

BEBRA GARDENS MASTERPLAN

APPENDIX I

MEETING AND CONSULTATION NOTES

Working towards
Green Flag Status



Friends of Bebra Gardens KNARESBOROUGH



Please find attached the minutes of meeting held 15th March 2007

Next work day... Monday 7 May 2007, 9am.

First weekend workday Sunday 6th May 11am

Next meeting... Thursday 19th April 2007, 7pm.

Andrew Willoughby, chairman,

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www.knaresborough.co.uk/bebragardens



Friends of Bebra Gardens KNARESBOROUGH



MINUTES OF THE FRIENDS OF BEBRA GARDENS GROUP HELD ON THURSDAY, 15th March 2007 COMMENCING AT 7.00.PM AT THE LOFT, GREEN DRAGON YARD, KNARESBOROUGH

Present:

Peter Guest	Jean Barton
Penny Carpenter	Jill Skelton
Christine Willoughby	Geoff Waite
Andrew Willoughby	Deb Wright
AlexStappard	Patrick Kilburn
Richard Schofield	Jenni Harrop
Lynne Herringdon	

ACTION

1. APOLOGIES

Apologies were received from Mavis Clemmitt, Paula Shrimpton and Andrew Middlemiss.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting from 22 February 2007 were agreed as a true record.

3. MATTERS ARISING (NOT INCLUDED IN AGENDA)

Volunteer Hours – Deb confirmed that to date, 98.5 volunteer hours had been completed on work days. This figure does not include volunteer hours for our monthly meetings.

4. MASTER PLAN

The meeting was then handed over to Alex Stappard of Golders who ran through the work that had taken place since the last meeting. This included his site walk around with group members to discuss issues that were then produced on a plan. All the issues were run through to ensure Alex had an accurate understanding and the group agreed with the issues raised.

Rachel's Ecology Report was discussed and in addition the revised programme and the public consultation day were also briefly discussed. Alex has made a request for any more historical photos, if there is currently a DDA audit and also if there is any information or contact details regarding any current security issues.

5. FUNDING

There was a brief discussion regarding funding and how the implementation of the master plan may be achieved. It was raised that at this stage the group could be looking towards the identification of funding bodies that may provide match funding and what their criteria may be. Some of this work is included in the master plan brief which Golders will complete.

Richard confirmed that HLF budget for major grants would be receiving cuts in the future and that a 'cocktail of funding' would be required to implement the master plan. It was agreed that funding would be put on the agenda for the next meeting.

6. EASTER EGG HUNT

Following a large discussion, it was agreed to cancel the Easter Egg Hunt event on Easter Sunday of this year due to lack of volunteers and time to organise satisfactorily. It was agreed to try to do something for May Bank Holiday, possibly 28 May 2007 and to include consultation on the draft master plan.

7. MONTHLY WORK DAYS

The next work day is to be on 2 April 2007 and will be part of the school holidays. It was also discussed that requests have been made for weekend workdays so that volunteers who work regular office hours are able to attend. It was agreed that these workdays should have an 11 am start and the first of these will be on Sunday 6 May 2007 as a trial. If they are successful, then we may look to continue them.

8. SCRAP BOOK CUTTINGS

Jean and Jill passed around the folder of scrapbook cuttings containing all our press articles in the Knaresborough Post, items from our website and items from the brief that was given to Golders.

9. GROUP FINANCES

Nothing has changed with the group finances but there has been an increase of 32 p interest.

10. ANY OTHER BUSINESS

There was no other business.

11. DATE AND TIME OF NEXT MEETING

The next meeting will be held on 19 April 2007 at 7 pm at the Loft, Green Dragon Yard.



Friends of Bebra Gardens KNARESBOROUGH



MINUTES OF THE MEETING HELD ON THURSDAY 19 APRIL 2007, 7pm AT 'THE LOFT', GREEN DRAGON YARD

Action:

1. PRESENT

Andrew Willoughby	Patrick Kilburn
Alex Stoppard	Christine Willoughby
Lynne Herrington	Jenny Harrop
Paula Shrimpton	Deb Wright
Jill Skelton	Joan Barton
Peter Guest	Christine Horsfall

Apologies were received on behalf of Richard Schofield, Mavis Clemmitt and Geoff Waite and Penny Carpenter.

2. MINUTES OF THE MEETING HELD ON 15 MARCH 2007

These were agreed as a true record, proposed by Christine Willoughby and seconded by Peter Guest.

3. MATTERS ARISING NOT INCLUDED IN THE AGENDA

There were no matters arising.

4. MASTER PLAN

4.1 Alex Update

Alex circulated updated plans for discussion of Bebra Gardens, this included 2 options for a fountain-type water play system. Neither of these options included maintenance or operational issues, or the type of electrical supply required. AS to bring details to next meeting It was also requested that an option would be included to repair the existing paddling – for this to take place a Civil Engineer's report would be required, DW to organise with Building Management.

AS

DW

Options were also put forward regarding the gateways, entrances and pathways. They were agreed as part of the consultation process, HADAG would be consulted regarding disabled access. Various different types of disabled access were discussed and will be discussed further at the consultation stage.

Two bridge alignments were put forward for discussion and it was agreed that both of these should be kept for the full consultation process.

Options for the shelter were also discussed, and this included both temporary and permanent. Again, costs were required for these facilities and also life expectancy and maintenance required.

It was agreed for AS to bring to the next meeting the option of a linear shelter along the grass banking area to the rear of the paddling pool, an option for no shelter considering the new layout that is informal and fluid of the base area of the gardens and the option for a permanent brick shelter in a new area of the park.

Action:

AS

4.2 Revised Programme

Alex to attend the main meeting with options for the soft landscaping and revised options for the items discussed tonight. The draft master plan will be submitted to the Group at our June meeting and the consultation process will take place at the end of June.

AS

4.3 Consultation

Various consultation options were discussed, but no agreement was reached at this stage, however, it was thought that individual meetings with Knaresborough Town Council, Harrogate Borough Council and a public meeting were not as preferable as a joint Town meeting where all could attend.

Other consultation options were discussed with displays in the library, shop windows and other prominent places in Knaresborough so that there will be a period of time that members of the public can respond and make their preferred choices.

5. FUNDING

Due to the amount of time spent on the master plan and the long agenda for tonight's meeting, funding was deferred to the next meeting.

6. MAY BANK HOLIDAY EVENT

It was agreed that as the Easter event was cancelled, an event for the 28 May would be held in the Gardens between 11am and 4pm. Individual members of the Group to be responsible for specific activities:

- Christine H will be responsible for refreshments
- Paula will be responsible for "hook a duck" in the paddling pool
- Joan, Jill and Peter will be responsible for the "treasure trail"
- Christine W will be responsible for the music

CH
PS
JB, JS, PG
CW

Action:
DW

DW to obtain the Parks tent, to check whether a licence is required for the event due to the music, and also to send a copy of the Spa Gardens Trail leaflet to Joan, Jill and Peter. Everybody to report back to the next meeting of their progress and further activities or responsibilities to be agreed.

ALL

7. WORK DAYS

The work days for May had originally been set for Sunday 6 May, to be our first Sunday event and Monday 7 May. However, following a period of discussion it was agreed that to have consecutive work days was possibly not the best idea and that turn out could be low due to the bank holiday. Therefore it was re-arranged to have the Monday work day on **Monday 14 May** and postpone the Sunday work day because of the May bank holiday event, to the second Sunday in June, this would be **Sun 17th June**

8. SCRAP BOOK CUTTINGS

Joan circulated the scrap book cuttings file, including a fantastic new picture on the front of the file that Joan has painted.

9. GROUP FINANCES

Nothing to report.

10. BENCHES NEAR THE PADDLING POOL

Benches that were removed at the end of the summer season last year due to anti-social behaviour are now scheduled to be replaced in the gardens for the summer period. After a period of discussion it was agreed that Harrogate Borough Council will look at the best options of where to put the seats, and they will be replaced back in the gardens.

PK

11. ANY OTHER BUSINESS

11.1 Christine Willoughby, Chair of the Knaresborough in Bloom Group, thanked Friends of Bebra Gardens for their help for the Knaresborough in Bloom spring judging, and that Bebra Gardens and the Bebra Group made a positive contribution to the overall day.

11.2 Peter raised the Mayor's final dance at King James School on 28 April and stated that he had complementary tickets for members of Knaresborough in Bloom and Friends of Bebra Gardens with a hope of making up at least 1 table of 8, or maybe 2. The Chairs of both Groups to arrange invitations and availability.

12. DATE OF NEXT MEETING

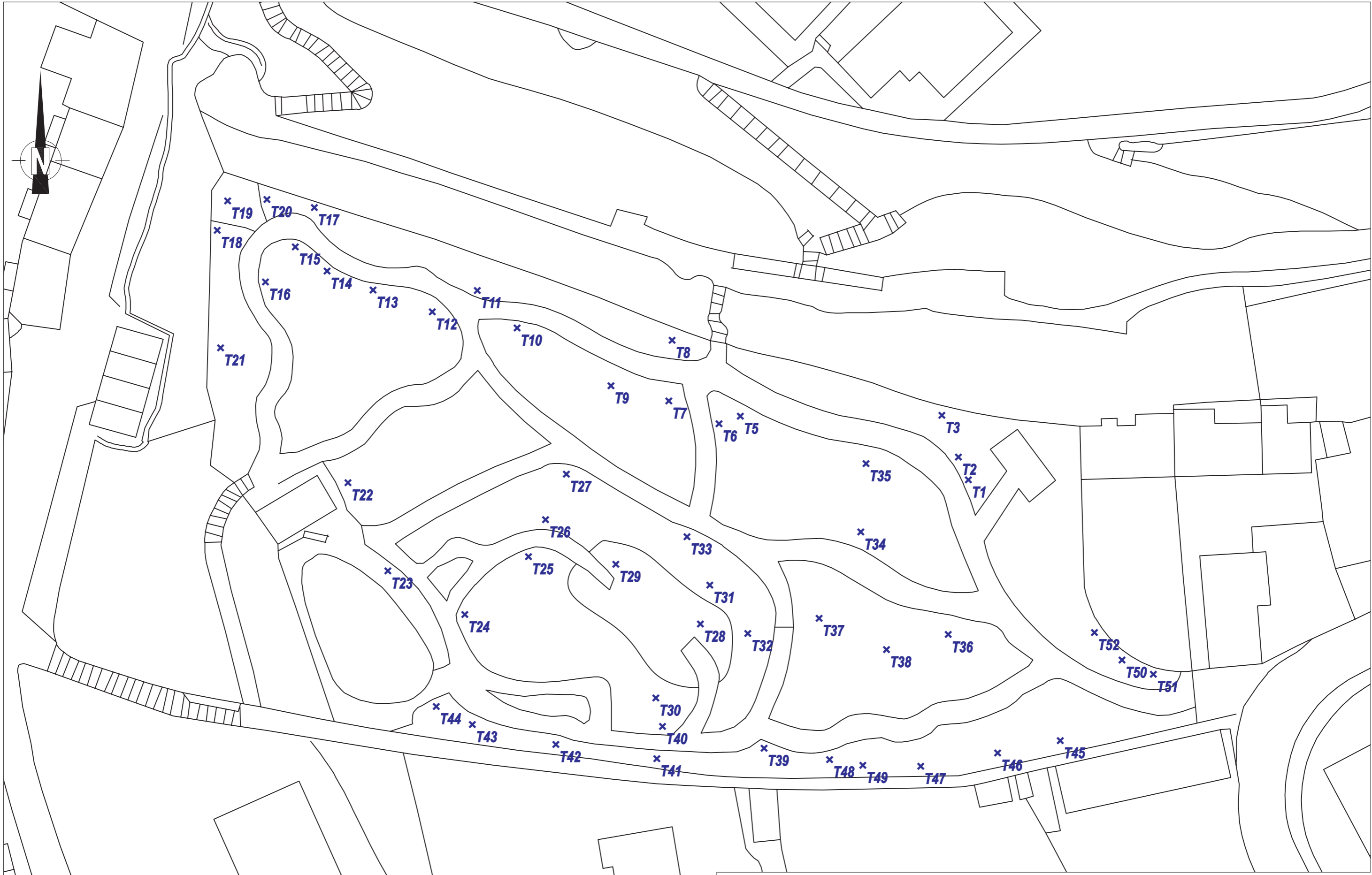
Thursday 17 May 2007, 7pm at 'The Loft', Green Dragon Yard.



ALL

BEBRA GARDENS MASTERPLAN

Appendix J

Outline Tree Survey



	Date	August 2007	Title Tree Survey Bebra Gardens Masterplan	Figure 
	Project No.	06582255		
	Created by	J.W.		
	File No.	582459		