

**CHELTENHAM CIVIC SOCIETY EXECUTIVE COMMITTEE MEETING ON 17 July 2023 at Parmoor**

**RECORD OF DECISIONS**

**Present:** Andrew Booton (AB – Chair), Steve Bryson (SB) Hugh Curran (HC), Sarah Harvey (SH), Phillipa Jones (PJ).

**Apologies for Absence:** Peter Sayers (PS – Vice Chair), Claire Attenborough (CA – Treasurer), Ryan Farrell (RF)

**Next Meeting** 5 p.m. on Monday 21 August 2023

**Declarations of Interest** No declarations of interest were made.

<b>Item</b>	<b>Issue</b>	<b>Key Points</b>	<b>Decisions and Actions</b>
<b>1.Introduction</b>			
<b>2. Record of Decisions</b>		All matters are covered in this record.	All
<b>3. Matters Arising</b>	Finance	CA submitted current financial statement to end 16 July 2023  PJ to submit final annual report to Charity Commission.	CA  SB/PJ

	Parmoor	<ul style="list-style-type: none"> <li>We have received feedback from the conservation officer. The architect is requesting a meeting with the planning officer to discuss in more detail, AF to update thereafter.</li> <li>Leckhampton Builders updated budget due at the end of this week.</li> <li>The drainage survey has been undertaken and the report issued. In short, the main drainage run is in excellent shape. We have found one unknown manhole and a couple of 'dead' runs however these will not impact the current design. Once construction work is complete the whole system will need a through jetting clear.</li> <li>Drone survey completed demonstrating the roof is in good shape.</li> <li>Damp and asbestos surveys are booked for the latter part of this month. Previous asbestos survey has not been found.</li> <li>Plan to instruct Edge Design to proceed with building regulations drawings ahead of receiving formal planning consent to advance the detailed design and enable a final cost plan from Leckhampton builders. The fee for this is £5,850.00 + VAT.</li> <li>Decision voted for and agreed by all.</li> <li>AV/Furniture feedback most welcome.</li> <li>SB approached friend for AV and audio specifications for meeting rooms.</li> <li>AB to look obtain trolley and chair cost.</li> <li>Potential to add further cupboards to provide storage for chairs.</li> <li>Front render is damaged due to heavy rain and high temperatures and requires removal to avoid potential H&amp;S issues. AB to discuss with RF.</li> </ul>	RF        ALL SB AB AB/RF
	Annual Report	A PDF copy of the verified Annual Report sent to all CBC and GCC Councillors.	HC
	Meeting Locations	<p>Parmoor is likely to be unavailable for meetings from Sept, however there is the potential to use the bowling club for up to four meetings a month (HODs, SSG, Planning, Trustees).</p> <p>SB to contact Bowling Club AB to confirm Planning meeting dates</p>	SH AB
<b>4. Updates</b>			
<b>Campaigns</b>	N/A	<p>Landsdown Industrial estate: AB spoke to campaign Save Britain's Heritage – nothing new to report.</p> <p>SB spoke to MD re photography. SB to approach History Society to see if we can take photos from their perspective. AB to share plan of buildings and dates with SB.</p>	SB/AB

<b>Comms</b>		Our Town is published and sent to members. Website fundraising pages are now live, along with a fundraising press release.	SB
<b>Events</b>		Suggestion of future corporate events for corporate/affiliate members – e.g. Pannel discussion on Cheltenham’s future and Civic Awards (date TBC). Creation of a pamphlet using Our Town Articles. Oct/Nov 2023 AB and HC to discuss timescales in line with HODS.	AB/HC
<b>HODS</b>		Largest to date with 70 events, 21 open buildings, 21 talks, 18 walks, plays and monologues. Booking goes live 1 <sup>st</sup> August. Launch on Thursday 6pm at St Lukes church. Mayor attending and potentially Alex Chalk. AB to attend and give speech. SH to share PDF of brochure for SB to publish online after the launch. SB to write press release. HC to invite members with RSVP.  Press release for Civic Awards this week, SB	AB SH/SB SB HC  SB
<b>SSG</b>		Jackie Jobs has left CBC. Set in motion a ‘Successful Streets’ taskforce with CBC and SBS. All issues discussed with CBC and GCC officers to become more efficient. HC to circulate list of current issues. A potential budget possibly from BID, HC to follow-up with Belinda, would enable taskforce to enact decisions.	HC
<b>Planning</b>		House opposite Cambray Court: Family trust trying to release funds and submit application. CBC are not replacing the Head of Planning (Liam Jones) and will instead replace with two heads of service: conservation enforcement and operations. Darren Knight is potentially leaving soon.  The Forum is still running with an impact analysis in progress.	AB
<b>Membership</b>		Nothing to report.	

<p><b>5. Fund raising</b></p>		<p>In conversation with Orchard regarding the fundraising strategy. Experience from Pip &amp; Jims to be incorporated into the strategy, AB to send feedback.</p> <p>SB to compile draft from various new business pitches, PJ to feed in.</p> <p>Website Fundraising page has gone live today. The Parmoor page is renamed to the 'Heritage Hub' with links to the Just Giving page and a 'paynow page' with items listed for purchase.</p> <p>SB to draft press release for the £450k campaign</p> <p>Still awaiting feedback from the lottery.</p>	<p>AB</p> <p>SB/PJ</p>
<p><b>6. AOB</b></p>		<p>Cambray Place resurfacing: press release to celebrate our involvement with its completion to be issued with photograph after fencing is complete.</p> <p>Promenade paving: emailed counsellor – no response as yet. 131: SB to write response letter.</p> <p>Affiliate Membership: HC &amp; AB to draft welcome letter and review list of 30 potential affiliates.</p> <p>Conservation area review: AB to follow-up.</p>	<p>SB</p> <p>SB</p> <p>HC/AB</p> <p>AB</p>
<p><b>7. DONM</b></p>		<p>Monday 21 August, 5 p.m. at Parmoor</p>	<p>All</p>