

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 30<sup>th</sup> OCTOBER 2024

**The Community Action: Whitley & Shaw (CAWS) committee met at the Head Shed at 7pm.**

**1. Welcome / Present /Apologies**

Peter welcomed everyone to the meeting.

**2. Present:** Peter Richardson; Dan Pike; Melinda Adcock; Joan Boorer; Alison Candlin; Ann Harrison; Lesley King; Lesley Sibbald

**Apologies:** Mike Booth; Helen Mitchell; Kirsty Jamieson

**3. Update from the Chair**

Peter apologised for there not being a report prior to the meeting but updated the group on the following activities since the last meeting:

- Topography signs are now in place
- Halo lights installed on the zebra crossing by the school
- Alison is now Chair of the Whitley Stores committee
- The Gardening Club are continuing with the 'Warm Space', now held in the Methodist Chapel on Saturday mornings
- Litter pick, organised by Lesley S, has been undertaken
- Presentation by Peter to the Atworth History Group on the History of Whitley and Shaw

**4. Actions from previous meeting and proposed cleanse**

#	Date	Action	Lead	Status
104	Mar 23	CAWS to provide chatty bench for Whitley Stores with the proviso that the bench is made of recycled material	Alison Peter	Ongoing. Benches are made to order with an approx. 2 week lead time. Bench will also be provided for Ever Green Meadow. Alison offered to accept a contribution towards a less expensive wooden bench. Peter will investigate the terms of the grant funding. <b>Complete - close</b>
106	May 23	Develop a draft safeguarding policy	Kirsty	PR has reviewed. Kirsty will email the policy in PDF format for all committee members to read / refresh and will prepare a register for all to sign to confirm they have read and understood their responsibilities. <b>Dan to now obtain signatures</b>
127	Nov 23	Whitley phone box library – ventilation fans, 'book ends' and repainting the Whitley phone box library (when weather allows)	Mike	Ongoing. No suitable fans found yet. Mike will propose a date for a volunteer session. <b>Air vents installed - close</b>
130	Nov 23	Google drive for CAWS documentation	Dan	<b>Training is ongoing - close</b>
131	Jan 24	Topography signs – engineer has checked out the Littleworth Lane location, Shaw Village Hall is still to be completed	Peter	Ongoing – ordered (inc lectern bases) and engineer has been chased. MWPC are not prepared to pay for installation and Peter has approached Jones & Co directly for a quote. <b>Installed - close</b>
138	Jan 24	Car boot sale – 10 <sup>th</sup> August 2024 1-4pm	Mike, Mindy, Lesley S, Peter	Sub-group is progressing the necessary activity – next meeting 12 <sup>th</sup> June 2024 7pm <b>Cancelled - close</b>
139	Mar 24	Shaw telephone box – investigate suitable frames for interchangeable content	Mike	Ongoing – Mike has found suitable frames at reasonable cost. This will be revisited after the car boot sale. <b>Alison to investigate who could fit out the phone box with the frames</b>
145	Mar 24	Rubbish bin for Goodes Hill – list all the parish bins to see which could be moved to Goodes Hill	Peter	<b>Complete</b>

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 30<sup>th</sup> OCTOBER 2024

146	Mar 24	Clearance of ditch on Corsham Road – arrange for the Parish Steward to clear the ditch	Dan	Complete
147	Mar 24	Age Concern – suggest to MWPC that Age UK Fitness & Friendship clubs are a useful way to put older people in touch with options for additional support	Peter	Complete
148	Mar 24	Storage of CAWS minutes at history centre in Chippenham	Peter	Complete
149	May 24	Follow up with Kerry Postlewhite (Labour Candidate for Melksham and Devizes)	Peter	Complete
150	May 24	Date and volunteers for clearance of storage container	Mike	Outstanding Postpone until Spring - close
151	May 24	Marquee repair and storage	Mike	Outstanding Joan to discuss with Mike (re who he had in mind) and also the school (re continued storage of the marquee)

**5. AGM Feedback – Peter**

Peter asked the group for feedback. His personal view was disappointment in the turnout despite advertising it in Connect, on Facebook and on all WhatsApp groups. Many of those there were mainly interested in the BESS update.

The timing of the next AGM was discussed and it was agreed that the date should be carefully considered in conjunction with any BESS updates available and the CAWS constitution (which states the AGM will be held ‘in the summer’). Further consideration will also be given in to how the AGM is advertised and the best way to garner interest.

**6. BESS update – Peter/Dan**

Peter, supported by Dan, talked though the BESS working group pack (sent as separate attachment to these minutes). Some of the key points raised were as follows:

- How to describe a BESS in a way that can be widely used to comparing it with others. The number of containers seems to be the best way, because technical data means nothing to most people,
- Lime Down Solar (LDS) are looking at 4 options for sites, but we do not know how many of those will be chosen.
- No useful or informative responses have been received from LDS.
- LDS have postponed the selection of the site. It is now scheduled for Q1 2025.

**7. Roles and Representatives – Peter**

Peter put forward a proposal regarding roles and responsibilities within the committee (see Appendix A). Each ‘theme’ e.g. events, planning, BESS, comms and so on has an allocated ‘lead’ and a ‘support’ (the support being arranged by the lead). There would be an agenda item for each committee meeting something along the lines of ‘community group updates’ and the lead would only submit a report on an exception basis. This was agreed by all committee members present.

Peter advised that he will not be taking the lead for events organisation and suggested that CAWS only organize an event for this coming summer if someone else is prepared to take the lead. It was agreed to discuss this further at the next meeting.

Action: ALL

With regard to communications, Peter proposed, and it was agreed, that the Connect article should be prepared by the committee on a rota basis and Alison agreed to undertake the update for the next submission.

**8. AOB – Peter/All**

**Trees** – Peter advised that Phil Cornwall has a tree to replace the dead one at Eden Grove. The one at Shaw Playing Fields plus one other also appear to be dead. Peter will speak to Phil to see if he might have any trees that would be suitable replacements for these. Lesley S volunteered to be involved in getting replacements planted.

## NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 30<sup>th</sup> OCTOBER 2024

**Phone box** – Maureen advised that she would undertake a cull of what's in the phone box currently. The air vents that have been installed are not preventing the condensation so Lesley S agreed to get some wood to put at the end of each row to prevent the books leaning against the wet windows.

**Whitley Stores** – Alison advised that they supported the new location for the villages' 'Warm Space' initiative with supplies to get them started.

**Christmas Tree event at Christchurch, Shaw** – Lesley S and Ann advised that the event is taking place 5/12 (set up) to 12/12 (take down) this year. Lesley S agreed to take the lead on this and will ask around to see if anyone has an artificial tree that could be used for the event. **Action: Lesley S**

**Vicarage** – Ann advised that the vicarage has been let for 6 months. There is still no replacement vicar.

**Grant season** – Peter advised that the MWPC grant season commences soon, with submissions due in January. He asked the committee to consider what we want and some initial thoughts were:

- Funding towards the BESS campaign
- Shaw Telephone box fit out (Alison agreed to research individuals that may be able to do this)
- Contribution towards insurance
- Another bench

The big dip in the road at the junction between First Lane and Top Lane was discussed as it is causing a problem for cars and it is just a matter of time before something bad happens. No grant would be available for this and Dan advised that the Highways department are saying it is not dangerous. Peter advised that this needs to be challenged. **Action Peter/Dan**

### 9. Date of Next Meeting – Dan

Wednesday 8<sup>th</sup> January 2025 commencing at 7:00pm. Venue - The Head Shed.

The meeting closed at 8:55pm

Lesley King  
CAWS Minutes Secretary

**10. Outstanding Action Summary**

#	Date	Action	Lead	Status
106	May 23	Safeguarding policy – committee to confirm they have read and understood	Dan	Dan to obtain signatures from all committee members to confirm they have read and understood their responsibilities
139	Mar 24	Shaw telephone box – investigate suitable frames for interchangeable content	Alison	Alison to investigate who could fit out the phone box with the frames
151	May 24	Marquee repair	Joan	Joan to discuss the repair with Mike to see who he had in mind to do this and to speak to the school re continued storage
152	Oct 24	Summer event 2025 – who will take the lead / will there be one	ALL	
153	Oct 24	Christmas Tree event at Christchurch, Shaw	Lesley S	
154	Oct 24	Dip in the road at the First Lane and Top Lane junction	Dan/Peter	

**APPENDIX A**

**CAWS Roles & Responsibilities**

<b>Theme</b>	<b>Activities</b>	<b>Lead</b>	<b>Support</b>
Events	Summer Event	TBC	
	AGM Organisation	Secretary (Dan)	Chair (Peter)
	Litter Pick	Lesley S/Mike?	
Planning	Planning Consultations etc	Peter?	Sasha?
BESS	BESS WG	Peter/Dan	
Comms	Connect	Rotate	N/A
	Social Media	Mike?	
	Minutes	Minute Secretary (Lesley K)	Secretary (Dan)
	Press	?	
Highways	Road Safety	Kirsty	
	SpeedWatch	Kirsty	
	Liaison with MWPC/Parish Steward	Secretary (Dan)	
Services	Phone Boxes	Maureen	
	Projects (e.g. Benches, Signs, Trees, etc.)	Case by Case	
Finance	Accounts	Treasurer (Joan)	
	Insurance	Treasurer (Joan)	
	Grant Applications	Treasurer (Joan)	

Exception Reports only

Liaison Roles do not typically generate actions or tasks:

- Whitley Stores - Alison
- Church - Ann
- Police - TBC
- School - Ann
- Ever Green Meadow - TBC
- WRR - TBC
- SVH - Mike
- CEG - Mindy