

Friends of Towneley Park

Minutes from the meeting held on 17th January 2019 at 10:00 am in the Friends meeting room

Present: Maureen Frankland (Chairperson), Damien Hartley (Estate Manager), Sean Kerr (Parks Officer), Barbara Nutter (Secretary), Ethel Lloyd, Judith Hindle, Magaret Crane, David Marsden, Judith Richard, Denise Motley, Ken Brown, Richard Moss, Pat Colbran, Gill Robinson, Corinne Concah, Ronnie Pollard, Pat Ashton, Pete Ashton.

Apologies: Gillian Atkinson, Grayson Holden, Diane Flynn, Ann Mason, Keith Buchanan.

1 Welcome.

- 1.1 The Chairperson welcomed the attendees.
- 1.2 **Passes and Contact List.** Gill Robinson distributed the new parking passes and contact details of the FOTP members and Council staff. **This list is for the group only.**
- 1.3 **Volunteer Sheets.** Members were asked to fill in the volunteer tasks for the next few months. This also included a new task with the Ribble Rivers Trust project, to install trout tanks at Worsthorne and Springfield Primary Schools. The aim is for the children, with the assistance of the organisers, to look after the trout and along with the Friends Group, to release them into the river in March 2019, whilst learning about the environment and the importance of not leaving litter.
- 1.4 **Garden Centre Trip.** A visit to Harlow Car RHS Gardens has been arranged for Thursday March 28th, for anyone in the group. Transport and entry will be free. **Please tell Maureen if you want to go.**
- 1.5 **Glass Workshop.** A glass workshop will start provided that a minimum of 10 persons show interest. The cost will be £15 per person for a 6 week course. Maureen will also apply for an additional grant of £250 towards the costs. The finished item will hopefully be displayed in Towneley Hall.
N.B. Anyone interested meet Monday February 11th 1pm in the meeting room. 6 weeks of classes then start on March 11th.
- 1.6 **Bird Feeding.** It was agreed to continue to use fat balls as well as seed. Additional seed bird feeders have now been placed on Small Lime Walk.

2 Minutes from the August meeting and matters arising

- 2.1 The minutes and matters arising from the meeting held in August 2018 were accepted as a true record.
- 2.2 Thanks to Judith for videoing events and placing them on the website.
- 2.3 Pete provided details regarding the park picnic benches for the disabled. The group thought it would be better if the trustees purchased these, with one for Barwise and a further two for Riverside, once the children's playground is re-opened.

3 BBC Officers Report.

- 3.1 Sean Kerr explained the Towneley Park development Action Plan for the next 5 year period. The aim being, working throughout the park in order to achieve a Green Flag Award.
- 3.2 The Riverside play area will close for refurbishment on the 4th February 2019. Additional signs will be erected around the park informing people to use the Barwise play area whilst work is in progress. It is hoped that the play area will re-open in time for Easter.
- 3.3 An additional £40,000 has been secured for Phase 2 of the programme. The equipment has been ordered by Carly Glover (Playground Officer). There will be improvements to the soft surfaces and sand areas in the new playground.
- 3.4 Sean informed the group that the Development Plan is to address 8 key areas:
- 1) A welcoming place.
 - 2) Health, safe and secure.
 - 3) Well maintained and clean.
 - 4) Sustainability.
 - 5) Conservation and heritage.
 - 6) Community involvement.
 - 7) Marketing.
 - 8) Management.
- 3.5 Sean handed out a table showing all recommendations that need to be undertaken for each of the Green Flag Award criteria. Improvements for 2019 include the following:
- The footpaths are to be upgraded in Thanet Lee, Small Holding, Causeway and farm access.
 - Replacement of the damaged automatic bollard on the hall driveway in order to safely manage vehicle access. At present, funding is being sought for this task.
 - To level and grass the Barwise area.
 - To create a cycling map.
 - Install a defibrillator at Rotunda café.
 - Repair and re-locate wooden notice boards at the hall driveway, play areas, Barwise and Thanet Lee.
 - Re-thinking the Parks Programme:
 - Look at introducing perennial plants rather than annuals.
 - Improvements to the Lime Walk.
 - Discuss how to improve the formal beds. A meeting is to be arranged.
 - Cut back and lower the shrubs near the hall.
 - Remove rhododendrons and replant beds. Simon is happy to meet the group to discuss re-planting.
 - Simon is looking at reducing the yew hedge around the war memorial area so that people can see the hall from this area.
 - Funding is being sought from the Lawn Tennis Association to improve all tennis courts in the parks, including Towneley. This includes covers and lighting.
 - The wooden bridge leading from the Rotunda is in need of repair. The surface is to be replaced with plastic decking as the Riverside playground is refurbished. Signs are to be erected to stop horses and their riders from crossing.
 - Public space protection orders (PSPO) requiring that dog owners have dogs on leads in specific areas:

- Barwise car park.
 - Reflective pond.
 - Around the hall.
 - Small Lime Walk.
 - Picnic areas.
 - Rabbit walk and golf course.
 - The group agreed that the fixed penalty notice for dog fouling was fair.
- 3.6 **Cafés.** The people running the Rotunda Café have acquired the lease for 12 months, until March 2020. After this time the leases for both the Rotunda and Stables cafés will be put out to tender. It is hoped to try and maintain good value for money.
- 3.6.1 Gill asked Sean whether the iced cream van and Rotunda café pay rent, and if so, who gets the money? Sean stated that they do pay rent but was unsure where the money goes. Sean will investigate this and inform the group.
- 3.7 **On-Line Registration.** Sean requested that the FOTP register their details on-line if they have not already done so. He will send Gill R the current list so that she can inform persons not currently registered. It would be useful to record our hours worked.
- 3.8 **Balsam Picking.** Balsam picking will be discussed at the meeting in March. Maureen and Sean will try to get the Burnley College students and River Trust involved in removing balsam along the river banks.
- 3.9 **Toilets.** Paper supply has been improved, brushes provided in the Ladies, but Gent hand washing facilities don't always work. Maureen asked Sean to forward the Toilet Cleaners contract.

4 Area Reviews.

- 4.1 **Barwise car park to Bogart bridge.** (Keith Buchanan). Nothing to report.
- 4.2 **Lime Walk to Thanet Lee.** (Denise Motley). Footpaths are very muddy. Litter remains at a low level.
- 4.3 **Causeway to pitch and putt.** (Grayson Holden). No report.
- 4.4 **Thanet Lee.**(Maureen Frankland & Andrew Johnson). Muddy paths need resurfacing.
- 4.5 **Small Holdings.** (Pat Colbran and Magaret Crane).
- Small bag of litter collected.
 - Some parts of the path are muddy and slippery. Maintenance is required.
 - The wooden notice board above the junction of the Brunshaw and Fulfilled paths is beyond repair.
Should it be removed?
 - No further vandalism to the carved marker posts. Hope to make a suitable replacement for the stolen deer in the summer.
 - Bike tracks have been noticed where deer graze in the woodland. Sean informed the group that this was a one off Christmas event.
 - Litter needs removing from the ditch alongside the path to the Smallholdings trail.
- 4.6 **Fulfilled and Woodgrove.** (Ronnie Pollard). No litter but rubbish bags placed next to the bin. Someone had already collected the rubbish.
- 4.7 **Riverside Car Park and Memorial.** (Pat and Pete Ashton). Small amount of litter.
- 4.8 **Higher Towneley Playing Fields.** (Gillian Atkinson). No report.
- 4.9 **The Triangle and Avenue.** (Gill Robinson). No report.

- 4.10 **Springfield Road.** Ethel Lloyd reported regarding the area at the top of Springfield Road near the Garden Centre. There are empty bottles, cans and general litter. Ethel is happy to undertake a litter pick in this area. Damien Hartley advised her to place any black sacks of rubbish next to a bin for collection.
- 4.11 As Damian and his team are picking litter so regularly, FOTP do not need a “Litter meeting”, but members will pick litter as they see fit, and when requested by Damian.
- 4.12 Damien and Sean thanked the group for all their hard work over the last year.

5 Trustees Report (7th January 2019).

- 5.1 The trustees met as agreed before the members meeting on the 7th January 2019.
- 5.2 Present were Maureen Frankland, Ronnie Pollard, Pete Ashton, Pat Colbran and Gill Robinson.
- 5.3 The agenda for today’s meeting was agreed and the Members Contact List and ICE list, based on data protection information, will be updated ready for the meeting.
- 5.4 The role of the trustees from the Charity Commission website was discussed. It was agreed that on the whole the trustees complied with their governing document and the law, but some slight amendments will be needed at the AGM in October. One thing which is in progress is to have an official audit of the finances for 2017 – 2018 and 2018 – 2019 due to the cash balance in our accounts in this period.
- 5.5 It was felt that there was a need to promote the Barwise picnic and play area, especially as the main Riverside playground would be closed until March for refurbishment. Notices will be displayed to direct families to Barwise or the Fulfilled play areas. An article will also be included in the 2019 Towneley News.
- 5.6 Several designs were looked at for a FOTP notice board to be placed at the corner of the Small Lime Walk.
- 5.7 It was decided to go ahead with providing a disabled Portaloo with a changing mat at the Barwise play area. We also need to buy a picnic table with access for a wheelchair.
- 5.8 We have £300 to spend on sensory plants in the Small Lime Walk. A visit is to be arranged to the park Lane Plants wholesale nursery to acquire suitable plants from a list provided by Simon.
- 5.9 Maureen is to apply for a grant of £250 from CSV to help fund a glass working project for the Monday Craft Group. **Grant Approved.**

- 5.10 We have set side £350 to enable Ken Brown (if available) to attend a training course on using pesticides, especially for Knotweed.
- 5.11 The trout tanks we have funded with the Ribble Rivers trust should now be in place at Worsthorne and Springfield Primary schools. We are only committed to monitoring the progress of the small trout in the Springfield tank, which entails visiting weekly until March, at which point the fish will be released into the river.
- 5.12 The £62,500 grant for the Riverside Playground refurbishment has now been passed to the council, along with our £5,500 donation from our fund raising projects. The money raised from events since September will be retained by us to use as required when the work nears completion.
- 5.13 Funding for the Towneley News 2019 is to be applied for from the Jeff Sumner's Ward Fund. This is no longer available, so will be funded from FOTP funds.
- 5.14 Plans from Simon are required for the installation of the drinking fountain at Riverside, paid for by FOTP.
- 5.15 Maureen and Gill are to ensure that the Charity Commission annual report is completed to include Gill's registration as a trustee.
- 5.16 It was agreed that the group should not get involved in organising either the Woodland Day or the Brass Band Concert. We will contribute £300 towards the concert and provide a refreshment stall as usual. (We know that Carly has booked the Silver Alliance Band for Sunday 9th June.)
- 5.17 Possible items for the Newsletter to Pat Ashton as soon as possible.
- 5.18 It was suggested that some members might like some basic horticultural training.
- 5.19 The next Trustees Meeting is Tuesday 2nd April, prior to the Friends Meeting on the 11th April.

6 Treasurers Report. The following income and expenditure figures were provided:

Income	September 17 – August 18 £	September 18 – January 19 £
Heritage/Woodland	597.30	666.50
Halloween	235.00	183.10
Craft Fair	157.50	281.80
Santa	217.00	459.60
Easter	345.30	-
Plant sales	252.34	-
Brass band	444.08	-
Trail sheets	75.30	68.49
Scooter	103.50	20.00
Gift Aid	1592.93	-
Donations - specific	2335.70	46.00
Donations - free	5000.00	-
Mosaic cards	104.35	77.00
Carol singing	-	50.00
Hire of meeting room	-	40.00
Income from events Sep to Jan	1206.90	1591.00

Bank balance @ 10th December 2018 £9029

Already paid to BBC for Riverside Playground

£57,000 for disability equipment
£5,500 for other equipment

With £1591 from September - January events, plus £301 from Carol singing, mosaic cards and trails, we can afford a further £2000 for benches, litter bins etc when the Riverside playground is refurbished.

7 Newsletter.

Pat Ashton suggested that a thank you be included in Towneley News 19 for all the public support throughout the year in helping to raise funds towards the cost of the Riverside Play Area. All were in agreement.

8 Reviews of and responses to events.

8.1 Trails.

Good feedback from the public. The children enjoy going through the trail sheets and finding things in the woods. Gill Robinson is happy to continue preparing trail sheets this year. It also brings in some income to the park. Pat Ashton has got lots of ribbon. She will think about how to use this and make additional trails around the park. Maureen also suggested including Hug a Tree in the trail.

8.2 Halloween.

Pat informed the group that not as much income was generated this year, possibly due to the adults having to pay £5 entrance fee to the hall. It was suggested that information should be included on the notice board that the £5 entrance fee is for 12 months.

8.3 Heritage and Woodland Day.

Good response from the public. Lots of tea and cake sold.

8.4 Queens Award for Voluntary Service (QAVS) Assessment.

8.41 The assessment took place on 15th November 2018 by Robert Webb and Susan Biggs. Maureen Frankland and Pat Colbran walked them around the gardens maintained by the Friends Group and discussed future plans. They were then taken to the meeting room where the rest of the assessment took place. This included questions regarding how the group work for the public benefit and how we benefited as individuals. To be recommended for this award is a great achievement, as it is the equivalent of an OBE.

8.42 Maureen provided an overview and summary of work that the group had undertaken over the years and the number of hours worked. The feedback from the assessors was positive. It is now a matter of waiting to see what the outcome will be as there are quite a few groups in the area that have been nominated for this award.

9. Santa at Towneley.

9.1 Very good feedback from the public. Excellent value for money. The children loved picking a gift from the Christmas tree and playing with the toys, especially the train set, dolls house and chess. It was agreed

to continue with a similar theme this year but just for the 3 days, as extending it to 1 week didn't bring in the extra money expected.

9.2 A big thank you to Gill Robinson for all her hard work in wrapping the gifts. Arranging the on-line bookings for Santa and payment prior to attending on the day made the afternoon run smoothly with a **continuous flow of children seeing Santa.**

Any other business

8.1 A draft copy of park events, booked for 2019 by Carly Glover, is available to see.

8.2 Band in the Park booked for the 9th June at Towneley. FOTP to provide tea and cake.

9 Date of next meeting.

9.1 Thursday 11th April 2019 at 10:00 am