



Minutes of Friends of Pittville Executive Committee Meeting – 8 January 2009

1. Members present

Hon Secretary Ron Pattinson (RP)
Hon Treasurer Paul Weston (PW)
Ward Cllr. Diane Hibbert (DH)
Fiona Clarke (FC)
Judy Langhorn (JL)
Ann Roberts (AR)

1.1 Apologies

Hon Chairman Dave Prince (DP)
Park Watch - Desmond Fitzgerald (DF)
Arran Stibbe (AS)
Ward Cllr. Tim Cooper (TC)

1.2 Absent

Colin Eynon (CE)
Daud McDonald (DM)
PARA representative (not yet nominated by PARA)

1.3 Others present

Cheltenham Borough Council - Rob Bell (RB)
Cheltenham Borough Council - Rosemary Mansbridge (RM)

1.4 Chair for this meeting Ward Cllr. Diane Hibbert (as Friends of Pittville does not have a deputy chairman)

2. Minutes of Executive Committee (Excom) Meeting – 13 November 2008

The minutes of the previous Committee Meeting were unanimously approved as being a true record of the meeting. It was noted that there was a typing error in the date on the minutes (2009 instead of 2008).

3. Matters arising (Previous minutes' reference)

Item 3.2 Sample standing order form for subscription renewals

Treasurer (PW) presented a sample standing order for discussion. It was decided that the standing order would take effect from 1 October, just prior to the 2009 AGM. It will include a space for member's name, address and e-mail address. The form will be included in the newsletter notifying members and the public of the AGM and could be brought to the AGM. Members renewing their membership and new members between now and September 2009 will be asked to pay cash. Those who have already paid for 2009 will be thanked and asked to pay again, in October.

The standing order form will be available for downloading and printing from the web-site.

Item 3.2 Membership application form in the newsletter

This appeared at the bottom of page 3 of the newsletter, beneath the survey questionnaire. It had resulted in several new members joining the Friends. An application form will appear in every newsletter; if possible, relating to an item about membership and the benefits of membership.

Action - FC

Item 4.2 Updating membership list

The arrangement whereby JL took on responsibility for managing the membership list and related matters is working well. RP still needs the details to maintain the e-mail address list on the web server.

Item 4.3 Arranging ExComm meetings

The arrangement whereby FC arranges the meetings, prepares the agenda and writes the minutes is working well. FC thanked DH for booking the room at the Municipal Offices and RP for providing the templates.

FC advised the ExComm she will be away from February to the end of April. RP agreed to arrange any meetings taking place in that period.

Action – RP

Item 4.4 Producing and distributing the newsletter

FC reported that this had been straightforward, and thanked everyone for their willingness to distribute the newsletter. She thanked CE and JL for their ideas on questions for the survey and, also thanked RP and DF for their invaluable assistance with developing these ideas and designing the questionnaire itself.

Because, as noted above, FC will be away from February until the end of April, RP offered to produce and organise distribution of the next newsletter.

Action - RP

Item 4.5 HLF Working Groups – St Paul’s representation

RP reported that he had passed Daud McDonald’s name to CBC’s Rosemary Mansbridge.

Item 6.2 Acknowledgement of public input into HLF bid

ExComm members were happy with the thank you which appeared on page 3 of the printed newsletter and on the web.

4. Replacement of bridge across lower lake

This item was tabled after item 3.1 above.

- 4.1** RB reported that the CBC had not heard from the HLF office; this was good news as it implied that there were no problems with the submission. He expected HLF staff to make contact soon to ask questions and visit the site.

RB reminded ExComm members that the Severn Trent Community Fund had earmarked money to replace the bridge over the lower lake. HLF had asked CBC not to proceed with work as the bridge replacement was an integral part of the Stage 1 bid. However, consultation was allowed.

RM informed the Excomm that CBC has advertised for a multi-disciplinary team of consultants to take the Pittville project to Stage 2; their appointment is subject to success at Stage 1.

It is envisaged that the bridge will be a standard engineer designed bridge; this is because the allocation would not cover an individually designed bridge. It would not be wide enough for a motorcar, robust enough to withstand vandalism, possibly with CCTV cameras. The design element would be in the ‘decoration’ on the bridge. CBC was approached over the summer by a local

sculptor, Christopher Lisney, who was keen to be involved in the design of the bridge and with developing the community's ideas on it. Local schools and colleges will be asked to think about 'what Pittville means to you' and their ideas fed into the design. JL will approach the schools and colleges prior to CBC making a formal request.

PARA, Friends of Pittville, St Paul's Road Area Residents Association (SPARA) and other community groups will also be invited to put in ideas for the decoration.

An early sketch of the bridge and an explanation of the process will be put on the Friends of Pittville web-site; a display of the different ideas will be mounted in a public place, e.g. the Pump Room, to enable further comment.

Other designers will be invited to submit their ideas. CBC planning and heritage teams must be involved, the school and college input and public display needs to be completed by Easter (8 April) to enable work to start as soon as possible. It is not dependent on a successful HLF bid; if it was not successful, the CBC Heritage and Community Consultation working parties will be re-convened to help manage the process.

Action – JL and RP

5. Survey – members' feedback to date

- 5.1** RP distributed an analysis of the responses to date. Twenty-four members and two non-members have completed the on-line questionnaire. Several people made interesting and useful comments relating to the HLF bid and Pittville in general. These will be taken account of, along with returns received between now and the deadline of 31 January 2009.

RP said he was disappointed by the numbers of members responding but it was pointed out that, in fact, the response rate was above what is usual in any questionnaire survey. As noted above in item 3 several people have joined the Friends and completed the hard-copy survey. More will come in as the newsletter is distributed over the next week by ExComm members. Some may respond to the e-mail reminder sent to members by RP last week.

It was noted that the use of the words 'bus pass holders' instead of 'pensioners' in the membership and fees section on page 4 of the newsletter was potentially misleading. Not all bus pass holders are pensioners or students and therefore not eligible for a concessionary membership fee.

It was agreed that details of the number of responses, an analysis of these and a summary of related issues be included in the next newsletter.

Action – RP in lieu of FC

6. The Edible Garden

This item was tabled after item 4.

- 6.1** AS had e-mailed the ExComm with the Application for ACF funding: the Edible Garden Project. This project has been started by the St Paul's Road Area Residents' Association (SPARA) and is receiving funding from CBC to develop a small-scale community garden on land adjacent to the Francis Close Hall campus of the University of Gloucester. Lessons learned from this project could be very useful in implementing the community garden which is one of the HLF projects.

It was agreed to leave further discussion of this proposal until the next meeting when, it was hoped, both AS and DMcD would be present. RB was interested to learn about the proposal.

Action – AS and DMcD

7. ExComm members' expenses

- 7.1 PW said that two committee members, separately, had raised the matter of claiming mileage for travel to the printer etc. This was agreed to be a reasonable claim and the amount proposed (25 pence per mile) was less than Gloucestershire CC rates or even local schools. DH said that no-one should be out of pocket for direct costs. AR noted that RP did not charge for the time he put into the web site (which everyone agreed is excellent). In general, volunteers do not claim for time but in this case it could be explored, should RP wish it.

8. AOB

8.1 Pittville Crescent hedges

RM informed the ExComm (after item 4 above) that CBC had begun renovating the hedges around Pittville Crescent. The work looked rather savage but was necessary to bring the plants back to good condition.

8.2 Traffic calming plans for Evesham Road

RM also reported that Gloucestershire Highways will be consulting the public over traffic calming after 16 January. PARA, Friends of Pittville, St Paul's Road Area Residents Association will be consulted directly. Information about the work will be posted on the Friends web-site from 16 January 2009.

RM left the meeting at this point.

8.3 Newsletters

DH reflected on the optimum number of newsletter issues per year, given the amount of time it took to write and for ExComm members to deliver in their respective areas (it is between two and three hours per area). She thought two a year sufficient, and published as necessary to convey important information. Others thought a regular number, at set times, was better so that people were reminded of the Friends' existence and, provided the content was relevant and interesting, should keep people involved and new people joining.

FC passed on DF's research into what the Naunton Park Association does – their two newsletters are tied to fund raising activities and events. It was agreed that Friends of Pittville perhaps should not embark on this approach, especially as PARA does this already.

It was agreed to tie the April issue to the result of the HLF bid.

Action – RP in lieu of FC

9. Date of next meeting

This will be decided once the result of the HLF bid is known. Thursday 2 April and Tuesday 7 April 2009 are to be pencilled into ExComm members' diaries.