

**MARKET TOWN CLERKS MEETING – 24TH MAY 2018
NOTES AND ACTIONS**

Present for Shropshire Council:

(Chair) Chris Edwards – Head of Infrastructure and Communities

(Note taker) Nuria Smith – PA to Chris Edwards

(For item 1) Laura Fisher – Housing Services Operations Manager

Clerks:

Penny O'Hagan – Wem

Gina Wilding – Ludlow

Trudi Barrett - Broseley

Nicola Young – Whitchurch

Matt Sheehan – Cleobury Mortimer

Danny Chetwood – Church Stretton

Helen Ball – Shrewsbury

Gwilym Rippon – Bridgnorth

Julie Jones – Market Drayton

Sharon Clayton – Much Wenlock

Apologies:

Cllr Joyce Barrow, Cllr Nic Laurens, Barry Ince, David Preston, Mandy Evans, Nicola Fisher

Discussions:	Action
<p>1. Homepoint – Laura Fisher</p> <p>Laura Fisher, Housing Services Operations Manager, attended to give an overview of Shropshire Homepoint, the social housing waiting list in Shropshire. She explained how properties are advertised, the bidding process for those on the waiting list and how 'banding' is applied. Banding is needs based from bronze (an aspiration), silver, gold through to priority (such as homelessness). The Allocations Policy and scheme are on the website, including a definition of bandings.</p> <p>Housing Associations work through bids received and allocate properties, they liaise with SC on certain cases. Council officers can't allocate properties, ultimately the landlords do this, but they are able to challenge and support with banding.</p> <p>Currently 15 to 25 properties are advertised a week, those on waiting list can bid on internet, via hubs or SC can make bids on persons behalf. Approximately 500 households per week receive a newsletter. It is the intention that the scheme is as inclusive as possible.</p> <p>The Policy and Scheme, written 2014, are currently under review. The new Policy will come out for consultation for review. LF will attend a future meeting to update.</p> <p>Matthew Sheehan queried Local connection and how the ruling is applied. In Cleobury Mortimer he felt that Bromford Housing were very good with local</p>	<p>LF CE</p>

<p>connection however felt there was an issue with SSHG/Connexus. Recently there was claimed to be no local connection requirement on an elderly bungalow complex and a young lady and child had been moved into the property, altering the balance for the elderly community and preventing those wanting to downsize from being able to, bottlenecks are being created. MS said a fear around who can move in and suitability to live near elderly residents is concerning. LF said properties can be advertised as a 'sensitive let' to tailor tenant suitability.</p> <p>Penny O'Hagan commented that she was also having problems with Connexus. where Planning Permission states that there should be local connection but in some cases this is being ignored.</p> <p>MS also flagged concerns that SSHG are not looking into loopholes such as people who transfer their property to their children, move into a caravan site as 'temporary accommodation' so that they jump to a gold banding.</p> <p>LF explained that we do not have a 'closed' housing register but we do give local connection high priority, however Local Lettings Policies differ per area. Any registered providers can register a Local Lettings Policy with Nick Woods team which should define the local arrangements.</p> <p>Sharon Clayton also concerned about local connection/local people not getting priority. Julie Jones agreed that downsizing from existing property in her area was also problematic.</p> <p>LF will speak to the Connexus Neighbourhood Director and feedback.</p> <p>Danny Chetwood queried the efficiency of the process and commented that the time taken to check local connection can be labour intensive, Penny O'Hagan agreed. He also raised GDPR concerns about information held/requested.</p> <p>Trudi Barratt has only ever seen one local connection form in 12 years for Broseley and queried this as it seemed strange.</p> <p>Nicola.Young had a recent case of a homeless person with family living in Whitchurch but they were refused help by Shropshire as were out of Shropshire area. LF can support in such cases, she was concerned about this as this is her team and they should have been able to assist.</p> <p>LF would welcome more detail on concerns raised and her team will provide support and investigate wherever they can. Contact laura.fisher@shropshire.gov.uk or by secure email laura.fisher@shropshire.cjism.net</p> <p>CE thanked LF for attending, all agreed they had found the discussion helpful.</p>	<p>LF</p> <p>LF</p> <p>ALL LF</p>
<p>2. Update on Local Plan Review</p>	
<p>Eddie West was regrettably unable to attend but CE hoped he would be able to attend the next meeting. No urgent matters were raised in the interim.</p>	<p>CE</p>

3. GDPR	
<p>CE updated on recent meetings with Roy Morris, the Council's Information Governance Officer. The Council's position on GDPR is quite simple in that it wants to be compliant, recognising the aligning with EU for the handling of data and sensitive information. The Council's robust processes shouldn't materially change and mandatory training for all staff will continue to take place annually. Roy is the Council's GDPR project manager and all areas where we hold personal data has been looked at ensure we mitigate risks. The risks for the Council are significant but a good team is in place to ensure our processes are robust.</p> <p>CE shared NALC confirmation that the amendment to the Bill had been passed, small councils are exempt from requiring a DPO. Diane Dorrell confirmed good practice but not a requirement.</p> <p>Helen Ball queried whether SC Members had been updated. CE assumed that Members would have been trained but will check with Roy Morris.</p> <p>Diane Dorrell was informed there was no capacity from SC to assist with GDPR and training. Telford & Wrekin provided training for a fee and Robert Montgomery (at Telford) is answering queries free of charge. DD asked whether SC would look at sharing online training? CE will discuss with Roy Morris.</p> <p>Nicola Young said that at the Community Hub GDPR means staff can no longer process benefit applications. CE will pick up with Chris Westwood.</p>	<p>CE</p> <p>CE</p> <p>CE</p>
4. Government Consultation on Unauthorised Encampments	
<p>John Taylor, Shropshire Council's Gypsy Liaison Officer, was unable to attend but updated that the deadline for the response to the Unauthorised Development & Unauthorised Encampment Consultation is the 15th June.</p> <p>John's team are affiliated to The National Association of Gypsy & Traveller Officers who will be responding to this as a joint venture on our behalf. The final draft is yet to be agreed but they are requesting additional powers to speed up the eviction process of unauthorised groups and those developing without planning permission.</p>	
5. Potholes & Kier Update	
<p>CE updated on the current issues with backlog of addressing pothole works. He explained how the current situation had been exacerbated by a number of factors - wind down of capital works with Ringway, emergency repairs, snow, staff training and induction.</p> <p>Steven Brown updates Members, the Leader and Chief Exec. on progress weekly. CE will consider sharing briefing notes more widely.</p> <p>Kier are performing well and completing more jobs than we are currently receiving but given the significant backlog it is likely to be August before the current backlog of repairs is undertaken.</p>	<p>CE</p>

<p>CE commented that there is also a significant revenue budget shortfall. Response times to defect works will vary depending on priority.</p> <p>Danny Chetwood asked if the Town Clerks could be signposted to where information on programme/location of repairs teams can be found. CE explained that the permit system had been suspended which is what is causing the lack of official data around where teams are working but he will ask what can be provided.</p> <p>CE also updated that the inspection system was suspended through February and March as we could not staff sufficiently.</p> <p>Feedback on Kier is currently positive; they have undertaken Health and Safety induction and medical assessments which have taken time but were necessary, minor issues of transfer of data on 'confirm' system but these are being resolved.</p> <p>Trudi Barratt queried previous Ringway works on Cape Street, CE confirmed where previous works are defective a deduction is made from Ringway.</p>	CE
<p>Weedkilling Programme:</p> <p>Helen Ball commented that the RHS are receiving photos from residents to show extent of weeds and so she had requested this item be on the agenda.</p> <p>Carmen Eccleston was unable to attend but provided the following update:</p> <p><i>“Weed spraying works unfortunately got off to a slow start due to the changeable weather conditions during April. The contractor’s teams have been working hard to catch up and have advised that they have completed their 1st applications in Oswestry, Park Hall, Wem, Whittington, Ellesmere, Whitchurch and Market Drayton.</i></p> <p><i>The teams are now progressing with weed treatment in Shrewsbury.”</i></p>	ALL
<p>CE asked that all Clerks contact Carmen direct if they have specific queries regarding the programme or problem areas they wish to report.</p> <p>Efficiency and public perception of efficiency:</p> <p>Brief discussion about public perception of efficiency such as a recent case of paving slabs being replaced by tarmac taking 3 men 3 days – Nicola Young emailed Victoria Doran and had response but it seems a waste of resource. Julie Jones experienced same problem with paving blocks replaced by tarmac.</p> <p>Road safety projects – CE explained that the Community Concern sites report is on forward plan. The long list of community concern sites far exceeds budget, funding will be concentrated on accident sites of death/critical injury. Cabinet/Council will need to approve but aim is to suspend the community concern programme for 2 years. Penny O’Hagan said she would welcome the suspension</p>	CE

<p>as it raises expectation that the works will be completed. CE stated that Road Safety Policy is due to be reviewed.</p> <p>Nicola Young and Penny O'Hagan said often for some of the lower cost road safety solution, such as signage, Council's would often be happy to pick up costs. Dave Gradwell is contact for SC should any Councils wish to discuss.</p> <p>Matthew Sheehan requested that SC consider ceasing permits as Worcester don't have a permit scheme for local authority works. CE stated that Shropshire Council do have a scheme and find that this gives more control over works.</p>	ALL
<p>6. Breakdown of responsibilities for Service</p>	
<p>Kate Adams is leaving SC at the end of the month and Carmen Eccleston is picking up her work. There will be an assistant Street Scene Officer for South, North Central, South.</p>	
<p>7. Future Agenda Items</p>	
<p>Local Plan Review Update – Eddie West</p> <p>Economic Growth Strategy – future update from Hayley Owen & Matt Potts</p> <p>Asset Transfer Updates – Kate Garner</p> <p>Public Space Protection Order – Carmen Eccleston</p> <p>London Bridge Protocol for death of a significant royal - Leanne Deathridge</p>	
<p>8. AOB</p>	
<p>Mayors – training on civic etiquette – Diane Dorrell can support with training for Mayors and clerks/supporting officers too.</p> <p>It was felt by those present that it was good to use this meeting as predominantly an officer/clerk meeting but to invite portfolio holder attendance as required.</p> <p>Those in attendance thanked CE for hosting the meeting and for listening to concerns raised.</p>	ALL
<p>9. Date of next meetings – 2018 dates, all from 10am to 12 noon</p>	
<p>25th September – venue to be confirmed 20th November – Wenlock Room</p>	