

Committee Meeting Minutes
Monday 20th July at 7.30pm 2026
The Studio, Village Hall

Attendees

Committee:

John Chinn, Dave Chadwick, James Payton, Gwen Rylands, Steven Rylands, Jane Deaville, Bruce Jarvest, Adan Coclough

In attendance:

Cllr Sarah Hill, Claire Gurden, Dominic Gratty

Observers:

Lin Pollard, Gwen Gould, Dave Barnett, Noreen Stokes, Harold Gurden, Ian Rawlingson, Jenny Walker, John Stokes, J Wakefield, M Wakefield

Apologies:

Mark Mabey, Matthew Oxby, Karen Jones, Daniel Boote, Stephen Lomas

Welcome	Lead	Enclosure/Comments
Welcome to all Apologies Declaration of interests Matters Arising & acceptance of minutes Welcome guest from City Council Highways	Chair Chair/DC Chair Chair chair	Minutes from June 2026 Dominic Gratty
<u>Welcome to all</u> All welcomed and thanks was given for coming and giving time on such a warm evening. <u>Declarations of interest</u> None <u>Matter arising</u> Minutes accepted, no amendments. <u>Welcome Guest from City Council</u> Environmental Department – Dominic Gratty		
Items		Please follow June minutes
1. Guest Speaker		Dominic Gratty
Thanks for invite Stoke, born and bred Delegated powers under the highways team <u>What is</u> - Small team that covers SOT - Held to criminal standards – x4 investigation officers - X5 crime officers - X2 admin officers <u>What deal with</u> - Fly tipping – on the spot fine of up to £1,000 fine - Fines come back to LA - On the spot fine for litter - £500 - Litter from vehicles – connections for DVLA - Dog fouling – on the spot fines can be issued – upcoming working on new legislation, restriction on number of dogs walked and where		

Committee Meeting Minutes Monday 20th July at 7.30pm 2026 The Studio, Village Hall

- Wheelie bins on pavements, national as well as local, especially terraced properties, service of assisted bin collection. Going through waste, climb on, set on fire. Fine of up to £110 but only after educational mechanisms have been exhausted (taking into account people at work)
- Rubbish and untidy gardens – notices can be served
- Against law to attach any fly sheets to council properties
- Using pavement for shop stock
- Obstruction on highways
- Anti-social behaviour and rough sleeping – can be served with warning and notice to vacate the land, supported to get them support where needed
- Abandoned vehicles and caravans, can be
- occupied by rough sleepers
- Trade waste and scrap
- Partnership work – police, homeless etc. work together to achieve solution

Some current issues

1. The idiot campaign – national recognition, wanted to make S-O-T a cleaner place. Illegal dumping – King Charles recognised this
 2. Are you a tosser campaign? – littering from vehicles
- Takes the view that an attention grabbing name draws attention to the unacceptable behaviour
21 'crimes' in the Penkhull ward 1,673 across the city

Questions

Q – Resident asked about the Japanese Knotweed on Penkhull Farm, Meliden Way residents cannot sell properties due to spread of knotweed – within 30 yards

A – anti-social behaviour (council). Spreading onto private land – civil matter..Pursue a management plan. Contact has been made with the owner. ? Check with Elizabeth. Following that will pursue this. Dominic keen to work with offender in order to ensure the knotweed is addressed not just pursued through courts. Dominic said he would take resident's details and feedback individually. Enforcement route does not necessarily resolve the knotweed issue. Criminal conviction does not result in progress. Enforcement route after x1 year.

Q – Resident insistent that we need court ruling from a judge to address this.

A – There is a financial penalty.

ACTION – Dominic to provide update to Sarah/ PRA and to Sarah re: planning permission from the planning department

Q – resident thanked DG for attendance. Is there some form of arbitration/ mediation to engage with this resident to move things forward.

Q - Jane D – Stated it would be helpful to have a time plan of what council will do and by when so PRA can follow this.

A – DG explained that following an enforcement route means council must be 'reasonable' and have to show this in court.

ACTION - Sarah and DG to attend the resident's house and explain some of the issues with the farm.

Q – Are there some stickers for bins.

A – DG asked if we put dates on stickers so it can be correlated with removals.

Q – What would have happened to litter if PRA had not addressed litter issue at The Croft.

A – Had to rationalise resources within the cleansing team. Not an excuse but resource has been reduced.

Committee Meeting Minutes
Monday 20th July at 7.30pm 2026
The Studio, Village Hall

Q – Dog fouling – resident asked if notices could be displayed to say they can be fined.

A – Consultation within above re: dog fouling and number of dogs being walked.

Q – Jane – grass verges and Boon Avenue – does that fall under this department?

A – Occurs in other areas of the city. Yellow lines there, still part of highway. Tues/ Thurs evening were suggested as days to come.

ACTION – DG to speak with appropriate department for them to serve fines. In the past, bills have been served for damage caused to the grass.

Q – Resident raised ‘dog zone’ seen in Barcelona. This has been trialled in the city. It was not successful and dogs ‘fell out’.

Chair thanked DG for coming to the meeting and noted some progress had been made.

DG noted that SH was very diligent and ‘nagged’ the departments ‘in a good way’.

Left at 8.15pm.

2. Police Report

PCSO/ DC

Police report was submitted from the PCSOs (as noted previously, times of the shifts now conflict with meeting).

Dave had ensured a copy of the report was submitted to the PRA in view of the above – received as email the morning of 20/07/2026.

Dave read the report to the meeting.

ACTION – contact details to be included on the minutes that had been provided by the PCSOs

Q - Noted that this had taken time to read when time at the meeting is precious. Perhaps Penkhull stats could be shared and everything else available online?

Q – Cllr Sarah Hill commented on the difference between a sgt report and a PCSO report i.e. presence of the PCSOs meant that information shared was relevant to Penkhull residents.

A – Fair comment but the report had only arrived that day. Chair recognised Dave only had a short amount of time to pick it up but had been successful in getting the report sent.

ACTION – request that information sent is that which is relevant to Penkhull/ request report to be sent with a deadline to allow secretary to review and highlight relevant parts.

3. Constitution review

JD

Information had been circulated by JD and resent (DC) prior to the meeting.

JD gave an executive summary:

- Outlined some key changes e.g. methods of payment were shared in terms of this being ‘modernised’.
- Explained that PRA is currently acting outside of its’ constitution if changes are not agreed
- Committee are the vote owners
- An extraordinary general meeting (EGM) is needed to ratify any changes.

Committee Meeting Minutes
Monday 20th July at 7.30pm 2026
The Studio, Village Hall

ACTION – reflect above on September Agenda Meeting EGM to be held 7.30pm – Agenda Item 1: Discuss and agree constitution changes. It was agreed by majority of the committee that the EGM would be at the start of the next meeting.		
4. Highways, Car Parking and Transport. 20 MPH Zone Updates School Parking Updates?	Chair	
It was noted that this was well covered at the last meeting and there were no updates on 20mph zone or school parking. <u>Correspondence</u> An anonymous letter had been sent to Cllr Sarah Hill and the committee secretary, DC relating to parking concerns. This was not discussed as it had been sent anonymously. ACTION – agree protocols in relation to anonymous correspondence - ?EGM <u>Lukesland Avenue</u> Cllr Hill Sarah Hill asked that it be noted that matters relating to Lukelsand Avenue had not been forgotten but that time had run out. It is currently being pursued with the relevant council department. OUTSTANDING ACTION - Chair noted he had an outstanding action to speak to local HTs to educate children and parents re: speeding and parking. <u>Newcastle Lane potholes</u> Cllr Sarah Hill updated attendees on the potholes on Newcastle Lane, that they were to be addressed very soon. Residents/ committee members drew attention to others that needed to be addressed. Cllr Sarah Hill took note of these.		
5. Building and Planning HMO updates Submitted building planning applications	Chair	
<u>HMO Updates</u> Cllr Sarah Hill explained there is a report going to Cabinet (S-O-T) in August re: HMO policy. The law changed in 2024. Following this, there is a proposal to Cabinet regarding how many HMOs can be in one particular area. Q – Do you have to have a license to have an HMO? A – Not currently. A discussion followed regarding some of the historic issues and siting of skips and building materials on public highways i.e. pavements that then cause an obstruction. Q – What is the legislation around permits on pavements e.g. of building materials/ skips? A – A permit is needed for skip, anything else that causes an obstruction e.g. storing materials would be unlawful. However, it needs to be taken into consideration that these works need to take place, it is more about the length of time and unreasonableness of that being an issue. <u>Submitted Building Planning Applications</u> None		
6. Open Spaces	Chair	Gate left unlocked for trial period

Committee Meeting Minutes
Monday 20th July at 7.30pm 2026
The Studio, Village Hall

Grass area – Honeywall end of Penkhull Terrace	Cllr Hill	
<u>Grass Area (the Honeywall end of Penkhull Terrace)</u> Unfortunately, this area had been used to house a skip without permission. Those relevant have been challenged and the skip has now been removed. Q – Cllr Sarah Hill raised there was no name for this open space and could one be agreed. Q – Could there be a litter bin there? A – It was the general consensus that this would be a good idea. <u>Gresty Street Allotments</u> Cllr Sarah Hill reported that there had been a fire at these allotments recently. Fortunately, it was not as serious as it might have been and was resolved quickly. Dave, secretary, shared that the land on Hunter's Way (between Hunters Way and The Villas) had proposed planning permission –where best to put this item? Planning permission.		
7. Promoting the RA	Chair	Forthcoming Penkhull Events
Chair had attended the school summer fayre. £54.00 was made at the Summer Fayre tombola. Chair made the point that it was very difficult to get attention and engagement for this when adults were with/ supervising children. However, having a presence was still very useful. <u>In summary</u> 3 events have been attended by the PRA. The upcoming event on 8th August will not be attended as there was no one else to attend and chair is unable to make this date. Chair suggested there should be an advert in the Penkhull Recorder to promote ourselves. ACTION – Chair to liaise with Bruce.		
8. Penkhull Recorder	BJ	
Issue has arrived now to be distributed. Next one due on November, end of October deadline for articles. Bruce requesting a word version in addition. X16 pages with more adverts. Intent is to break even. Dave shared with Bruce that Gareth Snell wanted to put in an article. ACTION – Sarah will speak with Gareth to ensure any article is apolitical.		
9. Finance	JP	
Treasurer's report was given providing an update on the latest position of the account. A 'Just Giving' – page has been set up. PRA is not a charity so this cannot be stated on the site. It does not cost anything to have this page. Dave will put this on the social media sites. It was suggested that a copy of this is put on the recorder. Penkhull.org website		
10. Communication	JP DC	
Website Secretary/Facebook		
<u>Nothing new to be shared.</u>		
11. Correspondence	Chair	

Committee Meeting Minutes
Monday 20th July at 7.30pm 2026
The Studio, Village Hall

There was one item of correspondence received, sent anonymously to Cllr Sarah Hill and one committee member – see Item 4		
12. Questions and comments from observers	Chair	
N/A		
13. Any other business: Guest Speaker for September confirmed October – to invite November – to invite	Chair	Cllr Jane Ashworth LGR Traffic Wardens (Sarah) Michelle Lawrence (Principal THHS) - (Dave)
Decision on Local Government Reorganisation (LGR) - Councillor Ashworth coming so SH suggesting that people read up on this prior to that visit. Local Plan is out for consultation from now until beginning of September - Houses/ industrial etc how many are needed. - Hartshill Residents – there is a meeting for Hartshill which Penkhull can attend to get information. Would be very welcome. - At the Wade Centre 7.30pm on 17th August. Sarah noted to be thinking in advance of speakers as this had made a difference at meeting.		
The meeting closed at 9.10pm.		
14. Date of next meetings		Monday 21st September 7.30 PM The Studio, Penkhull Village Hall