

## **Meeting of the Trustees of Liquorice Park Millennium Green Trust 24 Nov 2022, 2:00 pm (Held – High View)**

Present:        Phil Cragg (Chair)            Richard Bayles            Alison Griffiths  
    David Royle

		<b>ACTION</b>
<b>1</b>	<b>Apologies</b>	
	Penny Toone	
<b>2</b>	<b>Previous Minutes</b>	
	Previous minutes (29/9/22) accepted as a true record. Proposed: DR, Seconded: AG To be up-loaded to website	RB
<b>3</b>	<b>Finance</b>	
<b>a</b>	Overview - RB gave a brief summary of previously circulated report – No concerns raised	
<b>b</b>	Bank change – RB confirmed no general banking charges applied and meeting agreed to proceed with transfer to Lloyds. Agreed that any further approvals could be handled by existing dual authorisation (RB & PC). RB to initiate change-over process with Lloyds.	RB
<b>c</b>	Donations – No new donations	
<b>d</b>	Expenditure Approvals; i) Insurance renewal, £235 agreed. ii) Water Bill, £19 agreed (may be less with updated meter readings). iii) Wood for seat repairs, estimated £40 approved.	
<b>4</b>	<b>Neighbours Update</b>	
	No issues. Western Carline Rd neighbours house is up for sale.	
<b>5</b>	<b>Risk &amp; Safety Issues</b>	
<b>a</b>	Risk Assessment updates	
	Current areas of concern:	
	- Main Steps; Eastern broken step repaired. Number of other steps will need repair soon (hopefully will last till Spring), we will require wood to be purchased (non -std step heights). Still considering looking at possibly adding a topping material to prevent water collecting on some steps.	RB / AG
	- Sunken garden Steps; Monitoring and pushing steps back if they move forward. Considered a satisfactory method for now but need to keep an eye on them.	RB

	- Orchard Grass Bank; Will add additional steps later in year, have wood prepared.	RB
	- Southern Boundary; see Section 9a for update.	
	- Viewing Platform; Fund for materials ring fenced. Not considered urgent but need to keep our eyes on it (regular checks carried out).	ALL
<b>b</b>	Accident Report Book – No new issues.	
<b>6</b>	<b>Governance</b>	
<b>a</b>	Land Registry name holder. Have sent enquiry to Charity Commission to try and understand how we change the address. Unclear if it's a role for us or for The Official Custodian for Charities who hold the land on our behalf.	RB
<b>b</b>	Awaiting full implementation of the 2002 act before we update the deeds.	
<b>c</b>	PC suggested we should review our GDPR documentation (as a periodic check). PC to do this.	PC
<b>7</b>	<b>IT</b>	
<b>a</b>	<u>Liquorice Park email list</u> 128 active subscribers, an increase of 1 since last meeting. Last e-mails sent had an open rate of 73%.	
<b>b</b>	<u>Website stats (now based on Google analytics)</u>  Unique visitors Oct 2022: 62 (down 7% from Oct 2021).  Pages viewed Oct 2022: 195 (down 40% from Oct 2021).	
<b>c</b>	Discussed what website stats we want to see and how do we improve figures. Agreed directly comparing data to last year's previous month was not really useful any longer. RB suggested that possibly showing a longer timeline trend may work (will investigate).  Agreed that the look and feel of the site is good, but probably need more articles. Suggest we ask volunteers / trustees for articles to add. Figures may jump once QR codes appear on new signs.	RB  ALL
<b>8</b>	<b>Volunteers</b>	
	AG provided a summary report (attached as Appendix).	
<b>9</b>	<b>The Park</b>	
<b>a</b>	Southern Boundary <ul style="list-style-type: none"> <li>- Bus Stop Wall; The County Council have been alerted to the problem with the Bus Stop wall. They have confirmed that they will send one of their team to look at it to ensure it does not present a current risk. They will also get back to us on whether they accept that they are responsible for maintaining the wall.</li> <li>- Low Wall, Agreed to wait for discussions on Bus stop wall to be completed before further quotes, re-build etc. However still intend to investigate the possibility of pulling remaining trees down into wild copse area. Area to be cleared. Will tackle smaller</li> </ul>	AG

	tree first. Will also clear section of remaining smaller shrubs/ trees.	
<b>b</b>	Signs	
	- Panoramic; Agreed to investigate use of a professional photographer.	AG
	- General Signs; Agreed to obtain new quote with warning message part of the main sign, rather than a separate set of signs which makes the cost prohibitive.	AG
<b>c</b>	Miss Rose's Garden – Lots of bulbs being planted (many thanks to Isla). Existing plants have taken well. Agreed to build a dead hedge to stop unwanted footfall from certain areas. Also need to decide on gateway to allotment (to be discussed as part of allotment plan).	
<b>d</b>	Vandalism – Two benches damaged. One definitely vandalism other may just be due to rot. Some minor graffiti (our friend 'Faith' again).  - Need to look at best placement of Wildlife camera, needs to be accessible for data retrieval but not obvious or easy for vandals etc.	All
<b>e</b>	Water Tap – No changes to be made until Allotment agreement finalised.	
<b>f</b>	Allotment – Paperwork for taking over the allotment has been signed by Trustees and will be delivered back to council. Allotment is free and in theory all allotment rules still apply, however, trustees agreed incorporating the area into our parks aims will satisfy most of the requirements and therefore allotment rules shouldn't become an issue.  - Agreed we need an allotment plan. Priority is for all trustees to meet in the allotment and review priority areas (removal of metal work, wire, shed etc.) Agreed to meet on Weds 30 <sup>th</sup> Nov at 10:30.  - Agreed to build dead hedge along Yarborough Rd boundary, to prevent access. May plant a live hedge at later date.  - Will probably sow wildflower seeds on previously cultivated area.  - PC reported discussions ongoing with insurers over use of power tools. They have confirmed most equipment we use is OK just ongoing issue over chainsaws.	All  ALL  ALL  PC
<b>g</b>	Tool Store re-build – Almost complete, just need to finalise guttering. Toolbox also finalised.	RB
<b>10</b>	<b>Fundraising</b>	
	Nothing planned currently	
<b>11</b>	<b>Any Other Business</b>	
<b>a</b>	- Open day potentially late Spring 2023.	
<b>b</b>	- Some of the council provided dog fouling warning signs have been placed in park. Suggested remaining ones be place on some of the rubbish bins. RB to review with other trustees whilst in park.	RB
<b>c</b>	- No further progress on Alexander Entrance sign. Previously agreed we should replace top board with new wording (AG has approached volunteer for this). Lower two boards to be replaced with a weatherproof Chalk Board. All ideas welcome!	AG / ALL
<b>d</b>	- Request to be made regarding an additional council bin at the top of Western steps, as	AG

	the one there often overflows. AG to ask council (may be able to add second bin to post).	
<b>e</b>	- Boundary review; Main issues and actions known, however, need to discuss with top western boundary property regarding dead tree and vegetation. RB to re-check boundary.	RB/AG
<b>f</b>	- Wildlife survey; Contact made via university volunteers. Awaiting feedback.	AG
<b>g</b>	- Mural; Ideas for creating mural on Arbour required. Potentially herb garden information PT/AG to consider further.	PT/AG
<b>h</b>	- Boundary; Recent parking ticket issue on Alexander Terrace has raised query of actual highways boundary. PC to write response for DR to respond to council.	PC/DR
<b>12</b>	<b>Items / Actions not discussed</b>	
	N/A	
<b>13</b>	<b>Next Meeting</b>	
	Provisional date agreed on - 5/1/23 at 11:00 am	ALL

## **APPENDIX 1**

### Volunteer Co-ordinator's Report for Trustees Meeting

Alison Griffiths

November 24<sup>th</sup> 2022

#### **Allotment**

Some progress has been made – a small area has been dug over, some brambles cleared and some thinning of saplings and cutting down of dead branches. The site has some safety issues – i.e. uneven ground, hidden metalwork and wire and general rubbish.

Volunteers regularly ask as to what is planned for the area and therefore a plan of action needs to be decided.

The construction of a dead hedge is a priority along the southern boundary to discourage entry from the pavement as the present fencing is not adequate and is an eyesore. Volunteers enjoy working on this site as they can see the results of their efforts.

#### **General**

Other copses are in the process of being cleared of dead branches and unwanted saplings. The orchard boundary has been cleared to enable more light to encourage wildflowers and bulbs previously shaded by overgrowth and generally opened out the orchard.

The broken step on the Eastern boundary has been repaired and plans are being made to carry out necessary repairs/maintenance on the main steps. Two benches are also need repairs.

The tool shed is now completed – thanks to Richard and David Willows. Richard has also constructed a robust wooden toolbox for the smaller tools.

#### **Paybacks**

David is now regularly working with the Paybacks - carrying out much needed path maintenance and bramble control. David has also undertaken tidying up dead hedges.

#### **Christmas Break**

I am proposing to suspend organised volunteering over the Christmas/new year period as in previous years.

I suggest that the last session is Wednesday December14 and recommencing on Wednesday 4<sup>th</sup> January 2023. If any Trustees wish to continue their usual tasks (bin emptying, etc.) this will be appreciated.