



Villages Together in Puriton and Woolavington

Date: Thursday 14th November 2019

Venue: Woolavington Village Hall

Attendance: Sophie Cowdell (SC) (BLR) Chair

Peter Beer (PB) (WVM), Simon Bale (SB)(V), Sue Gould (SG)(PVM), John Lunn (JL) (PVM), Lynda Norton (LN) (WVM), Kim Heathcote (KH) (PVM), Alison Hamlin (NVM), Peter Hardwidge (PH) WVM, Lee Martin-Scull (LMS) (NVM), Angie Lewis (AL) (NVM), Simon Langley (SL) (PNVM), Pearl Tremblett (PT) (PNVM) Jo Harris (JH) Minute taker

Apologies: Robert Hemms (RH)(NVM), Teresa Hemms (TH)(NVM), Angela Gascoigne (AG), Julie Cooper (V)) (WVM), Cyan Matthews (CM)(NVM), Alan Sharp (AS), Vanda Crow (VC), Julie Coleman (JC), Julie Cooper (JCo)

WVM – Woolavington voting member, PVM – Puriton voting member, V – Visitor, NVM– Non-voting member, CPL – Community project lead, BLR – Big local Rep, CH – Chair, VCH – Vice chair

1 Introductions and apologies for absence, declarations of interest

2 Funding Applications and discussions

Application	Discussion	Decision(s)
Pump Track application	<p>Discussions were undertaken around the application. SG felt the group were late receiving the application and would like more time to think about it. PB expressed that more information to support the application has not been provided for example 3 quotes for the work to be completed the same as other bids have had to complete. KH asked if the children had been asked for their views on what was wanted, it was explained that this had been completed in Summer through an event and explained at a previous meeting by JC. JL explained that the Parish Council was providing funding for parts of the pump track. LN has been looking for different funding streams which may be available</p> <p>It was agreed that fund raising should be completed by the pump track group to show a commitment to the project of at least £3000. Further explanation about who will take ownership of the pump track will this be Puriton Parish Council? Quotes for the work and maintenance of the park to support the application.</p>	SB to go back to the project owners to discuss the outcomes of both applications

<p>Bus Shelter</p>	<p>The application for a bus shelter in Puriton was discussed incorporating the Hello project with Noticeboards. PH asked if this is the responsibility of the Parish Council? SG asks if this can have match funding for example £1000 toward this application. SB explained that the Hello project will be supporting this application with some funding. It was agreed that the application needs some further development to incorporate this information. Fundraising would also need to be completed to show a commitment to the project deadline by January meeting.</p> <p>It was agreed by vote to replace the noticeboard in Woolavington with a blue board as part of the Hello project</p>	<p>PH to source and SB to arrange to fit notice boards in Woolavington & Puriton</p>
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3 Minutes from previous meeting (9th October 2019) for accuracy and matters arising

All agreed as a correct record. Matters arising include:

Item	Discussion	Action(s)
<p>Application forms JL asked if the application process could involve a 'ready completed' form, using 'exemplar' details from a fictional organization, to illustrate what might be needed from applicants.</p>	<p>SG raised concerns that Village Hall bid paperwork is not going through very quickly and cheques not being issued timely. LMS has assured that this will be rectified going forward. SG asks that going forward if there are any expected delays can this be communicated to the project groups.</p> <p>JL asked if SB can complete the forms with the project leads to ensure they are completed to the requirements of the VT group. This would eliminate the risk of the forms going missing and holding up the process.</p> <p>AL will be holding some bid writing training for the communities; this could be advertised on the VT website</p>	<p>Resolved within meeting SB to complete the forms with and on behalf of the project owners to remove confusion and reduce hold ups</p> <p>SB Advertise bid writing training on VT Website.</p>

4 Project Lead Report

SB presented his project report. Copy attached

- The Theatre group have a performance on the 30th November 2019, members of the Villages Together group would be welcome.
- Celebration event in February for Villages Together to showcase the projects they have funded. KT and LN will support SB to arrange this event
- SB to continue to look into improving transport links between the two villages and the wider community. JL asked that SB requested more detail from Paul Gravity what retail, sports facilities will be available to the public on the Gravity site.
- **LN and KT support SB to arrange the February Celebration Event**

5 Finance update

LMS presented the current finance report. Copy to follow.

SC confirmed that committed funds are being drawn down by the projects in agreed time frames i.e. Dream Scheme, Pre-School and Theatre Group

6 Big Local Report

<p>Partnership Review</p> <p>The group reviewed the Terms of Reference drafted in the previous meeting</p> <p>Page 1 Purpose and Aims-agreed</p> <p>Page 2 Membership structure amended in case residents are not able to form the whole group in the future. Remove the section about elections as agreed it is not required.</p> <p>Page 3 Remove work in the area-agreed</p> <p>Page 4 Take out 'memorandum of understanding' – agreed. Remove Chairing section 3 around the casting vote- agreed.</p>	<p>Sections to be amended before the next meeting</p>
<p>Code of Conduct</p> <p>To take forward to the next meeting</p>	<p>Review Code of Conduct at the next meeting- Wednesday</p>
<p>Diary of meetings for 2020</p> <p>Agreed: to hold the meetings for 2020 across three venues, 37 club, Puriton and Woolavington Village Hall</p> <p>Agreed-Dates going forward 4th Wednesday/Thursday of the month</p>	<p>New date calendar to be issued at the next meeting. SB to arrange.</p>

7 AOB

<p>Puriton Primary School</p> <p>SG raised that Puriton Primary School had not received funds from the joint bid with Woolavington Primary School. It was agreed that Puriton Primary School can make their own bid application</p>	<p>Puriton Primary School to submit its own bid</p>
<p>Woolavington Christmas Tree</p> <p>PH requested a donation from Villages Together for the Woolavington Christmas Tree event being organised by SHAL. SC suggested that it would only be fair to reiterate this across both villages therefore it was agreed that each area would receive £100 towards Christmas Activities.</p>	<p>£100 donation to SHAL and Puriton for Christmas activities</p>

8 Next Meeting

NB: Fourth week of the month from now on!

Wednesday 22nd January at 7pm in Puriton Village Hall

Dates for 2020 as follows:

- Wednesday January 22nd, Puriton
- Thursday February 27th, Woolavington
- Wednesday March 25th, 37 Club
- Thursday April 23rd, Puriton
- Wednesday May 27th, Woolavington
- Thursday June 25th, 37 Club
- Wednesday July 22nd, Puriton
- Thursday 27th August, Woolavington
- Wednesday September 23rd, 37 Club
- Thursday October 22nd, Puriton
- Wednesday 25th November, Woolavington

Appendix 1: Project Lead Report

At the October meeting, some members requested a more comprehensive report, helping show where we are active in the two villages, and how progress is being made. I have chosen to produce a report based around our five core themes (from the VT planning document) and have explained where I have been active in these themes over the previous month. There is some overlap, of course, but I have tried to keep the headings 'clean and tidy'.

Young People

- Meeting with Woolavington Youth Theatre: The theatre is approaching their first big performance of the year, a production of *Scheherazade*. Very encouraged by the work of the theatre, their enthusiasm and talents. The performances are on 30th November in Woolavington Village Hall. Having already benefited from the VT funding, the theatre is planning many future activities and have grown from Woolavington, to encompass a broader awareness in Puriton and beyond.
- Skateboard Track, Woolavington sports ground: This is distinct from the Pump Track in Puriton and is in effect a replacement for the rather old and tired (and decrepit) existing track on the far side of the field. I have met with Richard Young and the assistance of Helen Baker, and also spoken with some of the young people Helen has to her sessions in the Pavilion. Richard is working up a bid to VT to replace the entire apparatus with something more up to date and usable (safer!)
- Pump track: Have worked with the Pump Track proposal over the past few weeks to finalise their application which is being discussed at the November meeting. This is also leading to some valuable discussion regarding the potential for development of the Sports Centre location as a whole, and feeds into the community facility core theme (also, community facility, see below).

Community Facilities

- Bus stop: Met with Sally Diaz, clerk to Puriton Council, and discussed designs and potentials for funding. The application is being discussed in November and will contain design features that combine some of the Hello... Project's approaches to responses to isolation (colour, a stop and chat bench etc.)
- Pump track: as described above.
- Puriton Village Hall: the funding of £4,050 (matched with Sedgemoor Council funding) has now been given to the Hall Committee, and repair work is underway. This has not been a straightforward process, however, and has led to some important evaluation as to how projects receive funds from VT once funding has been agreed. I have been speaking with Neil Allen (Shal) and others about how we can tighten this up and avoid assuming funds have been sent when they haven't. A tighter process will be implemented from now on.

Now the phase 1 work has been funded, I am working with Alan Scott to prepare a bid for the phase 2 work that will involve moving the toilets and rejuvenating the kitchen in the hall. Requests for quotes for this work are in the pipeline, and a funding application will be prepared once these have been received. I will of course work with the hall committee to see how/if their bid ticks the important boxes for VT funding.

- Woolavington Village Hall: Have met with Iain Bissell and now have access to the office/library area when required. Good links made with the hall, and will keep this ongoing since as we are aware, there have been historical challenges between VT and the Hall committee.

- Woolavington Church Bells: continuing to work with the bell ringers to encourage recruitment and publicity
- Meeting with potential consultant for community facilities study

Communication

- Web site: an ongoing feature and increasingly looked at for information from 'outside'.
- Social media: starting to provide a twitter presence but not much being done with facebook currently. Need to address this.
- Newsletters and village news etc: writing an article for both villages news. Designing a quarterly newsletter for our own distribution. Aim to launch in advance of the February Celebration
- February Celebration Day: suggested dates of either Friday 21st or Saturday 22nd. Invitations to local recipients of VT funding and everyone else, of course. But also: broader agencies and organisations with an interest in the villages. Which day is better?

Transport

- Conversations with Campaign for Better Transport: liaising with Local Trust to provide feasibility studies for the VT region.
- Contacts with Gravity.
- Road Safety: have met with Neil Sedgwick, road safety adviser, with a view to setting up a project in early 2020 to dovetail with other developments regarding transport planning (linking also with Gravity)

Isolation

- Identifying people & Referrals: getting referrals from many quarters (e.g. neighbours, GPs, community groups, other organisations, direct contacts). Supporting many in contacts with neighbour.
- How to say Hello...: training day to be held Wednesday 4th December
- Transport and Resources: Overlapping with the transport theme, above. Isolation deepened when no transport.
- Sedgemoor Crematorium: not entirely VT-based but exploring the opportunities to share and publicise the idea of "Hello..." at time of bereavement.
- Talking Cafe, Bridgwater: Thursday mornings in Art Centre, run by Community Agents. Weekly gathering where I pick up opportunities to meet and make contact with people in VT area who need some support.

Admin/Partnership

- Partnership review: prep and editing of 'codes' and 'terms' documents (thanks to Jo for her initial work)
- Proforma: not yet completed
- Updating database with application forms: finally beginning to track down the various 'pre-2019 funding applications
- Adapting App forms: bringing them up to date and with a 'house style'
- Letter to Chinese School: need Vanda to sign it.

Annual Leave: took two days during half-term.

Key aims for the coming month include organising the February event, ensuring contact is made with all existing projects and other bodies engaged with the VT programme, continue to work with applicants (e.g. phase two of Puriton Village Hall), grow better links with Gravity site developers.

Simon Bale,
14th November 2019