



Forum Partnership Meeting No. 8

Minutes of the meeting

Wednesday 28th June 2017 – 10am – Bromley Civic Centre (North Block N107)

Larry Herbert (LH)

Frank Kleinhans (FK)

Helen Ashton (notes)

John Ince (JI)

John Pemberton (JP)

Keith Rodwell (KR)

Kari Silvester (KS)

MINUTES

1 Welcome & introductions

2 Apologies for absence –John Cutting, Patrick Phillips Craig Langford, Andy Hodgson

3 Minutes of last meeting – 29th March 2017

Agreed, and the following points arose:

- 2.3 (iv) Printing – a note has been issued, but there are queries over the charges from LBB libraries, used to be an internal cross charge but now seem to be charged commercial rates. FK to look into this, printing could be done by idverde. **FK**
- 2.4 (i) Complaint against Ward Security. LH has had feedback from Toby, they are short staffed but have taken note and will try to do better, but can only be in one place at a time. LH will monitor and pick up again if necessary. **LH**
- 2.4 (ii) Memorial Benches – a process has been written, FK will chase and make sure this is shared with the group. **FK**
- 4 (i) Training – an IT course is not with idverde services skillset, if this is needed perhaps it could be funded through the grant payment (training on agenda for later).
- 5 (ii) Central store – ST has provided an inventory for the central store. LH to advise FK if there are issues with the quantity of equipment, e.g. if several events are taking place on the same day.
- 5 (iii) – abuse of equipment - LH raised the issue of items being abused by users at the meeting/conference, damage is not intentional and caused by circumstances out of our control, all will try to take greater care in future.

- 6 (ii) Annual statistics – LH has sent out the questionnaire, to be completed in Nov/Dec.
- 7 (v) Small Grant Policy Document – This has been actioned and issued, there is a small grant/expenses claim form on the website.
- 8 (ii-iii) Forum conference - idverde presentation was delivered at the conference, thanks to idverde for providing the catering.
- 10 (i) Stolen picnic table – the group has yet to decide what to do.
- 10 (ii) Insurance – some wording on the policy is unclear regarding income and description of the work as light manual and litter picking, Unity have told us this is ok but it may need reviewing for all groups. FK advised the policy structure is the same for all groups, except for some higher risk Countryside groups. FK to check details with Penny/Unity. **FK**

4 idverde update – staffing, web, action plan, events/concessions

- i) Staffing – John Pemberton has started with idverde as Conservation and Education Development Manager at High Elms. Caroll Long has returned, replacing Stephen Tickner as Community Manager at Beaverwood Depot. Nick Barclay has started at Crystal Palace, replacing Tomas Vnucak. Nick has stepped down from the delegated sports management so there is no conflict of interest. idverde are interviewing for the BEECHE Manager position and have a shortlist.
- ii) LH asked if there is a new idverde structure as the current one is out of date. FK advised it has been prepared and will be sent out once a decision has been made on the BEECHE Manager.
FK
- iii) Biodiversity advisor - idverde have negotiated a partnership with the RSPB for them to provide an advisor on a 2-year secondment. This gives us access to RSPB resources and will further enhance the biodiversity & countryside team. The advisor will attend the next biodiversity meeting along with JP.
- iv) Website – EventApp is now live. FK confirmed a link to EventApp can be added to the Forum website. Idverde will be launching an activity booking system for BEECHE. The action plan will be uploaded next week. KR asked why Friends Groups are listed under Services on the website rather than Parks. FK advised these are the management services provided by *idverde* on behalf of the Council. LH added that some parks need more information adding. FK advised we will look to build in the future and that most parks will link to Friends websites that contain further information. FK will relay to the events team that all events need to be added to the events calendar, not all are appearing. FK mentioned all events need to be registered on EventApp to ensure they reflect accurately. **FK**

5 Training programme 2017

- i) LH distributed the training programme spreadsheet, put together with Ellie – the courses in June have not taken place. FK to meet with JP to book in dates for training with 6 weeks' notice, and send to LH to distribute. JP will take the lead on this while the new BEECHE manager gets up to speed. **FK/JP**

6 Forum Conference feedback

- i) LH – an evaluation form was given out but only 8 returned. All are happy with the format, liked the speakers this year, and no major changes were requested – more of the same! Follow up is needed from the tree workshop session, FK to speak to Julian regarding the follow up actions. **FK**
- ii) It emerged from the stakeholder panel with the council that there is concern about the future of Friends Groups and how new members can be attracted, e.g. utilising social media. The next meeting for the volunteer taskforce is to be scheduled.
- iii) KS met with Pablo to discuss corporate work days with M&S Bromley & will introduce Pablo to them.
- iv) Endangered species posters have been published by Judy John, this will be picked up at the biodiversity partnership meeting. Posters can be put up by local arrangement with idverde Community Managers.

7 Green Flag update

- i) Green Flag judges have now visited the 3 parks entered – Keston Common, South Hill Wood, and Chislehurst Recreation Ground. At Keston they commented there was not enough info on noticeboards. Some invites have been received for the awards ceremony in Reading, more invites may be needed.
- ii) We will look at submitting more parks next year.

8 Any Other Business

- i) JI – There has been a request for Park Run to take place at Hoblingwell which we have said we will support, the first one will be on 15th July with a dummy run on the 8th. The operational impact on idverde needs to be low, they should clear litter etc, and need to make sure there is no conflict with other events.
- ii) KS – There has been some opposition to the Octoberfest proposal from surrounding residents – KS will talk to FK about this separately so any concerns can be mitigated.
- iii) Dog waste bag dispensers – LBB reviewed the agreement and are happy for *idverde* to sign the agreement. FK has already done so. We are expecting 20 units to be delivered later in the year for selected sites where Friends Groups have agreed to replenish the bags.
- iv) LH – the action plan on the website has shrunk – FK advised that it is now filtered to only show the relevant quarter, not the whole master document as previously.

- v) LH – At the conference a series of walks was discussed, this has not been discussed with the committee yet and needs thought as to how it would be organised. Some groups already do walks, as well as EnBro.

9 Date of next meeting

- i) Meeting agreed for 27th September, 10am, Civic Centre - North Block N106. FK will book a room.

FK