



Forum Partnership Meeting No. 18

Minutes of the meeting

12th December 2019 – 10am – High Elms Country Park

MINUTES

- 1 **Welcome & Introductions** – LH welcomed everyone to the meeting, especially BA, our new Forum committee member. AH introduced CL and PR to the group and advised that they will be invited to future meetings from now on. AH advised that JT and SF will no longer be attending as AH can update the group on grounds maintenance matters
- 2 **Apologies for absence** – RG, KR, KS, FK, PP, AR, HA.
- 3 **Minutes of last meeting** – 17th September 2019 – LH expressed concern at the late delivery of the last set of minutes and that this could lead to a lack of progress on outstanding actions. AH agreed that minutes would be produced within a target of three weeks. Otherwise minutes agreed and version with full names removed will be published on the Forum website.

Matters Arising (see action tracker)

- i. Commemorative bench procedure template :- JH advised that he is satisfied with the current process/procedures. LH asked to see the process template. AH advised that Forum was given the process map previously. LH would like to see and know the full process and would also like to know the process of when parks are full. AH advised if parks are full then we may suggest to customers to replace old benches. All enquiries regarding this would be sent to *idverde*'s enquiries inbox, once *idverde* receive enquiries then letters are sent to customers detailing the process. VS asked if the template letter could be shared so we can see if this process is good for all parks as well as having an idea of costs. AH agreed that template letter will be sent out in the near future. PR advised that with requests for memorial trees that the council would deal with this direct. JH commented that there is also offers of plaques. VS - We need clearer information so we all work from the same page.

- ii. Drinking fountains :- JH advised that Amey have been asked to check and see if reinstating the existing decommissioned units was possible and if it is feasible then it should go on to the schedule of planned works for the year. VS asked about the timeframe for this. JH replied they have been asked to do this as soon as possible. LH - this is about the public being able to fill bottles and reduce single use plastics. JH - We have now got a carbon and plastic team that are also looking in to this. He had spoken to portfolio holders and they are for this to be explored further. AH - this action could take quite a long time to resolve, possibly a couple of years should this be kept on the action tracker? LH - Yes so we can have updates for this.
- iii. Signage in parks :- JH advised that the branding has been agreed and that we will be looking to replace signs at main entrances initially, these will have basic information such as contact numbers, opening/closing times etc. If there were a desire to have enhanced information such as maps or interpretation boards then they will need to be paid for by raising additional funds. SG suggested that we should have signage where the information can be easily updated, if needed. AH - This has been suggested previously and would be our preferred option. JH - At last meeting *idverde* gave us a list of all the parks where new ones were needed. This is now being looked in to. VS - Is Bromley going to fund one entrance sign and any additional signs Friends groups will need to fund. JH - yes this is correct. BA - Postcodes need to be on the signs as some of the emergency services cannot find the parks. JH - Before any content is decided upon we will certainly consult with the group. SG - Will all the old signs be taken out? JH - Not sure, this would need to be discussed further.
- iv. Grant funding plan :- LH - We have asked *idverde* to give us information on grants that are available. SG - There are a few grants that are available every 4 months that will give funding for under £2000. AH - The concern I have is that funding should be for a specific project not that we get funding and then create a project to match. It is for this reason why we would want the project agreed prior to going for grants. JH - AR needs to be involved from the beginning to the end so she is always aware and can advise on what permissions are required etc. VS - We don't always know what AR is working on and we know that she is very busy, the Friends Groups are able to fill out small forms for smaller grants. If she could email over when the windows open for these, it would be most beneficial. PR - There is a link on the Community Links website for certain funding opportunities. VS - AR said we would be made aware of big things going on in the borough. AH - will speak to AR and see if this can be made available, normally she would be at this meeting and provide an update then. JH - All projects going on currently are big projects and taking up a lot of AR time. AH advised he would meet with AR in the new year to explore the possibility of sharing smaller grant opportunities with the group periodically.

- v. Park Infrastructure Pricing Document :- AH provided the Forum with a document showing indicative costs for replacement infrastructure in parks. If you are looking to purchase any infrastructure for your park please speak to your Community Manager. Any additional infrastructure would need to go through an approval process with JH, replacing existing ones will not require LBB approval.
- vi. Friends Forum Training Questionnaire :- LH stated that a programme of five courses for 2020 had been agreed with *idverde* (JP). LH - This will be communicated to all groups and specific invites sent out around eight weeks prior to a course start date. JH - Is there a timeframe for names/contact details. JP - 1 week before will be okay. JP confirmed he had mailed information of *idverde*'s programme of short courses to LH this morning. SG - Could training take place in other parks? JP - Yes as long as the infrastructure is available. AH - This is something we will look in to.
- vii. Feedback on Partnership Statement :- FK & PP have gone through the document and provided their feedback, it is now with JH and needs to be checked and signed off. LH advised that there may be further updates from the Forum and he will produce a revised version once all feedback had been received. JH assured the meeting that LBB's feedback would be completed by Christmas.
- viii. Feedback on Overview Questionnaire:- Forum was still analysing the results of the overview questionnaire and once these had been précised would initially discuss these with its members. Once agreed the findings would be shared with LBB and *idverde*. Any further input from FK was awaited.

4 *idverde* update

- i. JP - We are in full swing in winter habitat management tree works.
- ii. JP reported that Bearded Tooth Fungus has been recorded in LBB this year - this is a schedule 8 species.
- iii. JP - HC has joined the education staff as its new manager. A new instructor is to start 6th January 2020.
- iv. PR advised Norman Park peace garden flowers/benches to be completed 2020. Kelsey Park - bog garden being considered. Winsford Gardens - bins being replaced by the infrastructure team.
- v. CL - Currently working on Green Flag management plans looking from previous feedback from Green Flag assessments and trying to implement the recommendations. Whitehall Rec Ground - planting containers with the group. Havelock Rec Ground - nine trees being planted. Naturalised Grass areas being considered at Coney Hall, Queensmead Rec Ground and Belmont Open Space. Widmore Rec Ground - First Friends meeting (new Friends Group) will be looking at a new playground for all ages.

- vi. Events - AH advised that we currently have the Ice Rink on Beckenham Green. AH reported that lots of events are coming through and would ask the Friends to book their events through EventApp as soon as possible to secure their preferred dates.

5 LBB update

- i. JH advised that a new Neighbourhood Officer, NG, has been appointed for the Penge/Beckenham area.
- ii. JH advised that the arboriculture department has a new starter joining on 6th January, they will also will have an apprentice starting in February 2020. AH - DB at LBB is also helping to get the number of enquiries reduced for the tree team, *idverde* have been assisting with this.
- iii. BA highlighted that there is an issue getting updates from the property department. JH advised that he is aware that there have been issues with property repairs and that he has meetings planned with property department in January to feedback such concerns.

6 Forum Business

- i. LH - Since last meeting Forum has conducted two questionnaires, one for training needs and one to canvass Friends views on issues/progress etc.
- ii. Concern has been raised with the level of communication from LBB and *idverde*. If the Forum had better information we could advise residents/friends groups better. AH advised he will look into ways of improving this, possibly with bulletins when there have been issues that affect the service levels such as break ins.
- iii. Tool/Equipment :- What is available to the friends groups, PPE should be provided and tools that are needed, think this should be given by *idverde*. AH advised that this is provided by *idverde*, it is stored at Central Depot and can be borrowed, it needs to be given back to stores once it has been used. JP stated that we could look in to getting friends group's tools at cost price if they wanted additional tools. LH felt we need to have further discussion about basic tools provision.

7 Any other business

None

8 Date of next meeting

Thursday 12th March 2020 10am, High Elms.