

Notes from Zoom Meeting to discuss Streethay Community Building 3.3.21

1. Present. Councillors Simon Roberts, Alan Cope, Harry Warburton, Glen Bown and Jurgen Nijim. Wendy Hollinshead Asst Clerk.
2. Cllr Warburton shared the latest plan from Miller Homes which has a community building of 200 sqm. All agreed this was very small and the site allocated left no room for expansion.
3. The scouts had expressed an interest in taking on the building but this would be used exclusively by them every weekday evening which would limit its availability to the rest of the community.
4. The School had expressed an interest in the community building but the nature of that interest and the input into the running of the building is unclear. Unfortunately, the head teacher had not joined this meeting despite it being arranged in consultation with the school.
5. Three members of the community who had expressed an interest in being part of a working group to take the project forward had not attended this meeting. The concern over any residents led group is that initial interest drops off and organisers leave or become unwilling to continue with management committees. This can be seen in other community buildings such as Boley Park which is now run by the City Council.
6. Action plan
 - a) Conduct a further survey of residents to ascertain the demand and potential uses for a community building. This will inform any request for a larger site and any grant application. The previous questionnaire could be used with perhaps some slight modification. A digital copy to be sourced and supplied to Cllr Nijim who will take forward publishing the survey on Facebook sites covering the whole of Streethay, the Parish FB page and website. Any paper copies could be delivered with the newsletter. Enquiry to be made as to cost and data analysis by Google and Survey Monkey.
 - b) Cllr Cope to speak to the head teacher and try and ascertain the anticipated demand and involvement by the school in any community building.
 - c) Asst Clerk to approach Nick Sedgwick who co-ordinated and successfully delivered the St Mary's project for advice concerning joint ventures, funding, garnering support and management structure.
 - d) Cllr Warburton to speak to the Scouts to ascertain the size of building needed and whether they could share a building with the whole community.
 - e) Cllr Warburton to liaise with Helen Bielby from LDC as to progress with Miller Homes.
 - f) Cllr Warburton to approach Lichfield City Council which successfully runs at least 4 community buildings in Lichfield for help and support.
 - g) Cllr Warburton to share the most recent plan with all councillors and the Clerk.
 - h) Clerk to arrange a further meeting for councillors and invite Nick Sedgwick, a representative of Lichfield City Council, a representative of LDC, the head teacher of Streethay School and the Scout leader to attend to discuss the community building.



Fradley and Streethay Parish Council

Minutes of the Virtual Parish Council Finance Committee Meeting held at 7:00pm on

Thursday 4 March 2021.

Present: Councillors Simon Roberts (Chair) Alan Cope (Vice-Chair) and Glen Bown

In Attendance: Clare Orme (Clerk).

1. **Minute Number F06/2021 - To receive and approve apologies for absence.**

None

2. **Minute Number F07/2021 - Declaration of Members' Interests.**

None

3. **Minute Number F08/2021 - Public Speaking.**

None

4. **Minute Number F09/2021 - Variation to the Order of Business.**

None

5. **Minute Number F10/2021 - To consider and discuss the project planner.**

a. **Current Projects.**

b. **New Projects.**

c. **Projects completed.**

The project tracker was discussed line by line.

- PC Office/Hub – Still awaiting LDC confirmation on the section 106 money.
Resolved: The Clerk to chase LDC on confirmation of the section 106 money.
- Refurbishment Streethay Park – Assistant Clerk looking at putting the tender together.
- Double Yellow Lines Halifax Avenue – In the process of public consultation.
- Tree ID and Maintenance – High and Medium priority work has now been completed.
Resolved: The Clerk to correspond with Tonks to see when the next tree report is to be completed.
- Welcome Packs – Web Page has been produced.
Resolved: The Communication Committee to look at producing a welcome pack, possibly in the same format as the newsletter.
- Local Council award Scheme Application – Almost completed and will hopefully be ready for approval at the March 2021 Parish Council meeting.
- 2 Signs Streethay Park – Just awaiting the frames to be delivered.
- Notice Board at the Posts Office – Notice board has been delivered, in the process of arranging the contractor to install the notice board.
Resolved: Section C, The Clerk to contact SCC to establish the rules and regulations for the installation of Speed Activated Signs.
Resolved: Cllr Bown to email everyone in attendance information on Speed Activated Signs.
Resolved: Section C, amend the start date for the Speed Activated Sign and the Speed Watch Campaign to starting September 2021, ending September 2022.
Resolved: Section C Defibrillator at Streethay, change the start date to December 2021 and end date December 2022
Resolved: Section C Tackling Loneliness, amend the end date to 15 March 2022
Resolved: Section D plant Fruit Trees at Streethay, change the start date to September 2021.
Resolved: Section D footpath Review, Cllr Bown to email the Clerk some information from the Ramblers Association.

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Thursday 4 March 2021.

Resolved: Section D Christmas Tree planting, to look at the ownership of the Village Green on Long Lane.

Section D Christmas Tree Planting, to look at planting a Christmas Tree by the Sterling Centre.

Resolved: Section D, to look at planting a Christmas Tree on Streethay Play Park.

Resolved: Section E, amend the start date for all notice boards listed to starting September 21.

Resolved: The Clerk to contact Greggs and ask them to relocate our notice board, as it is not currently usable due to Greggs use of the area.

Resolved: Section E Bench and Information Board on the Canal Towpath, amend the end date.

Resolved: Section E, add the meeting held with Canal and River Trust with regards to the proposed towpath adoption to the Bench and Board on the Canal Towpath section and remove the new line at the bottom.

Resolved: Section E, Add the words under investigation to the addition of the Parish Council App.

Resolved: Section E the Climate Emergency Plan, to be moved to section D under Emergency Flood Risk Plan.

Resolved: Any new projects to be added to be agreed by the Finance Committee.

Resolved: Future meetings to discuss the Project Tracker will be held as Working Group Meetings rather than Finance Committee Meetings.

Resolved: The Clerk to change the description of the meetings on the Parish Council Calendar from Finance Committee Meeting to Project Tracker Working Group Meetings.

Resolved: The next agenda items will be Line by Line Review, New Projects and Finance and Funding.

Resolved: The Clerk to draft Terms of Reference for the Project Tracker Working Group for approval by the Parish Council. The Working Group to report back to the Finance Committee.

d. Finance and funding

Resolved: To defer until the next Working Group Meeting in June 2021.

6. Minute Number F11/2021 - Date and time of the next Parish Council Finance Committee

Resolved: The next Finance Committee Meeting was confirmed as 3 June 2021 at 7pm, venue to be confirmed.

There being no other business the meeting closed at 8.30pm

Fradley and Streethay Parish Council

Project Tracker Working Group – Terms of Reference

Introduction:

Fradley and Streethay Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

Membership:

The Working Group shall consist of up to 3 Councillors who shall be elected each year at the Annual Parish Council Meeting, or at any other Full Council Meeting as appropriate.

The quorum of the Communications Working Group will be 2 Members.

Councillors who are not elected to sit on the Project Tracker Working Group will be informed of any meetings to be held and are able to attend, input and ask for any relevant Working Group documentation.

Procedures and Functions:

The Communications Working Group will operate within Fradley and Streethay Parish Council Code of Conduct.

The Project Tracker Working Group are tasked by the Full Council to deal with the following items, this list is not exhaustive and can be added to as appropriate:

- To keep the Project Tracker up to date.
- To change the start and finish dates for projects on the Project Tracker.
- To remove projects from the Project Tracker if required.
- To add projects to the Project Tracker, as new projects are developed.
- To maintain the finance tracker related to the Project Tracker.
- To look for funding sources to fund items on the Project Tracker where required.

The Project Tracker Working Group will monitor the content of the Project Tracker and the Finance Tracker and make recommendations to Full Council for its development and on-going maintenance where appropriate.

The Project Tracker Working Group can make small changes to the Project Tracker with regards to amending start and finish dates but should seek approval from Full Council to add or remove items from the Project Tracker.

The Project Tracker Working Group to examine issues in full, read reports and related materials, examine options and where appropriate obtain advice on behalf of the Full Council.

The Project Tracker Working Group can act or liaise with experts where required, but any associated costs are to be approved by Full Council in advance.

The Communications Working Group will explain the recommendations, reasons, options to Full Council by way of a written report via the Parish Clerk.

The Project Tracker Working Group will answer any questions from the Full Council.

The Communications Working Group will not have any funds or monies available to spend unless approved in advance by the Full Council.

The Parish Clerk and/or Assistant Clerk will provide administrative support for the Communications Working Group as required but are not required to attend every Working Group Meeting.

Meeting Dates:

Meetings of the Communications Working Group will be arranged and agreed by the Working Group as appropriate.

Meetings of the Project Tracker Working Group will be held at the Fradley and Streethay Parish Council Office Meeting Room unless otherwise agreed.

Reviewed: 10.03.2021

Next Review: April/May 2022