

Friends of Eaton Park Committee

Meeting held in the Community Centre on Thursday 21 February 2008 at 7pm

1. Minutes of last meeting

Four small amendments were made and a new copy of the minutes will be printed for Eva to sign at the next meeting. Subject to these amendments being made, the minutes were agreed.

Vic suggested and it was agreed that in future, if amendments are similarly few, they be made directly to the paper copy for the Chair to sign immediately.

2. Matters arising

(1.1) Liz Davies and Janet Duckett have agreed to join the committee.

(5.3) Kevin has a contact who has said he will help organize a 5-a-side football match.

3. Correspondence

3.1 Helen reported that she has received a letter informing us that our application to Norwich City Council for £1,000 funding has been successful. Helen agreed to return the acceptance letter.

Helen had also received a letter from Norwich City Council about a consultation meeting on Monday 25 February. Representatives of community groups are invited to attend to help the Council identify the support and communication channels that are needed to support Norwich's voluntary and community sector.

3.3. Eva has received a letter asking if anyone knows when the central fountain was installed. Fiona agreed to check and email Eva so she can respond.

3.4 Eva has twice been contacted by the press once about dog fouling and once about the application for Green Flag status. The committee encouraged Eva to feel able to respond to press enquiries on its behalf.

4. Treasurer's Report

4.1 £42.32 has been paid to Christine for the website leaving £674.97 in the bank.

Vic asked whether committee members could be reimbursed for expenses incurred. It was agreed that expenses be covered on production of an appropriate receipt.

4.3 Kevin proposed and it was agreed that the financial year for the Friends of Eaton Park should run from 1 July to 30 June.

5. Events programme

5.1 80th birthday celebration

5.1.1 History of the park Liz has talked to groups at the community centre who are interested in sharing with us their memories of the Eaton Park. Ann has a contact, Sarah Housden, who is organising the Norwich Living History Project. Her work includes training people in collecting memories and she would like to get involved in the day and undertake interviews in the Community Centre beforehand. Memories could be used in an exhibition or on the website.

Activity suggestions Julie hopes to bring a police vehicle. Kevin suggested inviting the Fire Brigade. Interest was expressed in having an arts activity for children such as making and then sailing paper boats.

Publicity Helen commented that the previous year's poster had been well designed and hoped that the City would again support the day by designing a poster. Fiona said she would need information for print a few weeks in advance.

Planning Eva suggested and it was agreed that committee members should come to the next meeting with ideas and that this should be the only subject on the agenda. It was also agreed that communication issues be discussed at the following meeting in April.

Practical work days Judith has booked the Fringe Project to work with us on Thursday 6 March, from 10am to 1pm, on planting shrubs. (For those interested, meet in the top car park – refreshments provided). In the new financial year, Matt is keen to meet with us again to plan a year's activity.

Public meetings it was agreed that we would trial the following format:

7pm Committee meeting (re-set room for open meeting in last few mins)

8pm Ten minute report by the Chair

8.10pm Five minutes feedback

8.15pm Speaker's talk followed by further questions for speaker or chair.

Helen and Kevin offered to provide Eva with ideas and support for her preparation.

6. Communication

It was agreed that Helen draft an update letter to be agreed by Eva and Judith. Content to include work in, open meeting, 80th anniversary and Friends membership. Fiona agreed to send this out to Norwich City Council's mailing list.

It was also agreed that the update letter, be sent to the new list of user groups and partner organizations and individuals currently being developed by Helen. Judith has agreed to look over this list to help fill in missing details. Eva raised the question of obtaining feedback from user groups about their expectations of the Friends of Eaton Park. It was agreed that a letter be sent to user groups seeking feedback an possibly suggesting options. This to happen at a later date to be agreed.

6.2 Poster it was agreed that a poster was needed to publicise Friends of Eaton Park events. Helen agreed to draft a poster for the talk and work in. Harry offered to help to lay the poster out.

6.3 Helen agreed to draft a press listing for the forthcoming talk. Having provided a template for listings she hoped that another member of the committee might take on this work.

7. Membership

Kevin circulated the Friends of the Greenhouse membership form. It was agreed that as a temporary measure, this format be used as the basis for an A5, photocopied membership form. Kevin agreed to supply Christine with an electronic version of the document to edit and Helen asked to be sent a draft in order to provide feedback.

Eva expressed the view that we should ultimately seek to have a more substantial piece of print that would also promote the park and the work of the Friends. Helen suggested that this might be something for which the group could obtain funding.

Fiona commented that if the bid to 'Breathing Spaces in a Box' is successful, leading to savings on our envisaged budget for the NCC grant, it is likely that NCC would agree to savings being redirected to support such a project.

8. Fundraising

Helen has received information about a B and Q award we may be able to apply for. She has requested paperwork and will put in an application if it seems appropriate.

Helen offered to mentor members of the committee in fundraising. Vic and Kevin expressed interest in taking up this offer. Helen to contact Vic and Kevin as and when she proceeds with the B and Q application or similar.

9. Any other business

Eva invited Fiona Tibbit and Harry Herring to join the committee. Helen seconded the proposal. Both accepted. Fiona commented that she would not be able to attend all meetings.

9.2 Vic suggested the rose garden fountain be removed and replaced with a flower bed sponsored by Friends of Eaton Park. Ann expressed support, seconded by Helen, for the fountain. The fountain is well-used and well-loved by visiting families. Simon Meek believes it may be a problem for the green flag award because of health and safety.

Fiona asked whether Eva is happy for her details to remain on the NCC website as contact for Friends of Eaton Park. Eva confirmed that she was.

Fiona reported that four sets of bike stands had been scheduled to be sited in Eaton Park: near the children's play area, at the main South Park Avenue entrance and next to the Community Centre. A fourth suggested location, close to the pavilion, had been deemed unsuitable. Helen asked Fiona it might the main entrance for North Park Avenue could be considered instead. Fiona agreed to look into this.

9.5 Fiona reported that the drainage work on the Pitch and Putt looks likely to be completed by 14 March as planned. Additionally, Emma Penfold has recommended the group obtain public liability insurance.

9.6 Julie reported that Colman School have applied to have double yellow lines put around the tree by the main entrance on North Park Avenue. She also reported on an ongoing issue with UEA students parking cars all week in the park car parks.

10. Date, time and place of next meeting
Committee meeting on Thursday 27 March at 7pm, and afterwards at 8pm, open meeting and talk by Andrew Slaughter on The History of Eaton Park.