

Friends of Pittville

Minutes of the Trustees' Meeting, Wednesday 18 January 2017, at 18.15, at the Municipal Offices

Present

Judie Hodsdon (chair), Chris Archibald, Fiona Clarke, Philippa Howell, Gloria Jones, Eileen Lockwood, David Richards, Hilary Simpson, Henry Williams

Representatives of other bodies: Adam Lillywhite

Abbreviations: CBC = Cheltenham Borough Council; GA = Gloucestershire Archaeology; GET= Gloucestershire Environmental Trust; PHW = Pittville History Works; TCT= The Cheltenham Trust; VCS = Voluntary and Community Sector

1. Welcome and Apologies

Apologies were received from 'representatives of other bodies', Desmond Fitzgerald, and trustee Sandy Marshall. JH welcomed Philippa Howell who had been appointed by the trustees after the December 2016 meeting.

2. Minutes of the last meeting, 13 December 2016

FC had circulated the Minutes and they are on the website. There were no corrections or comments so they were accepted as a true record of the meeting.

3. Matters arising

3.1 refer para 3.1 **Civic Award plaque:** JH reported that this had been affixed yesterday to the concrete wall near the electricity box. Thank you to HW for his invaluable help. A news item should go onto the web site, with a photo. **Action: JH to e-mail photos to HS and FC**

3.2 refer para 7.4 HW had suggested another **family day** near the new play area in the summer such as held in 2010-2012. **Action: JH to check with TCT on their plans**

4. Finance/Budget for 2016/17

The reports ending 31 December 2016 had been circulated to trustees with the draft agenda a week ago. Since then there had been about £300 expenditure including the January newsletter printing costs. She has transferred £1500 from the community account to the active saver account, which will earn a little interest. She is having a Gift Aid tutorial with the former treasurer Wendy Acres on 19 January; there will be a refund for FOP and for the play area project. The most difficult part is assembling all the information. JH noted that we hope for a fair amount of income from 'The Festival' car park at Albemarle Gate.

5. Pittville History Works

The Minutes of 16 January 2017 meeting had been circulated yesterday. It is hoped to complete Phase 1 covering all the houses on the original estate by end March, including the

shops and houses on Prestbury Road between Pittville Gates and the roundabout. There will be publicity when Phase 1 is completed. New areas may be tackled, e.g. Tower House on the corner of Pittville Circus and Prestbury Road, as there had been enquiries and comments about this and other Pittville houses on Facebook sites.

The BBC TV programme *Great Interior Design Challenge* broadcast on 3 January 2017 was set in Pittville and came out of the Sunday Times article of 29 May 2016 . The historical content was fairly accurate, having been provided by PHW. It was filmed in the summer and Pittville came over very well, especially the Gates. It was nice to get away from the clichés and focus on the squares and houses. JH noted that depicting the Gates was a measure of success for the restoration project.

6. Cheltenham Arts Council Awards 2017

Details had been circulated before the meeting. FC proposed that PHW be nominated for a Citation (a certificate detailing the winner's name and contribution). The deadline is 14 February. It was agreed that JH and FC would nominate PHW with 'facts and figures' provided by HS.

Action: FC, JH and HS

7. Green Flag and Green Heritage Site Accreditation

CA reported that he and Community Ranger had met to rewrite the introduction to the *Pittville Park Management Plan 2016-2024 Green Flag and Green Heritage Award*. They have yet to review section 10 Management and Development Plan.

The submission is due in 31 January 2017. They are not too concerned about the mystery shopper, probably visiting between April and June 2017. There will be comments of course. It was agreed to add information about the disabled loo (Changing Places toilet facility) which will be at the play area, having come out of the play area rejuvenation project. CBC has secured funding for it.

8. Green Space Volunteers

CA reported there are about 25 each time, from a pool of about 40, including several new volunteers. The priority is to reduce the vegetation behind the Pump Room before the nesting season. CBC was late with leaf collection in the green spaces and with strimming around the Lower Lake. More leaves have to be done.

9. Upper Lake and Pittville Pump Room project

JH had circulated a summary of where we are. There will be a meeting with CBC on 6 February. She thanked DR for his e-mail listing several sources. She thinks there is probably enough information (Steven Blake, Judy Langhorn etc.) Steve hopes to revisit a trunk held at CBC of the documents relating to the purchase of the estate in the 1890s. AL reminded trustees of the Historic England archives held at Swindon and PH suggested asking members for family (and other) photographs. It was agreed this would be a good idea once gaps in the timeline are identified. HS offered PHG services in synthesizing the material (which would reduce costs on the landscape architect's research). CA will continue to file information as it is sent to him. He will liaise with PHW Judy Langhorn.

Action: CA

Unfortunately it may turn out to be too late for FOP to apply to GET by the time the planning has been done.

CA reported that Martin Jones (FOP member and volunteer) was organising CBC's Albemarle Gate car park during 'The Festival'/Gold Cup week (14-17 March 2017) There will be notices about three weeks before informing regulars that there will be a charge to park on those days. Income will be set aside for this project.

10. Forthcoming events

10.1 Drop Ins, 25 January and 22 February: FC encouraged those trustees who do not come to attend occasionally.

10.2 FOP Quiz Night, Monday 6 February 2017: FOP member Amanda Slayton-Joslin had to change the date. Those who had booked had been informed; there was a notice in the printed newsletter. With CA and EL, and HW party of six, we have reached 31. Several trustees offered to provide raffle prizes, which should be given to Amanda or FC. **Action: those involved**

10.3 Cheltenham Horticultural Society Spring Show, Sunday 2 April 2017: FOP member Rob Rimell has agreed to co-ordinate FOP's participation. Helpers will be needed on the day. Need to check what he needs and how he will obtain helpers. FC noted that as a matter of principle there should be a FOP trustee on hand during the show. **Action: JH**

10.4 FOP Plant Sale, Saturday 6 May 2017: CA is to obtain the necessary permissions as soon as possible and complete the other requirements, including liaising with All Saints' Scouts scout master. A flier will be distributed to all houses with the April newsletter. **Action: CA**

10.5 FOP Garden Party: JH asked if we wanted to hold this again in the late summer. To be discussed further at the next trustee meeting. **Action: FC**

11. Duck food dispenser

FC had maintained the dispenser over the Christmas New Year period with the help of two FOP members and volunteers, Janis and Mark Eva. FC's husband has dismantled the 'gumball machine' which was wearing and she asked trustees' opinion on investing in a new machine. The original came from the USA and spare parts cannot be obtained in the UK. The metal casing, made by CBC, would have to be modified if a different machine were purchased. Given that the dispenser has made over £1000 after cost of feed in the 21 months since its installation, it was agreed to purchase. It would be put to St Vincent's and St George's Association that they pay 5/7 of the cost, representing the share they make on the machine.

The kiosk at the play area had begun to sell feed in November which may explain the lower income from the dispenser. 'In the Park's' PR manager had not been aware of the dispenser and it has been agreed with her that 'In the Park' will sell feed at the Boathouse in the summer. She offered to publicise the dispenser and FOP will prepare some posters. It was thought that fliers could not be justified. Other publicity could be a newsletter item; press release with StV&StG after two years, and posters on the litter bins. **Action: FC**

PH asked about more information for park visitors on the swans, cygnets, and other wildlife in the park itself, e.g. Boathouse and Central Cross Café noticeboards, play area kiosk, the

main noticeboard (and others when they are re-installed by CBC), and on fencing when erected. **Action: FC and to raise at Depot meeting with CBC**

12. January 2017 newsletter and distribution

The colour version was thought very nice and there have been positive comments. One photo was rather dark. It is difficult to translate from the screen to paper so we should always photograph with print in mind. It might be a good idea to seek professional advice on the best specification. **Action: SM**

There was a brief discussion as to whether only members get the colour issue. FC reminded trustees that we had decided on one for members and one for the public (to attract more members). It was agreed to review this at the next meeting. **Action: FC**

GJ noted that 50 households had not renewed so hopefully the reminder will have an effect. She asked CA to give her the non-member volunteer's names and addresses. **Action: CA**

13. FOP web site

It is almost a year since the new web site was launched. HS has reviewed and updated it regularly but she asked all trustees to check it as she may have missed things. She invited new trustees in particular as they are a new pair of eyes. **Action: all by end February**

She would appreciate some more photographs, especially for the different sections. New material, e.g. Green Space Volunteers monthly newsletter, Pittville Park 10 year management plan. **Action: CA**

14. Any other business

14.1 Curriculum sheets (refer Minutes 1 November 2016, para 11.2) could be funded by Community Pride 2017. FOP would need to apply. CBC has someone in mind to

produce a Pittville version of those produced by  **Action: CA**

14.2 Charity events publicity: JH has been asked by two charities if FOP can publicise their events. It was agreed that Facebook was the appropriate tool. **Action: JH and HS**

14.3 Cheltenham VCS Forum: JH and FC are attending the forum on 23 January where Cheltenham's Place Strategy will be discussed.

14.4 Pittville Pump Room fountain: FC is very concerned that the mineral water was not available when a FOP member visited on Tuesday. FC had written to TCT responsible officer in mid-December when it had not been working for several weeks but had not had a reply. JH will investigate. **Action: JH**

15. Date of next meeting: Wednesday 15 March at 18.15.

The meeting closed at 20.00.