

## Grosmont Futures – Minutes of Meeting 18<sup>th</sup> October 2022, 6.00pm, via Zoom

### Present

#### **Committee Members: (\*= Co-opted)**

Deb Nevill (**DN**), Lynne Potter (**LP**) (Chair), Mark Whitaker (**MW**), Jo Whitaker (**JW**), Jan Chatfield (**JC**) (minute taker), Witek Mintold (**WMC**), Oliver Huntsman (**OH**), Josh Wilson (**JW**)

#### **Members of the Public: None**

**Also in Attendance:** Peter Willis (**PW**) Severn Wye/Rural Futures

**Apologies:** \*Peter Clarke (**PC**), Alex Minford (**AM**), \*Andy Stumpf (**AS**), Jane Moggridge (**JM**)

**LP** welcomed everyone to the meeting and introduced Josh Wilson who has recently moved to the village and would like to join the committee.

### Minutes of the Meeting held on 5<sup>th</sup> September 2022

The minutes were accepted as an accurate record.

### Action Points from minutes 5<sup>th</sup> September 2022:

Agenda item	Meeting 11 <sup>th</sup> August 2022	Action Completed	Further action	Responsible
Highlight Report	Highlight reports to be sent to all Gf committee members prior to the meeting in which they are to be presented and saved in the relevant Meetings Folder in Dropbox.	Highlight report saved in Dropbox by PC and a copy sent out with the Agenda by JC	Continue to send out Highlight reports with the agenda of the meeting at which they are to be discussed,	<b>Jan Chatfield/ Peter Clarke</b>
Agenda item	Meeting 11 <sup>th</sup> August 2022	Action Completed	Further action	Responsible
Matters Arising: CGEF	Contact CGEF to ask for feedback on our application	Query, AM not at the meeting	Put on the Agenda for the next meeting on 15 <sup>th</sup> November 2022	<b>Jan Chatfield / Alex Minford</b>
5.Feedback from Community Engagement Meeting	<ul style="list-style-type: none"><li>Check requirements of the Rural Futures Micro Grant</li><li>Volunteers needed to distribute the fliers – week beginning 12<sup>th</sup> September</li></ul> Volunteers needed over the weekend 30 <sup>th</sup> September – 2 <sup>nd</sup> October to answer questions etc.	<b>See agenda item 7</b>	<b>None</b>	
6.GF project Structure and Reporting document	Assist in referencing the supporting documents in the main project document.	Not yet actioned	<b>MW &amp; LP to discuss reference documents with JC &amp; DN.</b>  NB. GCC accepted the GF Project Structure and Reporting document at their meeting 14/10/22	<b>Mark Whitaker and Lynne Potter</b>

### Matters arising not included on the agenda

**LP** Suggested sending a card thanking Jane Moggridge, Chrissie Huntsman, and Alison Brown for helping with the refreshments over the Open Weekend. This was agreed by all present.

**Action: LP to send out thank you cards on behalf of GF.**

### Correspondence

We have received a request via **PW** to share the Partnership Agreement with the Kilgetty group who are also applying to the National Lottery Community Fund via Rural Futures. This was unanimously agreed by those present if GCC do not have any objections.

**Action: PW to follow up with the GCC Chair Lowri Wynn-Morgan**

## Agenda

### 1. Finances

**OH** - there has been no movement on account, still shows £316.79.

**LP** asked the committee to approve a donation of £40 to the Church for the use of the Nave over the Open Weekend, this was agreed by those present.

The other expenditure from the Open Weekend is the Purchase a £75 voucher from the Angel Inn as the raffle prize.

**Action: OH to Pay the expenses as detailed above**

### 2. Update on Paths to Wellbeing Project.

**AS** had circulated a report to the committee prior to the meeting detailing progress. The report is saved in *Dropbox/Grosmont Futures/folder 9 Work in Progress/ Paths to Wellbeing*.

**DN** asked if those present had read the report, the committee then considered the questions raised by Andy Stumpf at the end of his report as reproduced below.

- **1. Does the village want to say 'thanks' to the school for their support?**

Unfortunately, GF do not have any funds to support this.

**JC** offered to raise the question with Grosmont Events who may be able to provide a prize.

**WMC** Suggested that GF write a letter of thanks/support to the school.

- **2. We are organising bio-blitz days and/or guided walks. Is there a village ecologist who'd like to help?** No one came forward at the meeting so **DN** will send out an email to the GF mailing list asking for help.

- **3. In the long term Grosmont needs secure but accessible storage - Is a suitable location included in the current plans for the Town Hall?**

Yes, this will be included in the plans. Currently the old jail is available.

- **4. The village needs an information board. Visitors seem incapable of finding the castle and need suitable paths pointing out. Do you want to suggest a suitable site?**

It was suggested that once the Hub is up and running the info board could be situated in the Undercroft. **DN** suggested putting the board in the vicinity of the castle, but it was pointed out that CADW might make things difficult. **LP** queried what time scale Andy had in mind.

- **5. We still have a few gates available free of charge. Do you know a landowner who might like one?** **DN** will send out an email to the GF mailing list asking the question.
- **6. We need 10 – 15 volunteers willing to walk paths and clear light vegetation and a smaller group happy to do heavier work from time to time. Could that be you or someone you know?**

**DN** will send out an email to the GF mailing list asking for volunteers. It was noted that **LP, OH, MW & JW** are already part of the volunteer group.

#### **Actions:**

**1. JC to forward request for a prize on to Grosmont Events, LP to write to Cross Ash School and thank them.**

**2, 5 & 6 DN to send out an email to the GF mailing list and post on the Notice Board and social media.**

**4, DN to ask AS timescales and his preferred location for an information board.**

### 3. Architectural Heritage Fund Grant

Following our application for a grant of £50,000 towards roof repairs, we have been offered £30,000 by the Architectural Heritage Fund. As owners of the Hall GCC need to reply and formally accept this offer by 27<sup>th</sup> October. This was raised at the GCC meeting on 14<sup>th</sup> October, but the Clerk reported that there has been some delay by GCC due to problems with their mandate to change the signatories on their Bank Account as the acceptance letter has to be confirmed by a signatory. This should be resolved soon and the GCC chair Lowri Wynn Morgan has it in hand .

It was suggested that Lowri be given a gentle reminder of the urgent need to reply at the Town Hall Planning Workshop on 19<sup>th</sup> October.

#### 4. Highlight Report 6

**JC** circulated the report prior to the meeting, overall project status remains amber.

**MW** noted that there appears to be a good deal of duplication and that the report could be streamlined.

**JC** raised a query as to the purpose of the pre-application advice from an independent company as it will be MCC who ultimately make the decision on Building Regulations. **JW** explained that there is an overlap between Building Regulations and Heritage requirements and that this pre-application advice would cover items such as health and safety, fire regulations, ventilation, height restrictions, access etc.

**LP** noted that the inspection had already taken place and felt that the timing was out of kilter as the final decisions on the plans have not yet been determined.

**WMC** noted that the wider the advice base the better, especially as the Architect is going to cover the fee.

#### 5. Feedback from Steering Committee Meeting 6<sup>th</sup> October 2022

More details can be found in the notes from this meeting saved in *Dropbox/Grosmont Futures/Folder 6 Minutes and meetings/ Steering Group*.

The notes were reviewed by the committee. The main item being the need to organise a face-to-face meeting to review outtakes from the Open Weekend and decide on revisions to the current Town Hall plans ready for submission for Planning / Heritage approvals.

**MW** suggested under 2.6 that, if possible, the date for ratification of the new plans by GCC should be brought forward.

*2.6 GCC would need to formally ratify the agreed outcome of the revision of the Town Hall plans at their meeting on 10/11.*

#### 6. Feedback from GCC meeting 14<sup>th</sup> October 2022

The minutes from this meeting are not yet available, but **WMC** noted that he had requested that GCC formally minute that the AHF grant be accepted as agreed by the council and that the acceptance letter be sent ASAP by the 27<sup>th</sup> of October deadline.

#### 7. Community Engagement Event 1<sup>st</sup> – 3<sup>rd</sup> October 2022

**LP** thanked everyone for their help, it is one of the most important things we've done and helps to put the project into perspective.

**JW** said it was very useful and enlightening.

**WMC** said that as someone who has been heavily involved in the project from the start, with defined views, it was good to have his ideas challenged.

**MW** said it was good to show that we have actually done something and are not just a talking shop. He was also glad that the local politicians attended and showed support for the project (David TC Davies MP, Peter Fox AM & David Hughes -Jones County Councillor).

**JC** commented that although 78 people attended altogether there was very little representation from Poorscript lane, Bevan Court, outlying farms or families with young children.

**PW** replied that it was good to recognise this and something to try to address next time.

**LP** said there was a lively discussion in the Pub on Saturday evening which highlighted some of the more contentious issues.

**PW** reminded the group that David Davies said that he would like to hire a room in order to provide a regular surgery for constituents once the Hub is up and running.

During his visit Peter Fox AM suggested that we formally write to our local councillor David Hughes Jones to ask about funding opportunities and grants that may be available from Monmouthshire County Council for the project. He also mentioned the "Church Fund" a grant in the region of £3-5K that might be an additional source of funding for the project. **MW** offered to investigate this before the next meeting.

The members of the community attending the Open Weekend raised a number of positive and negative comments about the proposed plans as well as suggestions for improvements. These comments have been analysed and the more contentious issues identified. All comments and suggestions can be found in

As a result of feedback from the Open Weekend, the Steering Committee decided to organise a face-to-face meeting/workshop on 19<sup>th</sup> October 2022 in the Town Hall to review the comments and decide on revisions to the current Town Hall plans ready for submission for Planning / Heritage approvals. **AM** will chair the meeting and **PW** will act as a facilitator.

**PW** informed the committee that he had had a pre-meeting meeting with **PC & AM** to prepare for the meeting and that they had identified some additional issues that need to be resolved as **PC** wanted the focus to be on those issues relevant to planning permission and building regulations. There was some concern and disappointment that yet again communication had broken down as this pre-meeting had been called without the knowledge of the Steering Committee, GCC, the Chairs of GF or GF committee members who were therefore not given the opportunity to be involved. It seems that papers for the meeting were not to be presented before the meeting.

**PW** explained that there was another meeting with **PC & AM** planned for the next morning (the workshop being held in the evening), and they were preparing a table prioritising the areas to be agreed and worked through at the workshop in order to determine what the changes to the plans should be.

**LP** asked to see a copy of this table, and this was promptly emailed to GF committee members by **PW**.

**WMC** welcomed this as tool to ensure that everyone is properly briefed.

**JW** said it would be useful to discuss the areas that have arisen on the working plans with the Architect having the drawings on the table alongside the comments and suggestions.

**JC** asked what the additional issues were that needed to be resolved. **PW** replied these were mainly structural things like the secondary glazing and re-placement of the roof.

**LP** noted that the workshop tomorrow is very important, and it is vital that the views of the community are taken into consideration.

**Actions: LP & MW to write to David Hughes-Jones to ask about specific funding opportunities via MCC.**

**MW to investigate the “Church Fund” as a potential source of funds for the project.**

**PW to forward decision table to the GF Committee and GCC as soon as it is available**

## **8. GF CIO Project Structure and reporting Document**

Discussed above under actions arising.

## **9. Halls Together Network and GF & GCC Online Subgroup**

**DN** explained that the joint GF & GCC Online subgroup had had their first meeting concentrating on the Website and Facebook pages. The aim is to have one Facebook page for GCC, GF and the Hall to get as much footfall as possible through the same channel, whilst keeping the Grosmont Noticeboard page stand-alone. This will be a more streamlined approach with direct links as required.

There will not be too much change to the website initially.

There have been two online Halls Together meetings the details of which can be found in the Halls Together newsletter. **DN** will save a copy in Dropbox and for ease forward on a copy to GF Committee Members. They are hoping to have the Halls Together Website up and running by December and a questionnaire will be sent to GCC to take this forward.

**JC** said we should all be grateful to Debs for her input and recognise the amount of work she has put in; this was endorsed by those present.

## **10. 2<sup>nd</sup> Community Engagement Event (Core Activities to be provided in the Hub)**

The aim of the event will be to discuss the core activities that could be provided in the Hub, highlighting that the project is actually about the activities, not just the building. The questionnaire was sent out in March/April 2021 and ideas, or requirements may have changed since then.

**LP** felt that flexibility is the key to the success of the project.

**JW** said if we get it right it will be a really good vibrant space.

**DN** noted that a therapy room/small private space could bring in more revenue. **JC** said it could also be used as the Surgery for the MP as well as therapies.

**LP** suggested that we put the event on the agenda for the next meeting with a view of holding the Event in January 2023.

**Action: JC to put on the agenda for next meeting and Committee members to bring ideas to the meeting.**

#### 11. Next steps -

**The prime focus is to finalise the plans for the Town Hall and to work on next Community Engagement Event.**

#### 12. AOB.

**MW** queried the deadline for the application to NLCF for the main Grant. **PW** replied that he thought it was July 2023, but he would confirm this with the funding officer and report back to the next GF meeting.

**LP** noted that there is the possibility of another Microgrant from Rural Futures up to £750 and proposed that we purchase a laptop for the secretaries to use. It would also be useful for presentations etc at future community Engagement events and for use once the Hub is established.

**OH**, reminded the committee that there will be associated on costs such as malware protection, word etc. He also stated that he had a source of re-conditioned laptops.

**PW** will check with the Funding Officer whether such a use of a Microgrant would be successful.

**DN** queried when the AGM for GF CIO is due and what it would entail. **LP** suggested putting this on the agenda for the next GF meeting. **OH** suggested asking one of our contacts who are CIOs (Possibly Garway) what is required.

**Actions: PW Confirm the deadline for the main NLCF grant application & Potential use of the RF Microgrant for a laptop.**

**JC will add GF CIO to the next Agenda & DN will contact Garway Hall to find out what detail is required.**

#### 11. Date of Next Meetings

GF/GCC Town Hall 1<sup>st</sup> Planning Workshop, Wednesday 19<sup>th</sup> October 6.00pm Grosmont Town Hall

GF/GCC Town Hall 2<sup>nd</sup> Planning Workshop, Friday 28<sup>th</sup> October 6.00pm Grosmont Town Hall

GF/GCC CGH Steering Committee, Thursday 3<sup>rd</sup> November 7.00pm via Teams

GCC meeting Wednesday 9<sup>th</sup> November 7.00pm Grosmont Town Hall.

GF meeting Tuesday 15<sup>th</sup> November 2022 - 6pm, Via ZOOM

<b>Actions Arising to be completed by next GF meeting unless otherwise stated.</b>		
<b>Agenda item</b>	<b>Action</b>	<b>Responsible</b>
Action Points meeting 11 <sup>th</sup> August	. Continue to send out Highlight reports with the agenda of the meeting at which they are to be discussed	<b>Peter Clarke &amp; Jan Chatfield</b>
Matters Arising: Meeting 11 <sup>th</sup> August CGEF	Contact CGEF to ask for feedback on our application  Put on the agenda for next meeting	<b>Alex Minford</b>  <b>Jan Chatfield</b>
Item 6. Meeting 5 <sup>th</sup> September GF project Structure and Reporting document	Assist in referencing the supporting documents in the main project document. <b>New action</b> <b>MW &amp; LP to discuss reference documents with JC &amp; DN.</b>	<b>Mark Whitaker, Lynne Potter, Jan Chatfield &amp; Debs Nevill</b>
Matters Arising : Refreshments Open Weekend	Send out thank you cards to jane Moggridge, Alison Brown and Chrissie Huntsman on behalf of GF.	<b>Lynne Potter</b>

Correspondence: Sharing Partnership Agreement with Kilgetty	Follow up with Lowri Wynn-Morgan Chair of GCC.	<b>Peter Willis</b>
2. Paths to Wellbeing Project Q.1	JC to forward request for a prize on to Grosmont Events,  LP to write a letter of thanks to Cross Ash School	<b>Jan Chatfield</b>  <b>Lynne Potter</b>
2. Paths to Wellbeing Project Q.2,5 &6	DN to send out an email to the GF mailing list and post on the Notice Board and social media.	<b>Debs Nevill</b>
2. Paths to Wellbeing Project Q.4	DN to ask AS timescales and his preferred location for an information board	<b>Debs Nevill</b>
7.Community Engagement Event	Write to David Hughes-Jones to ask about specific funding opportunities via MCC.	<b>Lynne Potter &amp; Mark Whitaker</b>
7.Community Engagement Event	Investigate the "Church Fund" as a potential source of funds for the GCH project.	<b>Mark Whitaker</b>
7.Community Engagement Event	Forward decision table for use at the Town Hall planning workshop to the GF Committee and GCC as soon as it is available	<b>Peter Willis</b>
10. 2 <sup>nd</sup> Community Engagement Event	Put on the agenda for next meeting and Committee members to bring ideas to the meeting.	<b>Jan Chatfield</b> <b>All Committee Members</b>
12. AOB - Deadline for NCLF application	Confirm the deadline for the main NLCF grant application	<b>Peter Willis</b>
12. AOB - Use of Micro grant for a laptop	Check whether RF Microgrant can be used for a laptop	<b>Peter Willis</b>
12. AOB GF CIO	Add GF CIO to the next GF Meeting Agenda	Jan Chatfield
12. AOB GF CIO	Contact Garway Hall to find out what detail is required	Debs Nevill

**There being no further business the meeting closed at 7.32pm**