

Friends of the Avon New Cut (FrANC)
Minutes of Committee Meeting held on 2nd October 2018

Attended by: Sara Worth (Chair), Tess Green (Vice Chair), Derek Hughes (Secretary) and Roy Gallop, Chris Hanmer and Tim Wickstead (Committee Members).

1. Welcome

Sara welcomed those present to the meeting.

2. Apologies for Absence

Apologies for Absence were received from Margaret Fay, Ed Hall and Angie Tonge (Committee Members) and Steve Fay (Treasurer).

3. Minutes of the last Meeting

The minutes of the last FrANC Committee Meeting held on 17th July 2018 were approved by those present.

4. Matters Arising

The matters arising from the previous meeting may be found in the list of Actions contained in the minutes of that meeting, the current status of which is summarised in Table 1. Additional comments concerning some of the actions are given below:

Action 18-01-05: the names and contact details of Bristol City Council (BCC) Officers and others who the FrANC Chair currently liaises with can be found in Attachment 1.

Action 18-02-03: Sara reported that she still intended discussing the possible storage of FrANC “material” in M-Shed/L-Shed with Andy King.

Action 18-03-01: Chris reported that Sarah Murray has now left her post at the Underfall Yard and that her replacement is Andy Blayney (Community Learning and Volunteer Manager), who has been included in the list of contacts in Attachment 1.

Action 18-03-02: Details of how the FrANC membership could get involved in this year's *Big Butterfly Count* at Butterfly Junction were emailed on 19th July in a *MailChimp* news bulletin.

Action 18-03-03: the tour of the Thomas Ware & Sons Tannery on Coronation Road was arranged for Tuesday 25th September. Chris added that this event had been well-received by the 30 FrANC members who had attended, the only slight drawback being that the tannery's Sales Manager, Barry Knight, had double-booked the evening with members of the Hotwells & Cliftonwood Community Association!

Action 18-03-04: Derek reported that Melvin Wood's talk on the *Origin of the River Frome* will be held on Thursday 25th October. The Osborne Room in the Southville Centre has been booked for this event (see item 5.1 below).

Actions 18-03-05 and 18-03-08: an article on the proposed installation of a perimeter fence at Butterfly Junction was published in the last FrANC Newsletter (No. 30 – Summer 2018) which was distributed on 10th August.

Action 18-03-06: the Environment Agency Team Day was held on Wednesday 12th September (see item 6 below).

Action 18-03-07: the contact for submitting funding requests to the John James Bristol Foundation is the Chief Executive, Mrs. Louise Hanson (7 Clyde Road, Redland, BRISTOL BS6 6RG).

Action 18-03-09: Chris reported that we have now acquired an additional wheelie bin which was donated by a Cumberland Road resident. Derek added that both bins have been decorated with the new FrANC logo and should have sufficient capacity to transport all of the FrANC clean-up equipment (i.e. litterpickers and hoops, protective gloves, rubbish bags and high-visibility vests) to riverbank clean-up sites. Sara said that Ed has offered to take over the custody of both wheelie bins in the near future.

5. Events Planning for 2018/19

5.1 Talk on the *Origin of the River Frome*

As noted in *Action 18-03-04* above, this hour-long talk by the Environment Agency's Melvin Wood will be held on Thursday 25th October starting at 7:30pm. The Osborne Room in the Southville Centre has been booked for this event at a cost of £48 which covers a two-hour slot starting at 7:00pm to allow for setting up/taking down time for projection equipment and a post-meeting Q&A session. We will also need to provide our own projector and screen, otherwise an additional fee of £25 + VAT will be charged! Derek offered to provide a projector. Roy said that he could supply a projector screen, but this will have to be collected beforehand as he and Tess will not be able to attend the talk owing to a prior engagement. Mr. Wood's "fee" for delivering this talk will be a donation to WaterAid, which will be covered by the FrANC attendance fee of £3 per person (the capacity of the Osborne Room is 22 people, so the maximum donation would be £66). As FrANC will have to pay for the cost of the hiring the Osborne Room, a loss of £48 is expected for this event.

(Post-Meeting Note: after further correspondence with Mr. Wood it has been agreed that he will provide the projector, so as to ensure connectivity with his laptop which will contain the presentation files).

5.2 Butterfly Junction "Meadow Management"

It was agreed that the date for this year's "meadow management" at Butterfly Junction will be set once the timetable for the completion of the installation of the perimeter fence has been agreed with *ParkWork*.

5.3 Riverbank Clean-up dates for 2019

It was agreed that next year's Riverbank Clean-up dates will be the second Saturday in each month from January to April. The four dates are therefore **12th January, 9th February, 9th March and 13th April.**

6. Status of Butterfly Junction Perimeter Fence

Sara reported that this project is now well underway and that to date we have either received or been promised total of £2,600 of funding from the following sources:

John Laing Charitable Trust (JLCT): £1,000
Hotwells & Cliftonwood Community Association (HCCA): £500
Bristol Naturalists' Society (BNS): £100
Hotwells Pantomime: £1,000

The £2,600 of funding should be more than enough to cover the proposed work, and thanks are due to Committee Members Tim and Margaret who were instrumental in obtaining the grants from Hotwells Pantomime and BNS, respectively (acknowledgement of the contributions of FrANC members David Batchelor and Christine Smart in obtaining grants from JLCT and HCCA was recorded in the minutes of the previous Committee Meeting of 17th July).

As noted in *Action 18-03-06* above, a start on the landscaping of the Butterfly Junction perimeter was made during the Environment Agency (EA) Team Day on 12th September. Sara reported that, under the supervision of Joe McKenna from *ParkWork*, 19 EA staff members helped to clear the perimeter of rubble, dug up unwanted ash saplings and also either dug up or cut back brambles. A rotavator was used to create a boundary around the unfenced perimeter, with additional soil provided by *ParkWork* being used to help level the ground. Having previously obtained permission to do so from Chris Ecclestone (BCC Operations Manager responsible for the Bristol Harbour Railway), some of the buddleia and other plants on the other side of the MetroBus busway were removed and replanted along the new border. Once the planting is established, it is intended to cover the perimeter with bark. The Butterfly Junction Interpretation Board was also removed and relocated approximately halfway along the replanted border, so that it is more visible to passers-by.

As it appears that we will have a small surplus of funding, Derek had suggested using some of this to add two wooden benches on either side of the Interpretation Board and Joe has agreed that these can be made by *ParkWork* from railway sleepers – which will be appropriate given the history of the site. The BNS funding will be used to cover the cost of one of these benches. It is hoped that the installation of the fencing and benches will be completed before the date of the FrANC AGM (see item 10 below).

7. Fundraising – application to John James Bristol Foundation

Sara said that she intended applying to the John James Bristol Foundation for a grant to help cover the cost of volunteer expenses (such as post clean-up refreshments) and the purchase of some new litterpickers. The application (to the Foundation's Chief Executive, Louise Hanson) needs to be submitted by 19th October and must be accompanied by a statement of FrANC's Accounts.

8. Purchase of additional Litterpickers

Our litterpickers are now quite old and several are damaged and difficult to repair. Our preferred 4ft Litterpicker, the *Streetmaster*, is manufactured by the Helping Hand Company and costs around £20. Sara said that she would contact Tom Penn to find out if it would be cheaper for us to purchase these through BCC. The number of additional litterpickers purchased will depend upon how much grant funding we receive. Chris also suggested acquiring a wide plastic garden rake which would be useful for raking up drug litter/debris such as that found on the Gaol Ferry Bridge slipways.

9. Finance Update

Our Treasurer, Steve Fay, provided a copy of the FrANC Accounts prior to the meeting and a summary of income and expenditure since our last AGM can be found in Attachment 2. The current balance of £2,580.83 does not include the Hotwells Pantomime and BNS grants mentioned in Item 6 above, however, and

excluding the £1,500 of grants awarded by JLCT and HCCA (to be spent on the Butterfly Junction perimeter fence) the current balance would be £1080.83.

10. Preparations for Annual General Meeting (AGM)

10.1 Date and Venue

After some discussion, and taking into account the availability of the Committee Members present, it was agreed that this year's AGM will be held on Saturday 24th November, either in the Underfall Yard's Education & Meeting Room or in the function room at Nova Scotia pub. Chris offered to find out if both of these prospective venues are available and any associated hire costs.

*(Post-Meeting Note: as a result of Chris' enquiries, and after further consultation between Sara and Committee Members, it was agreed that **the AGM will instead be held on Sunday 25th November in the Education & Meeting Room at the Underfall Yard, starting at 2:30pm.** Chris has negotiated a room hire charge of £20 with Andy Blayney and will arrange for us to have access on the day from 2:00pm onwards as she will not be able to attend herself owing to a prior commitment.)*

10.2 Nominations for Executive Committee 2018/19

Sara was pleased to report that Tim has offered to stand for election as Chairperson at the AGM. Other Committee Members who were prepared to put their names forward for re-election for another year were Tess (Vice-Chairperson), Steve (Treasurer), Roy and Ed.

Chris, Margaret and Angie had advised that they wished to stand down as Committee Members but, like Sara, would continue to support FrANC.

Sara and Derek also announced that they will be moving away from the Bristol area next year to live in Dorset. Derek was therefore prepared to stand for re-election as Secretary, but only on the understanding that he would resign from this post when the move took place, in which case it would be necessary for the Committee to find a replacement Secretary some time during spring/summer 2019. Ideally, it would therefore be preferable if a potential candidate could be found to take on this post at the AGM. The possibility of creating a specific secretarial role that would be confined to the taking of minutes of meetings was briefly discussed.

Sara said that she had written to Neil and Rachel Sellers to see if they were interested in standing as Committee Members, but had not yet received a reply from them. John Smith was thought to be another possible Committee Member who might be prepared to take on the roles of maintaining the FrANC website and *MailChimp* mailing list.

It was recognised that if no new Committee Members are prepared to come forward for election at the AGM then this could mean a reduction in the number of activities organised by FrANC next year. As a minimum, it was agreed that we should aim to organise four riverbank clean-ups and two guided walks.

According to the FrANC Constitution, nominations for election to any Executive Committee position must be made in writing by FrANC members and must reach the Secretary at least 7 days before the date of the AGM, i.e. by Sunday 18th November. Derek will send out notification of this and arrangements for the AGM to the FrANC membership at the end of October.

11. Any Other Business

- **NO CAMPING Notices** – Sara said that she had been contacted by Tom Penn regarding preferred locations for the erection of five NO CAMPING notices on the New Cut riverbank. Tom advised that he had already decided on locations for three of these notices, one at God's Garden and the others on the Gaol Ferry Bridge slipways on the north and south sides of the riverbank. Sara had suggested posting the remaining notices on the riverbank on either side of Vauxhall Bridge, where rough sleeper encampments have been observed in the past.
- **Local Nature Reserve signage** – the possibility of installing signs along the New Cut to publicise the fact that it is a Local Nature Reserve has been discussed at previous Committee Meetings. It was reported that regrettably the company employed by BCC to produce the signage for Patchwork Community Gardening Group no longer exists.
- **Acknowledgement of Grant from Hotwells Pantomime** – it was agreed that Sara will write to Sue Otty from Hotwells Pantomime to thank her for their generous donation of £1,000 towards the installation of the perimeter fence at Butterfly Junction.
- **Donation to charity supported by Barry Knight** – a total of £90 was collected at the conclusion of the tour of the Thomas Ware & Sons Tannery on 25th September, to be donated to a charity supported by the Sales Manager, Barry Knight. Chris will arrange for a cheque for this amount to be sent either to Barry or directly to the charity concerned.
- **Feedback from Boat Trip up the Avon Gorge/New Cut** – Roy and Tess reported that at least eight FrANC members had taken part in the Boat Trip on 4th August, which was run by *Bristol Community Ferry Boats Ltd*. The weather during this event had been excellent, with a good commentary provided by the boat crew. Roy offered to write an account of the Boat Trip for inclusion in the next FrANC Newsletter.

12. Date of the next Committee Meeting

- No date was set for the next FrANC Committee Meeting (to be discussed at the AGM).
- Note that Table 1 includes any new actions raised at this 2nd October meeting.

Derek Hughes
Secretary, Friends of the Avon New Cut

Action No.	Description	Actioned by	Status
18-01-05	Prepare list of names/contact details of Bristol City Council Officers and others who liaise with FrANC Chair	Sara	<i>Completed</i>
18-02-03	Talk to Andy King (M Shed/L Shed) and Elaine Beckett (Sea Scouts) about possible storage location for FrANC "equipment"	Sara	<i>In Progress</i>
18-03-01	Provide Sara with contact details for Sarah Murray from The Underfall Yard	Chris	<i>Completed</i>
18-03-02	Circulate details of this year's <i>Big Butterfly Count</i> at Butterfly Junction to the FrANC membership	Derek	<i>Completed</i>
18-03-03	Agree date for tour of Thomas Ware & Sons Tannery with Barry Knight	Chris	<i>Completed</i>
18-03-04	Contact Melvin Wood to agree date for <i>Origin of River Frome</i> talk and book room in Southville Centre	Derek	<i>Completed</i>
18-03-05	Raise awareness of Butterfly Junction perimeter fence proposal with FrANC membership	Derek	<i>Completed</i>
18-03-06	Finalise date and arrangements for Environment Agency Team Day and check that these are acceptable to Joe McKenna	Sara	<i>Completed</i>
18-03-07	Provide contact details for John James Bristol Foundation	Ed	<i>Completed</i>
18-03-08	Prepare and publish Summer 2018 edition of FrANC Newsletter by mid-August	Derek, Tim	<i>Completed</i>
18-03-09	Contact Cumberland Road neighbour to find out if surplus wheelie bin is available for transporting equipment to clean-ups	Chris	<i>Completed</i>
18-04-01	Submit grant application to the John James Bristol Foundation by 19 th October	Sara	<i>New Action</i>
18-04-02	Contact Tom Penn to discuss cost of purchasing additional litterpickers through Bristol City Council	Sara	<i>New Action</i>
18-04-03	Arrange for FrANC to have access to the Education & Meeting Room at the Underfall Yard from 2:00pm on 25 th November	Chris	<i>New Action</i>
18-04-04	Notify FrANC membership of arrangements for this year's AGM by end of October	Derek	<i>New Action</i>
18-04-05	Write to Sue Otty from Hotwells Pantomime to thank her for donation of £1,000 towards installation of perimeter fence at Butterfly Junction	Sara	<i>New Action</i>
18-04-06	Arrange for money collected at conclusion of tour of Thomas Ware & Sons Tannery to be donated to Barry Knight's charity	Chris	<i>New Action</i>
18-04-07	Write article on New Cut/Avon Gorge Boat Trip held on 4 th August this year for inclusion in next FrANC Newsletter	Roy	<i>New Action</i>

Table 1 FrANC Committee Action List

List of FrANC Contacts October 2018

(1) Useful **Bristol City Council** (BCC) contacts for FrANC are:

Tom Penn tom.penn@bristol.gov.uk (tel: 0117 922 4741; mob: 07557 003662)

Tom signs off risk assessments for riverbank clean-ups and guided walks, conducts periodic H&S training for volunteer leaders and works with John Walters on clearing collected waste.

John Walters john.walters@bristol.gov.uk

Adrian Murdoch adrian.murdoch@bristol.gov.uk

John co-ordinates collection of waste on Coronation Road/York Road side of The New Cut - Adrian covers Cumberland Road/Clarence Road side. Don't have phone numbers but they answer emails promptly!

Eric Dougall eric.dougall@bristol.gov.uk Market and Estate Services

Technically has overall responsibility for the state of the riverbanks. Not found to be responsive but copying in his manager Stacey Bartlett (stacey.bartlett@bristol.gov.uk) can be helpful! Eric is based at BCC's office in St. Nicholas Market.

Richard Hawkrige richard.hawkrige@bristol.gov.uk (tel: 0117 9525 155; mob: 07827 979647)

Richard is the Streetwise Co-ordinator (rough sleepers). Experience would suggest that you have to chase Richard and that he has quite a lot to say but doesn't as easily get round to action things.

Becky Belfin becky.belfin@bristol.gov.uk (tel: 0117 935 2656; mob: 07850 793719)

Becky is a Parks Development Officer. Her brief is pretty wide but she was really helpful when we applied for a Heritage Lottery Grant. She has a strong interest in the wildlife and ecology of Open Spaces and is very reliable in her communications. She will also point you in the direction of who can help when she can't!

Tim Brandram tim.brandram@bristol.gov.uk (tel: 0117 357 4904; mob: 07469 400795)

Tim represents all things trees! He liaised with FrANC when the Council were contracting out the tree pruning along the New Cut. We found him very thoughtful and helpful.

Chris Ecclestone chris.ecclestone@bristol.gov.uk (tel: 0117 903 1570; mob: 07778 026879)

Chris is the immediate 'boss' of the Harbour Railway. He's a good source of info on potential developments regarding Chocolate Path etc. He is grateful for FrANC's efforts with rubbish on the track and a helpful person to liaise with.

(2) Other Organisations:

Underfall Yard Trust Office info@underfallyard.co.uk (tel: 0117 929 3250)

Sarah Murray was our main point of contact with the Underfall Yard Trust until her recent departure. Her replacement is Andrew Blayney (andrew@underfallyard.co.uk), according to the Underfall Yard website, who is the Community Learning and Volunteer Manager. Another possible contact is Julie Sienesi (julie@underfallyard.co.uk) who is the Director of the Underfall Yard Trust.

Sara Worth
FrANC Chair
October 2018

Attachment 1 **List of Bristol City Council Officers and others who liaise with FrANC Chair**

Income

Sale of books	48.00
Walks & Events	276.00
Donations	60.00
Grants	1,500.00
Total Income	<u><u>1,884.00</u></u>

Expenditure

Clean-ups	313.95
Walks & Events	20.00
Website	40.87
Publicity	
Donation (Walks Income)	90.00
Total Expenditure	<u><u>464.82</u></u>
Balance Brought Forward	<u>1,161.65</u>
Balance Carried Forward	<u><u>2,580.83</u></u>

Attachment 2 Summary of FrANC Income and Expenditure Account from 1st November 2017 to 2nd October 2018