

**Minutes of the Friends Of Pilrig Park (FoPP) Committee Meeting  
Monday 8 September 2014**

**Attendance**

Liz Ballantyne (LB)  
Sophie Brown, Chair (SB)  
Max Brown (MB)  
Emma Faragher, Secretary (EF)  
Stephen Penman (SP)  
Irene Sweeney (IS)

**In attendance**

Sam Barron

**Apologies**

Zoe Holman (ZH)	Cllr Nick Gardner, Leith Walk ward, Labour, (NG)
Lennie Sefton (LS)	Katie Wright (KW)

**1. Welcome**

SB welcomed everyone to the meeting. This was the sixth meeting of the Friends of Pilrig Park (FoPP) group's committee.

**2. Approval of the Minutes of committee meeting 3<sup>rd</sup> June**

Minutes of the meeting on 3 June were circulated to committee members by email, but could not be printed for approval at this meeting. They will be approved along with this minute at the next meeting.

**3. Chair Person's update**

SB gave an update to the committee:

**3.1 Silverfields Planning Proposal.** SB drafted a letter to CEC, and circulated to the committee for comment prior to sending. This included comment that developers supporting improvements to the park might be considered in future planning processes.

**3.2 Benches** There is still one bench outstanding; SB is in on-going discussion with CEC to confirm a delivery date. The chair of Friends of Starbank Park has advised SB they have an excess of benches. They have provisionally agreed that, subject to agreement with CEC, the excess benches should be moved to Pilrig Park.

#### **4. Priorities for 2014**

The appendix, **Friends of Pilrig Park – Priorities for 2014-15** lists progress and actions against agreed priorities for 2014. Discussion is outlined below:

**4.1 Paths:** SB and EF met with CEC parks staff to discuss improvements to paths in late June. At the meeting it was agreed that

- Improvements be made to the Cambridge Gardens entrance path. Work has subsequently been completed.
- Tarmac patching to the paths at Pilrig Street entrances. Work completed.
- CEC will explore options for work on the central path. This path will require significant work, e.g. full resurfacing, as deterioration means patching will not be effective. SB will ask CEC for update on progress.

**4.2 Entrances:** Sam Barron attended the meeting and discussed the report he has compiled on entrances to the park.

- Committee agreed informal observation suggests the Balfour Street and Bun-sgoil Taobh na Páirce entrances have a higher footfall than the Pilrig Street entrance where the park information board is currently sited. Relocation of the board should be considered as a recommendation for CEC; and consultation should include the question “Which entrances to the park do you use?”
- It was agreed that there are many pathways and routes through the park; a future project for FoPP might be the development of signposting for paths or a map signposting park facilities for the entrances, possibly created as a local schools project.

**4.3 Wooded Areas:** see separate section below.

**4.4 Litterwise Project** this is now almost completed. Poster production has been delayed due to artist availability in July and August, but is now complete. 15 copies of 4 designs are being printed and will be displayed for approx. 4 months each. The first posters scheduled for display in September. EF will compile a report to CEC on the use of the grant; there is a likely to be a small underspend.

**Events in the park:** On 21 September the Scottish Sled Dog Group will be holding an event in the park details are tbc. FoPP will support publicity via posters and social media. On 27 September Citizen Curator is holding a day of free events in the park as part of the ‘Balfour’s Botany’ project. This will include planting of bluebell seeds behind the small playpark, an artist’s talk about the art installation being developed for the park for display from late September, a shed talk with gardener Rebecca Govier in the sheds by the allotments and a barbeque.

**4.5 Website:** LS has made updates to the website. The website will go live in September and can be viewed at: [www.friendsofpilrigpark.org.uk](http://www.friendsofpilrigpark.org.uk)

**4.6 Consultation.**

- 4.6.1 Some committee members queried the statistical validity of a consultation. It was agreed that though the sample size may be small it is a valuable process to gather information about park use and valuable in gaining funding.
- 4.6.2 SB and EF observed a number of parks groups have already run consultations and surveys. SB will seek their advice.
- 4.6.3 It was agreed the process should include a count of park users, visual observation of usage and a combination of online and face-to-face surveying. Surveys and headcounts should be taken at a range of days and times e.g. surveying parents at end of school day.
- 4.6.4 Volunteers for head counting and face-to-face surveys will need to be sourced from committee members and via the upcoming public meeting.
- 4.6.5 Schools and local community groups should be surveyed.
- 4.6.6 At the next public meeting in October attendees will be asked to contribute to this process; by dividing into discussion groups identifying activities they see in the park and their regularity.
- 4.6.7 Discussion during the meeting identified a number of questions for inclusion in consultation; these have been collated in a separate document.

## **5. Woodland Areas**

The committee discussed the consultation document produced in July 2014.

- 5.1** The committee agreed it is key to follow advice to take a staged approach and ensure we can maintain and upkeep any work undertaken.
- 5.2** Committee agreed the priority for winter 2014-15 will be to continue work on the areas cleared by volunteers last winter; if there is capacity FoPP will extend work to the Millennium Woodland, cleared by CEC last winter. SB will advise the council and ask if they have work planned in the Millennium Woodland.
- 5.3** Work will include the edging of developing paths, using off-cuts of wood from the clearance. This will follow the advice given in the consultation and some work already done by the small play park.
- 5.4** It was agreed it would be valuable to remove some of the stumps and roots left after clearance days, which can be trip hazards. SB to discuss with CEC.
- 5.5** Last year activity was limited due to the capacity of the cages for waste. Agreed FoPP should request that CEC provide more cages or empty it on repeat occasions.
- 5.6** Alongside the clearance days, the committee will use the next committee meeting to discuss and develop plans for the three areas already worked on.

## **6. Treasurer's Update**

MB advised that the grant for the 'Litterwise' project is now almost spent. The £2500 towards capital costs is still to be spent. Agreed a priority for discussion should be to decide on a use for this money. MB is costing insurance; awaiting response from supplier.

## **7. ACOB**

**6.1** SB cannot attend the umbrella group meeting on 11 September, she invited volunteers from the committee to attend.

**6.2** EF advised that Carbon Scotland and Festivals Edinburgh have set up a 'Green Tease' group of local arts organisations interested in sustainability, this may be a good link in future.

## **7. Date of Next Meeting**

Public Meeting, Monday 8 October, Macdonald Road Library.

## **ACTIONS**

- **EF & MB** – Report for Litterwise and confirm budget and underspend.
- **SB, LB & KW** – support promotion of upcoming events (SB and LB posters; KW Facebook).
- **SB** – contact CEC for update on work on paths
- **SB, EF & LB** – Proof updated website ready to go live.
- **MB, SB** – seek advice from contacts on running parks survey.
- **SB** – Advise CEC of plans for woodland management and ask about other issues – see minute.

Signed:

Date:

Signed:

Date:

## Friends of Pilrig Park – Priorities for 2014-15

Priority Area: Consult with Community to create vision and 'wish list' for FoPP.		
Actions	Progress & achievements	Task allocated to:
FoPP will carry out a consultation survey consult with the local community. Consultation points are identified in each priority below.	SB to have stand at Leith Gala Day and will canvas attendees with a single question 'what do you want from the park?' Survey scheduled for Sept 2014 – paper and online (survey monkey) via email, Facebook, and local orgs (LCCC, Greener Leith, Spurtle etc.)	EF/SB
Consultation will include 'what do people want to do in the park that they cannot do now?'	Committee has discussed outline plans (see full minute) for delivery in Autumn & Winter 2014.	SB
FoPP will use the consultation to: <ul style="list-style-type: none"> <li>- Develop a plan for FoPP's future vision, aims and work in Pilrig.</li> <li>- Create a 'wish list' document identifying objectives and items of work in the park. This will be used to inform small pieces of fundraising and reported to CEC and other key funders and stakeholders.</li> </ul>		EF/SB
Priority Area: Litter		
Actions	Progress & achievements	Task allocated to:

Deliver the 'Litterwise' project funded by £eith Decides, resulting in anti litter poster campaign in Pilrig Park.	Litterwise Workshops are complete (Pilmeny Youth Project, Lorne Primary and Bun-sgoil Taobh na Páirce) and posters printed, campaign to start in autumn (delays due to formatting posters for print and artists availability in July/August).	SB/EF
Hold 2 litter clean up days in Summer 2014	First Clean-up day held on 29 Jun. Second day held on 17 August, this was focussed on cleaning litter and undergrowth near the smaller play park.	SB
Join Keep Scotland Beautiful 'It's Your Community' Scheme	FoPP is now a member of the 'It's your Community Scheme'. Assesment visit for award made in July.	EF/SB
<b>Priority Area: Entrances, Paths and Access (paths)</b>		
<b>Actions</b>	<b>Progress &amp; achievements</b>	<b>Task allocated to:</b>
<ul style="list-style-type: none"> <li>Identify priorities for repair work with CEC, identifying what is achievable within remit and budgets in 2014.</li> <li>Identify what is not, but can be included in the FoPP 'wish list' document.</li> </ul>	Priority path repairs discussed with CEC. Work on Cambridge Garden entrance complete; some fixes to paths at entrances complete.	SB
Scope a plan for entrances to Pilrig Park, defining how entrances can signpost the nature of the park and encourage positive behaviours.	Sam Barron has completed a survey, circulated to the committee and discussed at committee meeting on 6 Sept.	Sam Barron
Include entrances, paths and access in the community consultation and resulting plan / wish list.	Questions for inclusion discussed at meeting on 6 Sept.	SB/EF
<b>Priority Area: Play Parks</b>		
<b>Actions</b>	<b>Progress &amp; achievements</b>	<b>Task allocated to:</b>
Include parks in the community consultation and resulting plan / wish list.	Key questions for consultation agreed at committee meeting on 6 Sept.	SB/EF

Consult with key local stakeholders to identify their vision for the future of play parks in Pilrig Park.		SB/EF
Seek community members who can champion the vision for play parks in Pilrig Park.		SB
<b>Priority Area: Woodlands &amp; Biodiversity</b>		
<b>Actions</b>	<b>Progress &amp; achievements</b>	<b>Task allocated to:</b>
Include woodlands in the community consultation and resulting plan / wish list and develop a vision for biodiversity & woodlands in the park, using sample area already cleared as example.	A simple survey of woodland areas has been completed by EF and SB with expert advice from professional gardener Becky Govier, discussed by committed at meeting on 6 Sept.	EF/SB + MB/DS/SP/LB
Develop an overall vision for FoPP's contribution to improving woodlands across the park using a zoned approach, building on success year by year and informed by community consultation.	To develop draft plan based on advice from Becky Govier (above) in autumn/winter 2014. To take phased approach, starting with detailed plans for areas already cleared.	MB/DS/SP/LB
Scope potential to develop a proposal for an SNH Community Action Grant for work in 2015 if appropriate project, partners and capacity identified.		MB/DS/SP/LB
Apply for the Keep Scotland Beautiful 'It's Your Community' Scheme	FoPP is now a member of the 'It's your Community Scheme'.	EF
Hold 3 woodland action days out with nesting season.	Focus for winter agreed:	MB/DS/SP/LB
<b>Priority area support community projects and events</b>		
<b>Actions</b>	<b>Progress &amp; achievements</b>	<b>Task allocated to:</b>

Support the work of community projects and events in the park, to outcomes agreed with organiser, e.g. Easter Egg Hunt; Dog Show Day.		SB
Work in partnership with other stakeholders working on projects in the park e.g. Balfour's Botany Grow Wild funded project.	<ul style="list-style-type: none"> <li>▪ Two workshop days held in Spring 2014: wildflower propagation and woodland biodiversity. The first was well-attended; the second was less well attended due to adverse weather.</li> <li>▪ Sled dog day on 21 September.</li> <li>▪ Balfour's Botany event day on 27 September.</li> </ul> <p style="color: red;">Sophie can you add any events missed &amp; comment on attendance?</p>	SB
Support development of a provisional Summer Fete (TBC) in 2014.	Summer Fete not happening in 2013.	SB
<b>Priority: Contribute to local Community Councils, Parks Groups and CEC park activity</b>		
<b>Actions</b>	<b>Progress &amp; achievements</b>	<b>Task allocated to:</b>
Ensure FoPP has regular representation at Leith Central Community Council.	IS now member of LCCC, regularly attending monthly meetings and updating LCCC on FoPP activity.	IS
Ensure FoPP is represented at the Parks Forum	SB is attending regular meetings; the group is exploring insurance and SCIO status for parks. SB and EF contributing to review of start-up packs for parks groups.	SB
Volunteer from FoPP take part in the annual parks quality assessments.	IS has received training in preparation for assessment visits.	IS
<b>Priority: Maintain Friends Group membership, marketing and constitution</b>		
<b>Actions</b>	<b>Progress &amp; achievements</b>	<b>Task allocated to:</b>
<ul style="list-style-type: none"> <li>● Hold and minute two public meetings (inc. one AGM)</li> </ul>	1 public meeting held April 2014, and minutes circulated.	SB/EF
<ul style="list-style-type: none"> <li>● Hold and minute three Committee Meetings</li> </ul>	Two meetings held to date.	SB/EF
<ul style="list-style-type: none"> <li>● Maintain and update FoPP website</li> </ul>	Draft update completed ready to go live in Autumn 2014.	DS (+EF/SB)



● Maintain and update FoPP Facebook Group	KW regularly updating. FoPP has 123 followers.	KW
● Scope need for FoPP to become a Scottish Charitable Incorporated Organisation	On hold until advice received from CEC/Friends of Park Umbrella Group	MB/EF