



Minutes of the Trustees' Meeting Tuesday 16 January 2018 at 18.15 at the Municipal Offices

Present

Judie Hodsdon (chair), Paul Benfield, Fiona Clarke, Chris Archibald, Philippa Howell, Gloria Jones, Sandy Marshall, David Richards and Hilary Simpson.

Non-voting representatives: Adam Lillywhite and John Payne.

Abbreviations: CBC = Cheltenham Borough Council; CHS = Cheltenham Horticultural Society; GRCC = Gloucestershire Rural Community Council; GSV = Green Space Volunteers; PHW = Pittville History Works; TCT = The Cheltenham Trust

1 Welcome

JH welcomed everyone to the first meeting for 2018, in particular Andy Hopkins, attending this evening, who she hoped the trustees would appoint as the eleventh trustee at the end of the meeting. He had been a trustee in 2011 and been very helpful with the Pittville Gates project.

2 Apologies

Henry Williams, and non-voting representative, Dennis Parsons. Sandy Marshall had to leave the meeting at 7 p.m. so item 12 was brought forward.

3 Minutes of last meeting, 15 November 2017

FC noted that corrections had to be made to paras 1 and 11. GJ will continue as Membership Secretary until 2019 AGM and PH had not by then taken any photographs. The revised Minutes are on the website. The Minutes were then accepted as a true record of the meeting.

4 Matters arising

4.3.1 FOP 'Style manual': it has proved too difficult to create an integrated FOP header and HS recommended that one be professionally designed. FC will draw up a specification. In the meantime, existing stationery should be used. FC has revised the guidelines and will circulate them, along with the specification. **Action: FC**

4.3.2 Civic Awards 2018: SM reported that these would not be awarded this year; however the lecture will go ahead at Chapel Arts on 11 April at 7.30 p.m. The subject is war memorials of WW1. SM will be FOP's representative in 2019.

4.8.1 November 2017 race meeting car park: HW's report had been circulated. CA explained that the 'disgruntled people' had been Fun Runners and some dog walkers. There was a large notice and fliers had been posted around the area by CBC in advance.

4.8.2 'Reimagining the Town Hall': HW's report had been circulated in advance. JH and HS had also gone. JH noted that although the workshop had not been very well attended or effective there had been a lot of online comment from the public. She did not think there had been anything of real relevance to Pittville Pump Room.

17 Newsletter (added to the agenda)

SM reported that the March newsletter went to the printer on Monday. There was further discussion about the number of colour issues. GJ said that October's had not attracted any more new members than previous years. JH thought that as four issues in colour would cost almost as much as the subscriptions income it would be politic to have just the two as agreed earlier. HS suggested that if there are enough good photos of an event etc. these could be put on the website and readers informed. FC reminded trustees that the cost of the newsletters vis a vis membership income had been raised at the AGM.

12 Community Pride 2017 'Learning in Pittville Park' (brought forward):

Notes of the meeting on 10 January had been circulated. PH reported that existing photos on websites could be used. It has proved difficult to find local primary teachers to check what the team will produce. AH suggested approaching the University of Gloucestershire teacher training department and GJ's husband (a former primary school head teacher) was volunteered! JP offered to mention this need to primary schools he visits. SM's husband has contacts in Gloucestershire Naturalists' Society <http://www.glosnats.org/> who might be interested and he may like to join the team. CA is attending a university seminar on 25 January and will make enquiries about university involvement. **Action: CA**

5 Finance/budget 2017/18

The 2017/18 accounts to date and proposed budget figures had been circulated. The budget for newsletter expenditure would be revised down and the Community Pride 2014 entry amended to 2017. It was agreed to transfer £2000 to the Saver Account. There had not been much movement in December.

6 'General Data Protection Regulations' (GDPR)

There is an alert notice in the forthcoming January newsletter to members. JH is researching what is needed. The key is communicating with members, volunteers and any other people about whom we hold information - telling them what information we keep, what we use it for, what format it is in, how long we keep it. We also need a privacy statement (i.e. we do not share the information with other bodies). We need to get explicit agreement about the above from everyone which means contacting them. GJ, as membership secretary, agreed to be point of contact for members.

JH will write a summary of what needs to be done and a timetable drawn up for contacting everyone by May 2018. **Action: JH by end January 2018**

PB noted that we could update the Gift Aid information at the same time.

7 'Junior' and corporate membership

FC explained that a junior, or rather, a 'student' membership had been suggested by a member as a way of engaging with the students at the Pittville Student Village. After some discussion it was agreed that perhaps the most effective approach was to have the Village or the student union as the member (perhaps corporate) with the university/union e-mailing the newsletter and other communications to all students. It was agreed to move this idea forward either at the official opening of the student village on 1 March or after that. **Action: FC and CA attending**

Pittville Lawn Dental & Implant Clinic had written to the Membership Secretary enquiring about corporate membership. They want to support the park work in particular, even volunteering themselves. It was agreed that the membership fee be £50 for 2018 and that terms and conditions be drawn up. **Action: FC**

HS suggested producing a flier which she could take to certain businesses in Pittville with the newsletter (July) and that corporate members be listed in the October issue. **Action: FC and HS**

8. Forthcoming events

8.1 FOP Quiz Night, Monday 5 February: PH will meet the organiser, FOP member Amanda Slayton-Joslin, on Friday. Bookings are going well but a reminder will probably be needed, and also for raffle prizes. Those trustees who wish to donate a prize ideally should arrange delivery direct to A S-J. PH to update trustees after the meeting.

Action: PH

8.2 Festival car parking Albemarle Gate, 13-16 March: HW's report had been circulated. He and CA have two volunteers already. They will ask for more and make arrangements nearer the time.

Action: HW and CA

8.3 Cheltenham Horticultural Society Spring Show, Sunday 18 March: FOP's table has been booked. JH will liaise with Rob Rimell and Eileen Lockwood; PH offered to help on the day too. FC will hand over handouts etc. to JH before she departs.

Action: JH and FC

8.4 Friends of Pittville Plant Sale, Saturday 5 May: this has been advertised in the January newsletter. DR has arranged for the three nurseries to provide plants. Permissions etc. need to be sought soon. 100 copies of a flier could be distributed three weeks before around Pittville. FC can help design it.

Action: CA

Handouts etc. will be provided by FC by beginning of March. **Action: FC**

8.5 Friends of Pittville Garden Party: it was agreed not to hold it in JH's garden for a third time as people need to see something new. HS suggested asking Bradbury Gardens if they would provide the venue as the gardens have been especially designed and are well maintained. It was agreed that CA would sound them out when he visits. He and FC had met staff in mid-2016, at their request, to discuss volunteering. There seems to be a new manager and another request to meet. GJ will provide CA with the names of the two FOP members and their support workers.

Action: GJ and CA

8.6 Annual General Meeting date and speaker: Half-term begins 22 October. GJ agreed to visit the school to discuss dates. PB is able to prepare the accounts for a mid-October AGM. Possible speakers were discussed and HS will approach them. Another suggestion was the woman who surveys the birds in the park for CBC. It was agreed that, if the school system was likely to be inadequate, HW would be asked if FOP could borrow the PA system which had been used at the QAVS award ceremony.

Action: JH

9 Others' events

9.1 Picnic in Pittville Park, 1-2 September: licencing notices had been posted around the park. It seems to be a major commercial event with some uncertainty as to how many days the lawn in front of the Pump Room would be inaccessible to the public. CBC had assured JH that any damage would be rectified and paid for by the hirer. She was happy for the park to be used in this way as it was historically used for entertainment – provided it is appropriate and meets noise and other environmental standards. AL said that residents were concerned about noise and whether a public park could be hired for a paid entry event (£6 adult, free for children) though other Cheltenham parks are so used. The hire fee goes to Green Space Development but is not earmarked for Pittville Park. It was agreed that if community groups were invited or able to have a stand (at no charge) FOP would be interested.

Action: FC

9.2 Heritage Open Days 2018: this is now two long weekends (6-9 and 13-16 September). HS reported that the main Cheltenham events etc. would be 13-16th. She wondered if PHW should organise FOP's participation or hand it over to FOP as such. FC will not repeat 'Pittville's hidden heritage', successful as that had been, and she didn't think FOP or PHW should offer anything at the Pump Room. HS may approach Holst Birthplace Museum for space to demonstrate the PHW website. Other options are Desmond Marshall's walk and perhaps one around the new blue plaques as one of the national themes is women's suffrage, under the heading 'extraordinary women'. **Action: HS**

10 Christmas plans

HS proposed that FOP erects a Christmas tree at Pittville Gates but AL and JP sounded a note of caution as they both experienced vandalism to personal and publicly erected trees in 2017. JH suggested that discussion be deferred until the next trustee meeting with trustees thinking what FOP would be trying to achieve with a tree or other Christmas-related decoration at the Gates.

11 Green Space Volunteers

CA reported that 20-22 volunteers come each time; all 400 'whips', provided by The Woodland Trust had been planted west of Tommy Taylors Lane over two working parties; clearing behind Pittville Pump Room may be completed at the next. The annual meeting and celebratory cakes was held on the concourse at the Pump Room on 7 December. CA will ask GSV if they would like coffee once a month after a full working party. He will also ask them for ideas on projects for 2018. The final draft of the Green Flag and Green Heritage Site Accreditation renewal is being prepared with end January submission. CBC is trying to include more photographs. About 20 FOP GSV are attending a Cheltenham-wide GSV lunch on 21 January in Prestbury WI Hall. JH is preparing a small GSV display for this. CA has e-mailed GSVs who have not been for a while to see if they still wish to be informed. Finally, picking up on item 15.1 in November's Minutes, he thinks that Cheltenham, like Bristol, may set up a Parks Forum and conduct a consultation on charging for park use.
<http://www.bristolparksforum.org.uk/>

13 Pittville History Works

Minutes of the meeting on 8 January had been circulated. The blue plaque to Florence Earengy in Wellington Square has been agreed by Cheltenham Civic Society (CCS) trustees and it will be unveiled in April. The publisher History Press <https://www.thehistorypress.co.uk/> is contributing £100; FOP will contribute up to £200. The total cost is shared 50/50 with CCS. FOP's name will appear on the plaque. It is usual for trustees to be invited to the unveiling and refreshments afterwards.

14 Any other business

14.1 Upper Lake projects: JH reported that the topographical survey has been done so the landscape designer can begin on the Master Plan for the whole area. This is expected to take four weeks. Then the next step is to decide on options and priorities and to get some outline costings; there may be some public consultation and the support of CBC for the plans will be sought.

14.2 LandLove Magazine: FC and JH had met a freelance journalist yesterday who has been commissioned to write 3000 words about Cheltenham – what it has to offer (food and drink, culture and outdoors, history etc.). Visit Cheltenham has arranged her three day programme and FOP was asked by TCT to brief her on Pittville heritage and offerings.

14.3 Pittville Circus: AL asked if FOP knew about the car joy riders who recently badly damaged the grass and knocked over a tree. FC said her husband had reported the incident to CBC and Ubico had replanted the tree. If it does not grow well, the Senior Trees Officer says they will plant another. AL was concerned that it might be any old left over tree and he wondered if FOP might like to sponsor a tree of its choice and GSVs plant it. It was agreed that FOP might, especially as it seems the Green Space Development team seems to be more interested in what trees are planted. At the moment, the Trees team operates independently. AL agreed to sound out CBC on the idea.

Action: AL

14.4 Pittville Student Village: AL asked what FOP had heard about students' use of the park and any damage etc. HS thought a year was needed to evaluate this. It seems residents are concerned about noise and litter but JP said it is difficult to follow up complaints as there is no 'audit trail'. An incident numbering system will be set up. The

Village has set up a volunteer student guardian system which operates along Prestbury and Albert Roads but not in the park. No one knew of any problems in the park itself.

15 Date of next meetings, 13 March and 9 May: someone is required to take the 13 March Minutes and to liaise with JH on the May agenda. Contact FC by 15 February and she will brief whoever offers. **Action: All**

16 Strategy and succession planning meeting date: All agreed this was a good idea and the event will be in June. **Action: JH and FC**

The meeting finished at 8.05 p.m.

Andy Hopkins was appointed as a trustee after the formal meeting was over.