

# Collings Park Trust Management Committee Minutes

## 20<sup>th</sup> January 2026

### at Lexdon, Hartley Avenue

Present: Andy Stewart (Chair), Andrew Leigh, Liz Rawlings, Dy Taylor, Geraldine Whitby, Lois Conrad, Meredith Price

Apologies for absence from: Sam Smith

Liz was thanked for hosting the meeting.

#### **1. Social Media and Digital Marketing**

Meredith Price was welcomed to the meeting as a guest attendee and digital marketing professional. Meredith outlined the work that she and Sam Smith had undertaken on the Trust's potential social media strategy and presented attendees with a copy of their discussion points (copy attached to these minutes).

The proposal to increase our social media presence through more effective use of Facebook and Instagram was accepted, and Meredith kindly agreed to take the first stint in the role of social media coordinator, with this role being rotated amongst members on a 4 to 6 month basis.

It was agreed that we should work towards making it possible to apply for membership of the Trust through one or more online channels.

Andrew L highlighted the Tulgey Woods Facebook page as a good example of how social media can be used beneficially. See <https://www.facebook.com/TulgeyWoodsSanctuary>

**2. Minutes** of last meeting (28<sup>th</sup> October 2025) were accepted.

#### **Matters arising:**

**Vandalism and anti-social behaviour:** Andrew L and Andy S met with three officers from the local community policing team on 9<sup>th</sup> January to discuss the ongoing, although reduced, incidents of anti-social behaviour. The team's offer to supply one or more movement-activated lights was discussed, but it was agreed that these could have a detrimental effect on wildlife, so the offer is to be declined for the time-being at least.

It was reported that officers stated it is okay for 999 to be used to report active incidents of anti-social behaviour where there is a threat of harm or criminal damage.

**Collings Park Playing Field:** The application to renew the 'Asset of Community Value' designation was approved by the PCC legal department on 5<sup>th</sup> November 2025; this lasts for 5 years.

#### **3. Health & Safety**

Dy agreed to contact the city council to report the possibly unstable tree stump near the Compton Knoll Close.

#### **4. Finance, Membership & Funding**

There is **£631** in the cash account at present, and the easy access savings account balance stands at **£5,062**.

**Membership** stands at 11 household memberships, 4 individual members and 14 supporters (although 3 renewals are overdue), bringing £784 to the accounts annually. It was agreed that increased use of social media, and making it easier to apply for membership, should lead to an increase in membership numbers. Leafleting to be considered in due course.

## **5. Policies, Procedures & Key Documents**

Posters produced by Dave Rowe giving guidance for visitors to the garden were reviewed. Content was agreed but the colours used for the text and background need to be adjusted to improve readability.

The tri-annual review of policies and procedures is under way, with various committee members undertaking the reviews. Relevant Word files to be sent to reviewers, along with guidance on how to use the tracking feature within Word. Amended documents will need to be submitted to Trustees for approval.

## **6. Progress and Planning for the Community Garden**

- Dy agreed to ask Roger for more woodchip for paths.
- A diagram showing the location and varieties of trees in the garden and 'ransom strip', also the make-up of the fruiting hedge, to be produced for display in the notice board.
- Quotation required from DCW Polymers (or other supplier) for another picnic bench for the top area of the garden.
- It was suggested that the look of the pond could be improved by adding more aquatic plants and camouflaging the black plastic edge of the pond liner with stones and marginal/other plants. Also that a solar powered fountain might improve the condition of the pond water.

## **7. Future Events Planning**

It was agreed that we should mark the 10-year anniversary of starting work on site, and that there should be a small celebration for volunteers and committee members on Thursday 4<sup>th</sup> June, plus an event on Saturday 6<sup>th</sup> June open to members of the local community.

## **8. External Events**

Lois advised that the local Open Garden Trek was being planned for 5<sup>th</sup>/6<sup>th</sup> September, and that the community garden was being included again.

## **9. Feedback from Board of Trustees**

Andrew L highlighted that we are due to submit the usual annual return to Plymouth City Council.

## **10. AOB**

It was suggested that we have a 'Help yourself' table available to place by the notice board in times of crop abundance.

**11. Date and venue of next meeting:** Tuesday 7<sup>th</sup> April 2026, 19:00 hrs, to be held at TBC (Liz's home (Lexdon) if available, or Andrew and Lois' home (12 Fortescue Place)).