

Grosmont Futures – Minutes of Meeting 11th May 2022, 6.00pm, via Zoom

Present

Committee Members: (*= Co-opted)

Deb Nevill (**DN**), Lynne Potter (**LP**), Mark Whitaker (**MW**) (Chair), Jo Whitaker (**JW**), Oliver Huntsman (**OH**), Witek Mintowt-Czyz (**WMC**), Alex Minford (**AM**), *Peter Clarke (**PC**), Jan Chatfield (**JC**),

Members of the Public: Jane Moggridge (**JM**)

Also in attendance: Peter Willis (**PW**)

Apologies: None

MW welcomed everyone to the meeting.

Minutes of the Meeting held on 13th April 2022

The minutes were accepted as an accurate record.

Action Points from minutes 13 April 2022:

Agenda item	Meeting 22 Feb 2022	Action Completed	Further action	Responsible
8. Submission of CDG application	Contact R Wade again, how much remains of the £5,000 from the precept and was it used to fund the Town Hall Surveyors report?	R Wade is not currently able to give a precise figure, but there is approximately half of the original £5,000 left	Ongoing	Lynne Potter
3. Partnership Agreement	Set up a policy working group	In progress, templates, and examples available	Set up a policy working group	Jan Chatfield, Debs Nevill & Jo Whitaker
Agenda item	Meeting 13 April 2022	Action Completed	Further action	Responsible
2. Steering Group Meeting 24/3/22	Meet with architect to revisit brief and incorporate repairs	Highlight reports prepared See under agenda item 4	Meeting required with Stakeholders to review the brief	Peter Clarke
2. Steering Group Meeting 24/3/22	Write Project initiation document (PID)	Too early in the project, need to clarify the brief with the Architect	Ongoing	Peter Clarke
4. Next Steps	Prepare next steps document		Ongoing	Peter Clarke
AOB	Contact Robert Wade to assist if necessary and ensure that the Grant offer form is returned in good time	Done and acceptance letter submitted	No	Alex Minford

Matters arising not included on the agenda

The NLCF funding officer Zoe Smith as requested an informal meeting on 19th of May at 11.30am to explain the funding process, and how to up-date the Lottery with progress and required cash flow. Attendees will include Robert Wade (responsible Financial officer at GFCC), **PC** (Project Manager), a representative from GFCC (possibly **WMC**), the new Chair at GFCC, and **AM** representing GF. **LP** also expressed an interest in attending.

Action: PC to send out invitations for this meeting.

Correspondence

AM has been sent a flier from the Community Green Energy Fund (CGEF) stating that Grosmont Fawr Community Council is eligible to apply for funding in 2022. Grants are available for suitable community benefit projects; application forms will be available from 21/05/22 with a deadline for submission of 16th July 2022. **WMC** explained that a total of £70K is available and individual grants are usually in the region of £10-15K

Several suggestions for funding bids were put forward, including a Heat Pump, secondary glazing, and aerogel insulation. **PC** suggested that we need to consult the Architect to help us decide what would be appropriate to put in a bid for and what would be the right solution for the building.

PW asked whether the Architect had had a copy of the energy audit, **PC** replied that he had shared everything with her.

PC asked if the Architect Sarah Browne could be given access to Dropbox, those members of the committee present agreed this. **DN** asked **PC** to provide the e mail address for Sarah and she would set this up.

Action: DN to set up Sarah Browne with access to Dropbox

Agenda

1. Finance

OH, stated that there has been no movement on account, still shows £316.79.

2. Briefing the new Community Council Members about the Hub/Town Hall Repairs and the role of the Steering Committee.

WMC suggested the easiest thing to do would be to organise a meeting either virtual or face to face with **PC**, **AM** and **WMC** representing GF.

AM said it was important that the new Councillors understood the communication and engagement process that has already been undertaken as well as the proposed plans for the operation of the Town Hall in the future.

Once the new Chair of GFCC has been elected **PC** will invite him/her and the other councillors to a meeting.

AM suggested that the meeting would need to be structured & **DN** suggested a Power Point presentation should be prepared. **PW** agreed and suggested taking relevant sections from the CDG application form.

Action: Once new chair is elected PC will set up a meeting with GFCC

3. Project Manager Role

AM sent an email to GF committee members on 14/04/22 setting out the "Broad Brush" aspects of the Project Manager role. To date he has not received any comments and offered to re-send the email for further consideration by GF members. He added that we should recognise that the role will evolve with the project and that we are fortunate to have **PC** available as an experienced Project Manager. **PC** noted that the basic tool of project management was effective communication and information is readily available in Dropbox.

LP requested that **AM**'s e mail be put in Dropbox and that it should go on the agenda for discussion at the next meeting as the roles and relationships between the Project Manager, Grosmont Futures, GFCC and the Steering Group need to be clarified.

MW queried who would fulfil the role of technical day to day practical Project Manager? Would that be the Architect, or the Builder or **PC**? This is something to raise with the Architect and could mean additional costs would be incurred. **PW** said that Zoe may have input on this subject and

suggested raising it at the meeting on 19th May.

PC noted that the Architect had recommended a survey by a Structural Engineer and was more concerned about doing the right things in the correct sequence.

WMC said that on projects of this kind it was usual to have one main contractor supported by specialist sub-contractors as required.

Action: All GF members to read and digest AM's email on the PM role and bring any queries to the next meeting

4. Update on meeting with the Architect

PC & AM met with Sarah Browne and were impressed with her understanding and enthusiasm for the project! She agrees that it is sensible to incorporate the repairs with the CGH project and sees a degree of overlap, but some things on the brief may have to be re-visited. There needs to be a discussion as to which elements can be attributed to the Lottery funding and which to the Architectural Heritage fund funding. The GFCC Loan also needs to be factored in.

A meeting is required between the Stakeholders and the Architect to revisit the brief and get a holistic overview as to what is possible within the funding that is available. **PC** suggested that this meeting should not include all members of the GF committee as the numbers involved would make it unwieldy.

WMC suggested that the GFCC loan could pay for a new roof. **JC** queried whether this would be too expensive as it had not been included in the original budget and is not required as part of the urgent repairs. **PC** replied that it makes sense to do it at the same time as the other work and that there was a possibility of opening up the roof space to insulate and replace the roof at the same time.

DN asked what the timeframe was for a response from Sarah Browne, being mindful that the AHF application needs to be submitted by the end of June. **PC** replied that Sarah wants to commission structural and topographical surveys first and that she will attend the meeting with the AHF officer on 10th June.

WMC noted that the new GFCC council meets on the 16th of May, when they will elect a Chair and identify two Councillors to sit on the Steering Committee with Robert Wade, representation from GF on the Steering Committee will remain the same (**AM** (Chair), **PC**, **LP & JC**)

PC has prepared the first two Highlight Reports detailing progress in the project, these can be found in Dropbox. In future the Highlight Reports will be a standing item on the GF meetings agenda and committee members are asked to read these and feed any questions through to **PC** prior to the meeting.

MW summarised the discussion saying that going forward we need a meeting of all the stakeholders to review the project, when we will need to prioritise and make choices to develop a firm brief that meets the project plans within the available funding.

Action: PC to convene Holistic Stakeholders meeting with the Architect

5. Planning and preparation for Architectural Heritage Fund Application

The AHF application needs to be submitted by the end of June. **LP** suggested that we need a sub-group to look at sections 3 & 4 of the application.

PW agreed saying that in reality two teams were needed, one to look at section 3 – the project benefits and one to look at section 4 – the physical changes. **JC** noted that section 4 could not be completed until after the meeting with the Architect.

It was agreed that the CDG sub-group **JC, MW & DN** would meet on 20th May to work on section

3 based on the CDG application.

Action: JC, MW & DN to work on first draft of section 3

6. Site Visit with AHF Officer on 10th June

PW explained that Adam Hitchin, the Architectural Heritage Fund Officer, has requested a site visit so that he could “get his head around the project” and assess the potential of the building. This visit would be on either the 10th or 17th of June at 10.00am.

PW could attend on 17th June, other attendees should include one contact from GF who could talk about the project benefits and another who could talk about the problems with the building (bricks and mortar), as well as representatives from GFCC.

Action: PW will liaise with Adam & the GFCC Clerk to confirm the date for this meeting.

7. B Community Plus Mentoring Funding

Prior to the meeting **DN** circulated the details about this funding and suggested that it could be used to help with setting up and funding a new website.

JM noted that the existing Grosmont Website could be used more and that it was not used to its full potential.

WMC stated that GFCC needs a better facility, one of the new Councillors (Daisy Learmond) has a lot of experience and it is anticipated that she will have significant suggestions for improving/upgrading the functionality of the Website.

JM reminded those present that currently Grosmont Events fund the existing website.

PW noted that the B community Plus funding was for mentoring.

Action: LP asked DN to forward her the details as she has difficulty in accessing Dropbox.

8. Halls together Network, Feedback on “Managing Your Community Hall Workshop”

Carry forward to next meeting, DN & LP will update when the documentation becomes available.

9. Site Visit and quote from Audio Visual Direct (AVD)

This was a useful visit, AVD had some good ideas for the size and uses of the building. The full report is in Dropbox/Folder9/ Work in progress/Audio Visual.

AM noted that the CGEF Grant obtained last year for the audio-visual equipment on behalf of GFCC has not yet been spent. We need to inform them that we are not yet in a position to spend the money.

Action: AM to liaise with Robert Wade / the Community Green Advisory Group

10. Availability of the GF committee members during the summer

for security reasons, rather than publish dates when individuals are away, please can committee members e mail their holiday dates to DN.

Action: GF members send their holiday dates to DN

11. AOB

DN noted that we haven't sent out any updates to the wider community recently. **LP** offered to write a piece with **DN** for the display board and e mail distribution list after the GFCC meeting on the 16th of May. **PW** reminded the group that there is a budget to provide an event to update the community on progress on the project

Action: LP & DN to write an update for distribution by e mail

PW informed the group that Rural Futures are holding a Regional Learning Event on 1st July at Myddsai which is just outside Llandovery. The event will showcase the Rural Futures Process and a wide range of stakeholders will be present including Monmouthshire County Council and all GF members would be welcome to attend. **PW** asked whether Grosmont Futures would represent the area at the Event and deliver a 10-minute presentation on the journey we have been on so far. This could also be in the form of a video if we were not able to be physically present. The committee unanimously agreed to help, **PW** suggested that two people could deliver the presentation, one speaking about the project benefits and one to speak about the physical changes. **WMC** informed the group that he would be away, but **AM** offered to be one of the speakers.

PW asked for two people from the group to be available to be contacted by phone to speak to the Evaluator with reference to the project. **LP & AM** agreed to be contacted.

Date of Next Meetings

Meeting with NCLF Funding Officer Thursday 19th May 11.30am Grosmont Town Hall

AHF application sub-group – Friday 20th May 10.00am at Castle Gate

Meeting with AHF Funding Officer 10th or 17th June 10.00am, Grosmont Town Hall **TBC**

GF Committee meeting - Wednesday 22nd June 2022, 6.00pm via Zoom

RF Learning Event, 1st July, Myddsai nr Llandovery

Meeting with new GFCC councillors **TBC**

Actions Arising to be completed by next GF meeting unless otherwise stated.		
Agenda item	Action GF Meeting 22nd February 2022	Responsible
8. Submission of CDG application	Confirm with Robert Wade how much remains of the £5,000 from the precept and was it used to fund the Town Hall Surveyors report?	Lynne Potter
3. Partnership Agreement	Set up a policy working group	Jan Chatfield, Debs Nevill & Jo Whitaker
Agenda item	Action GF Meeting 13th April 2022	Responsible
2. Steering Group Meeting 24/3/22	Convene meeting with Stakeholders and the Architect to review the brief	Peter Clarke
2. Steering Group Meeting 24/3/22	Write Project initiation document (PID)	Peter Clarke
4. Next Steps	Prepare next steps document	Peter Clarke
Agenda item	Action GF Meeting 11th May 2022	Responsible
Matters arising from minutes 13/04/22	Send out invitations for meeting with NLCF Funding Officer on 19 th May 2022	Peter Clarke
Correspondence: CGEF	1. Send DN Sarah Browne's email 2. Set up access for Sarah Browne to the GF Dropbox	1. Peter Clarke 2. Debs Nevill
2. Briefing New GFCC Councillors	Once new GFCC chair is elected set up a meeting between Councillors and GF	Peter Clarke
3. PM role	Read and digest AM's email on the PM role and bring any queries to the next meeting	All GF Committee members
4. Feedback from meeting with the Architect	Convene Holistic Stakeholders meeting with the Architect	Peter Clarke

5. AHF application	CDG sub-group to meet to work on first draft of section 3 of the AHF application	Jan Chatfield, Mark Whitaker, and Debs Nevill
6. Site meeting with AHF Officer	Liaise with Adam Hitchin & the GFCC Clerk to confirm the date for this meeting.	Peter Willis
7. B Community Plus mentoring funding	Forward details to LP	Debs Nevill
8. Site visit from AV Direct	Liaise with Robert Wade / the Community Green Advisory Group regarding the grant monies for the AV equipment awarded in 2021	Alex Minford
10. Summer Availability	E mail summer holiday dates to DN	GF Committee members
11. AOB	Write a short piece to update wider community via display board and email distribution list	Debs Nevill and Lynne Potter

There being no further business the meeting closed at 7.40pm