

Quarterly Monitoring Form

**FOR THE REPORTING
PERIOD:**

**OCTOBER – DECEMBER
2016**


PLEASE READ NOTES FOR GUIDANCE BEFORE COMPLETING THIS FORM

Please send your completed claim form together with supporting documents to the CEPT Office

| | |
|--|--|
| <p>Title of project: New Bolsover Model Village</p> <p>Ref.: PF013</p> | <p>Name of person to whom queries about this claim can be made:</p> <p>Lorna Wallace</p> |
| <p>Name and address of Delivery Body</p> <p>Community Voluntary Partners, The Tangent Business Hub, Weighbridge Road, Shirebrook, Mansfield, Notts. NG20 8RX</p> | |

Claim and certification:

- 1) I certify on behalf of the delivery body that to the best of my knowledge and belief:
 - (a) the information given overleaf is correct; and no other Exchequer grants, other grant or contributions have been or will be payable to the Delivery Body towards the expenditure in respect of which this statement is made
 - (b) the expenditure has been defrayed on the project named above.

| | |
|--|------------------------------------|
| Signature  | Date 12 th January 2017 |
|--|------------------------------------|

For Office Use Only :

| | Date | Signature |
|--|------|-----------|
| Completed Forms Received | | |
| Checked | | |
| Data Entered onto Database | | |
| Database checked against Monitoring Form Returns | | |

Progress Report – This should cover:

- a summary of activity over the last quarter
- examples of good practice and what impact the project has had
- progress against outputs and milestones (any slippage should be explained here and future forecasts detailed)
- any issues or concerns that you have
- a summary of plans for the next quarter

Summary of Activity:

On 27th October we moved to 133 New Bolsover to use as a community house, as 157 is included in the first phase of works, which started in November.

The move was announced to residents via the New Bolsover Informer newsletter, and also via the Facebook page which both continue to be active and effective forms of communication with residents. Regular drop in sessions are still held throughout the week by CVP, Kim Wyatt (BDC, Project Manager) and also Paul Whallett who is the newly appointed Resident Liaison Officer for Robert Woodheads Ltd (RWL).

3 Friends of New Bolsover residents' meetings have taken place and been attended by CVP in this quarter, with the main focus being around a Christmas Event. Other topics of discussion were plans for recruiting more volunteers, information for the New Bolsover Informer, and developing the Neighbourhood Watch in 2017.

CVP attended the Meet the Contractor event organised on 3rd October by RWL and BDC, and 46 residents attended. CVP supported 2 representatives of the Friends of New Bolsover to do a brief presentation to attendees of their role in the community, as

well as volunteering opportunities with different projects and events. CVP's presence raised awareness of the community engagement aspect of the project, and we were able to engage with many of the attendees and gain insight and feedback which has helped shape our action plan for projects and activities moving forwards. One volunteer who has an interest in media used a project iPad to record footage and record interviews with attendees to capture how the project is affecting people now, and to show changes as the project develops. This volunteer went onto complete the Community Journalist Training mentioned later.

CVP also participated in promotional video which was commissioned by RWL and gave an interview on CVP's role in the project.

On 11th October CVP facilitated the NBMV Community Engagement and Public Realm steering group including all delivery partners of the activity plan, as well as other local and interested partners and a representative of the Friends of New Bolsover. Altogether there were 13 organisations represented. New attendees included representatives from the Freedom Community Project, who we are looking at working alongside in the future with upcoming projects such as the Pumpkin Patch Meeting.

It was decided at this meeting that moving forwards the Community Engagement and the Public Realm Steering groups would meet separately, although back to back to ensure attendees can attend both if they wish. The next meeting will take place on 10th January 2017. CVP have put together a 2017 action plan based on resident's comments, project ideas, partner's projects/activities and the activity plan, all of which will be presented at the next Community Engagement steering group meeting, allowing for feedback and input from partners. The action plan is attached.

On 14th October CVP met with the Environmental Health Team to discuss partnership working. The team agreed to support community litter picks by providing equipment and clearing the rubbish, as well as providing advice and support with any other issues.

On 20th October CVP met with representatives from the Heritage Lottery Fund with Kim Wyatt to update on the project so far. They were happy with CVP's input and work so far and excited for the future projects/activities.

The Dragonfly TimeBank continues to be much needed community resource which people are actively contributing to. CVP have recruited 12 participants so far, and this will be further developed in 2017. CVP's partnership work with RWL Resident Liaison Officer has allowed us to identify so key needs of residents within New Bolsover which could be tackled through TimeBank. Key benefits for residents include increased community spirit and inclusion. A total of 186 hours were exchanged.

The Heritage Craft group continues to meet weekly and has become self-sustained with the donations made by those who attend each week covering the costs of any materials needed. In the next quarter the group will be encouraged to apply for a small start-up grant and potentially look into becoming a constituted group. Recent activities include using forestry Skills making garden ornaments for Christmas and mini well-dressings using Clay Puddling Techniques.

Members have also expressed an interest in the Pumpkin Patch Project as they can grow flowers for a well-dressing, and grow fruit for baking sessions. The group provides social interaction and inclusion for members, many of whom are gaining confidence to not

only help organise session, but take the lead. CVP have supported the group by modelling the benefits of social capital.

The Genealogy Club runs once a month and is gaining new attendees, as well as a lot of interaction via social media. In December they enjoyed an informal presentation comparing all of the censuses taken from 1841 to 1911.

CVP have supported 3 volunteers to reach their level 3 of Walk Leader training, and 3 volunteers have now completed the course and setting up their own walks, including scooter and dog friendly walks, as well as local history and photography themed walks. On 30th November CVP supported the Walking for Health Forum facilitated by Matt Connley from BDC Leisure Services. 2 of the new Walk Leaders attended as well as representatives from 3 other groups in the district. This was a great opportunity for the groups to share ideas for recruiting new volunteers, different types of walks, etc.

On 1st November CVP met with Robyn from DCC who runs the Volunteer Passport Course. It was discussed that if a minimum of 10 residents wished to complete the course, a session could be put on in their local community. So far CVP have had 22 people express an interest in the course in the Bolsover area, and so in the next quarter we will look to organise at least one course running from 133 New Bolsover which will give volunteers information around health and safety, safeguarding, first aid, a person centred approach and equality and diversity. The course is accredited and will provide the attendees with a certificate of completion and an ID badge to offer some security when volunteering in the future.

On 8th-9th November CVP's Community Organiser attended the Locality Conference in York. Workshops attended included community led housing and a community garden social enterprise, which has increased the knowledge and network for CVP moving forwards when developing these, and similar, projects.

On 19th November CVP supported Kim Wyatt at the "A Gem of a Place" event organised by Bolsover Civic Society at Bolsover Library. There was a great interest in the building/works side of the project, and there is much enthusiasm in learning about the history of the Model Village. Many people had travelled into Bolsover with an interest around the history of the village. This was further evidence to suggest that a Heritage House on the Model could be well supported and used to bring in tourism.

CVP have been carrying out group support visits throughout the district to ensure we are meeting the needs of the voluntary/community sector. As part of this work, the NBMV project has been discussed with these groups to ensure collaborative working. As part of the meeting with the Bolsover WI group it was suggested that members of the Dragonfly TimeBank may present at a 2017 meeting to recruit new members and encourage volunteering. As several of the members are elderly ladies who live alone, it was suggested to CVP that they may benefit from receiving the support that is offered through TimeBank.

CVP also met with volunteers and staff at Barlborough Heritage Centre. They welcome a visit from the friends of New Bolsover when they are the stage to take the Heritage House idea forwards further and would be glad to offer advice, support and ideas to help them move it forwards.

The Friends of New Bolsover, Carr Vale Community Association and Castle estate resident's groups are now linked into the wider Bolsover Clean Up team, and on the 27th November one member of both the New Bolsover and Carr Vale groups took part in the community clean up, with the support of one other local resident who is a member of TimeBank. Next year the Bolsover Clean Up organiser will be posting 2 dates in advance for 2017 and CVP will look to support the 3 residents group to recruit more volunteers and take part again.

On 29th November a Community Journalist Training session was organised by CVP, led by Can Do, and it was attended by 4 people. 3 of the attendees have developed in confidence and gone on to record footage at events and activity sessions, such as the Lantern Making session and the Christmas Event. In the future they will be invited to specific events of their interest to capture footage and show how the project is developing. The volunteers involved will also be part of the editing process of the overall Video Diary that Junction Arts and Can Do will create, enhancing their skills and experiences of community journalism.

CVP attended both the November and December Active for Life meetings, and are part of the Bolsover Exercise Support Team (BEST) Steering Group to support the project. CVP will continue to work in partnership with the project as it develops, especially around the Pumpkin Patch project and Walking for Health.

CVP facilitated a Lantern Making Event on 4th December which involved a family learning session led by Junction Arts, to which 16 people attended. Video footage was captured by a community journalist, and CVP were able to engage families on their views to developing more family learning craft sessions in the future.

In December CVP facilitated a marketing meeting with RWL and Elastic FM representatives which resulted in a communications relationship being established, and regular updates from RWL to the community radio will now be provided on a monthly basis. This is helping to provide a bridge of trust and communication between the community and RWL, while raising awareness of work and skills development opportunities which will be provided as part of the project.

The Friends of New Bolsover ran their Christmas event on 8th December in partnership with Bolsover Rotary Club. CVP organised for volunteers, including a member of the heritage craft group, and 3 local young people to support with a family craft session where local families could decorate the community house Christmas tree. Following the crafts, attendees were invited to take their lanterns made at the Lantern Making workshop the previous week onto the green to the community Christmas tree, which was donated by RWL. RWL had previously run a Christmas Card Competition at New Bolsover Primary School, and the winner was invited to turn the lights on the tree at the Christmas event. At this point the community sang Christmas carols, and then made their way up to 133 for hot chocolates and mulled wine. The Rotary Club brought Santa and his Sleigh for local children to have their photos taken, which were printed and collected in the weeks leading up to Christmas. In total 10 volunteers supported this event. 5 adults and 13 children attended the craft session, and around 65 people attended the visit to Santa. Sporting Futures had a presence at the event to consult with the young people in attendance on physical activity and sport in the area.

At both the Christmas and Lantern Making events CVP spoke to several families about the possibility of setting up a kid's/family craft session on a regular basis in the new year, and idea which was supported, and 3 people volunteered to help run. There were also 3 older young people who said they would like to take part, both as helpers and to learn new skills. They spoke with 2 members of the Heritage Craft group at the Christmas event and were enthusiastic about the types of activities they do, and so there may be an opportunity for some intergenerational learning in the next quarter.

CVP are in the process of recruiting more volunteers for the Drop in for tea Project, although have had a high amount of positive feedback from local residents when discussing the idea. The next steps are to recruit more volunteers, apply for a start-up grant for cooking/storage equipment for the community house, and to promote the project.

CVP have been in discussion with partners around the possibility of a SuperKitchen at Bainbridge Hall. An extremely positive first meeting occurred in December, and this will continue to be a key priority moving into quarter 4. Aims of this project include reducing poverty and isolation, and bringing people together to enjoy social and healthy eating. There will be many volunteering and training development opportunities available within the project, and if successfully developed into a CIC could provide employment for one or more local people.

Old Bolsover Town Council have donated 2 allotments to the use of the community, which has been due to discussions with CVP. We have recruited many volunteers who have an interest in all aspects this project can provide, including gardening, forestry skills, outdoor heritage crafts, etc. This project also has a link to the Drop in for Tea and SuperKitchen projects as surplus food could be sold to these groups as a social enterprise.

In the next quarter CVP will be working alongside the community payback team to get the allotments cleared, with the possibility of then sponsoring one of the workers. CVP are also working closely with RWL to ensure that materials which can be recycled are kept for use as part of this project.

In 2015 CVP supported 2 volunteers to apply for and take part in the Big Lunch Extras Camp at the Eden Project in Cornwall, where they were offered the opportunity to learn about community projects/activities, building a support network and running their own Big Lunch event. A similar camp is taking place in February 2017 with a focus on health and wellbeing. CVP raised awareness of this opportunity to the volunteers and groups we engage with, and 4 people from the Bolsover District have now been accepted to take part, one member of the Friends of New Bolsover, one Walking for Health leader, and 2 TimeBankers. As these volunteers are already interested/involved in projects such as drop in for tea, walking for health, etc, they will be able to put these projects forward on the workshops to get further advice and support, as well as learning from others who may have been involved in similar projects.

On 15th December an annual celebration and networking event was organised by Kim Wyatt and CVP as a thank you to all of the volunteers who have supported the project so far, to introduce those who had not yet met, and to encourage the sharing of ideas between one another. It was a fantastic success, with 10 volunteers attending. A strong and trusting relationship is maintained with

the volunteers, CVP and Kim, which is very important as rumours in the village can create negativity, and so having Kim as a person for contact and good information is invaluable to residents.

CVP recruited 6 residents to form a selection committee take part in a meeting with BDC's Asset Manager to look at colour choices for the new properties ensuring that residents get a voice in decision making where appropriate within the project.

During this quarter CVP met with several organisations to ensure collaborative partnership working and raising awareness of the work completed by both. Partners included Sport Derbyshire and BDC Sports Development Officer. This is further expanding our network and partnerships.

Good practice & impact:

The Heritage Craft Group has provided a friendly, safe and comfortable environment for attendees to enjoy learning and sharing craft skills. Attendees comment on the small size of the group, stating that this is one of the things they like about it. Enough credit cannot be given to the lady who leads the group, and it is her dedication and support to members which has taken this group forwards in such a positive way.

One lady who started attending the sessions has spoken of the positive impact that this group has had on her life. Attached is a case study from her.

Progress against outputs & milestones – slippage, future forecasts:

Core Outcomes:

- Volunteer Hours (Target 0) – A total of 223.5 volunteering hours.
- Number of Volunteers (Target 6) – **20** new volunteers – 43 in total.
- Number of engagements with residents from New Bolsover, Carr Vale and the Castle Estate (Target 125) – **176**
- Increased opportunities for education, career, employment and training skills (Target 1) – **5**: 3 Walking for Health Training sessions, 1 Community Journalist Training facilitated, Lantern Making Family Learning Workshop.

SMART Milestones:

- Engagement Activities (Target 1) – **2**: Meet the Contractor event, Family Crafts session
- TimeBankers recruited and active (Target 5) – **2** new TimeBankers, although this is under target for this quarter we are above target overall and look to develop this further in the next quarter.
- Representatives on NBMV Management Group (Target 1) – **1** member of the Friends of New Bolsover attended the NBMV Community Engagement and Public Realm Steering Group Meeting.
- Annual Celebration Event (Target 1 in Q2) – **1**, in quarter 2 when this was a target there were other activities such as the Big Lunch which were considered priority by volunteers, and so this was put back to a time more suitable.

- Community Activities (Target 1) – **15**: Christmas Event, Community Litter Pick, 11 Heritage Craft Sessions, 3 Genealogy Sessions
- Development and Training Workshops (Target 1) – **5**: 3 Walking for Health Training sessions, 1 Community Journalist Training facilitated, 1 Lantern Making Family Learning Workshop.
- Action Plan (Target 1) – **1** action plan completed

Issues/concerns:

One concern which has been highlighted has been the complex nature of issues and concerns affecting the everyday life of many people in these communities, especially mental health concerns. CVP will raise this issue at both the Wider Public Health Team Meeting as well as the NBMV Community Engagement Steering Group Meeting. We will also encourage partners to form a multi-agency steering group to discuss possible ways of tackling these issues.

A concern that was highlighted previously was that many of the volunteers for the project were not residents of New Bolsover. However, at the end of this quarter 19 of the 37volunteers are residents of New Bolsover, which works out at 51%, and 30 of the 37 volunteers live in Bolsover, including Carr Vale and Castle Estate, making up 81%.

Summary of plans for next quarter:

- Present CVP’s action plan to the NBMV Steering groups
- Develop existing projects and look at ways to become sustainable
- Begin the Pumpkin Patch, Kid’s Crafts and Drop in for Tea Projects
- Progress the idea of the SuperKitchen, ensure all necessary partners are involved
- Support the resident’s groups to recruit new volunteers and outline their plans for 2017
- Create a multi-agency steering group to tackle issues around mental health concerns


If your project has an underspend of more than 10% against its cumulative target spend and/or outputs, please explain why and provide details of remedial action to be taken

If there is anything you would like to bring to the attention of the relevant LSP Action Group(s), please provide detail below:

Please provide a case study with your final monitoring report highlighting how an individual has been assisted by the programme. The case study should be approximately one side of A4 and ideally include a photograph.
NB A consent form signed by the beneficiary should be attached when including a photograph and/or naming a beneficiary (template consent form attached)

QUARTERLY MONITORING CHECKLIST

Please send this completed check list with each quarterly monitoring return ensuring that it is signed and dated below.

| | | <u>Please tick</u> |
|---|--|--------------------------|
| 1. | Has the front sheet been signed and dated? | <input type="checkbox"/> |
| 2. | Has the "actual" column for the relevant quarter been completed for all financial/output/milestone information? | X |
| 3. | Has a progress report been completed and provided? | X |
| 5. | Has the prime evidence summary form been completed for all expenditure? | X |
| 6. | Does the total on the prime evidence summary form equal the total for the quarter on the monitoring return? | X |
| 7. | Has the project provided supporting evidence, i.e. invoices and ledger prints/bank statements for all expenditure detailed on the prime evidence summary form? | X |
| 8. | Has the project submitted a Payment claim form? | X |
| 9. | Are there any outstanding issues from the previous quarter, and have these been addressed? | X |
| 10. | Have you taken a photocopy of the monitoring return and all evidence for your audit file? | X |
| 11. | Have you provided summary information to evidence the outputs that you have achieved this quarter? (please refer to the Output Definitions document if you are unsure what information needs to be provided for quarterly monitoring purposes) | X |
| Signature  | | Date 12th January 2017 |

PAYMENT CLAIM FORM

COMPLETED FORMS MUST BE RETURNED WITH YOUR QUARTERLY MONITORING RETURN

Project Details

Project Title **New Bolsover Model Village**

Project Ref **PF013**

Claim

Funding Approved for Year £ £153,253 (**£58,008**)

Period of Claim (e.g. April to June 2016) **October - December 2016**

Amount being claimed **£11,711**

Certification

Signed: *Lorna Wallace*

Date: 12th January 2017

(Accountable Manager)

Name (in capitals) **LORNA WALLACE**

Payment Method (This section to be completed for payment to be made)

Direct to Bank Account:

Account Name: Community and Voluntary Partners

Account Number: 65258745

Sort Code: 089299

Branch Name and Address: The Cooperative Bank, Chesterfield

Bolsover District Council: Cost Centre N/a

Office Use Only

Date Received:

Checked:

Entered onto Finance Sheet: