## Meeting of the Trustees of Liquorice Park Millennium Green Trust 5th Jan 2023, 11:00 am (Held – High View)

Present:

Phil Cragg (Chair)

**Richard Bayles** 

Alison Griffiths Penny Toone

		ACTION
1	Apologies - David Royle	
2	Previous Minutes	
	Previous minutes (24/11/22) accepted as a true record.	
	Proposed: AG, Seconded: PC To be up-loaded to website	RB
3	Finance	
а	Overview - RB gave a brief summary of previously circulated report – No concerns raised	
b	Bank change – RB still to initiate change, will do this in next week or two.	RB
	Donations – No new donations	
С		
	Evenenditure Annrevela	
d	Expenditure Approvals;	
	i) Meeting formally recorded the previous e-mail discussion on cash purchase of	
	ladder for £35, from local Facebook marketplace (no receipt).	
	Note: AG handed over receipt for wood for bench repairs (spend agreed at last meeting).	
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-	PP reject the issue over whether we should have an additional contingency fund such things	
е	RB raised the issue over whether we should have an additional contingency fund such things as the wall repairs. Whilst it was accepted we could never cover for things such as the Bus	
	Stop Wall (which would need specific fund-raising activities) we should have some in hand to	
	cover for such things as clearance of fallen trees etc. To this end it was agreed to add £500	RB
	per year as a new ring-fenced contingency fund for unforeseen events. Note; Existing	
	contingency allocation is a Charity Commission requirement and covers general running	
	expenses (insurance etc.)	
4	Neighbours Update	
	No issues. Western Carline Rd neighbours house has been sold. AG to contact new	AG
	owners once they have moved in.	
5	Risk & Safety Issues	
5		
-	Risk Assessment updates	
а		
	Current areas of concern:	
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	- Main Steps; Number of main eastern steps will need repair soon (hopefully will last till	RB / AG
	Spring), we will require wood to be purchased (non -std step heights). Still considering	IND / AG
	looking at possibly adding a topping material to prevent water collecting on some steps.	
	isoning at possibly adding a topping matchai to prevent water concetting on some steps.	
	- Sunken garden Steps; Monitoring and pushing steps back if they move forward.	RB
	Considered a satisfactory method for now but need to keep an eye on them.	
		<u> </u>

	- 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	Accident Report Book – No new issues.	
6	Governance	
	ODDD DC has reviewed the descentering religion encoderante only. No further estimate	
a	GDPR. PC has reviewed the documentation, minor amendments only. No further action	
b	Management Plan. Need to update and include our long-term goals. Initially AG has list of park jobs which will be added to the spreadsheet, which will be re-issued by RB/PC	AG/RB /PC
С	AGM. Agreed date will be the evening of Monday 24 <sup>th</sup> April 2023. Various possible venues	ALL
	were discussed. Enquiries to be made (any other suggestions welcomed).	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
d	Land Registry name holder. RB reported Charity Commission have replied and confirmed changes need to be made via the Land Registry and not the Custodian for Charities. RB to contact NW about progressing the updates.	RB
е	Trustees approved re-appointment of Richard Bayles for a further 4 years.	
	RB agreed to keep a check on when all trustees' re-appointments were due.	RB
7	IT	
а	Liquorice Park email list	
	127 active subscribers, a decrease of 1 since last meeting. Last e-mails sent had an open rate of 66%.	
b	Website stats (now based on Google analytics)	
	Nov 2022 Unique visitors 72, Pages viewed 159	
	Dec 2022 Unique visitors 92, Pages viewed 239	
	Average per month since April 2021 is 139 Unique visitors and 490 pages viewed.	
С	RB showed graph showing above figures across all months since April 21. Average is high due to two specific events, new site, survey etc. Interestingly spikes also occurred with introduction of QR codes on Orchard signs. Most visited pages each month are generally, - Home Page - History - Find Us - Map - Contact Although surprisingly for Dec 2022 the second most viewed page was the composting guidelines! Meeting discussed possibility of specific articles such as a more detailed History of the Park and surrounding area which may be of interest to people. Suggested RB contacted NW to	RB
	see if she may be interested in writing article. Suggestion also that QR codes are a very good way to direct people to more information. As examples we could include them on signs directing to articles such as Miss Rose's Garden and History of the Herb garden.	ALL
8	Volunteers	

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9	The Park	
a	<ul> <li>Southern Boundary</li> <li>Bus Stop Wall; The County Council Engineer has reviewed the wall and confirmed there is not an immediate risk of failure as well as suggesting some potential solutions. The City and County councils are still to confirm where responsibility lies. Until we receive a decision it was agreed all we could do was to keep reminding them we were waiting for a response. AG agreed to chase them up next month.</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. Will tackle smaller tree first. Will also clear section of remaining smaller shrubs/ trees.</li> </ul>	AG
כ	Signs - Panoramic; AG confirmed a local Professional photographer has offered to try and take a new panoramic photo but won't be until late Jan due to workload.	
;	Miss Rose's Garden – ID has asked if we can build some low level edging around the path and borders to deter footfall on the planted areas. Meeting agreed this was a good idea. AG to add to volunteer job list.	AG
	<ul> <li>Need to look into best type of sign. Suggested possible a wooden sign with burnt writing AG/PT to investigate.</li> </ul>	AG/P
ł	Vandalism – Now believe back panel of donated bench may have been vandalised (initially thought may be weather related). Good news is that the bench donor has contacted the builder who has the broken panel and is going to repair.	All
;	Allotment – Is now formally under our stewardship. Preliminary action plan as follows;	
	<ul> <li>The dismantling of shed nearest to the gate to Miss Rose's Garden.</li> <li>Block access in Miss Rose's Garden thereby discouraging footfall to and from allotment site from the park.</li> <li>Shed to the right of this gateway to be left for time being.</li> <li>Metal arch made safe if possible, if not, dismantled and removed.</li> <li>It was decided that the area from the boundary fence near the houses on Yarborough Road to the cherry trees would be left to grow wild with the minimum of management and to monitor what is growing naturally.</li> <li>The area from Yarborough Road access point, through the composting bays, would be terraced, trees to the right thinned out and removed.</li> <li>The hire of a rotavator to help turn the compacted soil was approved.</li> <li>A dead hedge would be built along Yarborough Road boundary to improve the view from the road and to make this point of entry more difficult.</li> <li>It was suggested that the composting bays near the entrance were made good. Any metal stakes etc would be removed.</li> </ul>	
	<ul> <li>It was suggested that the allotment area was looked upon as a separate working area from Liquorice Park and that access to it for the general public was discouraged</li> </ul>	

g	Paths – Meeting reviewed suggestions raised by RB's e-mail. All agreed the four suggestions should be approved but we don't want any additional paths not on this	PC
	plan. The four actions agreed are,	
	- Reinstate the overgrown north/south path in the top bramble patch.	
	<ul> <li>Create a woodchip path/steps down the western side of the cornflower</li> </ul>	
	meadow (from the metal bench to just above the picnic table).	
	<ul> <li>Create top of orchard steps with possible small woodchip area just above &amp;</li> </ul>	
	below.	
	<ul> <li>Create a narrow woodchip path across the lower meadows. (This currently</li> </ul>	
	gets very slippery due to slope).	
	gets very suppery due to slope).	
10	Fundraising	
	Nothing planned currently	
11	Any Other Business	
a	Any Other Business - Open Day – Agreed April probably too early and we should aim for late	
a	Spring/early Summer. However need separate committee to organise the event	
	as too big a job for Trustees. Agreed to send e-mail to all those on our mailing	
	list asking for volunteers and ideas. Response will determine if Open day goes	
	ahead or not. PC to draft request.	PC
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 do.	RB
	Note PT is planning on re-painting the bins, with better paint).	
С	- Request to be made regarding an additional council bin at the top of Western	AG
	steps, as the one there often overflows. AG to ask council (may be able to add	
	second bin to post).	
d	<ul> <li>Boundary review; Main issues and actions known, however, need to discuss</li> </ul>	RB/AG
	with top western boundary property regarding dead tree and vegetation. Property	
	has now been sold so will await new owners. However some work can be done now	
	as access is improved with winter dieback.	
f	- Wildlife survey; Contact made via university volunteers. Awaiting feedback.	AG
~	- Wildlife camera installed. Will monitor to check settings and coverage.	RB
g	- Withine camera installed. Will monitor to check settings and coverage.	
h	- Question asked regarding progress of Sunken garden Cone refurbishment by	AG
	TESS. AG has had some communication reporting TESS were looking at alternative	
	adhesives. AG agreed to follow it up with TESS	
12	Items / Actions not discussed	
	N/A	
40		
13	Next Meeting	A11
	Date agreed – Monday 17/4/23 at 11:00 am	ALL

## APPENDIX 1

Volunteer Co-ordinator's Report for Trustees Meeting Alison Griffiths January 2023

The run up to Christmas saw some very cold and wet weather causing cancellation of a few sessions. Volunteer numbers slightly decreased but those that turned up carried out a lot of useful work.

David and his Payback team have worked hard on the ongoing re-building/maintenance of paths and will hopefully continue to do so in this new year.

For the next 3 months there is much to do building dead hedges, removing unwanted saplings and generally tidying ready to encourage the spring growth.

The allotment now has a plan of action to follow which will create good opportunities for volunteer involvement.

There is still a strong core of regular volunteers – usually averaging 5 or six per session which is adequate and manageable. When the better weather comes it is usual for volunteer numbers to increase and the sessions tend to become a more of a social event.