

EXECUTIVE COMMITTEE MEETING : MINUTES

Registered Charity no. 1166580

- Date:** 18th July 2022
- Venue:** Parmoor
- Present:** Andrew Booton (AB – Chair), Peter Sayers (PS – Vice Chair), Mike Richardson (MR – Secretary), Claire Attenborough (CA – Treasurer), Sarah Harvey (SH), Steve Bryson (SB), Hugh Curran (HC), Tess Beck (TB), Mike Rigby (MR)
- Apologies:** All members attended.
- Next Meeting:** 5pm on Monday 15th August 2022

ITEM	ACTION
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1. Introduction

The Chair welcomed Mike Rigby to his first meeting. The purpose of this meeting was to discuss our various areas of interest and urgent matters concerned with Parmoor. The Trustees' Parmoor House group will be meeting regularly and report to the Executive each time.

2. Minutes of the meeting held on 16th May

The minutes were approved.

3. Matters arising

3.1 Lansdown Industrial Estate. Due before Sep 22 Planning Committee. CBC have secured additional reports on heritage and building conditions. AB to update Victorian Society, C20th Society and Assoc of Industrial Archeologists to agree campaign plan and next steps.

3.2 AB and HC met Tim Harman, a Leader of CBC Conservatives and County Councillor to discuss the Town Centre Manifesto. He is using his County Council allowance to secure pavement improvements and will monitor opportunities for CCS involvement in town centre improvements.

The meeting agreed that a photo opportunity was the best way of keeping the state of the Sports Direct shop in the public eye. We must continue to press CBC and GCC to take this on and get action. At present there is no enforcement action for the landlord to do the essential work.

3.3 The Chair's lobbying of the Police and Crime Commissioner and MP led to a further meeting with more senior police representation to discuss vandalism in the Minster Churchyard. Result was installation of 2 x CCTV cameras and involvement of the Rural & Heritage Crime Team.

4. Finance

4.1 No significant change since May meeting.

5. Parmoor

5.1. The draft terms for the Parmoor Advisory Group were discussed and agreed. A minimum of three CCS Trustees can make spending decisions up to £5,000. Audit Trails are essential for all spending. AB

5.2 The Edge Design Workshop Fee Proposal follow the RIBA 5 stages but not all stages are necessarily required. Agreed that Edge Design would be asked to requote for work up to Stage 3, gaining Planning Approval, Change of Use and Listed Building Consent. The builders are to be involved in the discussions at an early stage to enable cost assessment. Trustees' focus and prompt decision-making is necessary to secure approvals by the end of 2022. ALL

5.3 We may need to phase work on the building to enable income to be generated for further stages. Opportunities for grants and sponsorship to be investigated. CA

5.4 Willans to advise on staff matters. PS

5.5 Parmoor's postal address has been confirmed. Insurance and Rates to be confirmed. CA

6. Updates

6.1 Campaigns

Town Centre. Momentum is building on the Town Centre Campaign. We need to provide more updates to members and use campaigns to encourage an increase in membership. Next PR opportunity confirmed as photoshoot. SB

Minster Churchyard. Date of completion to be confirmed, expected Sep 22. Life Story has agreed to help efforts to generate members for the Friends of the Minster. A leaflet should be prepared for the Cheltenham Arts stand on 11th September and also distributed with tickets for HODs. The Project team talked about a launch event. HC/SH.

Temporary Structures. CBC is writing to owners of buildings that have temporary structures in their grounds as a result of relaxation of planning rules

during Covid. CCS in partnership with FISG, FOMBAG, FOP and PPR will propose to work with Cheltenham Trust to help with designs for permanent structures for the Town Hall and the Pump Room. AB

6.2 Comms

Our Town continues to receive very positive reactions. The next edition will include HODs, Town Centre planning options and the history of Parmoor.

The website needs a review and update. It should include a page for the new Parmoor so we can create a timeline. Executive meetings will report Google Stats and SB will send access details. PS/SB

6.3 Events

A Parmoor Open House evening for members will be held on 8th August, 7pm to 9pm. This will include an Open Forum for members to raise issues and for a talk about Campaigns. It will be an opportunity to tour the house. ALL

6.4 HODs

The Heritage Open Days launch will be held at 6 p.m. on 3rd August at Honeybourne Gate. Details should be emailed to members including a photograph of the location. SH/HC

A stall will be taken at the Farmers' Market on 29th July and the Arts Market on 11th September.

6.5 Planning Forum

An outline application for 4,000 houses has been published by CBC with a very short time for comments. The Planning Forum have asked for an extension. The link to be sent to all members for their comments. PS/HC

7. Plaques

The new Plaques Officer is looking to pull together fragmented commemorative plaque information from books and papers into a digital source to be linked to the website. This will be a source for presentations, talks and walks. It might be possible to add a Community Layer to the 'Know Your Place' site. We might look at gaps in our celebration of the spa economy and other local industries. Work is underway to source one or more plaque manufacturers. Trustees agreed that Blue Plaques in Cheltenham should be limited to one per person.

8. Any other business

Membership and Fees will be items on the agenda for our August meeting.

MR

A paper will be prepared on the opportunity for Fund raising.

PS

In view of the volume of work, meetings will be held monthly during 2022.

9. Date of next meeting: Monday 15th August 2022 at 5pm.

Agreed dates for future meetings (all on Mondays) during 2022 are:

15th August

19th September

10th October

28th November