**Minutes of**

**FoRP COMMITTEE MEETING**

**Wednesday 27th Nov 6.00pm | Teams**

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|  | **Present**: Sian Ellis-Thomas (Chair), Lesley Powell (Vice Chair), Naomi Rogalska, Teresa Henstridge, Lucy James, Sandra Stancliffe, Jeremy Backhouse**Apologies:**, Mike Alden, Claudia Collins, Ben Skingley, Julie Osborn**Welcome** – to Jeremy who has joined the volunteering work in the park and has joined the committee! A local resident who is knowledgeable and keen! We’re really glad to have his support.  |  |
|  | **Approval of minutes of the last (full) meeting (July 2024)**All who attended agreed them as a true record. |  |
|  | **Accounts / Financial update / Companies House returns** A copy of the year to date accounts is circulated to the committee with these minutes. We currently have funds in the back of just under £1000.00.We need to raise around £2k pa to stand still. We’ll need a concerted effort to raise some funds for running costs and perhaps decide at the AGM whether to disband as a CIC? We’ve reduced the costs of email accounts by removing the one set up for Les, so just leaving the ‘hello@redcatchcommunitygarden.com’ email account.  |  |
|  | **Tennis Court Update**The courts are looking great and are being well used. The application for flood lights is in for planning consent we understand. The uptake in bookings / membership was 48% by the end of June which was only 8 weeks after the official opening. We are waiting for a further update in current membership / use but the courts do look as if they are being very well used. |  |
|  | **CIL and other funds update**We have some money left to spend and being held on account for the park:* We have commenced the process to commit the £19,773 awarded to FoRP from the Area CIL committee earlier this year, allocated against our bid for some new benches and noticeboards. We have identified the places in the park we think would benefit from the new seats and picnic benches and notice boards, including a plan to place one of the new picnic benches in the area at the rear of the old library (now cleared) and name the area ‘Mikes Corner’ in memory of Mike Bristow.
* RCG will have sole use of once notice board.
* There is £44,324 left in the ‘Salcombe Road playing fields sell off’ pot. (This was earmarked for a zip wire and replacement roundabout). We were advised to hold off spending it until we knew the outcome of the development at Broadwalk – however we’re now being advised to spend it (we suspect it’s a case of ‘use it or lose it’). So we’re looking at play equipment catalogues and trying to liaise with Susy Feltham at BCC to agree what equipment we buy. It’s unlikely we’ll be allowed to have the zip wire (which we’d originally asked for) but we’ll see what they say. We can use the Park Playground survey to agree what new equipment we provide (a replacement roundabout is circa £10k so the pot won’t buy a lot!).
* Sian to ask Ben to have a look at the play equipment catalogue (as he has young children) and suggest what the children may like. We would like to install some equipment for older children but don’t think we’ll have enough money.
* Naomi to ask for advise from the head of the PTA about the Knowle Park School design for play equipment.
 | **SET/BS****NR** |
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 | **Volunteer activities including WECA fund** * WECA funds provided via RCG (£8k) have been expended on:
	+ slow growing, native hedgerow whips along the boundary with the rear of Stoneleigh,
	+ some new plants for the two round flower beds, including 7 new rose bushes in the ‘rose bed’.
	+ mulch / bark laid on the two round beds to deter weed growth,
	+ a clearance and re planting etc of the wildflower bed near the main gate.
* Weds / Thursday weekly maintenance – one of the volunteers (Lowri) does a few hours on a Wednesday and we now have a regular Thursday morning group which was 6 but could now be 7 as from this week! The progress in the park with this group is very visible!
	+ The two big round beds (Rose bed and the one near the Park car park) have been weeded several times, covered with cardboard and mulched to supress weeds.
	+ We’ve almost finished weeding the Broadwalk MSCP long bed, hopefully pulling out the roots of the brambles and self sown Elder this week.
	+ We’ve cleared the Elder out of the Yew hedge by the Tennis Courts;
	+ Most of the Burdock was prevented from seeding this year (yah!!)
	+ We’ve made a start on the central bed which was / is very overgrown.
	+ We have half a sack of bulbs to plant soon!

What was very daunting and overwhelming now seems much more achievable! We have a few plans….: * Broadwalk car park boundary shrub bed – we’ve tried to form wildlife habitats from some of the debris produced during clearing (bless BCC they keep clearing them away!) and we’d like to form a woodland / nature path through this area for children / dog walkers.
* At the top end (rear of old library) - Jeremy has done a sterling (covert) job of ‘mowing’ the nettles in the area behind the library and between us we’ve cleared the area, and hope to place a bench (as above) in ‘Mike’s corner’.
* We have approval to enable better vision of the tennis courts by lowering the shrubs along the tennis court boundary and opening up viewing corridors in line with the existing benches. We are also proposing installing one of the new benches in this area. In the viewing corridors we’re suggesting we plant low level pollinating plants such as lavender.
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|  | **Fundraising** * FORP requires approx £2000 per annum to stand still. Website, mailboxes, domain etc is circa £400, Accounting and filing circa £900, Corporation tax (19% of ‘profit’), Misc inc printing, equipment etc £300. We have several ways to raise money: Subs, events, raffle, donations (grants do not usually cover running costs of an organisation):
* Now we are less distracted, we need to focus on fundraising: Publicise the income requirement – Social media, sending a piece to the Knowledge and South Bristol Voice
	+ Lucy had some good advice for us, so Sian, Les and Lucy will put their heads together to see what funds we could apply for to help with running costs.
	+ Lucy mentioned Indirect Cost Recovery (ICR) linking into bids with a % to cover admin / running costs
	+ Annual subs: We have only 23 fully paid up annual members. We need more!
	+ We will plan another event like the balloon launch which on its own brought in £3k+, and think about what we could do earlier next year to get some much needed funds in sooner.
	+ Sponsors - Did any committee member get anywhere with identifying any sponsors who may be interested in giving us a bit of money to help us on an annual basis? Ben S was going to ask their builder who is working on their house and does a lot of work in Knowle. Any update on this?
	+ Les/Sian/Lucy to approach local businesses to see if they’d like to sponsor us in return for advertising on our website or dedicating a flower bed to them?
	+ Francis a local resident would like to contribute some funds for plants. SET/JB to develop an annotated planting plan for the park. LP to contact Francis and arrange to meet
* Lucy advised that we must include ‘Community Benefit’ into our bids. Lucy to review bids and advise as they progress.
* Sandra advised she is happy to input into bids regarding Inclusion, Diversity and Equality
* Sian investigating ‘Impact Reports’ to support funding bids
 | **SET/LP/LJ****BS****SET/LP/LJ****SET/JB****LP****LJ****SS****SET** |
|  | **Redcatch Quarter Update**The discussions between Laura Chapman of Broadwalk Redevelopment Community Group (bringing the JR) and the developers are on-going, and are currently at a very intense position. BCC tried to delay the JR but the Courts said ‘no’ – so the JR date is still 9th /10th of Dec. People are welcome to attend the hearing and provide local support to Laura. See the Broadwalk Redevelopment Facebook page for updates.  | **ALL** |
|  | **AOB*** **Lord Mayor’s award –** This is being presented to FoRP at the Mansion House next Tuesday. Sian and Les have been invited to accept the award on behalf of FoRP.
* **Pavilion Update (Pavilion Sport Asset Transfer (SAT) update) -**As far as we’re aware, BCC missed out on the not insignificant funding available from the FA this year and agreed eventually to pause the SAT and apply for FA funding next year. FoRP are not being kept informed of status but relying on RCG to keep us informed. Les will email BCC again to ask to be kept in the loop.
* **Defibrillator –** defib donated by Great Western Air Ambulance Charity and **installed for free by Jon Bird Electrical Services** is now installed on the rear of the RCG Cabin (office) (from where it gets its electrical supply), fitted facing into the park near the car park and working/ live of the ‘circuit’! Paperwork (if needed) is in a folder in RCG office. Les is ‘guardian’ and will do the required checks every month. We’re booking into a training session in February. There are two – one at 4pm and one at 6pm.

**If you would like to do this let Les know which time?** An invite to both sessions has been sent out. It’s a hour training and a show round of the Air Ambulance depot at AlmondsburyDefib training day - basic life support**Thursday, 20 February 2025, 16:00 (and one at 18.00)****GWAAC, NPAS, Gloucester Rd, Almondsbury, Bristol, BS32 4FB**Sandra, Sian and Les have agreed to attend. * **Park Vision Document (Park Strategy) -** After the last 18months distraction, Les is back on the rewriting some of the draft doc she started to respond to and align with the headings in the now published BCC Parks and Green Spaces Strategy. She hopes to get the draft ready for the AGM. Sandra confirmed she’s happy to review/refine and precis document so it is succinct.
 | **LP****All****LP/SET****SS** |
|  | **Date of Next Meeting**Date of the AGM for January agreed as **27th Jan 6pm**. Venue TBA once numbers known. Probably Pavilion. Invitation has been sent to all committee members and the two Cllrs.  | **All** |
|  | **Closed Session** | **SET/LP** |