



Forum Partnership Meeting No. 7

Minutes of the meeting

Wednesday 29th March 2017 – 2.30pm – Bromley Civic Centre (North Block N107)

Larry Herbert (LH)

John Ince (JI)

Keith Rodwell (KR)

Patrick Phillips (PP)

Craig Langford (CL)

Stephen Tickner (ST)

Frank Kleinhans(FK)

Andy Hodgson (AH)

MINUTES

1 **Apologies for absence** – Kari Sylvester, John Cutting, Pherenice Worsley-Buck

2 **Minutes of Last Meeting** – 12th December 2016

Agreed, and the following points arose:

- 3 (i) Forum Conference - will not include any form of general meeting
- 3 (ii) Provision of PPE - as reported in previous minutes
- 3 (iii) Provision of tools - as reported in previous minutes
- 3 (iv) Printing practice note - ST to issue **ST**
- 4 (i) Complaint against Ward Security. LH to chase **LH**
- 4 (ii) Memorial Benches - concerns continue regarding siting and 'shrine' use. Practice note to reflect that stakeholders need to be consulted - to be issued to Forum **AH**
- 4 (iii) Walk Leaflets - new stock printed and available
- 4 (iv) Whitehall Rec play equipment - issues regarding on-going maintenance have been resolved
- 5 Annual statistics return - see section 6 below
- 6 Forum meeting dates - to remain as previously reported both before and after partnership meetings
- 7 (ii) idverde website - still awaiting updates to allow on-line transactions
- 8 (i) Forum small grant policy - see section 7 below
- 8 (ii) Auditor – Alan Kienlen appointed
- 8 (iii) Forum budget/expenditure/process for receiving funding - see section 7 below
- 9 Training programme - discussions held with Ellie Machel regarding training provision in 2017. See also section 4 below.

3 **idverde update – Web, Action Plan, Events/Concessions**

- i) **Web** PP confirmed that the latest Action Plan was now uploaded on to the *idverde* Bromley Parks web and is reviewed on a regular basis. Difficulty in obtaining approval from banks to use e-commerce, but hoped to be resolved shortly. The Event App for bookings will hopefully go live from the end of April 2017.
- ii) **Events** Easter Egg hunts, Overground Festival at Crystal Palace Park and a circus at Norman Park are upcoming.
- iii) **Concessions** Mobile Creperie to be trialled at Queens Garden for one month around Easter.

4 **Training programme and Volunteer Development Plan**

- i) Following receipt of the training needs analysis from Friends Groups agreed courses included: Tools; Leadership; Biodiversity; Coppicing/Hedge Laying; First-Aid; Web Design/Social Media (with Pablo Abraham) and Tree Inspections (with Julian Fowgies). FK expressed concern that *idverde* was not best placed to provide an IT course and would need to review this proposal. **FK**
- ii) A series of Volunteer Development Plan meetings had been held over the last couple of months and a summary report was being finalised. It was hoped to publish this by the end of April.
- iii) The Volunteer Development Plan would be further discussed at the upcoming Forum Conference.

5 **Tool and plant hire – Central Store**

- i) Following a request by LB Bromley to create more storage space for others, *idverde* have been asked to reduce their floor space capacity at Central Depot.
- ii) *idverde* confirmed their commitment to providing Friends Groups free loan of central store equipment upon request. ST agreed to produce an inventory to enable Friends to know what was available **ST**
- iii) It was reported that there had been some abuse by users – largely unintentional, but it was agreed that LH would remind Friends Groups of a need for greater care. **LH**
- iv) LH asked about the position on fuel driven generators versus the provision of on street power points. ST reported that there were two petrol driven generators and they were looking at the possibility of diesel powered generators as these were considered safer (i.e. less inflammable). As far as *idverde* were concerned use of power points was not available in the borough.

6 Annual Statistics Return

- i) A single page slimmed down questionnaire has been produced and agreed for use in 2017.
- ii) It would be issued to all Friends Groups now to give them early indication of what data is required and sufficient time to put processes in place to complete the questionnaire. LH would circulate to groups and remind them that it would need completing November/December time. **LH**
- iii) The issue of £100 gift for return of the statistics remained unclear, though PP had written a paper on financial support towards the Forum/Groups to the Council and this may be discussed further at the next stakeholder meeting (expected May 2017).

7 Forum Finances and Small Grant Policy

- i) LH had issued to PP/FK Forum's accounts for the period 1st April 2016 to 31st March 2017. In broad terms this showed an income of £5k and an expenditure of £5k, half of which had arisen from gift payments to Friends Groups.
- ii) LH had also issued Forum's budget for 2017. This should show expenditure in the region of £7.5k of which they would be asking *idverde* for £5k and funding the remainder from existing cash assets.
- iii) LH presented to the meeting Forum's policy document of providing Friends Groups with small grants and expenses. In essence Forum would offer to fund up to 20% (to a maximum of £300) of a Group's project. Projects in this category would include items such as interpretation boards, signage, picnic tables but not tools or equipment.
- iv) Clearly there would be a limit to how many projects could be funded in the year and the Forum Committee would need to consider each application carefully and to fit within its existing budget.
- v) The meeting approved the policy document and LH was actioned to issue to Friends Groups and publicise on its website **LH**

8 Forum Conference 2017 and Publicity material

- i) Wednesday May 17th set as the agreed date for Forum Conference. Guest speakers include topics on Wildlife Crime and the volunteering work of the Prince's Trust. Workshops planned include – Volunteer Development, Endangered Species and Trees.
- ii) *idverde* were invited to present an update to members now that they were two years into their contract. FK suggested that the theme could be 'What do people want from their park?'. *idverde* to consider options. **FK**
- iii) LH asked about catering for the conference (lunch and drinks). FK to consider options and funding with Forum. **FK/LH**

9 **Green Flag**

- i) All three sites (Chislehurst Recreation Ground, Southill Wood and Keston Common) have submitted management plan documentation and their applications approved by Green Flag.
- ii) *idverde* will be using a Green Flag judge (Andrew Kauffman) to undertake a dummy assessment of these sites prior to judging.
- iii) Formal judging was expected May/June time.
- iv) It is expected that further Bromley sites would be added at some point in the future.

10 **Any other Business and Date of next meeting**

- i) JI reported that one of their newly installed picnic tables had been stolen and that a second had been rescued prior to being stolen. These tables had been the subject of a fund raising exercise and they hoped to be in a position to replace them at the earliest convenience. They would need to hold discussions with *idverde* how best to achieve this without further potential loss. **JI**
- ii) KR asked about the provision of insurance for tools as they now held a substantial amount at Penge Green Gym. The meeting recommended that KR looked into this further and potentially arrange to add it to its Friends Group policy. Alternatively KR could seek a quote through the National Allotment Society (NAS) who were well placed to offer this service. In either case it would be expected that the Friends Group funds any premium. **KR**
- iii) LH requested to know who represented the London Loop and Green Chain Walk. Advised that due to staff losses, these outside borough posts were currently vacant.
- iv) LH requested that Friends Groups be consulted where FMS enquiries were made, but advised that due to the time and resource constraints within the system – this was not practical nor possible.
- v) Date of Next Meeting – **Wednesday 28th June 2017 at 10am** Civic Centre.