



**Studley Parish Council**  
Studley Village Hall, High Street  
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**NOTICE OF MEETING**

**A meeting of the Community Engagement Committee will be held on  
Tuesday 24<sup>th</sup> October 2023 starting at 6pm  
Council Chamber, Studley Village Hall, High Street B80 7HJ**

**Cemetery Committee Members:**

Cllr Craig Stone, Cllr Penny Hunt, Cllr Phil Hunt,  
Cllr Julie Palmer, Cllr Lee Kent, Cllr Colin Summers

This meeting is open to all members of the public; if attending, please remain mindful of the potential for covid-related infection.

**Summons**

Studley Parish Council Community Engagement Committee members are hereby summoned to attend the Community meeting at the Council Chamber for the purpose of transacting the business detailed on the following pages.

Signed

*Liza Rose*

Clerk/RFO to the Council

Date

**19/10/2023**

**AGENDA**

**1. Election of Chairman**

As the first meeting of this committee and as the council has yet to appoint a committee chair, this meeting is required to elect a chairman.

**2. Apologies**

To receive apologies from absent members and record the reason for absence.

**3. Declarations of Interest**

Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

**a)** Keep their Register of Interests form up to date.

**b)** Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and Non-Registerable Interests relating to items on the agenda and their nature.

**4. To consider grant of any dispensation requests**

Written requests for the council to consider grant of dispensation to a councillor who has declared a DPI in any item on the agenda must have been received by the Clerk prior to the start of the meeting. Granting a dispensation may allow the councillor with the DPI to stay in the meeting and to speak and to vote.

**5. Election of vice-Chairman**

**6. Public Forum**

Members of the public may attend this meeting and ask questions relating to the agenda or suggest items for consideration at future committee meetings.

7. **To note an update for the Christmas Comes to Studley Event and to discuss any further plans or requirements for the day.**  
To include Studley Parish Council's Indoor Christmas Fayre, held in the Village Hall, the outdoor market and lights switch on.
8. **To discuss and agree:**
  - a) **Organising a Family Festive Themed Trail.**  
The proposal includes placing festive themed posters in local shop windows for families to find and make a note of the location of each picture on a prepared form. Once the trail is complete the forms are returned in exchange for a small prize. Costs for prizes to be agreed and allocated from the Community Engagement budget.
  - b) **Suitable arrangements to mark D-Day 80<sup>th</sup> Anniversary, 6<sup>th</sup> June 2024.**  
A D-Day 80 Anniversary Guide has been circulated to committee members.
  - c) **Creation of a schedule for planned events in 2024.**  
The schedule of events to be advertised on Studley Parish Council website and social media once agreed.
  - d) **Produce a standard checklist for planning events.**  
To consider producing a standard checklist for the committee as guidance and a step-by-step guide to planning an event. This may help organisers delegate specific tasks and ensure all safety regulations, insurance and required licences are in place and adhered to.
  - e) **Orchard pruning training with Heart of England Forest.**  
A date to be agreed for either January or February 2024, to host orchard pruning training on a Dunstall orchard allotment with 14 places available. The Trees Call to Action Project (HoEF) will cover the cost. A member of the Community Engagement Committee to liaise with Cllr Dixon, the representative for Studley Parish Council allotments.
9. **Update for the redevelopment of The Recreation Ground and Skatepark including groups contacted and to agree next steps for surveys and meetings.**  
To support the National Lottery Community fund application, we are required to show we have connected with multiple community groups to canvass their wants and needs associated with the Rec ground and its redevelopment.
  - a) Summary of groups contacted so far, noting slow feedback,
  - b) Agree on the next steps creation of surveys (paper and online) along with organising Village Hall open meetings.
  - c) Discussion needed on other community engagement activities and the planning/co-ordination/integration of data collection needed to avoid duplication and community fatigue to multiple surveys/too many initiatives coinciding.
10. **To liaise with the Cemetery Committee and advertise the planting of bulbs within the cemetery.**  
It was agreed to plant the donated bulbs alongside the fence by the public footpath gate of the HoEF wood. The office to post information on the website and social media for Studley residents to join a planting session on a designated Saturday morning.
11. **To note the final Community Engagement budget must be ready for approval at the full council meeting on Tuesday 21<sup>st</sup> November 2023.**  
It is strongly advised that the Community Engagement Committee meet to discuss and approve the budget prior to the council meeting as there will be no further discussion, just approval.
12. **Items for discussion at the next meeting.**
13. **To note the date and time of the next meeting: 30<sup>th</sup> January 2024 at 6pm.**