**Minutes of Meeting held Tuesday 5th March, 7.00pm at The Sup and Chow**

**Apologies.** Caz Blair, Lucy Dodsworth, Vicky Willets (VW) , Rob Willetts, Elise Forbes (EF) & Sue Key.

**Present:** Derek Scarborough(DS) (Chair),Richard James (Treasurer), Martin Mordecai, Jan Champion, Jill Douglas (JD), Lorelei Symes, Damien Green, Karen Scarborough

**Minutes of previous meeting**

The minutes of the previous meeting were accepted

**Planning Applications:**

No new planning applications of note have been received. Sue will continue to monitor the conditions of My Coffee planning permissions.

**Action 1: SK to monitor My Coffee planning commitments**

**Utility Boxes in Bath Road**

Work on the painting of the utility boxes in the Bath Road continues, however there has been a slight cessation. Adrian Phillips of SPJARA is chasing for the boxes to be completed**.** The College have requested and received a quotation for the 4 boxes outside the college on the corner of Thirlestaine and Bath road. The design for these will be based on Cedar Cones reflecting the giant cedars in the grounds.

**Utility Boxes in the NARA area**

VW has surveyed the NARA area and reported there are 3 in total, 1 on Exmouth Street by My Coffee (currently being painted) and 2 at either side of the top end of Naunton Crescent .DS advised that in order to proceed with painting utility boxes in NARA area permissions from the box owners and Cheltenham planning would need to be obtained. MM questioned the

**Finances**

RJ reported a bank balance of £1680.

This was approximately £900 down on the previous meetings due to expenditure on:

Contribution to Utility boxes

Carol Service Expense

Triangle Planting

**The Triangle**

EF has carried out a spring clean and Virginia will be mowing the grass presently.

Resulting from the apparent “poor” state of the tree John Hepworth has liaised with Chris Chavasse (Cheltenham Tree Officer) and he has advised the following:

1. The tree is alive, but as it is the only tree for a distance maybe a 75mm mulch would reduce impact of possible dog pee.
2. Reduce length of the supporting stake forcing the tree to put on strengthening wood.
3. Nominate a couple of people to make sure the tree gets plenty of water this summer.

**Action 2: DS to mulch tree**

Post Meeting Note: JH has reduced the height of the supporting stake.

**Planters**

Following discussion it was agreed that the forthcoming Grant Application to the county council might include planters (including Christmas Tree Holder), a notice board, Gazebo and soil.

**Action 3: DS to submit Growing our Communities Grant grant to GCC**

There was a further suggestion to add utility boxes to the grant, however costs for these are not yet firm.

**Action 4: JD to explore possible costings from college**

**Action 5: RJ to liaise on costing with Cheltenham Connect.**

**Printing Costs**

It was agreed that DS should be recompensed for printing Autumn Newsletter and Christmas Carol Hymn Sheets

**Action 6: DS to submit printing costs to RJ**

**Welcome Leaflet**

A draft welcome leaflet for new residents has been produced. Lucy requested that this be forwarded to her for editing.

**Action 7: DS forward draft welcome leaflet to LD**

**Membership Report**

Caz has collected in £30 membership

**Action 8: CB review Membership List and collect monies**

**Fundraising**

The idea of a Midsummer Fete on 22nd June was raised and a number of stalls proposed including a human fruit machine, cake stall, tombola and plant sale.

**Action 9 : DS to liaise with Emmanuel Church as prospective venue.**

DS introduced an email from Louise in Francis street pointing out a trip hazard in Francis Street and requesting that a sign warning of fines for dog fouling be posted on the Triangle.

**Action 10: DS to advise use of “fixmystreet”.**

**Next Meeting: 24th April**

**Next Litter Pick: 10th March**