

## Grosmont Futures – Minutes of Meeting 02 March 2021, 6.00pm, via Zoom

### Present

Jan Chatfield (JC), Oliver Huntsman (OH), Wittek Mintowt Czyz (WMC), Jane Moggridge (JM), Deb Nevill (DN), Lynne Potter (LP), Jo Whitaker (JW), Mark Whitaker (MW) (Chair), Peter Willis (PW), Clare Preece GCC (CP).

### Apologies

Alex Minford

#### **1. Minutes of the Meeting held on 23 February 2012**

The minutes were accepted as an accurate record.

#### **2. Action Points from the Last Meeting**

**Dropbox** – In principle Dropbox was working quite well. There are still a few issues with amending documents in Dropbox. **JC** suggested that in future only final drafts of documents should be saved in the main folders in Dropbox. Any documents that were being drafted/amended should either be maintained outside of Dropbox and then uploaded with a different name or be worked on in the individual folders and not be available for general use.

**Distribution of Address Lists** – These had been updated with a new area added. There are now 228 houses but there are still a few names missing. **PW** suggested that the radius of the area should be defined. **OH & JM** have calculated that the survey will cover an area of 38.5 Square Kilometres with Grosmont in the centre.

**Zoom Account** – LP asked **DN** if she thought that Chloe might consider allowing some of the sub-committee meetings to use her account. **DN** has been in contact with Chloe and established that it will be fine for subcommittee meetings to use the ZOOM account, but **DN** need will be the contact and schedule any meetings as required.

**Community Green Energy Fund** – **WMC** said he had been informed by the secretary of the **GEF** that the next funding round would be in early / midsummer, with the actual date to be announced shortly. He suggested that regardless of the final improvements to the Hall, significant maintenance works are required (soffits, gutters, damp ingress in the South East corner etc.) and it would be sensible to get quotes from a Builder/Builders for these remedial works now, so that the GEF could be applied to for preliminary grant to address these issues. **LP** asked whether this was on the GCC agenda, **CP** replied that it was not, but that GCC would not object to the application. **JC** asked that this could be put on the agenda for the next GCC meeting. **CP** agreed and asked that **WMC** give a regular progress report to GCC on the Town Hall project.

WMC noted that the application to the GEF was a simple process and that it funded £70,000 worth of projects at each round with up to £20,000 being available for individual projects.

**WMC and OH to source a panel of architects - WMC** reported that he had contacted two local firms who might be interested in the project and would liaise with OH to list suitable potential candidates.

**Community Engagement Feedback** – to be discussed under the Agenda

**Bat Survey** – To be carried out in the summer

**Energy Audit** – Results expected by the end of the week

### **3 Matters Arising not included on the Agenda**

None

### **4 Correspondence**

None

## **5. Agenda**

### **5.1 Finances**

**OH**, had been in contact with the Bank on 23/02/21 to request a new PIN code, but this has not yet been received so the account is not yet operational. **Action: AM to transfer money when the account is operational**

### **5.2 Review of Progress against GCH Project Timeline**

It was agreed that there needed to be more clarity and substance recorded on progress against the timeline to include dates of completion and re-arranged dates where applicable, it is necessary to separate what has been done from what is under development. **PW** had sent some suggestions by email prior to the meeting, **JC** had looked at these and made a start on creating a dynamic document that could be reviewed and amended at each meeting to monitor progress, but it is very much work in progress. **WMC** suggested that Peter Clark (**PC**) be contacted for advice on how record progress. **Action: JC to contact PC and produce a monitoring spreadsheet**

### **5.3 Community Engagement Feedback**

**5.3.1 Posters-** The posters produced by **JW** previously need to be slightly updated to include reference to the on-line survey and leaflet and for consistency with the survey, leaflet, and banner to include "have Your Say". **JW** submitted modified posters during the meeting and it was agreed to ask Patrick Boyd to print these in A3. Once printed the posters should be displayed on the noticeboard and in the Shop ASAP. With copies being

posted electronically on the Website and on Facebook. There are two versions of the Poster so it was agreed to post one version immediately followed by the other at the weekend, this variety might spark more interest or act as a reminder.

**Action: JW to finalise amendments and pass to DN who will arrange printing and posting electronically.**

**5.3.2 Questionnaires – PW** had prepared a “Google Forms Survey” mirroring the questions on the paper survey as this would give the option for people to complete it electronically if preferred. Using an electronic survey would make collating and interrogating the data easier, especially cross referencing/comparing answers to different questions. The electronic survey would not replace the paper survey but be used in parallel. Once submitted any paper returns will be entered into the electronic version.

In order for the Google Form survey to work the format of some questions from the paper survey needed to be changed. **PW** noted that it was a requirement of the Lottery that any “Public Facing” documentation should be bi-lingual where possible and that there should be a Welsh version of the questionnaire available.

**Action: JC, MW & DN to amend paper version in line with electronic version, PW to arrange translation into Welsh**

**5.3.2.a Timescales –** It was agreed that it would not be possible to get the questionnaires distributed at the weekend (6&7 March) as previously planned, so the date was amended to the following weekend (13&14 March) with a revised date for completion of the survey by 24<sup>th</sup> March 2021.

**5.3.2b Testing –** Members of the committee agreed to test the electronic version before going live and it was decided to ask a couple of Volunteers to complete the paper version.

**5.3.2cd Printing, Folding & Stapling –** It was agreed that it would be too time consuming and complicated to address envelopes individually, rather a label would be attached saying “Grosmont Community Hub - Have Your Say”, to distinguish the envelopes from other junk mail. **LP** stated that her husband **Mark Potter** had offered to print the questionnaires, leaflets, and labels and that she would then fill the envelopes ready for distribution.

**Action LP&MP to print questionnaires etc.**

**5.3.2e Distribution –** Various members of the committee and wider community had offered to distribute the questionnaires – see below. A copy of the houses in each area will be provided to those people who had agreed to distribute the leaflets. 229 Households will be delivered to in Total.

Area	Number of Households	Volunteer
1. Mill Farm, up Cupids Hill, and Tollstone Way to Mount Pleasant	19	Oliver
2. Kingsfield Cottage down the Hand Road to the Haven	15	Jean Price
3. Old School, Castle Aspect to Bevan Court	25	Adrian & Yang Yi
4. Willow Cottage, Wellfield to Homefield	14	Andy Stumpf
5. Bank House to the Post Office including Castle Lane	24	Jan
6. Athelston to Middle Tresseny including Sally Rucks	14	Witek
7. Poorscript Lane and Poorscript Gardens	31	Deb
8. York House down "Cardiac Hill" to Hoald Albert Farm	20	Mark & Jo
9. Trevyr Road	9	Alex
10. Beech Hill	3	Alex
11. The Cross and Skenfrith Road to Hill Gate	21	Gaynor & Michele
12. Bramble Barn Via Straight Mile to Grosmont Wood Farm	34	Jane
	229	

### **Action JC to provide individual distribution lists**

**5.3.2f Prizes – DN** stated that some of the prizes offered had been framed by Frameworks at a cost of £20.00, it was agreed to pay this as it would enhance the prizes.

**Action DN to obtain an invoice from Frameworks for the cost of the work.**

**5.3.3 Leaflet –** The leaflet had been circulated before the meeting and it was agreed that it was good to go. There is space on the leaflet to reference LINO an online "Post It" page where comments and ideas can be posted.

**Action WMC to provide details of LINO for adding to the leaflet**

**5.3.4 Banner – JC** reported that she had not got any further with the banner.

**Action: JC, LP and LMC**

**5.3.5 Additional Publicity –** It was agreed that the plans covered all appropriate channels including social media and no additional publicity would be required.

### **5.4 Next Steps**

The main push for the next week is to finalise the questionnaires and get them distributed.

### **5.5 AOB**

None

**MW** thanked everyone for their time and effort.

### **Date of next meeting**

Wednesday March 10<sup>th</sup> at 6.30 on Zoom.

**There being no further business the meeting closed at 8.15pm**