

# Church Broughton Community Led Plan

## Notes from Steering Group ZOOM meeting on 8 December 2020

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

**Apologies:** John Weil

Meeting chaired by Dan in John's absence

### Notes and actions from meeting

**Action by:**

#### 1.0 Notes of previous meeting

Julia advised that there was an error in Section 6.0 of the notes of the previous meeting. The questions for the questionnaire were required by the end of November not December. An email had been circulated to the Steering Group about this.

Yvette advised that the cost of the website has actually been less than the £30/month noted in Section 4.0 on Work & Communications. She clarified that £30/month was the predicted cost but the actual cost depends on usage and so far has been less than £15/month.

Notes of previous meeting were otherwise agreed.

#### 2.0 Matters arising from previous meeting

##### 2.1 Section 3.0 Land next to Holly Bush

Nick will ask the litter-picking group to help with the maintenance of the land as part of the next litter-picking event. Nick still to check with Rebecca if she wants to formalise the group for maintenance of the land.

Nick  
Nick

Dan advised that the Parish Council has not yet applied for the land to be designated as an asset of community value but that they were looking at this and the possibility of registering the title of the land to the Parish Council. Dan has started the process with the Land Registry.

Dan

##### 2.2 Section 3.0 CLP Constitution

The amendments to the CLP Constitution are still to be completed and circulated.

John/Julia

##### 2.3 Section 4.0 Environmental Issues

The next litter picking event will be carried out this weekend if possible or else in the New Year.

Nick

##### 2.4 Section 4.0 Village Hall and Meeting Places

Dan noted that although Justin Salisbury had offered to donate land for a Village Hall, Barton Hall is now for sale. Dan has asked Justin if the offer would still be feasible, but at the time of the meeting had not yet had a response.

##### 2.5 Section 4.0 Work and Communications

The Welcome Pack is not yet completed. The WG have had a meeting and Yvette is to review the amended version.

Paul/Yvette

##### 2.6 Section 4.0 Update to CB website

Paul advised that the upgrading of the website is expected to happen over Christmas and that the whole website is to be updated, not just the Parish Council section. Dan noted that the PC have a legal requirement to make the Parish Council section accessible. If it is not going to be completed by the end of the year, the Parish Council's statement needs to be amended to reflect a realistic timescale for completion.

Paul/Dan

### 3.0 **Update to Community Plan pages on CB website**

Julia has sent Matt updates for the main Community Plan web page, Sports & Leisure, Health & Well-being and Village Hall & Meeting Places pages but they have not yet been put on the website. Paul advised that Matt and his family have been ill.

The Village Shop page is almost complete. James to provide extra heading on Shop opening hours. Paul and Nick to provide info for the Work & Comms and Environmental Issues sections asap to try to get the webpages updated by the end of the year.

James  
Paul/Nick

### 4.0 **Follow on Questionnaire – questions and style**

Questions for the questionnaire are still needed from the Village Hall & Meeting Places, Work & Comms and Environmental Issues Working Groups. These should be provided by the end of the week so that Julia can draft the questionnaire. Julia to send Nick the original questionnaire and the format that the other groups have used so far.

Paul/Nick  
Julia

Paul will look at how the questions can be exported from the Google questionnaire to avoid duplication for the paper copy.

Paul

The options for the style of the Questionnaire were discussed. It was agreed that the best format would be to have a section on each topic with a summary (bullet points) of what has been achieved so far, followed by the questions for that section rather than a long introduction or sending a separate document.

### 5.0 **Summary of CLP progress communication in December – do we need it or do we incorporate it into Questionnaire?**

As the website updates may not be completed until the end of December, it was agreed that the summary of the CLP progress to date should be incorporated into the new Questionnaire rather than sent out as a communication to the village in December. This would avoid duplication of information in the questionnaire.

### 6.0 **Delivery of dog poo leaflets**

The dog poo leaflets are being printed by the Parish Council and Julia will drop them off with the volunteer distributors for delivery.

Julia

### 7.0 **Safe-guarding**

Julia advised that she and Yvette had done the Derbyshire County Council (DCC) online Community Safety Training Introduction course. Jane Spalton has done an on-line Safeguarding training session for Village Halls run by RAD and will also do the DCC Introduction. The plan is to get at least one person from each working group to do some Safeguarding training. A condensed form of the information will be issued to everyone.

Safeguarding is currently being looked at by the Sports & Leisure WG. It was agreed that it would stay with this group for now rather than forming a separate group. Paul advised that he has done some Safeguarding training for Schools. Dan will shortly be doing some Safeguarding training through the Parish Council.

### 8.0 **Updates from Working Groups since October 2020**

#### ***Health & Well-being***

8.1 Yvette advised that the WG had had some feedback from the village about the use of the defibrillator and the VETS system when the defibrillator was out of action. The Health & Well-being WG are

preparing a leaflet to explain the system.

8.2

***Village Shop***

James advised that there had been a change in members of the Village Shop Working Group. James asked what should happen to the funds if the Village Shop closed. It was agreed that the funds raised by the Village Shop would be transferred to the CLP bank account for community use. James also advised that the shop was planning to open over Christmas on non-bank holiday days.

9.0

**AOB**

None

10.0

**Date of next meeting:**

**Monday 11<sup>th</sup> January 2021, 8pm by Zoom**