



Studley Parish Council

Minutes of Community Engagement Committee Meeting

24th October 2023 at 6pm, Council chamber,
Studley Village Hall, High Street, B80 7HJ

Committee members present: Cllr Ph Hunt
Cllr Py Hunt
Cllr C Summers
Cllr J Palmer
Cllr L Kent
Cllr C Stone

Committee members not present: None.

In attendance Liza Rose - Clerk/RFO,
Kellie John - Admin Officer
One member of the public.

Minute 001. Agenda item 1. Election of Chairman

Committee members **agreed** to elect Cllr Ph Hunt as Chair.

Minute 002. Agenda item 2. Apologies

None

Minute 003. Agenda item 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.

Name	Agenda Item and nature of interest	Interest Type
Cllr Ph Hunt	Item 7 Studley in Business Director Item 8b Aunty Jen Productions Director	ORI ORI

Minute 004. Agenda item 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.

There were **no** requests for a dispensation.

Minute 005. Agenda item 5. Election of Vice-Chairman

Members agreed to elect Cllr J Palmer as Vice Chair.

Minute 006. Agenda item 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. One member of the public attended the meeting with the meeting with a request to join the Community Engagement Committee. However, the council had **agreed** this committee's Terms of Reference at their meeting held 17/10/2023, which state membership is to comprise of six council members. However, members of the public will be welcome to join any future working groups and assist in event management. The member of the public was thanked for their offer.

Minute 007. Agenda item 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.

Having declared an ORI in items 7 and 8b the Chairman left the meeting at 6.20pm. Thenceforth the vice-Chairman chaired the meeting.

The admin officer gave an update for the Christmas Comes to Studley Event following a meeting with representatives of community groups such as Studley Christmas Lights, Studley in Bloom and Studley Scout Group. Preparations for the Christmas Fayre, organised by Studley Parish Council, in Studley Village Hall are going well. An event plan has been submitted and Risk Assessment prepared with a plan of the building, highlighting locations of fire exits and a map showing the assembly point (Millennium Green, near the Scout Hut). Cllr Ph Hunt is providing radios for Studley Parish Council to use. Additional help with marshalling in the Village Hall was requested, particularly during the busiest period, following the lights switch on. The following Cllrs agreed to assist when required; Cllr C Stone, Cllr Py Hunt and Cllr L Kent.

Minute 008. Agenda item 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.

The committee **agreed** to organise a Family Festive Themed Trail with a maximum allocation of **£50.00** for prizes, subject to approval from the full council meeting on 21/11/2023.

b) Suitable arrangements to mark D-Day 80th Anniversary, 6th June 2024.

A D-Day 80 Anniversary Guide has been circulated to committee members.

It was **agreed** the lighting of the beacon on the 6th June 2024 is a civic event, which will be organised by Studley Parish Council. It was also **agreed** to set up a working group to arrange an additional event on a weekend during June 2024.

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.

It was **agreed** to produce a schedule of events for 2024. Cllrs are requested to send event ideas to the office.

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.

The office proposed a draft event checklist. This will be circulated via email to the committee for review. Approval is required during the next committee meeting.

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 will cover the cost. A member of the Community Engagement Committee to liaise with Cllr Dixon, the representative for Studley Parish Council allotments.

It was **agreed** to suggest training dates 26th and 27th or 27th and 28th January 2024. The office to liaise with Cllr Dixon and advertise.

Minute 009. Agenda item 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.

Cllr C Stone delivered an update to the committee. National Lottery funding application remains live on the website for twelve weeks. A decision can take up to sixteen weeks. Various community groups and key businesses have been sent a standard letter requesting some input regarding potential redevelopment at The Recreation Ground. Cllr Stone intends to approach local schools and groups to gather information on the questionnaire and collate the data. In future the questionnaire can be loaded to our website and social media page. Cllr Stone to discuss questionnaire printing costs with the office. Further discussions and approval to be sought regarding the overall budget for the project.

Minute 010. Agenda item 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 Heart of England Forest (HoEF) wood. The office is to post information on the website and social media for Studley residents to join a planting session on a designated Saturday morning. It was **agreed** to advertise bulb planting at the Cemetery in the areas indicated on the plan displayed during the meeting. Dates agreed are 4th or 11th November 2023. The office to liaise with Studley in Bloom for timings to advertise.

Minute 011. Agenda item 11. To note the final Community Engagement budget must be ready for approval at the full council meeting on Tuesday 21st 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.

It was **agreed** to call an Extraordinary Committee Meeting to discuss the budget before the next planned full council meeting on 21/11/2023. Cllrs to submit their event ideas with approximate costs to either Cllr C Stone or the office. The office to collate a list of events and other items, for the committee to consider costs when agreeing the Community Engagement budget for the forthcoming financial year.

Minute 012. Agenda item 12. Items for discussion at the next meeting.

The committee is reminded agenda items to be received in the office no later than seven days prior to the meeting.

**Minute 013. Agenda item 13. To note the date and time of the next meeting:
30th January 2024 at 6pm.**

This meeting was closed at 7.35pm

**Signed: Date:.....
Chairman, Community Engagement Committee**