



Minutes of the Trustees' Meeting Tuesday 1 March 2016, at 17.30

Present

Trustees

Hon Secretary Fiona Clarke (FC)
Hon Treasurer Wendy Acres (WA)
Chris Archibald (CA)
Sandy Marshall (SM)
Rob Rimell (RR)
Hilary Simpson (HS)

Abbreviations used in Minutes

Cheltenham Borough Council = CBC
Cheltenham Horticultural Society = CHS
Friends of Pittville = FOP
Gloucestershire Environmental Trust = GET
Green Heritage Site Accreditation = GHSA
Heritage Lottery Fund = HLF
Heritage Open Days = HODs
Holst Birthplace Museum = HBM
TCT = The Cheltenham Trust
Tourist Information Centre = TIC

CA chaired the meeting in the absence of Hon Chairman JH.

1. Apologies

Apologies were received from Hon Chairman Judie Hodsdon (JH), Membership Secretary Gloria Jones (GJ), David Richards (DR) and non-voting representatives of other organisations, Desmond Fitzgerald - Park Watch (DF) and Cllr Adam Lillywhite (AL). Mike Evans (ME) sent his apologies after the meeting.

2. Minutes of the last meeting, 12 January 2016

The Minutes had been circulated a week after the meeting after being checked by JH. They were accepted as a true record of the meeting.

3. Matters arising

3.1 Pittville Gates – JH had e-mailed to say that the final account with Barr & Grosvenor (retention) has been paid by CBC. The final cheque from FOP for £1170.33 went to CBC and we have received confirmation that no more money is owed. This leaves £565.17 in the Gates 'account' which the trustees had agreed at an earlier meeting should be retained and ring fenced to help get a future project off the ground. Barr & Grosvenor has replaced the six bolts with some made of much stronger material.

3.2 Entrust – JH e-mailed to say that she has finally received a receipt for her £100 cheque for enrolling FOP as an Environmental Body. She is claiming this from FOP and then FOP will claim it back from CBC as a play area fundraising expense.

3.3 Capstone at East Approach Drive entrance to park – it has been decided to leave the ivy on as the stone is too fragile.

3.4 Bird seed dispenser – the report has been sent to CBC but there has been no response.

4. Financial report and budget

This had been circulated to trustees in mid-February. WA presented an updated version with the balance sheet information; there is £6005.94 in the bank (£2891.30 General Fund; £2549.47 Play Area Fund; £565.17 New Project Account). Three months fee at £18 is payable to Just Giving, against income of £1748.46. CA reported that GET had just granted £25,000 towards the aviaries and small animal enclosure refurbishment (payable after the project is finished). Several councillors had allocated their county council 'Active Together' grants to the play area so, with that and additional cheque and crowdfunding income, CBC said there was sufficient to complete the project in one go. Cheltenham in Bloom had donated £250 for a substantial tree to be planted (by the Mayor with invited guests).

FC has asked one of the Green Space volunteers if he would consider becoming treasurer (NOTE the answer is 'not for the time being') so trustees are asked to keep their eyes open for suitable people.

Action: All

5. Pittville Park Play Area rejuvenation project

CA reported that work is proceeding well. He has seen an aerial photograph that does show a reasonable amount of lawn remaining in front of the aviaries and there will be several picnic tables on the site. CBC's Community Rangers' facebook page had received 22,000 hits last week so they were now worried about the number of people coming to the play area! It seems there will not be room for the FOP Green Space volunteers' tools and equipment shed as part of the café. FC had already responded to CBC to say the alternative (the Boathouse) is unsatisfactory for several reasons. NOTE she has agreed with CBC that the Community Ranger will store the tools until/if she is required to vacate the current storage area at the Depot. CA felt this needed further discussion with CBC.

The Opening Ceremony is on Sunday 17 July between 10.00 and 12.00. The play area will be open before then, for testing with Betteridge School and perhaps some local schools. It will not be open in time for summer half term. The aviaries will only be started in April because of GET stipulations.

6. Past events

6.1 "Who built Pittville?" Illustrated talk by Dr Steven Blake, Thursday 18 February 2016 - This had attracted a large audience (estimate between 130 and 160) and Pittville School had proved a good venue. Fortunately they allowed us to use the dining room for refreshments and displays. Otherwise it would have been impossible as the tiered seating fills the Main Hall. The income is being calculated now but both FOP and HBM will receive a tidy sum. FC will report in due course.

Action: FC

7. Forthcoming events

7.1 "Clean for the Queen", 20 March 2016 from 10.00 - 13.00 – FC has agreed with CBC a special working party, involving residents, along Pittville Lawn from Wellington to Albert Roads, to prune hedges and clean the area between the path and property boundaries, edge the path, clean the grass verges and generally tidy up. FOP Green Space volunteers were happy with this plan although some have said they cannot come. Refreshments will be provided and the Community Ranger will be with the group. **Action: FC**

7.2 Cheltenham Horticultural Society Spring Show, 3 April from 12.00 – 16.00 – FOP has been invited and FC will lead on this, with RR shadowing her. GJ (12.00 to 14.00) CA (14.00 to 16.00) and JH offered to help on the day. FC asked CA and RR to obtain all the 'Active Together' fliers from GG before 3 April.

Action CA RR and FC

7.3 Pittville Plant Sale, 21 May – DR is leading on this. He had sent an e-mail report as follows: "Hoo House have agreed to provide plants which will be Alpines and early flowering Herbaceous plants and we will retain 25% of the proceeds of sales. They will be top quality plants and I would suggest that we make it known of their involvement, since it will attract people who know them. Dundry Nursery will provide 50 boxes of Bedding Plants. At the moment Steve the manager does not have the trade and selling prices for me. I have invited [for goodwill reasons] the Butterfly Garden who will bring along items made by those adults who attend daily. At the next 3 monthly CHS meetings I will be trying to persuade as many members to attend and supply plants as possible. Gardens are being opened in aid of the National Gardens Scheme In Cheltenham on Sunday 18 Sept. Organised by Cheltenham Green Door and they are looking for other different gardens. There is no financial benefit other than that earned by selling plants and teas".

JH had also e-mailed to say she has arranged the next meeting for 21 March and is seeking permissions from the All Saints' Scouts (she thinks this is OK but didn't hear back for certain as promised last week, and will pursue). **Action: JH**

FC has now received written CBC permission to use of the park for free, but JH still needs to send copy of public liability insurance and a risk assessment. CBC was to charge for street trading permission as a park counts as a public highway. This would cost us £47 (50% reduction for being a charity). CA pursued this with Cllr Chris Coleman and the fee has been waived as a special case. The Plant Sale team would like all the proceeds from the CHS-donated plants to go to the play area. SM prepared an email which has gone to members on e-mail and the sale was mentioned in Lib Dems Focus. SM asked about a flier and other advertising. FC said three posters for the noticeboards and say 50 fliers for the CHS Spring Show on 4 April would be good, with some for the café and Boathouse. **Action: DR and SM**

7.4 Civic Day, 18 June – FC reported that this will focus on the Lower High Street as part of a larger project. FOP is not involved.

7.5 Summer Garden Party – JH suggested the following dates: 16 or 17 July (but play area opening on morning of 17th); 13 or 14 August; 20 or 21 August (not her first preference but possible); 28 August (not 27th as Civic Society Summer Party is that day). GJ had e-mailed to suggest 13 or 14 and it was agreed for Sunday 14 August. JH had suggested from 15.00 to 18.00 but the period was not discussed. It was agreed that GJ's suggested £5 was too low; £15 as charged by Friends of the Wilson for a similar event might be too high, so a compromise of £10 was agreed. The event could be publicised on the FOP website Events page and people can sign up online. It is for FOP members and friends. An organising team needs to be put together. **Action: all, to advise JH ASAP**

7.6 East India Café – JH e-mailed with the following: "Mr Litu at the Café would like to discuss with FOP the possibility of our being their favoured charity for the year. He has suggested a couple of us join him for a cup of coffee to discuss his thoughts and the possibilities". This could be a Sunday lunch with a set menu. It was thought that £35 as originally proposed for the play area lunch was too expensive. HS thought exploring this was an interesting idea as FOP does not have much support from the other side of town. It would have to be later in the year; do they do outside catering? Perhaps they could support our HODs this year. HS agreed to visit EIC with JH. **Action: JH**

7.7 Quiz Night the organiser of the previous Quiz Nights is considering whether or not to do another one.

8. Green Flag and Green Heritage Site Accreditation

CA showed the Pittville Park Management Plan 2016 - 2026 which is now on the CBC website. www.cheltenham.gov.uk/download/downloads/id/4952/pittville_park_management_plan_2016_-_2026 It complements the 2008 Conservation Management Plan and lists all the achievements since then. There remains a lot to do in the next ten years. CA will send the plan to the Cheltenham Trust. As noted at previous meetings, FOP would like the Pump Room to be more accessible and welcoming and TCT is conducting a feasibility study this year.

The judges will visit in March for a preliminary inspection because the South West and Wales awards ceremony is to be held in Pittville Pump Room. They want to be sure the park is acceptable for this event, although the final judging isn't until June as planned. This means a lot of work for the Green Space volunteers over the next few months. CA has been working with RR and Judy Langhorn on welcome boards for the park entrances. Trustees will be shown the designs which are being done now by someone who uses and loves the park. There will be interpretation boards in due course, e.g. birds, wildflowers, trees, the rockery itself.

Paint colours for the Scout hut are being considered at the moment. CA hopes that a trial panel of Brunswick Green (National Trust colour) will be added for consideration shortly.

9. Rockery update

Green Space volunteers have been working at the loos end of the rockery, clearing ivy off the rocks, taking the path back to the rock border, and pruning. CA will map the area and CBC's Senior Tree Officer will identify the trees. A rock specialist will visit in March and might help with an HLF grant application. CA wants to get the area fenced to protect the work done so far.

10. Web site 2016

HS reported that the new website is live and trustees should start using it. www.friendsofpittville.org.uk
The old site will drop off at the end of March when the current hosting contract is not renewed. This website is much easier to update and HS has already added news items and made minor changes. She asked trustees to provide information for events and news items as projects develop. We need good quality photos for the website and facebook. FC noted that our official photographer is no longer involved so a new one has to be found. She has also had problems with new e-mail addresses for office bearers. FOP members will be told about the new site in mid-March. **Action: HS and FC**

WA said that the chairman@ e-mail address appears to have been hacked.

11. Pittville History Group

HS reported that several people expressed an interest in joining the team at the 'Who Built Pittville?' talk, including SM. They can see the light at the end of the tunnel for the census work. They will have a planning meeting in April to explore the longer term aims for the group and what they can do with the material gathered. They don't want to be a conventional local history society. A project in Brighton, 'My House, My Street' looks interesting. They might trial some of the ideas during HODs.

12. Planning related matters

AL had not reported anything.

13. April 2016 newsletter

SM is editing this issue and had met FC to decide what should be included. Updates from the History Group, the website, GHSA etc. welcome. There is no shortage of content. The formatting is slightly daunting. FC will be e-mailing distributors later this week (DONE).

Action: FC

14. FOP design manual

FC said this item's name only referred to the fact that we need to review and possibly change the FOP symbol and logo (these are combined in our letterhead at the moment) and other design matters, especially now the new website is live. The FOP membership card is difficult to produce and if we were to have it commercially printed it would be wise to think about this issue now. But it is to be decided. A small team will review and recommend what to change, if anything, and draw up a simple specification. FC suggested RR, HS and ME be on the team. If a redesign was agreed, a professional designer could be appointed. (FC suggests a tendering exercise). A few simple rules, rather than a manual, would be useful for all trustees for letters, e-mails, and other publications.

Action: FC to organise the first meeting

15. Annual General Meeting venue and speaker

GJ had suggested by e-mail a potential AGM speaker, on GCHQ, However, the trustees present thought the subject should relate to Pittville. RR suggested the Pittville Pump Room be the topic. Dr Steve Blake is the expert but it has not agreed who would approach him. Given TCT's study of the Pump Room, perhaps they could offer the venue free for the AGM. Some thought Dunalley School was not quite up to it ('aim higher'). FC pointed out that it was free; Pittville School would charge at least £100 and that Bradbury Gardens (National Start College) lecture/activity room was too small and catering was difficult as the kitchen is tiny. It would probably charge.

WA asked if we could ask Joe Mar to examine the accounts again this year.

Action: JH

16. Any other business – there was none.

17. Date of next meeting – Tuesday 12 April at 17.30 in the Municipal Offices. CA gave his apologies.

The meeting closed at 19.00