

## Friends of Eaton Park

### Committee Meeting held in the Community Centre, 24 January 2008 at 7pm

#### 1. Working together as a committee

##### 1.1 *Committee membership*

It was **agreed** that Liz Davies and Janet Duckett be invited to join the committee as refreshment officers.

It was **agreed** that Peter Batchelor (park attendant) be invited to be co-opted onto the committee. It was noted that, living in Martham, he may not wish to attend regularly but it was felt important to offer him the option of attending meetings and to in any case email him minutes. Julie Sawyer, PCSO, also asked to be sent copies of the minutes.

Helen circulated a list of contact details asking committee members to fill in any gaps. Kevin asked for a copy of the complete list to be sent to everyone. Glenys Banks offered to forward minutes to Cynthia.

##### 1.2 *Committee meetings*

It was **agreed** that the committee would meet monthly to plan and coordinate marketing, fundraising etc. Committee meetings will be held in the Community Centre and start at 7pm. and open meetings at 8pm. First open meetings to be 27 March and 22 May.

##### 1.3 *Events and activities*

It was **agreed** that combined talk/open meetings would be held at 8pm, every two to three months and immediately after committee meetings. The format for these evenings will be - speaker at 8pm followed by questions and an update from the Committee.

It was **agreed** that these, along with other events and activities (walks, environmental task group etc) would be open to the general public as well as to Friends.

To help with planning and publicity, the committee **agreed** to pre-set dates for events by six months. Dates for the first two talk/open meetings were set: Thursday 27 March and Thursday 22 May.

##### 1.4 *Communication*

Friends of Eaton Park is keen to open good channels of communication with the local community. It was **agreed** that Friends of Eaton Park (FOEP) posters, with contact address, email and website, be placed on park and community centre notice boards.

Separate posters and press listings would be used to promote talks and other events. It was **agreed** that Helen should start a poster distribution list and circulate it for people to add to. Volunteers will then need to be found to help with distribution.

##### 1.5 *Membership*

It was **agreed** that membership will give voting rights at the AGM; be a way to support the park and the FOEP in its work; and enable people to be kept in touch with FOEP activity.

It was **agreed** that membership be set at '£5, £10, or what you can afford'. People of limited means would therefore not be discouraged from joining and others, could make a larger contribution if they wished.

A membership form needs researching and writing. It can then be mailed to the 70 people on the original (NCC's) mailing list, made available on the website and in the community centre and café. Issues to research include data protection and gift aid.

It was **agreed** that members be sent two newsletters a year (before the June event and before the AGM) and possible occasional other communications. Where possible, communication will be by email. Volunteer help will be sought to deliver hard copies of newsletters or fliers to members without email and Kevin also offered to contact people by phone.

Christine offered to help with the newsletter and Judith suggested that for ease of production, this might, in part, be built up from articles originally written for the website.

## 2. **Emma Penfold – Breathing Spaces in a Box**

Emma is a Community Development Officer with Norwich City Council. Norwich has been identified as one of 15 'Breathing Spaces Cities' - part of an on-going BBC campaign to get people in cities more involved with wildlife.

NCC has been asked to nominate a community group to take part in a trial for the new Norfolk Wildlife Trust and BTCV-led scheme, 'Breathing Places in a Box'. The 'Box' will include £1000 in vouchers to buy tools and expert's time, and a mentor who will advise on how to plan for and deliver the work.

Emma has applied on behalf of FOEP for a wildflower garden and woodland. Ideally the project will look at biodiversity and animals and birds currently at risk in Norfolk (hedgehogs, song thrush etc). Kim Wilcox will be in touch with Judith to let us know whether the bid has been successful.

Emma has added Eaton Park to the Breathing spaces website with a link to our site. The site includes an events list that we can use to advertise our events.

Judith said that an application to NCC's Community Participation Fund has included provision for £400 of tools. Emma said this NCC fund is flexible and, if we are successful, the re-allocation of the monies could be negotiated. She also mentioned that NCC can help buying tools at a reduced rate.

It was noted that this year's *Spring Watch* event coincides with *Love Park Week* and with FOEP's planned 80<sup>th</sup> anniversary event.

## 3. **Simon Meek, Head of Green Spaces Service at NCC – Green Flag Award**

As head of NCC's Green Spaces Team Simon has 6 staff and is responsible for green spaces strategy for the city, 107 parks and gardens, 40 natural areas and over 1400 allotment plots.

Simon is keen for NCC to enter Eaton Park for a Green Flag award. See [www.greenflagaward.org.uk](http://www.greenflagaward.org.uk) for details. The timetable is as follows: end of March '08, produce check list of tasks to be undertaken (including writing by NCC of management plan); Nov '08 register interest; Jan '09 full submission generating visits from judges. The park will be judged on the following factors:

- o Welcoming
- o Safe and clean
- o Well maintained
- o Nature conservation
- o Heritage
- o Community involvement
- o Marketing

- o Management plan.

Each area has criteria to meet. In Simon's experience it's easiest to get the flag the first year. Maintaining the award is harder because you have to show progress is being made as laid out in the plan.

Simon's gut feeling is that the park itself is fine. The hard work will be in getting in place missing elements such as the environmental strategy, pesticide policy, dog fouling management plan etc. Participation in the scheme will lead to improvements in the park. The judges will offer useful advice and support.

#### 4. **Other NCC updates**

- 4.1 NCC has been approached by a group wanting to promote a **multi-cultural day** on Sunday 17.2.8, involving floating paper boats on the boating pond. The committee asked to be kept in touch and for reassurance that Norwich Model Boat Club (NMBC) were to be consulted. As long as NMBC is in consulted and in agreement, the committee expressed enthusiasm for the park to be used in this way.
- 4.2 The **boating lake** is now being filled 24 hours a day. By the end of January the lake should be 2/3 full.
- 4.3 **Water pipes** are being replaced on **the pitch and put course**. The work is being done systematically and the course will remain open.
- 4.4 A **drainage survey** is in hand for the park.
- 4.5 Anne lamented the loss of the **pitch and put ice cream booth**.

#### 5. **Planning for the year ahead**

##### 5.1 *Speakers*

Judith suggested Andrew Slaughter be invited to come to the first open meeting, Thursday 27 March and give a talk on the history of the Eaton Park.  
*This booking has since been confirmed.*

##### 5.2 *Practical Work Days*

Judith agreed to contact Norwich Fringe Project with a view to setting up a Thursday and a Sunday in February and March. Thursday 6 March has been penciled in for planting small shrubs. Other dates will be arranged subsequent to confirmation of funding.

##### 5.3 *Band days and events*

Open Day, Sunday 15 June, celebrating Eaton Park's 80<sup>th</sup> birthday and tying in with 'Love Parks Week' (14-22 June). Already booked by NCC: Sillars Light Orchestra and bug hunt and bird box making with Paula from the Fringe project.

FOEP is keen to have a display about the history of park and to invite people to share their memories with us. Anne has a friend who is trained in reminiscence work and has offered to help. Kevin suggested organising a Five a side football competition. Fiona **agreed** to look into this.

It was **agreed** that committee members should come to the next meeting with other ideas.

- 5.4 *Additional Bands* booked by NCC.

Saturday 13 July 2008, 3pm Pavilion Big Band  
Sunday 27 July 2008, 3pm Hellesdon & Sprowston Band  
Sunday 17 August 2008, 3pm, Cawston Band

6. **Website**

Christine is now paying £3 a month for Broadband and support. The committee **agreed** to cover this cost on an on-going basis.

7. **Correspondence**

The committee has been sent information about a new website which has lots of useful and interesting information on parks and their communities: [www.green-space.org.uk](http://www.green-space.org.uk)

8. **Next meetings** at 7pm in the Community Centre

Thursday 21 February

Thursday 27 March (open meeting / talk at 8pm)

Thursday 24 April

Thursday 22 May (open meeting / talk at 8pm)

Thursday 5 June (extra meeting for event planning)

Thursday 26 June

Thursday 31 July

NB. Other open meetings likely to be held in September and November (AGM).