

**MINUTES OF GENERAL MEETING OF FRIENDS OF CEDARS PARK  
HELD AT 6PM ON WEDNESDAY, 22 AUGUST, 2018 at CEDARS PARK CAFÉ**

**Present:**

Pam Hallsey	-	Green Spaces Volunteer Coordinator
Jenny Sowter	-	Cedars Park Team Leader
David Elton	-	Cedars Park Café
Rosanna Guilano	-	Cedars Park Café
Nick Spellman	-	Cedars Nature Centre
Stuart Short	-	Cedars Nature Centre

**Apologies:** Daniel Simbrey, Pam Gaston.

**Friends' members present:** Andy Massey, Les Phipps, Sue Sowter, Tim Sowter, Lorraine Chilton, Roy Gibbs, Nigel Taken, Brett Frewin, Steve Mann

**Also present:**

		<b>Action</b>
<b>1.</b>	<p><b>Introductions</b></p> <p>PH opened the meeting at 6.15pm. Group's names and email addresses were requested and taken; permission was received to send emails relating to FOCP business. PH and JS introduced themselves. DE gave an overview of the café and expressed his keenness to help the friends group get going. SS and NS gave an overview of CNC and also expressed their keenness for all to work together. PH asked if CNC volunteer hours could be recorded; SS to action this. PH ensured that all friends have PH and JS contact details, and Park Guard contact number.</p>	SS
<b>2.</b>	<p><b>Overview of Cedars Park Past and Present</b></p> <p>JS gave a brief overview of the park's history, facilities and recent lottery grant.</p>	
<b>3.</b>	<p><b>Recent Improvements and Updates</b></p> <p>JS gave an overview of recent activity such as retaining the Green Flag, HLF funding, pond renovation, compound extension and raised beds, Junior Rangers and volunteering, bees/honey/jam/candles etc, Café, CNC, tank event and current grounds maintenance works..</p>	JS
<b>4.</b>	<p><b>Future Improvements and Goals</b></p> <p>JS gave an overview of planned works such as Venusberg rebuilding and artificial grassing, pond duckweed treatment and grounds maintenance plans. Overview of goals such as build up friends group, hold regular volunteering tasks, improved communication and support between groups, and groups working together to hold activities / events.</p> <p>Suggestion was raised regarding a handrail around the Venusberg to lessen damage from people sliding down the slopes; JS to put forward suggestion to line manager.</p> <p><b>Post meeting note – not necessary as embankment will be more secure/less erosive.</b></p>	JS
<b>5.</b>	<p><b>Purpose of a Friends Group</b></p> <p>PH explained that Friends group are the eyes and ears of the park. Friends groups meet three or four times a year, with a spin-off practical volunteer task on a monthly basis. The park's Management Plan is reviewed every 5 years and the friends meet to make suggestions for the next management plan. Friends groups can also organise events / fundraising. Every volunteer hour is worth £5 in match funding.</p>	
<b>6.</b>	<p><b>Structure of a Friends Group &amp; Overview of Available Roles</b></p> <p>PH gave an overview of Friends Group structure;</p> <ul style="list-style-type: none"> <li>- Chairperson: help to prepare agenda, host AGM, chair meetings, and occasionally write letters on behalf of friends group (such as a planning objection).</li> <li>- Secretary: take minutes and type up, send minutes through council and then release and circulate, work with chairperson.</li> </ul>	JS / PH

		Action
	<p>- Treasurer: deal with finances, present annual trial balance sheet at AGM.</p> <p>Usually around three other committee members, which may include;</p> <p>- Membership secretary: collect fees or donations if appropriate, deal with subscription fees (all groups do this differently).</p> <p>- Media person: deals with online communications.</p> <p>- Volunteer coordination assistant: helps to recruit volunteers, supports volunteer coordination, may lead tasks in volunteer coordinator's absence.</p> <p>PH and JS agreed to make committee role profile descriptions available for the group to read in more detail.</p> <p>NS asked what the friend's group financial situation is; PH explained we will liaise with current treasurer / previous chairman to establish this.</p> <p>LP commented that previous chairman DS has raised a lot of money for the park and done an enormous amount of work; PH and JS agreed and recognised all efforts DS has put into Cedars Park. The Council wanted to express their gratitude for all his hard work and contributions over the past seven years and hoped that he will continue to play a role in the Friends of Cedars Park.</p> <p>RG commented that until now people were not always aware of events taking place. The floor suggested that posters may benefit from being bigger and clearer, but agreed they had succeeded in making them aware of this meeting. JS / PH to consider this for upcoming posters.</p>	<p></p> <p>JS / PH</p> <p>JS / PH</p>
7.	<p><b>Upcoming dates</b></p> <p>Saturday 1<sup>st</sup> September 2-4pm volunteer task, restore the woodland path. JS gave a brief description of task; meeting outside café at 2pm.</p> <p>SS suggested Ware and Hertford mums would be interested in these sorts of tasks and possibly the Wednesday group, and Love your Doorstep Enfield may be helpful. JS to liaise with SS to ensure these groups are being reached.</p>	<p>JS</p>
8.	<p><b>Any Other Business</b></p> <p>AM commented that the park should open at 7.00am but on weekends it is often opened between 7.30 – 8.00am; there are dog walkers etc waiting to enter the park. LP added that street cleansing operatives open Cedars Park at the weekend and may have various locations to attend. JS will inform the street cleansing supervisor of this matter.</p> <p>The floor commented that after the weekend there is a lot of rubbish everywhere and around the bins, and suggested bigger bins. PH and LP explained that bigger bins are not possible but JS suggested more frequent weekend litter picking and bin emptying may alleviate some of this issue. JS to ensure this is carried out where possible.</p> <p>SS suggested a recycling area; PH and LP explained a public recycling point has been tried in the past but it was found not to be used correctly and resulted in fly tipping. SS and JS suggested a recycling facility solely for on-site groups (friends, CNC, café etc) may work better and ensure more waste is recycled</p> <p>NS described areas in Ealing of un-mown wildflower areas; great for wildlife and less maintenance. JS to put forward suggestion.</p> <p>SS suggested ideas for re-release of field mice and stag beetles etc. LP added that we have created some nature piles around the park whilst carrying out grounds maintenance. JS to put forward idea.</p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p>

		Action
	<p>SS and NS suggested idea of having a designated area somewhere in the park for volunteers to grow and harvest vegetables etc. JS to put forward ideas.</p> <p>There was a general discussion regarding installation of bird/bat boxes around the park. PH asked if CNC's licence covers them for opening bird/bat boxes. SS said no, but would suggest before any installation to invite someone like Herts &amp; Essex Wildlife Trust to carry out a survey of flora and fauna to establish which species are within the park. JS to put forward suggestions</p> <p>SM raised concerns regarding the pond works. PH explained that AGA were awarded the contract after tender and their work methodology has previously been used at sites around the borough such as at Barclay Park with no problems. Duckweed is currently a concern, exacerbated by the recent sunny weather, which is mainly due to excess Nitrogen resulting from the pond restoration. This will settle down over time as the pond finds its balance, but in the short-term, plans are being discussed in terms of removing / reducing the current amount of duckweed to assist this process.</p> <p>A discussion then took place regarding the flat at Cedars Park, formerly occupied by the Park Manager. The group had many questions PH and JS explained the situation to the best of their knowledge.</p> <p><b>Update any questions should be sent to Badger BC Investments LTD</b></p> <p><b><u><a href="mailto:badgerbcinvestments@broxbourne.gov.uk">badgerbcinvestments@broxbourne.gov.uk</a></u></b></p> <p>The friends requested for PH and JS to set up a meeting at the café on Wednesday 5<sup>th</sup> September and ensure all parties are invited as discussed.</p> <p><b>UPDATE: Due to relevant people being away on annual leave and not returning until Monday 3<sup>rd</sup> September, it was felt to be too short notice for the meeting on the 5<sup>th</sup> September so this meeting will not take place.</b></p> <p>AM offered to chair the meeting on the 5<sup>th</sup> Sept regarding the flat but would like more information on role and agenda etc. <b>This meeting will not be taking place but JS to continue to meet with AM to discuss role / agenda.</b></p> <p>NS suggested that a previous member of the friends group would possibly like to be involved again. JS to ensure they are put in contact with PH.</p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p>
<p><b>9.</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next General Meeting will be on Wednesday 26<sup>th</sup> September in Cedars Park café.</p> <p>PH and JS thanked all for attending and the group agreed that the meeting was a positive step forward.</p> <p>The meeting closed at 8.02pm.</p>	