

Monthly Progress Tracker – Update 08/09/2025

Action Tracker

Minute	Resolution	Action	RAG
Ambition 1 - Environment			
22-376	Yarnfield Lane Lay-by – litter and fly tipping.	Meeting with Stafford Borough Council enforcement [18/03/25] – new littering signs in place. Lay-by included on list of sites to have camera monitoring. Meeting with Staffordshire County Council highways arranged [22/04/25]	●
Ambition – 2 Safety			
23-291	Highway Repairs – Yarnfield Lane	Meeting with SCC highways liaison lead [2/7/25] SCC – survey of the road drains carried out [13 March 2025]. A request has been made for a further meeting with Highways staff to establish what would be done to repair the system. Draft minutes of the meeting prepared by HS2 Ltd. YCM-PC prepared updated version. Councillor site visit [27/02/25] with HS2 staff, Balfour Beatty (BB), and officer from SCC Highway. Overall, the meeting went well and Y&CMPC achieved some good outcomes for the community, although a permanent solution is dependent on HS2 being given the clear instruction from the DfT to get on with closing down Phase 2 and to remediate and finish all of its construction and environmental sites. <ul style="list-style-type: none"> - Staffordshire County Council agree to undertake survey of the road drains and gullies and undertake any repairs identified. - BB will monitor flow of water on the site following heavy rainfall. - BB will check with ecology team to see if the gully that takes the run off from the neighbouring farmers field into the culvert can be cleared where this is on SoS land (may have environmental constraints to this). - HS2 will look at further potential solutions should these be required with a reasonable cost envelope 	●
23-296	Homes Plus Estate Management	Site meeting with Homes Plus Area Officer [13/08/25]. Response from House Plus about the work to be carried out still awaited. Meeting with Homes Plus Area officer [06/06/2025] . Report of the problems sent to Homes Plus. [09/06/2025] Meeting with Homes Plus area officer requested. [09/05/25] Work from previous complaint still outstanding. New report of pavement work reported to Homes Plus [14/03/25]. Site visit request sent to Homes Plus	●

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21-499	Severn Trent work Highlows/Yarnfield Lane	Flooding incident reported to STW [06/09/25]. Response awaited. Email sent to Severn Trent asking for an update. Contact moved to a new role but will brief his successor and request update from the Catchment Lead Officer for the area. Letter now to be send to the CEO. Cllr Pert to raise issues at his next meeting with STW management.	●
25-210	YCM-PC pavement survey and actions		
Parish Ambition – 3 Community			
22-47	Firing Range	Request sent to Staffordshire Police to provide an update on progress with the construction of the new range at Stafford, and proposed closing date of the Cold Meece range. Work continues on the new firing range with enabling works taking place to allow for the new range build to start. Continue to receive update report of operation dates Continue to monitor progress review January 2025 Actions prior to 02/09/24 moved to archive file	●
	Yarnfield Park Public Open Space & Football Ground	Emails and phones calls to the owner of the site have failed to generate a response. Yarnfield and Cold Meece Parish Council membership of the Staffordshire Playing Fields Association confirmed. [02/09/25] Very productive discussion with Staffordshire Playing Fields Association. Next actions for the council to consider: <ul style="list-style-type: none"> • Become a member of the Staffordshire Playing Fields Association • Write to owner of the site to ask for a draft agreement Staffordshire County Council Legal Service do not have capacity to support. Email sent to the Staffordshire Playing Fields Association asking for advice and support. Approach made to Staffordshire County Council Legal Services to support work to prepare an agreement to acquire the site [16/04/25]. Parish Council agrees to secure legal support. Owner of the site confirmed his willingness to negotiate with the parish council	●
Parish Ambition – 4 Good Governance			

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23-540	Business Continuity Plan	<p>Cllr training in use of the plan to be arranged.</p> <p>Business continuity plan, supporting documents, contact list and passwords list prepared.</p> <p>Continuity Plan Template prepared Cllrs invited to comment on the template before it is populated [18/03/24]</p>	●
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Special Projects

Reference	Project	Actions/Progress	RAG
SP2	Neighbourhood Plan	<p>Project Plan updates [08/09/25]</p> <p>Draft Section 14 consultation papers prepared [08/09/25]</p> <p>[Details of the project timetable monitored separately though the Neighbourhood Plan Project Plan.]</p>	●
SP3	Environmental project	<p>Tree work on village green along the brook, and other the two willow trees on the middle green pruned.</p> <p>Himalayan Balsam – balsam removed by Trent Ground Maintenance</p> <p>Meeting arranged to agree cost for tree work on the green.</p> <p>Meeting with Trent Ground Maintenance to get advice on improvements to the footpath at the top of the north green.</p> <p>Cut back overhanging tree branches by the brook running along the South Green</p> <ul style="list-style-type: none"> • Meeting arranged with Trent Ground Maintenance to agree work <p>Repair rotten slats on the bench on Footpath 11</p> <ul style="list-style-type: none"> • Replacement timber obtained <p>Oak Tree, Highlows Lane</p> <ul style="list-style-type: none"> • Remove overgrown holly and Brambles – defer start of work until September 2025 	●
SP4 & 6	Community Action Group - projects & Events Working Group	<p>Parish Picnic – Sunday 14 September -plans completed, trades confirmed.</p> <p>Summer picnic scheduled for 20 July, 2025 - postponed due to bad weather</p> <p>Summer Bedding Project [11/06/25]</p> <ul style="list-style-type: none"> - Source - two replacement wooden planters for outside the beauty salon. - Support Walton Hall Scholl work experience day - Summer bedding planting – 11 June onwards <p>Walton Hall Volunteers – Wednesday 11 June</p> <p>Strawberry Tea – Sunday 22 June 2025</p> <p>[Details of future events reported in the Council's Forward Plan]</p>	●

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SP5	Cold Meece road safety scheme	<p>Installation of Speed Indicator Device: Swynnerton Road & Meece Road</p> <ul style="list-style-type: none"> - Meeting with SCC highways liaison lead [2/7/25] - Meeting with Officer from Staffordshire County Council Highways [19/02/25] - Cost of sourcing two devices will need to be compared between 	●
SP7	Yarnfield Park	<p>FOI response received [08/08/25], Staffordshire County Council failed to follow through on the Road Traffic Order that would establish the 20 mph zone on Yarnfield Park. Cllr Baggaley to ensure the failure is put right as soon as possible.</p> <p>Results of FOI prompt pause in the delivery of the project. Issues raised in the FOI response referred to Cllr Baggaley.</p> <p>FOI request submitted to Staffordshire County Council to confirm Speed Limit on the estate roads [11/07/25]</p> <p>CSW Project Yarnfield Park</p> <ul style="list-style-type: none"> - Meeting with SCC highways liaison lead [2/7/25] - Meeting with Officer from Staffordshire County Council Highways [19/02/25] 	●
SP9	Bus shelter (Cold Meece) Renovation	<p>Councillors to pursue other possible contractors to undertake the repairs and report back to the council</p> <p>Projected cost of renovation of the shelter exceeds budget. Council to consider new approach</p> <ul style="list-style-type: none"> - Visual inspection undertaken - Project plan to be prepared - Contractor to undertake the work to be identified <p>Timetable</p> <ul style="list-style-type: none"> - Confirm frequency of buses with the community - Contact Bus Company to resolve the difference between published and actual 	●
SP10	Village Green s106 Project	<p>Tender documents sent to seven potential suppliers resulting in 5 returns.</p> <p>Playground working group assessment process meetings [26 & 29/08/25].</p> <p>Public viewing of the proposals – 14/09/25</p> <p>Result of tender to be presented to the Extraordinary Parish Council Meeting scheduled 22 September, 2025</p> <p>S106 funding agreed with Stafford Borough Council.</p> <p>Tender document issued to potential suppliers.</p> <p>Timetable for tender submission and evaluation agreed.</p> <p>Playgroup Working Group – holding meetings with potential suppliers.</p> <p>Playground Working Group</p>	●

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		<ul style="list-style-type: none">- Supplier meetings – May 25- Approval meeting with Cllr James and Cllr Nixon- Tender document approved – 9 June- S106 application form completed- Tender period 1 July – 15 August- Tender evaluation – 16 August 9 September- Contractor appointed- Notify Homes- Playground Notice of tender published on YCM website and Government “Find a Tender Service”- Agree work period	