



**Friends of Ridge Wood**

**Informal Meeting**

Tuesday 20<sup>th</sup> September 2022, 7pm

South Glos Council Badminton Road Office, Yate

- Present:**
- Richard Aston (RA) (Chair)
  - Emma Worlock (EW) (Vice Chair, Minute Taker)
  - Geoff Millard (GM) (Treasurer)
  - Emma Morrison (EM) (Publicity)
  - Sarah Hardcastle (SH)
  - Diane Millard (DM)

Item	Matter	Action
1	<u>Apologies</u> - Roger Wilkins	
2	<u>Minutes from previous meeting (AGM in May 2022)</u> - Confirmed as circulated	
3	<u>Gate at Quarry Road Entrance</u> - Has now been sorted. - RA that through engagement with Chris Belcher, the contractor had fixed the Jubilee Gardens gate, then sorted the Quarry Road gate promptly. - RA added this highlights the importance of reporting damage to ensure a prompt response.	
4	<u>Lock Up</u> - EM reported that the leak (as shared by images taken in advance of the meeting) does need to be addressed. RA to liaise with Chris Belcher. - EM added that there were some items that are not salvageable due to water ingress (such as clipboards) but other items are fine including the tools. - There are some other items that may belong to other groups e.g. Christmas decorations, arts and crafts. RA added that it may be a good opportunity to have a clear out and where possible offer other groups items we don't need. - EM to ask local group reps if they may need any spare kit - SH added she will pass the sharpening stone to GM. - RA will liaise with South Glos Voluntary Groups Coordinator, Kirsty Newberry – re use of tools / sharpening sessions for groups.	RA          EM  RA
5	<u>Work Morning Dates for the Diary (Sundays, at 10am):</u> - 25 <sup>th</sup> September 2022 - 23 <sup>rd</sup> October 2022 - 27 <sup>th</sup> November 2022	

	<ul style="list-style-type: none"> <li>- 15<sup>th</sup> January 2023</li> <li>- 5<sup>th</sup> February 2023</li> <li>- 5<sup>th</sup> March 2023</li> <li>- 2<sup>nd</sup> April 2023</li> </ul> <ul style="list-style-type: none"> <li>- Key priority for 25<sup>th</sup> September is tidying Quarry Road entrance and Jubilee Gardens Interpretation Panel.</li> <li>- Activities for October work morning will include coppice clearing.</li> <li>- Hedge laying to be arranged for the New Year and will likely be a weekend of work. RA advised that funding has been secured through Hedgerow Heroes. The area (to the rear of Walnut Avenue) will need to be cleared prior to hedge laying works taking place. EM advised she will be meeting the (Hedgerow Heroes) team soon. RA will liaise with the team and start making enquiries.</li> </ul>	RA
6	<p><u>Volunteer Celebration Event</u></p> <ul style="list-style-type: none"> <li>- RA advised this will be taking place on Thursday 20<sup>th</sup> October 2023 at Winterbourne Medieval Barn at 5.30pm.</li> <li>- A newsletter will be circulated.</li> <li>- Attendees can join via Eventbrite (3 per volunteer group).</li> <li>- Light buffet and refreshments will be available.</li> </ul>	
7	<p><u>Training</u></p> <ul style="list-style-type: none"> <li>- First Aid training to be considered, will be useful to have more members trained to ensure we are covered on work mornings.</li> <li>- Small tools training (LANTRA accredited) will be arranged for October (date to be confirmed). RA to liaise with Kirsty Newbury.</li> </ul>	RA
8	<p><u>Ash Die Back</u></p> <ul style="list-style-type: none"> <li>- RA reported that Hanson have undertaken a survey (July 2022) identifying what trees are safe, those to be monitored and others which are considered a danger (and will require limb removal / felling).</li> <li>- RA has requested a copy of the survey and will liaise with Alex Hemming to understand what needs to be addressed, which will assist with Ridge Wood work morning activities.</li> </ul>	RA
9	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> <li>- Confirmed that team is to meet at Quarry Road entrance for 25<sup>th</sup> September work morning.</li> <li>- Mulch: DM reported that mulch had been placed at Greenway Road entrance but has not been distributed. RA will liaise with Lee and programme into work morning activities.</li> <li>- Website: EW reported the following points following engagement with a local website / IT company regarding a review and update of the Friends of Ridge Wood website: <ul style="list-style-type: none"> <li>o An SSL Certificate is required (as previously noted by David Barlow)</li> <li>o Website built on an older platform (2003) with last payment made in November 2021 (likely host fee). The domain name provider has been identified therefore updates will be easy to do.</li> <li>o Some pages not displaying correctly or not responsive for those viewing on mobile phones.</li> <li>o Main page to be updated and welcoming.</li> </ul> </li> </ul>	RA

	<ul style="list-style-type: none"> <li>○ Reduce the number of pages to limit the amount of ‘clicks’ that viewers need to do.</li> <li>○ Have limited main pages to keep users engaged and easier to navigate (currently a lot of information buried).</li> <li>○ Review the links to other websites (likely that some are old / no longer exist) and add social media links.</li> <li>○ Recommend the website be built on a modern word press platform (which 99% of websites are now built on) with CMS to enable easy updates.</li> <li>○ Cost c.£750 to completely update, this will include training and the designer is happy to attend a meeting with the group to talk through ideas and answer questions. The website would be ‘held’ by the designer but the site would remain the property of Friends of Ridge Wood Group. Alternatively, the designer can ‘host’ the site at a cost of £8/month.</li> </ul> <ul style="list-style-type: none"> <li>- EW added that she was waiting for an alternative enquiry to enable comparison of cost but if we’re going to update it then would be worth investing. To be discussed again.</li> <li>- RM / SH added that grants can be sought for a specific item (as it was for the Group’s tools).</li> <li>- EM will also add an article on the Group’s Facebook page, just in case someone would be willing to assist.</li> <li>- Newsletter: EM to look for the last newsletter for review and consideration where to carry out a letter drop to newer housing estates in the area. To be discussed again. In addition, articles to be considered for e.g. Yate and Sodbury Voice, and consider Forest School opportunities.</li> </ul>	<p>RM</p> <p>EM</p> <p>EM</p>
10	<p><u>Date of Next Meeting</u></p> <ul style="list-style-type: none"> <li>- Wednesday 11<sup>th</sup> January 2023, 7pm – South Gloucestershire Offices, Yate.</li> </ul> <p>There being no further points for discussion, the meeting closed at 8pm.</p>	