



## Forum Partnership Meeting No. 9

### Minutes of the meeting

Wednesday 27<sup>th</sup> September 2017 – 10am – High Elms Country Park Meeting Room

Larry Herbert (LH)

John Ince (JI)

Frank Kleinhans (FK)

Patrick Phillips (PP)

John Pemberton (JP)

Craig Langford (CL)

Andy Hodgson (AH)

Helen Ashton (notes)

### MINUTES

#### 1 Welcome & introductions

#### 2 Apologies for absence –John Cutting, Kari Silvester, Keith Rodwell

#### 3 Minutes of last meeting – 28<sup>th</sup> June 2017

Agreed, and the following points arose:

- Printing – FK will discuss this with Robert Schembri's replacement once they start. In the meantime, if there are issues with printing at libraries, speak to *idverde* Community Managers, printing could be done by *idverde*. If glossy printing is needed *idverde* have suppliers that can be approached.
- Ward Security – Issue raised at the stakeholder meeting, Ward Security have said they take away the points raised and look at what they can do. No further action can be taken as part of this meeting, we will see how it goes and take up at a later stage if needed.
- Memorial benches – process has been sent out, this is on the agenda to discuss later.
- Insurance – on agenda to discuss later.
- 4 (ii) – *idverde* structure chart has been received and is on the website.
- 4 (iv) – Events – there are only one or two events on the website for the coming months, other than a weekly event at Winsford Gardens, AH advised that events are only added once confirmed, there are not many events left this year. There is interest for 2018 but nothing confirmed yet.
- 5 (i) Training – BEECHE have delivered two courses over the summer, there will be a third next week and another in January. There is also a first aid course scheduled for November. LH will send out a questionnaire later in the year to

Friends Groups and feed back any ideas for new courses. **LH**

Given enough notice *idverde* will plan and promote the courses.

- 6 (ii) – Forum conference feedback – Julian Fowgies wrote to say there was no feedback from the tree workshop, LH will speak to him about providing a tree surveying course in late Autumn. **LH**
- 8 (i) Hoblingwell Park Run is up and running, it is a good use for the park and attendance has been good, up to 3 figures some weeks. The Park Run takes place every Saturday morning.
- Minutes of last meeting accepted and will be put on Friends Forum website.

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

- i) The new structure chart has been sent out, there are no major changes. Andrew Harby will now be based at High Elms, reporting to JP.
- ii) Sabrina Taseer has started as BEECHE Manager.
- iii) A search feature has been added to the website.
- iv) The booking system for BEECHE is up and running. *idverde* will liaise with Bromley web team to link the booking system with the Bromley website. The booking system is not currently geared towards room booking, and is managed via an enquiry form. **FK**
- v) The format of the Events page has changed, AH to check if the link to EventApp can be made to open in a new tab. **AH**
- vi) The volunteer development strategy and action plan has been completed with a separate meeting to follow, the biodiversity action plan has been drafted and consultation started.
- vii) An educational development plan has been drafted, a new mission statement/core values will be added for education.
- viii) The updated action plan will go on the website later this week.
- ix) Councillor Smith is now the leader of the council, Councillor Huntingdon-Thresher is the new portfolio holder

#### 5 **Commemorative bench policy**

- i) The bench policy has been received, LH asked if the template referred to can be included. AH is reviewing this as it needs updating and revisiting to include the terms and conditions. This should be ready by the next meeting. **AH**
- ii) LH raised concerns about the bench installed on Keston Common not looking rustic and using machined posts. PP advised the bench will weather in time.

#### 6 **Friends' Insurance**

- i) It was mentioned at the stakeholder meeting that the insurance was very late this year, the certificates were not received until September. *idverde* will look at making this process more streamlined next year, e.g. making sure that Unity Insurance have the correct/up to date contact list including any new groups, and

old groups removed. We can ask Unity Insurance to send out the information earlier, FK has put this in the diary for next year. HA to add to diary too. **HA**

- ii) LH raised at the Friends Forum meeting that each group needs a statement with their health and safety policy. David Judd has provided a template which has gone to all groups to produce their own.
- iii) Signing in sheets/attendance registers for Friends Group work days – this is good practice from a health and safety perspective, signing out not required but an attendance register should be kept – some groups do this already – Forum to discuss with the groups. **LH**
- iv) The insurance documentation has an annual income of £500 listed, Unity Insurance have said this is not important but that they need to put a figure on the policy to validate it. If some groups have much higher income we should discuss this with Unity so it can be reflected.

## 7 **Friends Forum AGM**

- i) The AGM will be held on November 15<sup>th</sup> at the Civic Centre in the Council Chamber/Mayors Suite, Friends Forum will organise refreshments – Gale at Lakeswood is happy to cater.
- ii) LH asked if *idverde* want a session at the AGM. **FK/PP**
- iii) The Friends Forum will do a formal session, the constitution is being revised and simplified so members will be asked to approve this. The committee will be elected, LH and others are prepared to stand again, and we will ask for new members. Accounts will also be presented.
- iv) Councillor Huntingdon-Thresher will be invited to attend, as well the client, and Sarah and Nick from *idverde*.

## 8 **Green Flag**

- i) 3 parks were awarded the Green Flag this year, and we hope to get more next year. Groups have been told to approach their Community Manager if they are interested.
- ii) PP advised that *idverde* will need to look at the resources available to make sure we can adequately support any entries from a grounds maintenance perspective, as well as helping with the management plan. Applications have to be submitted by the end of January, with the management plan submitted at the time.
- iii) The flag for Keston Common should be installed soon, Steven Lofting along with Natural England have advised on where it should be placed.
- iv) We have received a report from the Green Flag judges for Chislehurst Rec and South Hill Wood, but not for Keston Common. PP/CL to check/chase. **PP/CL**
- v) Friends of Chislehurst Rec have received an outstanding award for London in Bloom.

9 **Any Other Business**

- i) Defra gave the Environment Agency funding to clear the waste for fuel site, which is expected to be cleared in the next few weeks, they are estimating around 18,000 tonnes of rubbish. It is not thought that much is contaminated. LBB have bought the site, and the Residents Association would like to see this turned into a gateway to the SSSI site around Ruxley Lakes, possibly with an information centre. *idverde* have provided estimates to LBB for a few different maintenance options of the site. What happens next depends on what is found when the site is cleared, and if anything is contaminated. *idverde* don't maintain the neighbouring site because of asbestos, so it may just be fenced off until funds are available.
- ii) Strimming around the bases of trees was raised at the biodiversity meeting, CL confirmed it has been agreed that *idverde* won't strim around approx. 5-6 trees in the Sensory Garden at Biggin Hill Rec, but it is not possible to roll this out to the rest of the borough, as it will attract complaints. Weed spraying around trees is also not popular, one other option would be to dig out tree pits. *idverde* have had conversations with the LBB Tree Team, the nature of the strimming is to clear up to the tree, so some damage is inevitable. *idverde* carry out toolbox talks with staff, and guards are fitted to some trees, it is up to the LBB Tree Team to enforce the supply of guards. PP will make contact with Julian Fowgies as LBB are working on a new tree plan.

**PP**

- iii) There is a meeting on 10<sup>th</sup> Oct for the Volunteer Development Plan, JP has invited the original task force and General Managers. The plan will be finalised and handed to the task force.
- iv) Bags have been produced to promote the Friends Forum, partly funded by the grant from Growing a Greener Britain. There are also banners which groups can borrow for events, and leaflets which can be distributed in libraries, BEECHE etc.
- v) LH will send out the statistics request to Friends Groups. **LH**

10 **Date of next meeting**

- i) Agreed for Thurs 14<sup>th</sup> December, 10am, High Elms. HA to book the room. **HA**