

Church Broughton Community Led Plan
Notes from Steering Group ZOOM meeting on 26 October 2020

Present: John Weil, Julia Williams, Nick Broad, Yvette Lydon, Dan Pedley, James Lydon, Paul Vernon, Ed Crisp

Notes and actions from meeting

Action by:

1.0 **Apologies**

None

2.0 **Notes from previous meeting**

Dan to send copy of notes of previous meeting on 2 March 2020 to John.
No other comments on notes of previous meeting.

Dan

3.0 **Matters arising from previous meeting**

Land next to Holly Bush

John advised that the wall next to the footpath had been repaired by Peter Wright and that it had been paid for by the Parish Council. Rebecca and Kizia are maintaining the land. Nick will ask the litter picking team to help with the maintenance. Yvette suggested that a group for maintenance of the land could be formed under the CLP. Nick will check with Rebecca if she wants to formalise the group. It was suggested that Rebecca could ask Wine & Roses for help with maintenance (Secretary Diane Jeffery or Chairman John Thorpe) for help with maintenance. Nick advised that the long term aim is to maintain the land as an amenity green space. John noted that the idea of designating the land as an asset of community value to ensure that it is not developed had previously been raised with the Parish Council. Dan to check at next Parish Council meeting if the PC has applied for the land next to the pub to be nominated as an Asset of Community Value.

Nick

Nick

Dan

CLP Constitution

John advised that he had started amending the CLP Constitution as discussed at our last meeting. He will complete this and circulate the draft amendments to the Steering Group for comments next week.

John

4.0 **Working Groups – brief review of progress**

Environmental Issues

Nick thought that a litter picking session could be safely organised for this autumn. It is likely to be in November after the vegetation has died back a bit.

Nick

Nick has raised the issue of discarded takeaway rubbish with Rob Prince to raise the awareness with drivers going to Sapperton Park.

Village Hall and Meeting Places

Dan advised that since the last meeting, the Methodist Church had raised the issue of needing a minimum EPC rating to be able to lease the building. They have had a survey done which indicated that the investment required to raise the EPC to the required level would be prohibitive. The Methodist Church are looking to see if they can get an exemption to this requirement and are also considering Dan's proposal that the Church should take the responsibility for structural maintenance of the building. Progress on the lease of the Methodist Church has been very slow since lockdown in March.

Yvette advised that Rita is negotiating with the Methodist Church to re-start chair-based exercise classes in the building subject to the Village Shop creating sufficient space. Rita is still awaiting a response.

The Village Hall & Meeting Places Working Group has not had a meeting since lockdown began. Dan asked whether the Steering Group thought it was worth following up Justin Salisbury's offer to donate land for a Village Hall off Church Road or looking at other locations since fund-raising is very difficult at the moment. John thought we should leave it until next year. The options will be explored in the proposed follow-up Questionnaire planned for early next year.

Dan

Village Shop

James advised that the pre-lockdown café sessions on Saturday mornings were very popular, with people buying produce whilst they were there. Lockdown gave the opportunity for the Working Group to have permanent and exclusive occupation of the Chapel and Schoolroom which reduced setting up and clearing away time, making it much easier to run. A shop was established during lockdown, initially by appointment only once the Methodist Church agreed to this. The social aspect of the coffee mornings was lost but the shop provided a valuable service to people who couldn't get out to the shops. The shop is now being run 3 days a week without appointments with a focus on fresh produce.

James advised that there were fluctuations in the volunteer pool and that he would like a wider pool of volunteers. The Village Shop WG now has £1000 in the bank and £1500 in stock. They have about 40 regular customers and now want to know if people will use it as a shop or if they just want a coffee shop. Julia suggested carrying out a survey monkey questionnaire for the shop. Following further discussion, it was agreed that a wider follow-up Questionnaire for the CLP was now required.

Transport

No Working Group at present

Work and Communications

The Work & Comms WG has recently had a meeting to discuss the Church Broughton website and how it can be amended to meet the current accessibility standards that the Parish Council is required to meet. Paul advised that they would have a test version in an accessible format ready by the end of the year.

The email system has been improved this year (post-meeting note: but now incurs a fee of £30/month). The Parish Council has agreed to pay the monthly fee for the upgraded email system. The Parish Council requested that the Work & Comms WG have an oversight role over the website email system (on behalf of the PC and villagers) and the WG are providing help and advice to Yvette and Matt Harlow who currently run the website. Yvette has drafted some rules for the use of the village email system for approval by the WG. Yvette will provide a copy of the draft rules to anyone who wants to see them. Yvette advised that all users of the CB directory will need to sign up again in order to opt in (or out) of receiving advertising emails. Emails from the Holly Bush will fall under the advertising section so it was agreed that this needed to be made clear on the opt in/out form. This is required to meet GDPR rules. Yvette owns the CB domain name and is still paying for the website.

Paul noted that the WG still thought that a Welcome Pack for newcomers to the village is a good idea. The Welcome Pack is almost complete. The current method of contacting newcomers is still through contact with neighbours.

Paul

Paul noted that the Working Group's Terms of Reference required the group to meet at least once a month which is no longer relevant. John advised that the terms of reference can be changed as circumstances change. Julia noted that this applied to all Working Groups.

ALL

James noted that communication was difficult for people without email and said that we should not forget people who do not have access to electronic communication. The Health & Wellbeing WG should be able to advise who most of these people are. The WhatsApp group in the village that was started during lockdown was also briefly discussed. Julia advised that it is not private and anyone can join by contacting the administrator Megan Blake. It was noted that some people in this group may not be on the village email system, so we should bear this in mind when issuing emails from the CLP.

ALL

Julia/Yvette

Health & Well-being

Since the last meeting most of the shop volunteers have completed the on-line Food Hygiene training. Although they have not had the opportunity to use it, it was considered to be money well-spent.

The chair-based exercise group has been meeting out-doors in a field and on the tennis court.

The WG organised a support system for all vulnerable people in the village at the start of lockdown in March. They set up a system of volunteers to help with shopping deliveries for people who were shielding and for the delivery of the free meals for the elderly prepared by the Holly Bush.

Sports & Leisure

Julia advised that pilates classes had continued through lockdown on zoom and had now resumed in Tutbury Village Hall. Ballroom dancing, yoga and dance-fit classes in the School all had to stop when the School closed. It was noted that the School is still not available for hire but that Tutbury and Boylestone Village Halls are currently open.

Julia has asked Jane Spalton if she would be willing to take a lead role in safe-guarding for the CLP. Julia to chase up response. Julia has researched safe-guarding training courses and has found it difficult to find a general course as most are aimed at specific groups such as children or vulnerable adults. Derbyshire County Council has a Safe-guarding Introduction session which we could do, or, the NSPCC have a 3 hour safe-guarding training course for £25 for trustees of charities which is aimed at people that may come into contact with their charities. It was agreed that Yvette would do the Derbyshire County Council e-learning training. If the training is useful/appropriate it will be extended to a member of each working group. Dan also volunteered to do the safe-guarding training. Julia to arrange the training for Yvette with Derbyshire County Council.

Julia

Julia

Development and Housing

No action – working group no longer active

Other

No Working Group set up

5.0 Update to Community Plan pages on CB website

All Community Plan web pages need updating on the CB website. Paul advised that each group will be able to update their section in Word Press when the website is updated (later this year). In the meantime, each group should check the pages for their Working Group and provide some updated text where necessary and update the Working Group members as appropriate. Julia suggested that the update should be done before we send out a communication to the village in December as this may prompt people to look at the Community Plan pages.

ALL

6.0 **Communication to the Community**

The previous CLP Questionnaire needs to be reviewed and updated with questions from each of the Working Groups. New questions to be sent to Julia by end of December with aim to issue the questionnaire in mid-January in digital and paper formats. Julia to coordinate questions and prepare draft questionnaires. Paul to provide link to modify previous survey.

ALL

Julia
Paul

A summary of what progress the CLP have made to date will be sent out in December with a notification about the follow-up questionnaire in January. Also include request for volunteers.

Julia/John

7.0 **AOB**

None

8.0 **Date of next meeting:**

Tuesday 8th December 2020, 8pm by Zoom