

**LONDON BOROUGH OF BROMLEY**

**Parks, Green Space and Countryside Stakeholder Panel Minutes  
12<sup>th</sup> November 2015**

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**Parks and Greenspace Stakeholder Panel Agenda**

Date and Time: Thursday 12<sup>th</sup> of November 2015 7.30-9pm.

Location: Civic Centre, Committee Room 6

1. Welcome and introductions
2. Apologies
3. Terms of Reference
4. TLG – Update on recent changes
5. Parks Strategy – feedback on consultation
6. Performance Monitoring – overview of management of TLG
7. Date of future meetings

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**Parks, Green Space and Countryside Stakeholder Panel Minutes  
12<sup>th</sup> November 2015**

**Invited Members of the Panel**

Councillors

Councillor Colin Smith

Councillor Huntington-Thresher

London Borough Bromley Representatives

Dan Jones, Assistant Director Street Scene & Green Space

Robert Schembri, Contracts Manager, Environmental Services

Jennifer Davis, Technical Support Project Officer

The Landscape Group Representatives (TLG)

Patrick Phillips, Director of Park Management Strategy

Frank Kleinhans, Contract Director

Stakeholder Groups Representatives

Ishpi Blatchley, Countryside Consultative Panel /Bromley Biodiversity Partnership

Janet Clayton, Orpington and District Archaeological Society

Larry Herbert, Friends Forum

Paul Inwood, Delegated Sports Manager

Judith John, Countryside Consultative Panel /Bromley Biodiversity Partnership

John Murray, Bowls Federation

John Penny, Allotments Panel

Peter Woodward, Chislehurst Conservators

Colin Yardley, Chislehurst Commons

<u>Attendees 13<sup>th</sup> November</u>	<u>Action</u>
<p>Councillor Colin Smith Councillor Huntington-Thresher</p> <p>Dan Jones, Assistant Director Street Scene &amp; Green Space (Chairman) Robert Schembri, Contracts Manager Jennifer Davis, Project Officer</p> <p>Patrick Phillips, Director of Park Management Strategy Frank Kleinhans, Contract Director</p> <p>Ishpi Blatchley, Countryside Consultative Panel /Bromley Biodiversity Partnership Janet Clayton, Orpington and District Archaeological Society Larry Herbert, Friends Forum Judith John, Countryside Consultative Panel /Bromley Biodiversity Partnership John Murray, Bowls Federation John Penny, Allotments Panel Peter Woodward, Chislehurst Trustees</p> <p><u>Apologies</u></p> <p>Paul Inwood, Delegated Sports Manager</p>	
<p><u>Minutes &amp; Actions of the meeting</u></p> <p><u>Purpose of the Parks, Green Space and Countryside Panel</u></p> <p>It was agreed that the purpose of the Parks, Green Space and Countryside Panel would be to inform the development and improvement of the London Borough Bromley's parks, green space, and countryside in line with the Terms of Reference agreed by the Panel. The Panel will be a non-decision making group, however all information, ideas and views expressed will be fed-back to inform formal decision making.</p> <p><u>Terms of Reference</u></p> <p>The proposed Terms of Reference was discussed and reviewed by the Panel. Agreed amendments are to be made and a new Terms of Reference to be circulated by Dan Jones. Any further comments or suggestions should be emailed to Jennifer Davis.</p> <p><u>Frequency of Meetings</u></p> <p>It was agreed that for the first year the panel would meet every four months, with the possibility of ad-hoc meetings if required. The date for the next meeting is yet to be confirmed, but will take place in early February 2016. After the first year the Panel will meet twice a year, again with the possibility of ad-hoc meetings if</p>	<p><b>Dan Jones</b></p>

necessary.

The Panel was informed that there is also a plan for London Borough Bromley to have more regular meetings to ensure The Landscape Group (TLG) are providing the required and expected service, reducing the requirement for more frequent meetings by the Panel.

#### Attendance

It was agreed that there is to be a minimum of 6 attendees for a Panel meeting to take place, including 1 Councillor, 1 London Borough Bromley representative, 1 TLG representative, and 3 representatives from the member Stakeholder Groups.

#### Planning

The Panel was reassured that in regards to Planning, The Landscape Group, as the Contractor, would not comment, however, they would feed back to London Borough Bromley officers and provide strategic information for them to consider and take forward.

#### TLG Structure Update

Frank Kleinhans provided an update to the Panel as to the new TLG structure chart. TLG addressed concerns raised by the Panel in regards to the distribution, and subsequently, the potential loss of knowledge and skills. TLG emphasised that the new structure allows skills to be utilised in the most effective way, allowing quicker and more efficient action 'on the ground,' empowering and enabling local communities to engage with Supervisors and Community Team Leaders to ensure key issues are highlighted quickly, and bureaucracy reduced.

TLG are to revisit the structure chart in regards to Louise Simpson's area, and distribute the revised chart to all members of the Panel.

TLG also highlighted to the group that the business plan and the redesign of the BEECHE service was imminent. In regards to Scadbury, TLG informed the Panel that the new Community Manager, Andrew Harby has significant countryside and biodiversity skills to enable him to work effectively and manage such sites; and will start early in January 2016.

#### Biodiversity and Training

Dr Judith John raised concerns in regards to important Biodiversity Sites and the necessity for high level stewardship; referencing in particular Newstead Meadow. Concerns were raised that TLG are not consulting the necessary biodiversity staff when making local decisions, which may prove detrimental considering grant money is often utilised at these locations.

Patrick Phillips addressed these concerns, commenting that as TLG now operate

**TLG**

<p>under a new structure, with new staff and new roles, TLG understand that it is hugely important for staff to be inducted properly to ensure biodiversity needs are managed in an appropriate way. TLG are currently considering utilising BEECHE to provide biodiversity courses for staff.</p> <p>Dr Judith John informed the Panel that at the back of the Bromley Biodiversity Plan 2015-20 there is a section on Best Practice for land managers, and that this may be useful for TLG staff to read:</p> <p><a href="http://www.bromley.gov.uk/downloads/file/2185/bromley_biodiversity_plan_2015_-_2020">http://www.bromley.gov.uk/downloads/file/2185/bromley_biodiversity_plan_2015_-_2020</a></p> <p>TLG are developing a pocket sized H&amp;S book, specifically authored for Friends and other volunteer groups and will send this to the group once completed and published. It format will be similar to the one issued to all TLG manual staff.</p> <p><u>A Parks, Greenspace and Countryside Strategy for the London Borough Bromley</u></p> <p>TLG provided the Panel with a copy of the final draft of the 'Parks, Greenspace and Countryside Strategy for the London Borough Bromley.' This document will go to the Environment PDS on the 24<sup>th</sup> of November.</p> <p>TLG highlighted that the focus of this document ranges from Strategy to Policies. In creating the document, 36 stakeholder organisations were consulted, and 200 comments were received, responded to, and incorporated in to the Final Draft; if this document is approved, it will then be printed and given to all required Stakeholders. TLG highlighted that there will be further strategy documents for the February 2016 PDS, which key Stakeholders will be consulted on. These will then feed into annual development plans; producing short and succinct documents that will be circulated to the relevant parties.</p> <p>Councillor Smith stated that he did not wish the service to become bogged down by paper and reports. He highlighted that budgets are tight and that all budgets should be directed towards frontline services. He emphasised that he would not allow these services to suffer as a result of unnecessary bureaucracy. Dan Jones reassured Councillor Smith that the envisaged documents are intended to act as a useful guide and would not be onerous and lead to needless bureaucracy.</p> <p>Dan Jones confirmed that the documents produced would appear on the Bromley website; Councillor Huntington-Thresher confirmed that the public would be able to attend the February PDS as usual, and that members of the Panel would have the usual 5 days to submit questions. He also commented that Councillor Smith and he could be emailed with questions.</p> <p><u>London Borough Bromley Heritage</u></p> <p>Janet Clayton raised concerns in regards to staff in the new structure having the</p>	<p><b>TLG</b></p> <p><b>TLG</b></p>
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<p>correct understanding of heritage issues, and what measures TLG are taking to assure that heritage issues were clarified and addressed correctly. She also informed the Panel that she has previous experience in developing courses in relation to heritage concerns.</p> <p>Patrick Phillips commented that relevant staff members have met with the Planning Department who have conservation and heritage skills that they can pass on. TLG and Janet also agreed to work together in the development of suitable courses for the relevant TLG staff to undertake.</p> <p>The London Borough Bromley also agreed to liaise with TLG/Planning to write a small report and create a new Heritage Map, highlighting more distinctly the heritage issues, particularly in the East section of the Borough. This could then be utilised by staff members in registering that greater attention should be paid to heritage issues in the relevant areas of the map.</p> <p><u>London Borough Bromley Update</u></p> <p>Dan Jones provided an update to the Panel in regards to the current restructure of the department. He stated that Key Performance Indicator's would be managed through Robert Schembri, the Contract Manager, and that the new structure would provide a more holistic approach to the service. He informed the Panel that there would be 3 Area Managers under the new structure, and that each would also take the lead on management of their own contract area.</p> <p>Dan Jones assured the Panel that steps were being taken to ensure the appropriate skill set is transferred and maintained in the new structure, allowing staff to liaise and coordinate with TLG staff effectively.</p> <p>Peter Woodward requested that TLG provide a list of named contact officers and Community Managers for each Friends Group.</p>	<p><b>Janet Clayton/TLG</b></p> <p><b>LBB/TLG</b></p> <p><b>TLG</b></p>
<p style="text-align: center;"><b><u>Next Meeting</u></b></p> <p>It was agreed that the next meeting should take place in early February, Jennifer Davis to action.</p>	<p><b>Jennifer Davis</b></p>