

**CHELTENHAM CIVIC SOCIETY TRUSTEES' MEETING
16 March 2025 on Zoom**

MINUTES

Present: Andrew Booton (Chair), Claire Attenborough, Steve Bryson, Hugh Curran, Sarah Harvey.

Apologies for Absence: None.

Declarations of Interest None.

Item	Key Points	Decisions and Actions
1. Introduction		
2. Record of Decisions		
3. Parmoor	<p>Various elements being repriced, including scaffolding and ashlar due to new window lintels being installed from outside. Should be linked to grant applications.</p> <p>Severn Trent Water connections and power connections imminent, in accordance with previous approved quotes.</p> <p>Mortgage application ready for submission.</p>	<p>AB to arrange photo showing latest water and gas meter readings.</p>
4. Finance and Fundraising	<p>CA had drafted the claim against 27 Cambray Place.</p> <p>HC had produced costs spreadsheet and uploaded to shared drive.</p> <p>A grant application of up to £50k is to be submitted by 31 Mar 26 for external works to Parmoor.</p> <p>CA had produced a summary of potential grant funders that needed to be checked.</p>	<p>AB to check and verify with CA.</p> <p>AB to add claim against 27 Cambray Place to it.</p> <p>SB and CA to finalise and submit.</p> <p>HC and CA to review the list with AI assistance to check viability or identify other sources, and to generate applications based on likelihood of success.</p>

Item	Key Points	Decisions and Actions
5. Campaigns and Projects	<p>Town Centre Forum – To be discussed at meeting with Cllrs Tailford and Harris on Thu 19 Mar.</p> <p>Cav House. AB wrote to CEO of Canada Life. Response was promised from the asset manager.</p> <p>Cynthia Hartmann has produced a proposal for the Cav House site, developing CCS' concept of a square onto Regent Street and creating a mixed-use development of resi, leisure, retail and commercial space, with a potential hotel.</p> <p>Review of Locally Indexed Buildings. Tess Beck to be Project Lead for CCS. St Paul's area offered as trial area in conjunction with SPRA.</p>	<p>AB/HC</p> <p>AB to copy letter to Max Wilkinson MP and Cllr Rowena hay and seek their intervention and update.</p> <p>SB to produce campaign plan to link these efforts and launch the Hartmann proposal.</p> <p>AB to produce financial proposals for the site.</p>
6. SSG	<p>David Shelmerdine and John Harris have volunteered to assist with SSG.</p>	
7. HODs/Events	<p>SH pursuing the opportunity to open all 5 Grade I listed buildings during HODs.</p> <p>AB is running a tour for the Georgian Group on 18 Mar and offered to run the same for CCS members and/or HODs.</p> <p>Tree Strategy and map now published by CBC. Opportunity to conduct another tree walk with Chris Chevasse?</p> <p>AGM proposed to be held on Wed 13 May 26. Venue TBC.</p>	<p>SH to explore potential dates for both walks.</p> <p>AB to contact Suffolk Sq Bowling Club as venue. If not available, SH to contact St George's Sq Bowling Club.</p> <p>CA to confirm with accountants that the accounts will be ready for distribution 14 days before.</p>
8. Membership	<p>Cost of new joiners' event outstripped the value of only 3 attending plus 3 trustees. New approach needed to capture new joiners as soon as they join and get them into volunteering.</p>	<p>SB, SH and HC to devise attractive new joiners' letter including links to activities, reason for joining/interest in specific activities and cover for latest editions of <i>Our Town</i>.</p> <p>AB to run social media posts calling for new members and specifically trustees and volunteers, using</p>
9. Comms	<p>OurTown should be delivered from printers late this week or early next week.</p>	<p>HC to warn distribution volunteers and confirm delivery timeline.</p>
10. AOB		
11. DONM	<p>Tue 14 Apr 26 at 5.30pm</p>	