which is available to anyone who needs to call the Crisis Network. <b>15.03.21</b> – Session have been carried out on-line or over the telephone. As from 01.04.21 MTC will fund drop-in support sessions at The Anstice, Park Lane Centre and Hub on the Hill. <b>15.09.21</b> – Face-2-Face meetings are no longer offered in the Parish. MTC currently pay £15,750 for the offer over 3 community centres. On-line and telephone facilities set up at the Park Lane Centre. Nothing yet arranged for The Hub on the Hill and Jubilee House. <b>08.11.21</b> – Further discussions about the future of the SLA to take place at the Full Council on 01.11.21.

				<b>14.03.22</b> – contract with CAB terminated as at 31.03.22.
Seasonal gardening scheme in 2020	Agree start date for gardeners. Contact all clients to see if they want the gardening service in 2020 Update client list.	March 22	J Jones	<b>15.09.21</b> – Grass cutting service due to finish at the end of September 2021. The gardeners have indicated that they would like to continue in 2022. <b>08.11.21</b> – Gardeners finished for the season on 31 October 2021 and looking to restarting on 1 April 2022. <b>14.03.22</b> – Residents have received letters to register on the 2022 grass cutting scheme. Gardeners due to start 1 April 2022 but have requested that they start 21 March 2022 to ensure that residents have a first cut before Easter.
Integrated Community Management Project	On-going management and review of the Integrated Community Management Project.	On-going	A Hinks	<b>15.03.21</b> – ICM Walkabout to re-start once COVID restrictions have been lifted. <b>15.09.21</b> – What Apps group set up and regular photo updates are shared with MTC. Enforcement Officers are ticketing illegally parked cars and reporting to TWC fly tipping/overflowing bins, etc. Where appropriate, this is being shared on MTC social media. <b>08.11.21</b> – Nothing further to report. <b>14.03.22</b> – Nothing further to report.
DISC App for Shops	West Mercia Police app for all shops to link together and report issues and problems in Madeley and across the 5 town centres in Telford.	On-going	A Hinks	Madeley Town Council to purchase the App for all traders in Madeley Town Centre West Mercia Police to roll out with traders MTC to keep in regular contact with traders about re-opening of business along the High Street, increasing footfall and promoting Madeley town centre. Increased social media promotion for Madeley town centre. <b>15.09.21</b> – Scheme rolled out with a good take up and regular updates on anti-social behaviour in Madeley town centre. <b>08.11.21</b> – Regular updates received from WMP via the DISC App.



				<b>14.03.22</b> – Nothing further to report.
Community Venues Joint Working	Regular meetings with community venues across MTC	On-going	A Hinks	<b>15.03.21</b> – Joint meetings taking place bi-monthly. <b>15.09.21</b> – On-going. <b>08.11.21</b> – On-going. <b>14.03.22</b> – On-going.
CAT	Dedicated CAT working throughout Madeley, Sutton Hill and Woodside to improve the local environment over and above the core idverde contract.	On-going	A Hinks	<b>15.09.21</b> – 2 x CAT employees have been in post since 1 April 2021 covering the whole of the parish. Following the resignation of the MTC Environment Officer, MTC have increased the CAT SLA with TWC to include an Environment Liaison Officer who is now in post. What Apps group set up and regular photo updates of environmental work carried out by the CAT, and this is shared on with MTC social media where appropriate. MTC meet with monthly with T&WC and idverde to discuss the contract. The Environmental Liaison Officer will present regular reports to MTC Full Council. <b>08.11.21</b> – Regular monthly meetings continue with T&WC along with monthly update reports. Councillors asked to report any issues in the environment via MyTelford App, The Community Liaison Officer or the Clerk. <b>14.03.22</b> – New Community Liaison Officer in post and working closely with 2 x CAT teams.
Madeley Library	T&W Council run library and first point located in The Anstice	On-going	A Hinks	<b>15.09.21</b> – The Library is currently on reduced days due to being unable to recruit to vacant posts. MTC have asked that this is being looked into as a matter of urgency. <b>08.11.21</b> – Madeley Library is now staffed on a Saturday morning. <b>14.03.22</b> – Meeting took place in January 2022 to discuss the future of Madeley Library.

Madeley Market	T&W Council run open air market held every Tuesday in Russell Square	On-going	A Hinks	<p><b>15.09.21</b> – In recent weeks, only one stall has been attending the Tuesday market and one stall at the Saturday market.</p> <p><b>08.11.21</b> – I have had recent discussions with the T&amp;WC High Street Regeneration Officer about the need for T&amp;WC to promote Madeley Market with a view to increasing the number of stalls to enhance the high street for visitors.</p> <p><b>14.03.22</b> – T&amp;WC Pride in Our High Street grant available to new market traders to assist with trading licence, PL insurance, stall.</p>
High Street	Promote Madeley high street, Sutton Hill centre and Woodside centre	On-going	A Hinks	<p><b>15.09.21</b> – Good-2-Great social media is being well received. Press releases on plastic free, Madeley orchard, Well-being Madeley Community Café, Mrs Russell Sweets have all appeared in the local press and their social media platforms.</p> <p><b>08.11.21</b> – The Madeley Pumpkin Trail was well attended – Mrs Russell gave out 141 packets of sweets! This event was also promoted in the Shropshire Star. Smallwood Volunteering has also appeared in the local press.</p> <p>The Admin Team have undertaken Social Media training with Good-2-Great.</p> <p><b>14.03.22</b> – Continued social media presence for the Love Madeley project and positive PR for the 2 x new businesses opened in Madeley centre.</p>
Catenary Lines in Russell Square		On-going	A Hinks	<p><b>14.03.22</b> – In the process of purchasing new sets of sculptures for the catenary lines to be used throughout the year. Cheapest quote received for replacement is £300 by a business local to Madeley.</p>

