

## Monthly Progress Tracker – Update 03/11/2025

## Action Tracker

Minute	Resolution	Action	RAG
<b>Ambition 1 - Environment</b>			
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]	●
<b>Ambition – 2 Safety</b>			
23-291	Highway Repairs Yarnfield Lane	HS2 site Yarnfield Lane, further works are needed on 2 gullies, Highways Team is aware. [07/10/2025] Meeting with SCC highways liaison lead [2/7/25] SCC – survey of the road drains carried out [13/3/25]. 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"><li>- Staffordshire County Council agree to undertake survey of the road drains and gullies and undertake any repairs identified.</li><li>- BB will monitor flow of water on the site following heavy rainfall.</li><li>- 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).</li><li>- HS2 will look at further potential solutions should these be required with a reasonable cost envelope</li></ul>	●
23-296	Homes Plus Estate Management	<b>Site visit with Homes Plus [29/10/25].</b> <ul style="list-style-type: none"><li>- <b>Wall removed, plans in place to replace demolished section with bollards. Footpath serving properties on Greenside – plans in place to create the path of leaf litter and fallen branches</b></li><li>- <b>Site visit with Homes Plus area officer [30/09/25] – Ash Tree removed. Plans to repair the wall to be prepared, work clearing the path at the rear of the properties of Greenside to be prioritised.</b></li></ul> 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]	●

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		<p>Meeting with Homes Plus area officer requested. [09/05/25]</p> <p>Work from previous complaint still outstanding.</p> <p>New report of pavement work reported to Homes Plus [14/03/25].</p> <p>Site visit request sent to Homes Plus</p>	
21-499	Severn Trent work Highlows/Yarnfield Lane	<p>New lead officer at STWCo contacted, resident survey form circulated to affected property owners. Owners encouraged to report flooding incidents when they occur – details of how to do so shared. - 24/7 customer care centre on 0800 783 4444.</p> <p>Flooding incident reported to STW [06/09/25]. Response awaited.</p> <p>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.</p>	●
25-210	YCM-PC pavement survey and actions	<b>Survey of pavements undertaker – For Drive. Yarnfield lane Highlows Lane Junction [29/10/25].</b>	●
<b>Parish Ambition – 3 Community</b>			
25-299	Yarnfield Park Public Open Space & Football Ground	<p><b>Contact reestablished with R Estates Ltd– hope to have a view about future progress by 8 November, 2025</b></p> <p><b>Meeting arranged with Stafford Borough Council Leisure Policy and Implementation Officer to secure support and press company to undertake maintenance and repairs.</b></p> <p><b>Contact made with Head of our Business and Commercial Property Team, Pickering &amp; Butters LLP about providing legal support.</b></p> <p>Emails and phones calls to the owner of the site have failed to generate a response.</p> <p>Yarnfield and Cold Meece Parish Council membership of the Staffordshire Playing Fields Association confirmed. [ 02/09/25]</p> <p>Very productive discussion with Staffordshire Playing Fields Association. Next actions for the council to consider:</p> <ul style="list-style-type: none"> <li>● Become a member of the Staffordshire Playing Fields Association</li> <li>● Write to owner of the site to ask for a draft agreement</li> </ul> <p>Staffordshire County Council Legal Service do not have capacity to support.</p> <p>Email sent to the Staffordshire Playing Fields Association asking for advice and support.</p> <p>Approach made to Staffordshire County Council Legal Services to support work to prepare an agreement to acquire the site [16/04/25].</p> <p>Parish Council agrees to secure legal support.</p>	●



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		Owner of the site confirmed his willingness to negotiate with the parish council	
<b>Parish Ambition – 4 Good Governance</b>			
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>	●

## Special Projects

Reference	Project	Actions/Progress	RAG
SP2	Neighbourhood Plan	<p>Open Green Spaces survey form prepared – circulated to Cllrs [13/10/25]</p> <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>Autumn Tidy Up [5/10/25] – spring bulbs planted, litter picking</p> <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"> <li>• Meeting arranged with Trent Ground Maintenance to agree work</li> </ul> <p>Repair rotten slats on the bench on Footpath 11</p> <ul style="list-style-type: none"> <li>• Replacement timber obtained</li> </ul> <p>Oak Tree, Highlows Lane</p> <ul style="list-style-type: none"> <li>• Remove overgrown holly and Brambles – defer start of work until September 2025</li> </ul>	●
SP4 & 6	Community Action Group - projects & Events Working Group	<p>Preparation for the Autumn Fayre [18/10/25] completed</p> <p>Summer picnic cancelled due to bad weather, Partial refunds received.</p>	●

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		<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"> <li>- Source - two replacement wooden planters for outside the beauty salon.</li> <li>- Support Walton Hall Scholl work experience day</li> <li>- Summer bedding planting – 11 June onwards</li> </ul> <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>	
SP5	Cold Meece road safety scheme	<p>CSW project - on hold pending advice from Staffordshire County Council Highways</p> <p>Installation of Speed Indicator Device: Swynnerton Road &amp; Meece Road</p> <ul style="list-style-type: none"> <li>- Meeting with SCC highways liaison lead [2/7/25]</li> <li>- Meeting with Officer from Staffordshire County Council Highways [19/02/25]</li> <li>- Cost of sourcing two devices will need to be compared between</li> </ul>	
SP7	Yarnfield Park	<p><b>Meeting with SCC Highways and Cllr. Bagguley:</b></p> <ul style="list-style-type: none"> <li>- Speed limit on Yarnfield Park is unknown as a TMO for Yarnfield Parkway and the other estate roads was never adopted.</li> <li>- Drainage; <ul style="list-style-type: none"> <li>o Problem with the road drainage of Yarnfield Parkway seems to stem from the designs approved at the time the planning application was made approved.</li> <li>o Further investigation to be undertaken to find a solution to resolving the drainage problem</li> </ul> </li> </ul> <p>Meeting schedules for the 28 October, 2025 with Cllr Bagguley and Staffordshire County Council officers</p> <p>CSW project - on hold pending advice from Staffordshire County Council Highways</p> <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 Bagguley 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 Bagguley.</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"> <li>- Meeting with SCC highways liaison lead [2/7/25]</li> <li>- Meeting with Officer from Staffordshire County Council Highways [19/02/25]</li> </ul>	

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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"> <li>- Visual inspection undertaken</li> <li>- Project plan to be prepared</li> <li>- Contractor to undertake the work to be identified</li> </ul> <p>Timetable</p> <ul style="list-style-type: none"> <li>- Confirm frequency of buses with the community</li> <li>- Contact Bus Company to resolve the difference between published and actual</li> </ul>	●
SP10	Village Green s106 Project	<p><b>Premeeting with Kompan Ltd to agree start date and work schedule – 05 November, 2025.</b></p> <p><b>Work Scheduled to start – 17 November, 2025</b></p> <p><b>Section 106 funding received from Stafford Borough Council</b></p> <p>Tender awarded to Kompan Ltd</p> <p>Project Team meeting scheduled with company Friday 17 October.</p> <p>Request sent to Stafford Borough Council to release s106 funding</p> <p>Tender documents sent to seven potential suppliers resulting in 5 returns.</p> <p>Playground working group assessment process meetings [26 &amp; 29/08/25].</p>	●