

## **Friends of Pittville Trustee Meeting, Thursday 5 July 2018, 6.15 p.m.**

### **Minutes**

**Abbreviations:** CBC= Cheltenham Borough Council; GSV = Green Space Volunteers; HMRC = Her Majesty's Revenue & Customs; TCT = The Cheltenham Trust

**1 Apologies:** Paul Benfield, David Richards; Dennis Parsons needed to leave at 7 p.m.

**2 Minutes of last meeting, 9 May 2018:** the Minutes were accepted as a true record of the meeting.

**3 Matters arising:** para 11.7: It was agreed that FOP member Joe Mar would act as reviewer of the accounts for the year.

**4 Finance/budget:** JH reported that there is £15,000 in the account; we expect an invoice from CBC for the park landscape study. This is covered by the 2017 Albemarle Gate car parking income. The Gift Aid claim has gone in; it was a lot more work because HMRC requires date of payment as well as full names of payees. Thanks for GJ and PB for their work.

**5 FOP header:** trustees had viewed the initial design and two sets of colours at the Strategy meeting on 6 June. No decision was made. By e-mail, FC and AH recommended we follow the designer's preference. However, knowing that most trustees preferred a bolder colour, FC asked the designer to provide another four colours to consider, from the RAL 6000 range (RAL 6000 is the colour of Pittville Gates). Trustees were asked to vote on the four in the RAL 6000 range and the result was six for RAL 6000 and three for RAL 6011. Refer Appendix 1.

AH recommended that FOP revise the fonts used for printed materials, replacing Georgia with Minion. This available with most versions of Word and is more commonly used in print than Georgia. NOTE: since the meeting the use of the suggested fonts is being reviewed. It was accepted that AH will decide which fonts will be used in future. He will test them with the September newsletter and the learning materials being prepared for the website.

**6 Pittville Pump Room:** HS spoke to a confidential document and PowerPoint handout. She updated trustees on the beginning of the new system of volunteer guides but otherwise there was lack of progress with putting in other services for visitors to the building, despite five meetings with TCT since 2 March 2018. HS and FC have met a FOP member with whom they share a more ambitious long-term vision for the Pump Room. Some of this is set out in the PowerPoint handout, contrasting what is offered at Bath's pump room with that of Cheltenham's. HS and FC recommend that trustees approve the setting up of a Pump Room Action Group (PRAG) within FOP to formalise the ongoing discussion with TCT. One of the first steps would be to develop a presentation on the proposals to representatives of TCT and CBC.

Discussion: JH advised that Riah Pryor, who now has overall responsibility in TCT for culture and heritage, should be consulted as she could help with the strategy generally; JP said it was a golden opportunity but he thought that the poor physical state of the building was a concern, as was the cost of bringing this vision to reality; also, the near neighbours would need to be consulted about proposed greater use; DP asked what greater community use was proposed; HS

responded there are different business models – Bath’s pump room is not used by the community as such but, as AH noted, local residents have access via a ‘discovery card’; PH thought that, despite being out of the town centre, the pump room had the advantage of parking space; DP had heard that a four hour limit might be introduced at the pump room and this would have to be enforced. JH, wearing her TCT ‘hat’ said that TCT does want to improve the Pump Room and also that it has to more than earn its keep as it has to help support the Wilson; and TCT would welcome new ideas from FOP. Wearing her FOP ‘hat’, she thought the approach was just right and supported the recommendation. This was agreed.

It was agreed that the group would operate similarly to Pittville History Works and other projects with a lead/chair and a small team including non-trustees or indeed non-FOP members. The lead/chair need not be a FOP trustee but at least two members of the team would be, one of whom would report to the trustees. It was agreed that initially PRAG would consist of HS, CA, FC and the FOP member. Others were welcome and would be included at a later stage, once terms of reference for the group had been worked out.

## 7 Other Strategy Meeting items

- 1 *Take more opportunities to publicise FOP* – A boards for GSV working parties; GSV business card; another noticeboard in the park; set out achievements in the September newsletter. **Action:** HW and CA to provide text for first two and FC to ensure that FOP style; CA has the noticeboard in hand\*; SM and AH to obtain text from JH, HW, CA and FC about FOP’s achievements; all by next meeting 4 September

\* CA has spoken to CBC about making the noticeboard formerly near the toilets into a welcome board to replace the removed wooden finger post south of the bridge and to provide a new larger noticeboard next to it. This has been agreed in principle.

- 2 *Develop relationship with TCT* – see para 6 above
- 3 *Create list of improvements for the park* - **Action:** trustees to send ideas to CA (not AH), by 31 July; CA to prepare with benefits and to whom, by next meeting 4 September
- 4 *Use Facebook to recruit new trustees or volunteers* – **Action:** HS (done)
- 5 *Create a ‘communications’ team to integrate newsletter, website, Facebook and other communications* – Discussion: need, or not, for writers to be FOP trustees who understand the business; need a team, not rely on one person; what skills does FOP have right now; what is the quality control process? **Action:** PH to talk to HS about how she can be involved; HS to devise a skills audit of trustees; FC to devise a communications strategy, all by 4 September
- 6 *Consider moving to three newsletters a year* - After some discussion it was decided to retain four issues per year, two for members only and two for the area, including members. HW thought there should be one in January so members knew well in advance what was planned for the year. March, June, September and December were proposed. (NOTE: since the meeting, GJ has written to say that this is not ideal for several reasons). SM has received a letter from the owner of Top Flight Printing; he is retiring wef 1 September. The Color Co will take on the business and he hopes we will transfer our newsletter there. However, this would be a good opportunity to get several quotes as Top Flight is not the cheapest. **Action:** SM and AH, by 15 August

7 *Consider online payments* – **Action:** PB, by 4 September

8 *Find new trustees* – there has been no response to the plea in the July newsletter although it is early days. JH noted that the Holst Birthplace Museum has a Minutes Secretary who is not a trustee; AH knows someone who might be interested. **Action:** FC and AH, by 15 August

## 8 Projects

**8.1 Learning in the park:** Progress is being made and some pages are live, although some of that content needs to be revised. CA hopes to launch the site in September with twenty pages. AH is helping improve the design of worksheets. The site is not being piloted as such, but two schools have been asked to give feedback on the individual pages they have been given.

**8.2 Park ‘Masterplan’:** JH had sent an update by e-mail. The projects will be split into 2 categories – formal and informal. The formal are those round the Pump Room – the gates, steps and surfaces. This is because they will need permissions (planning and listed building) and mostly contracted professional work (ironwork, stonework and earth moving). The cost will also mean a formal tender process. Plans and paperwork will be needed for serious fundraising. It is likely that the same approach will be followed as for Pittville Gates – a FOP/CBC partnership. The first step will be for CBC to commission the detailed plans.

The informal projects are those around the lake and the east border. It is proposed to use a mixture of volunteer effort, a heritage landscape architect and contractors (e.g. for moving stones in the rockery). The first step will be to remove the unwanted undergrowth, then review the remaining trees and then (for the rockery areas) the architect will direct the moving of stones and replanting. The work can't start until late summer/autumn (i.e. after the nesting season) and the work could take two to three years to complete. The overall cost isn't known but this approach will minimise costs and the car parking revenue may well cover the FOP contribution.

## 9 Forthcoming events

**9.1 Cheltenham Horticultural Society Summer Show, 19 August:** JH asked again for volunteers to man the stand (JH, HW, and possibly GJ and FC). **Action:** FC, GJ and anyone else to confirm attendance by 31 July

**9.2 Heritage Open Days September:** HS confirmed two talks, on 14 September at Lansdown House in Pittville Circus Road and on 16 September at No 38 The Park on Evesham Road. The brochure launch is 20 July and bookings start on 1 August. If the first talk is oversubscribed, a second one might be held at Berkhamstead School. **Action:** HS to advise JH

## 10 Proposed other events

**10.1 Working day in the park, followed by BBQ:** suggested by HW, it was agreed to be an interesting idea and could take place next year. For further discussion in January 2019. **Action:** FC

**10.2 Fundraising event in the Pump Room:** suggested by HW, a joint event with Cotswold Male Voice Choir <http://www.cotswoldmvc.org/> It was agreed that HW should investigate further, with a concert in the autumn 2019. **Action:** HW

**10.3 Tree walk, 27 September, 5.30 p.m.:** FC has arranged a tree walk to be led by CBC's Senior Trees Officer (STO), following excellent feedback from

members of Cheltenham Tree Group to a walk he led in June in conjunction with a historian, Richard White. Richard is an artist/researcher with a professional background in participatory media and education. This date and time was set by the STO for up to twenty FOP members. Richard White may not be available but, given the success of previous tree walks we have had (2013, 2014 and 2015), we would go ahead with STO anyway. **Action:** FC, by 15 August

## **11 Any other business**

**11.1 Cheltenham Arts Council:** JH had attended their AGM and thought FOP might be able to apply for an appropriate grant, albeit small, for certain aspects of the park 'Masterplan'.

**11.2 Pittville Student Village:** staff have not yet received information about the GSV working parties nor the printed newsletter. The contact is Tom Skinner. **Action:** CA, GJ and JH to provide e-mail and address

It was agreed that one copy of the newsletter be sent and to sound him out on a visit by trustees, with possibly one for FOP members in due course. **Action:** JH

**11.3 Pittville History Works:** the next meeting is Monday 9 July and Minutes will be circulated. HS is organising a team outing on 1 August at 11 a.m. to The Wilson Open Archive to view the large war painting in the 'At Last Fighting is Over' exhibition and to learn more about the Winterbotham family who lived in Pittville. There are spaces left. **Action:** all to inform HS if they would like to attend

**11.4 Planting and CBC nursery:** JP reported that the CBC Ubico nursery <https://www.ubico.co.uk/casestudy/entry/arle-nursery--cheltenham-borough-council->

will probably be closing and thought that the current traditional planting in the Long Garden and other areas of the town are not as good as usual because they are using up the plants. CA reported that water is being pumped from the lakes in Pittville for watering around the town. There were divided views on how the Prestbury Road roundabout looks at the moment!

**11.5 Urban Gulls Focus Group:** GJ had not heard from the group since she took over from HS last year and it seems it has not met since November 2017. The only eggs being treated now are on commercial buildings and she thinks the group might fold.

**12 Date of next meeting:** Tuesday 4 September 2018 at 6.15 p.m.

The meeting finished at 8 p.m.