

# Friends of Pittville

## Minutes of the Trustees' Meeting, Tuesday 1 November 2016, at 17.30, at the Municipal Offices

### Present

Judie Hodsdon (chair), Chris Archibald, Fiona Clarke, Eileen Lockwood, Sandy Marshall, David Richards, Hilary Simpson

Representatives of other bodies: Dennis Parsons

### 1. Welcome and Apologies

JH welcomed Eileen Lockwood who was elected by the members present at the AGM. The member who had come to the last trustee meeting as an observer had decided against standing as she has too many commitments.

Apologies were received from Gloria Jones and 'representative of other bodies', Adam Lillywhite.

### 2. Minutes of the last meeting, 13 September 2016

FC had circulated the Minutes with several typos but a corrected version was on the website. JH made one correction to para 5, viz. Wendy Acres had been treasurer for four years, not three. The minutes were then accepted.

### 3. Matters arising

**3.1 refer para 6. Civic Award plaque:** an informal enquiry about mounting the plaque on a stone plinth had proved beyond FOP's resources so JH has now asked a monumental mason for a quote for a concrete plinth. It was agreed that if the quote was more than £100, that we go back to an initial idea, that is, screwing the plaque to the wall on the town side of the low railings on the west side. The property owner(s) would have to give permission.

**Action: FC**

JH has had no response from the planning department to the drawing and photos of the proposed plinth that she had submitted.

**3.2 refer para 12.2 Drop-Ins:** there has been no action as yet on alternative venues. It was agreed that if there were fewer than five people at each of November and December's Drop Ins they would be discontinued. Two new people had come in October as well as one irregular attendee, so one can never predict. FC thought that for 90 minutes once a month the present venue was adequate.

**Action: FC**

**3.3 refer 13.2 Scout hut painting:** CA reported that CBC might have some volunteers from a local company to paint it but that preparation work should be done first. FOP will await developments.

#### **4. Appointment of officers and other roles**

Two names had been put forward (as requested) by e-mail: JH for chairman and FC for secretary. Trustees were happy for these two to be confirmed without them leaving the room and a vote taken (with a temporary chairman).

No-one has stepped forward to be treasurer. JH has offered to hold that position temporarily and has had one handover tutorial with previous treasurer, WA. A second one, on Gift Aid, will be held soon. NOTE: JH has banked 49 membership cheques which cover the recent stationery costs. Membership standing orders should bring in another £2000. She does not have online access to both bank accounts so arranging this is a priority.

Other roles were confirmed as follows: Membership secretary and newsletter distribution manager Gloria Jones; newsletter editor Sandy Marshall; website and Facebook manager: Hilary Simpson; Pittville History Works liaison Hilary Simpson. See item 10 for Green Space Volunteers Co-ordinator.

#### **5. Potential new trustees and possible event helpers/volunteers**

Three people had responded to the plea in the last newsletter: one at the AGM itself; one by e-mail a week ago, and one came to the Drop In. The first is Henry Williams who has already been on the committee (2010-2012) and is known to four of the current trustees. JH was happy to speak for him and he was duly appointed. **Action: FC**

The second is known to FC only and it was thought preferable for her to attend the next trustee meeting, if possible, so she can meet the other trustees and observe a meeting before committing herself. **Action: FC**

At the Drop In it was left that the third person would contact FC in her own time.

HS noted that FOP needed certain skills, e.g. web, Facebook, twitter and that potential trustees be asked what contribution they can make. JH reminded everyone that a new secretary is needed during 2017 and a treasurer now, as well as people willing to be in charge of an event (with a team of helpers).

#### **6. Frequency and timing of meetings in 2017**

After a short discussion it was agreed to have meetings every two months in 2017, on a Wednesday evening, beginning at 18.15, with an extra meeting(s) if required for a specific purpose. FC noted that there needs to be a little flexibility if a Municipal Offices room is not available on the requested evening. **Action: FC**

HS requested an electronic copy of the final agenda and the financial update two days before the meeting. FC explained why she did not provide the former but reluctantly agreed to do so, with the proviso that trustees were now responsible for printing and bringing their own copy of the agenda. **Action: FC**

#### **7. Budget for 2016/17**

JH thought that the budget would not greatly differ from last year's and will prepare a draft for the next trustee meeting (two days before!) **Action: JH**

## **8. Forthcoming events**

**8.1 East India Cafe lunch, Sunday 20 November, 12.00 for 12.30:** this had been advertised in the October newsletter; an alert sent to members on e-mail (with 15 expressions of interest); and an e-mail invitation resulting in eight bookings to date. It was agreed that a letter should go to those not on e-mail ASAP as bookings close on 10 November. If there are fewer than twenty bookings by 10 November it was agreed to open it up to non-members. **Action: FC with help in delivering from SM and JH**

'Actors' are still sought for the entertainment.

**Action: HS**

**8.2 Quiz Night, January or February 2017:** it was agreed that member Amanda Slayton-Joslin's kind offer to organise this be accepted. However, it might be difficult to attract enough people a third time and a minimum number be established with the restaurant and the quiz master.

**Action: FC**

**8.3 FOP Plant Sale, Saturday 6 May 2017:** DR has Dundry Nurseries lined up again. CA volunteered to be in charge of the event with EL and JH on the team. JH has prepared detailed notes on what needs arranging and will send them to CA. **Action: JH (done)**

## **9. Pittville History Works**

The Notes from the latest meeting, 24 October 2016, had been circulated. A representative of Regency Town House in Hove had visited Cheltenham on 24 October and joined the meeting. Holst Birthplace Museum has joined the team and a staff member will attend meetings. The museum has had time after the summer flood to think and wants to better reflect the museum as a house history museum. JH noted that it is amazing what had been accomplished by the History Works team. HS said that one or two more people are needed to help with the census work but the end is in sight, within 18 months to two years. Two options for the future are extending the period covered to 1911 or researching St Paul's. An invitation for helpers will be go to into the next newsletter.

**Action: HS and SM**

## **10. Green Space Volunteers**

FC reported on forthcoming volunteer activity.

**10.1 59-67 Pittville Lawn, 3 November:** cutting back and clearing. This is the last time as it is the responsibility of owners to keep their plants from obstructing the footpath and posing a safety risk. The objective was to get owner buy-in but the two residents who are helping actually live next door to no 59.

**10.2 Albemarle Gate car park, 11-13 November:** CBC has offered FOP the opportunity to run the car park during The Open and keep the car park fees to help kick-start future park projects. Volunteers have been invited to help.

**Action: FC**

**10.3 annual meeting and celebration 17 November:** this will be held after an hour's work, some of it with Cheltenham Tree Group west of Tommy Taylors Lane. *In the Park* will provide the cake and CBC will provide the drinks. It will be held in the pavilion on Agg Gardner Recreation Ground because the Boathouse is now closed for the winter.

**10.4 FC is standing down as Green Space Volunteer co-ordinator at the meeting.** She proposed the volunteer group and with CBC's agreement and increasing commitment, it

has paid off. There is now a management plan for the next ten years and a framework within which to work. CA has agreed to take on the role. DR wanted to record the trustees' thanks to FC for 'a brilliant job' over the seven years.

## **11. Proposed projects**

### **11.1 Pittville Park Pump Room and Upper Lake 'landscape restoration' project:**

Refer para 8.3 Minutes 13 September for the background. The next step is to employ a landscape architect with heritage credentials to give some advice on how to mix heritage with a heavily used public space. CA had obtained some recommendations at a recent Gardens Trust study day. EL asked if the west side of the park was being left to look after itself. The area is looking very overgrown again. **Action: EL to raise at the volunteers meeting and CA and JH at the Depot meeting 6 December.**

FC wondered if the trustees had actually formally agreed to adopt this as the next project but JH said the vote would take place when the shape of the project was clearer and before FOP was committed to any expenditure. HS asked if it was recreating or improving; she wasn't sure of the balance between the two. It was agreed to circulate the meeting notes to trustees.

**Action: TBC**

**11.2 Schools online resources pack:** this is to be based on another project in the London area <http://e-voice.org.uk/force/learn/learn-for-schools/> and we await developments within CBC. See Appendix 1 for details about FORCE (Friends of the River Crane Environment).

## **12. Newsletters**

SM had obtained a costing from the printer and had asked trustees for their views by e-mail. It would be £712 for 2250 and £278 for 300 copies, totalling £990 for the year, all in colour. For comparison: black on white 300 copies = £68 and in colour £139. For black on white 2250 copies = £228 and in colour £356. GJ had added to her earlier comments, viz. that the extra £400 might see extravagant immediately after raising the membership fee. After some discussion it was agreed to trial a colour issue with members in January 2017 and with the public in October 2017. This would cost £791 for the year to print.

Members would be asked if they thought the extra cost was worth it. **Action: SM**

Other topics for the Janaury issue are the Sunday lunch at East India Café, Pittville History Works, Quiz Night, future/fate of Drop Ins, FOP plant sale, office bearers and new trustees, a reminder that meeting Minutes are on the website, developments and projects in the green spaces. The deadline for copy is mid December 2016.

It was also suggested to invite members to send in photos of Pittville which could be featured in the colour issues and also on the website. **Action: CA to send HS his photos**

## **13. Christmas cards**

FC asked for someone to take over selling the cards to members. If no one offers, she will have to continue as the cards must be sold. The 700 cards cost £225. £135 was made last Christmas but only £8.50 during the year for the blank card depicting Pittville Gates.

## **14. West side heritage information board**

FC had not progressed this since the last meeting (refer par 8.1) but will now do so, with FOP member and author of the text, Judy Langhorn. **Action: FC**

### 15. Any other business

**15.1** JH informed trustees that the local **Women's Institute** calendar had a photo of Pittville Gates for January. She was surprised not to have been given a donation to FOP for the talk to Prestbury WI on 10 October.

**15.2** HS reminded trustees of **Steve Blake's talk for the CLHS on 13 December** after the FOP trustee meeting. It is in the Council Chamber. FOP would not be participating in the CLHS research and display evening in January as it wasn't even possible to have internet access there.

**16. Date of next meeting:** Tuesday 13 December at 17.30.

The meeting closed at 19.10.

APPENDIX 1



## Friends of the River Crane Environment

Go

### LEARN for Schools

#### *Hunting mini beasts*



### The Outdoor Classroom - Outdoor Learning Teaching Resources

These teaching resources have been designed for primary school classes to use in green outdoor spaces. Lesson plans and ideas are provided for use in most parts of the curriculum at key stage one and key stage two levels.

These resources were originally designed for use in [Mereway Nature Park](#) and [Kneller Gardens](#), two adjacent sites in the lower Crane valley of Twickenham, West London. However it is hoped that they will also be adapted by teachers for use in other outdoor sites in the Crane Valley and elsewhere.

This package has been put together by Friends of the River Crane Environment (FORCE) as part of its commitment to promote the educational value of the Crane valley. FORCE will permit the use and reproduction of these teaching resources for not-for-profit educational purposes. We [welcome feedback](#) from anyone who uses these resources or who would like to contribute ideas and suggestions for additional sheets.