



Tuesday 27th September 2022

The Trinity Centre

7:00pm

Present

Cllrs Cairns, Allen, Briggs, Cooper, Cummins, Griffin, Hatton, Mackey, Millichope, Mosson, Parkin, Pears, Perks, Pocock, Puri, Raut, Roberts, K Ward, S Ward, Wood and Yip

In Attendance

Olive O'Sullivan—Chief Executive Officer and Mary Watkins-Finance Manager;
Margaret Crockett-The Archive Skills Consultancy, Janet Foster-The Archive Skills Consultancy, Jessamy Harvey-The Archive Skills Consultancy, Jonathan Rhys-Lewis-The Archive Skills Consultancy and Liz Parkes-Senior Library Services Manager Birmingham City Council.

There were 7 members of the public and 1 member of the press present.

The Mayor welcomed everyone to the meeting and asked all to stand as she lead a one-minute silence to remember Her Late Majesty Queen Elizabeth II and to reflect on the lifetime of service which Her Late Majesty devoted to the United Kingdom, the Realms and Territories and to the Commonwealth.

Five questions had been submitted for public question time.

John Heywood from Eco Sutton asked if a walk around the town centre with interested partners, mentioned in the minutes of the Regeneration Partnership meeting of July 21st, had happened and who with.

Cllr S Ward responded that Community groups who have an interest in the town centre and have been involved Bloom will be invited to meet to discuss their ideas on the future long term landscaping design opportunities in October. The Sutton Coldfield Charitable Trust and community organisations using the United Reform Church will also be invited.

Tony Whitehead of Our Town asked if there was still a community representative on the Town Centre Regeneration Partnership (TCRP), if the regeneration of the Red Rose Centre could be a standing item on the TCRP agenda and requested that TCRP minutes be reported to Full Council.

Cllr S Ward confirmed that there was a new representative from FOLIO on the partnership and membership also included a representative from the Sutton Coldfield Charitable Trust. Gracechurch, Brassington and the Red Rose Centre are routinely discussed at TCRP meetings, and minutes are reported to Strategy and Resources Committee and are also available on the Town Council website.

Jack Moffat asked Town Council to demonstrate its support for the Skills Initiative, by investigating how it could invest in the scope and reach of the local college to improve the Town's reputation for encouraging the development of skills.

Cllr S Ward responded that as part of the delivery arrangements for the town centre regeneration an Enterprise Delivery Group would be established and that Sutton College would be invited to be a member of this Group.



Zoe Toft and Stella Thebridge from Sutton Coldfield Heritage Network were not in attendance and asked for a statement to be read out.

“Earlier this month we facilitated Birmingham Heritage Week in Sutton Coldfield with 19 different events over 10 days exploring Sutton’s history and heritage. Several of the events held drew on research using Sutton Coldfield Library’s archive and local studies material and so we welcome publication of the TASC Sutton Coldfield Archives Scoping Report.

We particularly welcome the report’s recommendations that:

- an appropriate facility to store the Sutton Coldfield Archives, including archival processing areas and archive reading rooms be secured in Sutton Coldfield. It is our view that it would benefit researchers if the archives facility was indeed together with the Local Studies Library facilities.
- provision be made for employing professional experienced archivists as well as support staff.
- user and outreach services be developed, to include an archives digitisation programme, publications based on the archive holdings, online and physical exhibitions and initiatives aimed at meeting the needs of all age ranges and communities encompassed within the town of Royal Sutton Coldfield. We very much welcome the comments around building a more diverse collection.

We have concerns about the reports proposals around disposal of some material currently held in Sutton Coldfield Library. Whilst we recognise the need to manage the archives, should any material ultimately be designated for destruction we would strongly urge the Town Council to first offer it to any potential interested parties, for example ‘spare’ photos may be of buildings or families in the town who would welcome the chance to re-home the photos the library no longer wishes to house.

We urge the Town Council to indeed accept the main findings of the Archive-Skills Consultancy and to use this as the basis for further dialogue with Birmingham City Council to ensure that we do move towards a purpose built, fully staffed Sutton Coldfield archive based in Sutton Coldfield.”

Janet from Archive Skills confirmed that disposal as a term did not necessarily mean destruction but deaccession of material, she stated that any material would need to be properly documented to ensure that it was not reoffered to the collection at a later date as it would not be primary resource material. Margaret from Archive Skills reported that digitisation is often seen as a solution and space saving, but can be an expensive process and should be used strategically rather than a catch all. Technology is in its infancy and work would have to be at a high specification with indexing and would need preservation over time.

Liz Parry from FOLIO Sutton Coldfield was not in attendance and asked for a statement to be read out. “FOLIO welcomes the report from the Archive-Skills Consultancy and the recommendation to the Town Council to accept its findings. We would like to support any action that ensures its recommendations are implemented in the best way possible so that the archive and local history collections remain well cared for and readily accessible by residents.”

Claire Bennett was not in attendance and had submitted a question asking if it was time to plan for a Museum of Royal Sutton Coldfield in the town and noted that a place solely for the archive and information could potentially be found in the interim and then moved into any further development via the town centre masterplan.

Janet from Archive Skills commented that she was really pleased that the local community groups were so supportive, and that the idea of a museum was a good one but there was not a huge amount to display, but there is a wealth of archival material and work needs to take place to protect it before anything else. She also noted that museum, library and archive professionals have similar objectives but very different approaches. All three professionals can often work together but manage different strands of the heritage environment.

Robert Cheshire from Sutton Coldfield Civic Society was not in attendance and asked for a statement to be read out.

"I give my wholehearted support and that of Sutton Coldfield Civic Society Committee to the proposals set out in the Action Plan based on the main findings of the Report prepared by Archive-Skills Consultancy and Associates."

33 Her Majesty Queen Elizabeth II

A one-minute silence was observed at the start of the meeting.

34 Apologies for Absence

The CEO reported apologies from Cllrs Allan, Parmar and Scott.

Resolved to accept the apologies

35 Declarations of Interest

No declarations of interest were made.

42 Survey of Sutton Coldfield Library's Archives and Local Studies Collection.

The Archive Skills Consultancy made a presentation on the survey of Sutton Coldfield Library's Archives and Local Studies Collection.

- [Presentation](#)

After the presentation Councillors were invited to ask questions.

Cllr Pears stated that it was encouraging to hear the supportive comments and questions from groups during public question time and suggested that securing the long term future of the Archive would be expensive and the Town Council could look to work with other interested parties. He asked that discussions be progressed with Birmingham City Council (BCC) for a short term review and repackaging of the material and asked for a report be brought back to Council in six months.

In response to a question from Cllr Cooper on how urgent the work was, Jonathan responded that there was a need to get in place the strategic approach so that archives were not put further at risk. Poor quality conditions have already affected some materials. The survey offers a snapshot of the materials at this point in time and there was some urgency, as continuing 'as is' would lead to further deterioration and some materials becoming unusable or lost.

Cllr Wood thanked the Archive Skills team for the comprehensive review and asked Councillors to support the recommendations so the cost options could be reviewed for the work.



Cllr Mackey suggested that while materials could be located on the second floor of the Library in the short term there needed to be a contingency plan to move the materials in an organised and timely manner should the Red Rose Centre be developed.

Cllr K Ward noted that the archivable material was the most valuable and work should be done to explore what was needed to safeguard it.

Cllr Allen stated that a new permanent home for the material should be found for it to remain within Sutton Coldfield.

In response to a question from Cllr Millichope, Margaret confirmed that the Archive Skill Consultancy could assist in drawing up a specification for the employment of an Archivist if needed.

Liz Parkes thanked the Archive Skills Consultants for the documentation produced and welcomed the report of the wealth of unique treasure held in Sutton Coldfield. She stated that it is really important to the residents of Sutton Coldfield to keep their treasure within Sutton Coldfield and that BCC have statutory responsibility for the collection and looked forward to finding a way forward, working with the Town Council.

36 **Mayors Announcements**

The Mayor reported her engagements over the summer:

- Met with the winners of this year's garden competition and welcomed Bloom judges to Sutton Coldfield
- Attended the Civic Sunday service
- Attended a community event organised by Royal Sutton Indians
- Met with some of the Sutton Coldfield Beekeepers
- Met with baton bearers when the Queen's Baton Relay passed through Sutton Coldfield
- Attended the opening and closing ceremony of the Commonwealth Games
- Attended the Fuchsia Society and Gardening Guild's annual show
- Met with volunteers of Buddy Bag Foundation based in Minworth
- Opened the new sunshine café at St Chad's church
- Attended the award ceremony and received the news that the Town had received a Gold award in this year's Britain in Bloom competition
- Attended the first ever St Giles Hero walk in Sutton Park

The Mayor reported that after the sad news of the passing of Her Late Majesty Queen Elizabeth II, she sent a letter of condolence to Sir Clive Alderton the King's private secretary and asked him to convey the town's deepest sympathy to King Charles III. She attended a ceremony at Vesey Memorial Gardens with Cllr Simon Ward and our MP to lay a wreath in remembrance of Her Late Majesty Queen Elizabeth II, and thanked the Deputy Mayor, Cllr Jane Mosson, for reading of the Proclamation on the Accession of King Charles III at Holy Trinity Parish Church on 11th September and also leading the National Moment of Reflection at Vesey Gardens on the eve of Her Late Majesty's funeral.

The Mayor extended her thanks to the Emmanuel Choir for their role in each of the ceremonies and Holy Trinity Parish Church for hosting the reading of the proclamation and the books of condolence.



and requested that the CEO, include alongside the minutes of this meeting, a copy of the letter of condolence together with details of the service for the reading of the proclamation and the National Moment of Reflection at Vesey Gardens.

37 Minutes of the Previous Meeting

Resolved that the minutes of the meeting held on Tuesday 28th June 2022 be signed as a true record.

38 Matters Arising

In response to a question from Cllr Pocock, the CEO confirmed that a report would be brought to a future meeting of Strategy and Resources Committee on the business case for live streaming or recording of Council meetings.

The CEO confirmed that she had been unable to find a minute regarding discussions of an editorial board for Council newsletters and publications.

Cllr Pocock asked if an update on the recent changes in national policy guidance and BCC Telecommunications Policy with regards to planning applications for masts had been reported to Committee. The CEO confirmed that this had been circulated to Planning and Highway Committee members.

39 Questions from Members

Several questions had been received from Councillors.

Councillor Wood thanked the CEO and officers for organising the Reading of the Proclamation and Moment of Reflection Ceremony and proposed that a permanent memorial to Her Majesty Queen Elizabeth II is placed in Vesey Gardens.

Cllr S Ward also thanked the CEO and officer team for their work and stated that a memorial would be very fitting.

Councillor Millichope asked if flexibility would be built into the Town Rangers contract to incorporate any agreed extension of services and asset transfers.

Cllr S Ward confirmed that Strategy and Resources Committee had discussed flexibility and that it would be built into the contract.

Cllr Parkin asked to what extent has BCC shown a willingness over the past three and a half years to actively engage in meaningful devolution discussions with the Town Council and deliver on their commitments in the White Paper.

Cllr S Ward replied that the Town Council had been pushing BCC to deliver on their promises for six years. He said that the Town Council wanted to improve the town and wouldn't give up pushing BCC to deliver on their promises of devolution of assets.

Cllr Parkin asked the Council to build on the renewed sense of local pride and positivity created by the Commonwealth Games to convince BCC to agree to an alternative governance model with more local involvement to run Sutton Park.

Cllr S Ward replied that an alternative model for governance of Sutton Park had been identified in the LUC report and that the Town Council would not let it lie.



Cllr Pocock asked if the extra parking patrols around had started and if Ward Councillors could advise on the priority schools and locations in their Wards.

Cllr S Ward replied that the parking enforcement started in September and that patrols were equally distributed across all primary school. The results would be reported back to the Planning and Highways Committee at the end of the period.

Cllr Pocock asked when the environmental workshops would commence and what form they would take.

Cllr S Ward confirmed that Cllr Millichope would champion the workshops and was working with officers to progress.

Cllr Puri asked that Cllr S Ward feedback on the meetings of the Town Centre Regeneration Partnership (TCRP) to Full Council to engage Councillors and inform residents.

Cllr S Ward replied that Jan Rowley regularly reports on the work of the Town Centre regeneration to Full Council. He encouraged members to attend Committee meetings as the minutes of the TCRP are reported to Strategy and Resources Committee and Planning and Highways Committee have detailed input into the emerging planning applications.

Cllr Hatton stated a member of the public had asked if there could be bird food dispensers installed in parks across Sutton that would supply food for a small price to help tackle people feeding bread and inappropriate food to wildlife.

Cllr S Ward replied that it was a good idea and asked officers to liaise with BCC on the practicalities.

40 **Minutes of Committees**

a) **Planning and Highways** held on 5th July 2022

b) **Planning and Highways** held on 2nd August 2022

c) **Planning and Highways** held on 6th September 2022

Resolved to approve use of £19,336.37 Community Infrastructure Levy funding towards the cost of installing hard standing areas for wheelie bins at ten locations in Falcon Lodge.

d) **Strategy and Resources** held on 20th September 2022

Resolved to approve an extension of up to three months of the current contract with idVerde with a price increase in line with the Consumer Price Index (CPI) in November 2022.

Resolved to approve that Tile Hill continue to provide services of agency worker, Jan Rowley, as Regeneration Programme Director for a further period of twelve months.

Resolved to approve that StoryComms be appointed to provide communications support for six months at a cost of £21,000 plus a campaign budget of £30,000 to be funded from the Town Centre Regeneration earmarked reserve.

e) **Amenities, Leisure and Community Services** held on 22nd September 2022

Resolved to note the minutes of the Amenities, Leisure and Community Service Committee.

41 Festive Lights Scheme

Resolved to approve the lighting scheme for local centres and that the 2022 scheme be funded from the festive lights annual budget and earmarked reserve at a cost of £139,783.

Resolved to approve that new motifs for the local centres are purchased from Birmingham City Council (BCC) and that BCC is commissioned to install the lighting features and Christmas trees under section 11.3 of the Town Council's Financial Regulations.

43 Members Allowances Panel

Resolved to appoint Cllrs Cooper, Parkin, Puri, S Ward and Wood to the Members Allowances Panel.

44 Use of Chief Executive Officer's Delegated Powers

No use of delegated powers was reported.

45 Accounts for Payment

Resolved to note the delegated payments, approve the accounts for payment and appoint Cllrs Pocock and S Ward to complete authorisation.

46 Date of Next Meeting

The next meeting is scheduled to take place on Tuesday 18th October 2022 at the Trinity Centre.

The meeting ended at 8:38pm.