

**Our Place Wye: Project Management Group**  
**Monday 20<sup>th</sup> January 2020**  
**Notes**

**Present**

Jasper Bouverie  
Eileen Burton  
Linda Cross  
Penny Haynes  
Dave Martin  
Sue Powell  
Jo Rall  
Richard Sinden  
Mary Stewart

**Apologies**

Bruce McKay

**1. Public meeting at church 29th November**

There was a brief discussion about the public meeting, the timing & venue for such events; although it was recognised this open meeting (venue and timing) was to report back on the action following previous similar public meetings in future thought needed to be given to ensuring inclusivity of attendance. There was reference to comments on the face book page made by people who were unable to attend a daytime, weekday meeting.

It was agreed to raise the proposal for a “fresher’s week” idea with the Village Hall, which was due to meet that coming Wednesday. It was emphasised that this was to attract and make contact with people who do not usually take part rather than the usual participants. It was suggested to look to early September as the summer is often crowded with events and people away, in a sense very much in keeping with a fresher’s week concept.

The proposal to set up “community connectors” had been raised at the public meeting; the background to the idea being to give out a card/flyer for businesses, individuals to promote the Our Place website and contact details for people who might benefit from support. This would enable people in contact with somebody who is clearly raising some concerns to be “sign posted” to the Website and contact telephone number; the examples given – the mobile hair dresser, Kings Head, the Coop etc. The number could be Richards in the first instance. The connector card/flyer also contributed to a sense of a caring community – i.e. everybody can help.

**Action:-**

- Penny/ Jo to raise “fresher’s week” proposal at the Village Hall meeting that Wednesday, in order to seek support and coordination of effort and plan dates.
- Agreed to undertake more research into community connectors arrangements and revisit this proposal next meeting.

## 2. Welcome Pack

Although there was a meeting of the Welcome Pack group the following week to sign off the final amendments of the pack there were a few points raised. In particular the covering letter was considered too long and wordy, it was agreed to reduce it to simply the welcome, and the more detailed references to be on the second page.

The information was very thorough and noted that many people in the community were probably not aware of the range of organisations, societies and activities contained in the pack. It was agreed to include the information pack and an amended covering letter to refer to the work to produce the pack in the next newsletter.

Richard informed the meeting that Ashford Housing inform him of new people moving into the village. There was discussion about the protocol for identifying new residents and passing the information on to then deliver the Welcome Pack. Sue was happy to hold the information as the link to then “farm out” for delivery.

It was agreed to post an item on the face book page and website asking people to let OPW of people moving in using the email contact address on the website; Richard was happy for his mobile number to be used. It was agreed to seek volunteers to actually deliver the Welcome Pack, perhaps on a patch basis.

### Action:-

- Agreed to reduce the covering letter to simply a “welcome address” to new residents.
- To include the pack within the next newsletter.
- To write a post and item on the website drawing attention to the welcome pack and how to notify OPW of new residents.

## 3. Wye Community Companions

Richard/Mary reported that there had been 4 new referrals in the past 4 weeks from Jill Hills. Jill continued to ask if the scheme could cover Brook and Boughton Aluph, it was considered too much an obligation to expect volunteers to travel that far, although it was recognised Brook may be a special case, to be reviewed.

It was acknowledged the need to continue to promote and publicise the scheme; visiting the managers at sheltered housing schemes, OT and contact with social services assessment teams.

### Action:-

- Mary/Penny/Richard to convene the meeting with volunteers asap.
- Dave to book Reece Pavilion for meeting
- Dave to invite Jennifer Harford to volunteers meeting (or PMG).
- Penny to write an article for the Parish magazine
- Jasper to speak to Carol about Coop stance/policy on shopping orders

#### 4. **Building Buddies** - update and plans (Face book page and Newsletter)

##### FB Group

Apart from the occasional breach, most discussions on the group have been fine. To some extent it has become self-policing. There has only been 1 member ban in the last 60 days – New School Canterbury, banned for advertising continuously.

##### Administrators

Lucinda and Rona are working out well and were a huge support when Eileen went away for 5 weeks and wasn't able to check as often as normal due to timezone difference.

##### Advertising & Sponsors

Currently have 2 Gold Sponsors and 3 silver.

Gold: King's Head, ETM Cars

Silver: MPS of Wye, Nirko (an MPS company), GOEC, North Downs Firewood

Martin Estate Agent will almost certainly become a Gold Sponsor. New Flying Horse are also interested.

The sponsorship was a bit fickle with some sponsors not paying for a month and then resuming; in addition some turnover of sponsorship. It was decided to remove the sponsorship logos from the website due to this turnover issue.

There are still a lot of rule violations with non-sponsors posting ads, but we are fairly quick to react and most of them now post on Wyebay.

##### Stats (as at 14<sup>th</sup> Jan)

1760 members, 1654 active members

610 posts in the last 60 days

Most popular days are Thursday and Friday

Top contributors Kings head

Age Range – most in the 35 – 45 range

Gender split: 62.4% female, 37.5 male

##### Newsletter

Dave reported he had informed the scouts that OPW was reviewing the distribution arrangements and were discontinuing the scouts involvement.

There was discussion about alternatives, such as divvying up the village on a patch basis and asking for volunteers through the face book page to cover say their street. Jasper to contact Dixit to find out the paper round arrangements and whether they might be interested in being paid to deliver the newsletter – on a strict delivery target basis.

The December newsletter went out with the new logo and quite a lot of content. We are trying to ensure that a lot of the content relates to the OPW activities and there will be updates in most issues. We have regular features like the Spotlight on Community Lunch, which features someone who attends the lunch and talks a bit about their life and history in the village. **The next deadline for copy will be 31<sup>st</sup> January.**

Possible articles:

1 page update OPW ( including the new website?)

New Welcome Pack

Sensory Garden

Community Lunch spotlight

Wye Community Companions Update

Christmas tree competition

**Action:-**

- All to note newsletter deadline for articles
- Richard to set date for sensory garden meeting in time to be included in the newsletter.
- Penny to draft overview article of OPW activity and liaise with Dave.

**IT Assistance**

Eileen had not undertaken any IT outreach activity and enquired whether there was any funding left. It was clarified that the grant from KCF funding had finished. It was agreed to estimate financial implications of continuing the support on a reduced basis.

**Action:-**

- Jasper to contact Dixit at Wye News to explore the paper round arrangements with a view to asking paper round delivery people to distribute the newsletter on a paid basis.
- Eileen to liaise with Dave about the financial implications of continuing the IT support outreach activity.
  - Jasper/Eileen to arrange with Len to remove reference to sponsors from the website.

**5. Finance**

Dave reported that the two KCF End of Grant Reports had been submitted; drawing attention to the as yet allocated but unspent £1177.68 funds for the Sensory Garden. It was hoped that KCF would approve this.

Dave emphasised the importance of collecting “stories” of impact and photos for the purposes of reporting back to funder and highlighting the benefits of the OPW activities.

As to the proposal to seek funding for a coordinator – it was felt that the role was probably in the order of two to two and a half days a week. Also there was no need to look for premises at this point and to engage the person on a self employed basis as before. The role and tasks to include were agreed as set out in the discussion paper. Jasper emphasised the tendency of Wye to be somewhat insular and there were many opportunities locally for supporting social enterprises; OPW should be more engaged with the local area (and beyond).

There was some discussion with Eileen and her current role and intentions further to her earlier decision to stand down. The facebook page has become less demanding due to the rules and protocols developed and the additional help, Eileen indicated a wish to continue with the other activities apart from moderation.

It was agreed for Eileen to liaise with Dave about the respective roles with the proposed funding application and clarify the additional duties & role need and the financial implications.

**Action:-**

- Dave to liaise with Eileen to clarify the respective roles between the existing communications role and the proposed coordinator role.

**6. Sensory Garden - update and plans**

Richard reported he was planning to hold a public meeting to seek community involvement in the coming weeks, it was highlighted that Ground Force would be good to get on board with the scheme.

**Action:-**

- Richard to organise a date for the public meeting to be included in the next newsletter.
- Dave to book the Reece pavilion for the Sensory Garden meeting.

**7. Community lunch - update and plans**

Richard and Penny reported the lunch was going well and 21 people regularly attending despite the winter months.

Jasper referred to his contact with Herne Bay Age UK which prepared and delivered meals to house bound people. There was a brief discussion as to whether OPW might look into expanding the community lunch in this way, however partly due to capacity and also the prime purpose of the Community lunch was to provide the opportunity for people to eat together as a social occasion.

**8. AOB**

**Nut trees**

Jasper informed the meeting that there had been a response from Susan to the face book page to the request for projects/ action to be considered by OPW. She enquired as to a scheme to plant fruit and nut trees throughout the village. Penny referred to the Parish commemoration scheme about to be launched for planting trees for each of those "fallen" in the two world wars.

**Action:-**

- Jasper to communicate this back to Susan with the suggestion that the Parish council look to plant fruit and nut trees for this scheme.

**9. Date of next meeting**

It was proposed to meet Tuesday 17<sup>th</sup> March 2020 **9.30-11.30** - Reece Pavilion.

