

LONDON BOROUGH OF BROMLEY

Parks, Green Space and Countryside Stakeholder Panel Agenda

Date and Time: Tuesday 12<sup>th</sup> of September 2017 7.00-9pm.

Location: Civic Centre, Committee Room 6

1. Welcome and Apologies
2. Minutes of previous meeting
3. *idverde* Update:
  - a. Update on Action Plan
4. LBB Update
5. Feedback from Stakeholders
6. AOB
7. Date of future meetings

## Attendees 12<sup>th</sup> September

### Councillors

Councillor Colin Smith

### London Borough of Bromley

John Bosley, Head of Neighbourhood Management (Chairman)  
Helen Stickling, Graduate Intern

### idverde

Frank Kleinhans, Contract Director  
Patrick Phillips, Director of Park Management Strategy  
John Pemberton, Conservation and Education Development Manager

### Stakeholders

Ishpi Blatchley, Countryside Consultative Panel /Bromley Biodiversity Partnership  
Dr Judith John, Countryside Consultative Panel /Bromley Biodiversity Partnership  
Janet Clayton, Orpington and District Archaeological Society  
Larry Herbert, Friends Forum  
Peter Woodward, Chislehurst Trustees  
John Penney, Leisure Gardens and Allotments Federation  
John Murray, Bowls Federation

### Apologies

Dan Jones, Assistant Director Street Scene & Green Space  
Councillor William Huntington-Thresher

**Actions List from 12<sup>th</sup> September 2017 Panel Meeting**

<b>Playground Maintenance</b> - Larry Herbert requested the schedule for annual inspections be provided.	<i>idverde</i>
<b>Ward Security</b> – John Bosley to raise Janet Clayton’s concerns with the Enforcement manager regarding the promptness of response or communication otherwise to persons reporting issues in Parks. John Bosley recognised that the reliability issue could arise from indirect telephone calls. He suggested specific clarification on how to directly contact the correct individual could assist in resolving this issue.	LBB John Bosley
<b>Biodiversity Action Plan</b> – to be uploaded to the <i>idverde</i> website.	<i>idverde</i>
<b>Online Event Booking System</b> - <i>idverde</i> to discuss linking or signposting the online event booking system with the Council’s website; contact Andrew.	<i>idverde</i>
<b><i>idverde</i> Contact List</b> - to update contact list to include Sabrina Taseer’s contact details.	<i>idverde</i>
<b>BEECHE</b> - John Pemberton and Dr Judith John to meet with Sabrina Taseer.	<i>idverde</i> & Dr Judith John
<b>Allotment Fencing Repairs</b> – John Penny sought clarification on who should fund repairs for severely damaged boundary fencing. LBB to clarify the specifics of the contract regarding this issue.	LBB
<b>Planning &amp; Biodiversity</b> – Dr Judith John to send John Bosley a note of the outlying concerns she discussed so that he can raise them with the chief planner.	Dr Judith John & LBB John Bosley

## **Minutes & Actions of the meeting**

### **Minutes of previous meeting**

Minutes of previous meeting agreed.

### **Biodiversity Manual-**

This has been developed and shared with stakeholders for comment at an upcoming meeting. Frank Kleinhans informed the Panel that *idverde* have developed toolbox talk kits to assist in mandatory biodiversity training for operatives. Toolbox talks delivered monthly.

### **Allotment Leases –**

Patrick Phillips informed the Panel that although there are one or two sites with complex issues, the sites have been visited by *idverde* and they have issued draft documentation. He commented that *idverde* have received helpful comments from the Leisure Gardens and Allotments Federation and the process is progressing successfully. Discussions with Cushman and Wakefield have taken place and leases will be extended 15 years.

### **Neighbourhood Management Review –**

John Bosley updated the Panel that an internal neighbourhood management review has been conducted which will continue annually. The review will result in subtle changes in regards to business functions and background business support. The review is an important function to improve positive outcomes.

### **Betts Park Canal –**

John Bosley informed the Panel that work had taken place on the site; including the installation of a gabion wall structure to reinforce the canal bank. He discussed that a benefit of the gabion wall is that it is not as intensive as concrete. *idverde* helped project manage the delivery.

### **Playground Maintenance –**

Larry Herbert requested the schedule for annual inspections. Frank Kleinhans suggested *idverde* could provide this.

### **Bill for goggles to Friends Forum –**

Larry Herbert highlighted Scadbury member's confusion of equipment supply and that the Friends Forum didn't pay for the goggles discussed in the previous Stakeholder meeting (06/12/16). Frank Kleinhans confirmed that *idverde* paid for the goggles. The Panel agreed that this action point had been settled to everyone's satisfaction.

### **Memorial benches –**

Patrick Phillips informed the Panel that *idverde* have sent a draft protocol to the Friends Forum for comment. *idverde* are meeting with Larry Herbert in a fortnight where the draft will be discussed.

### **Ward Security –**

Larry Herbert raised a concern regarding the quality of service provided by Ward Security due to a lack of sufficient staff to meet demand. Cllr Smith recognised the issue as a result of current confines on budget and that Ward Security are delivering a good service in these circumstances. He agreed it is a very valid debate to carry forward in the future and would be interested to hear the Panel's opinions as to where the Council's priorities should be.

Janet Clayton raised concerns regarding unreliability of the service and questioned the management of resources. John Bosley to raise this issue with the Enforcement manager. He recognised that this issue could arise from indirect telephone calls. He suggested specific clarification on how to directly contact the correct individual could assist in resolving this issue.

### **idverde Update**

Frank informed the Panel that an updated contact list is now available and discussed the latest organisation structure. He introduced John Pemberton, Conservation and Education Development Manager, who discussed the positive RSPB partnership. Frank Kleinhans informed the Panel that the Bromley Action Plan has been updated on the *idverde* website and there have been three successful Green Flag submissions with thanks to the Friends groups.

**The Biodiversity Action Plan** - was sent to stakeholders for consultation the previous fortnight. John Bosley requested *idverde* to upload the Biodiversity Action Plan to the website

**The Volunteer Development Plan** - Frank Kleinhans informed the Panel about the progression of the Volunteer Development Plan which will assist on how to recruit volunteers in the future. John Pemberton is sharing it with stakeholders for consultation on relevant actions.

**Online Event Booking System** - Frank Kleinhans informed the Panel about the launch of the online booking system. John Bosley asked *idverde* to look at linking or signposting the booking system on the Council's website; *idverde* to contact Andrew regarding this. Frank Kleinhans discussed the benefits of the events booking system for Friends group such as the streamlined process, less paperwork and only having to register once.

**BEECHE** - Larry Herbert asked about BEECHE (Bromley's Environmental Education Centre at High Elms). John Pemberton discussed Sabrina Taseer, BEECHE Manager at *idverde*, setting up an environmental NGO and drafting an Environmental Education Action Plan which would be shared in the next couple of weeks. Frank Kleinhans discussed the updating of the *idverde* educational website page and Dr Judith John discussed the availability of old event leaflets and monthly displays. John Pemberton and Dr Judith John to meet with Sabrina Taseer to discuss this further.

### **LBB update**

**Neighbourhood Managers** - John Bosley informed the Panel of the resignation of Robert

Schembri. There are currently two Neighbourhood Managers and one vacancy, Jim Cowan covering the Central of the borough and David Hall covering the East. Rob Schembri's vacancy covering the West is to be filled. Dr Judith John expressed a desire that the position be filled by an individual with a speciality in biodiversity. John Bosley informed the Panel that LBB are looking to recruit an individual with a large array of skills and experience, and that currently with the support of *idverde*, operations are progressing as usual. He highlighted the role of Jim Cowan in his senior capacity as a Neighbourhood Manager who will be mentoring David Hall.

Peter Woodward sought clarification as to whether Jim Cowan remains his point of contact within LBB which John Bosley confirmed to be correct.

**Environmental Services Contracts 2019** – John Bosley commented on his current role within the commissioning team to assist in the reviewing and developing of specifications.

### Feedback from Stakeholders

#### **Allotments –**

John Penney updated the Panel that the allotment leases are successfully progressing. He raised the issue of uncertainty regarding severely damaged boundary fencing. He questioned who is responsible for covering the expense and whether it is possible to produce a precise plan as to the processes in this scenario.

Cllr Smith asked that LBB clarify the specifics of this issue in the contract. Patrick Phillips informed the Panel that this scenario is not included within the contracts scope and that the issue will remain unless LBB designs a specific mechanism to deal with this issue.

#### **Biodiversity –**

Ishpi Blatchley discussed *idverde*'s Biodiversity Action Plan and the toolbox talks. She informed *idverde* that there will be minor comments. However, stated that the included 'meadow advice' may need further development.

Dr Judith John informed the Panel that survey recordings are to be analysed over the winter with objectives such as to encourage habitats and linking green spaces.

Dr Judith John questioned who she should contact to report an area that requires an evaluation of grounds maintenance where biodiversity is concerned. John Bosley informed her that *idverde* are correct to contact but maintenance changes should be communicated to LBB. He highlighted the importance of *idverde* continuing to maintain land within the contract scope however informed the Panel that in the past, temporary biodiversity areas have been organised.

#### **Planning & Biodiversity –**

Dr Judith John raised an issue in regards to Planning and biodiversity. She requested advice on how to effectively communicate with Planning about biodiversity issues. She would like to see developers including biodiversity within Planning. Dr Judith John to send John Bosley a note of the outlying issues highlighted regarding Planning so that he can raise them with the chief planner. Dr

Judith John to action

### **High Elms –**

Ishpi Blatchley raised concern as to the lack of administrative staff at High Elms and the subsequent effect on other staff members. John Bosley and Frank Kleinhans agreed that a past move of resources has facilitated a better operation within High Elms. However both agreed that they would check for the development of this issue.

### **Friends Forum –**

Larry Herbert informed the Panel that the Friends Forum has produced advertisement brochures and business cards.

Larry Herbert raised the concern of responsibility between LBB and *idverde*, reporting that in some cases members would appreciate more involvement from the Council rather than from *idverde*; one example being in the installation of memorial benches. John Bosley explained that although *idverde* is tasked with developing the implementation process of policies, they remain LBB's policies. Frank Kleinhans reiterated John Bosley's comment, stating that there is a gateway procedure that ensures *idverde* consult with neighbourhood officers and that final sign-off is provided by LBB.

### **Annual Survey Information from Friends Group -**

Larry Herbert raised concern of the amount of information required for the Annual Survey. Cllr Smith commented that positive and visible output is more important than data. Therefore thinks that data collected should be put to use before investing further funding. John Bosley highlighted that the data is important for funding applications. Patrick Phillips agreed that the data supports bids and small time grants, and highlighted that the amount of data collected has previously been reduced. John Bosley evaluated that the ideal situation is to collect the minimum amount of data which still demonstrates progress for funding opportunities.

Peter Woodward highlighted that advanced notice of questions accelerates the process and that the data collected can be used as a positive recognition of volunteer's work.

### **Fly-tipping -**

Peter Woodward raised the issue of fly tipping with specific reference to Scadbury Park. John Bosley suggested the option of installing covert, motion-sensitive cameras.

Peter discussed the desire for more feedback from LBB concerning the prosecution outcomes of identified fly tippers; as this can be a motivator to encourage the public to report future incidence. John Bosley recognised this as a valid point and that there needs to be improvement on the processes of future feedback.

### **Scadbury –**

Janet Clayton updated the Panel that Jane Sidell from Historic England visited the Site on the previous weekend and that ODAS have produced an exhibition in Central Library.

Janet Clayton raised concerns for the conservation of the Moated Manor in Scadbury Park to be carried forward in a focused and timely manner with the expiration of the current Management Agreement (January 2018) in mind. She expressed a desire to understand how the project is to be carried forward in the future with specific mention to project management tools such as Action Plans.

Patrick Phillips commented that Historic England is keen for LBB to apply for funding to restore priority works and could apply for grant funding in the future. John Bosley assured Janet Clayton of the progression of the project and discusses LBB's objective to develop Scadbury Park in a holistic approach.

### **Bowls -**

John Murray noted that the bowls clubs contract is due for renewal in roughly July 2019 and questioned who was best to discuss this with. Patrick Phillips informed John Murray that the bowls clubs are not obliged to use the Borough's grounds maintenance contractor however *idverde* could provide a quote for this work. John Bosley informed John Murray that LBB can assist in ensuring the bowls club receives good value for money.

John Murray informed the Panel about his contact with Dan Jones at LBB and quarterly meetings with *idverde*. He discussed the process for logging work requests. He discussed a request for the full contractual schedule of Amey and concerns regarding value for money. John Bosley discussed recent reviewing to improve timely updates. He informed the Panel that the Bowls clubs are keen to progress on four building work requests and discussed match funding.

### **Next Meeting**

To be arranged by Helen Stickling