

LONDON BOROUGH OF BROMLEY

Parks, Green Space and Countryside Stakeholder Panel Agenda

Date and Time: Thursday 8th of February 2018 7.00-9pm.

Location: Civic Centre, Committee Room 3

1. Welcome and Apologies
2. Minutes of previous meeting
3. idverde Update:
4. LBB Update
5. Feedback from Stakeholders
 - 5.1. Peter Woodward: process of reporting and the enforcement of fly-tipping incidents
6. AOB
7. Date of future meetings

Attendees 8th February

Councillors

Councillor William Huntington-Thresher

London Borough of Bromley (LBB)

John Bosley, Assistant Director of Environmental Services (Chairman)
Helen Stickling, Graduate Intern

idverde

Frank Kleinhans, Contract Director
Patrick Phillips, Director of Park Management Strategy

Stakeholders

Ishpi Blatchley, Countryside Consultative Panel / Bromley Biodiversity Partnership

Dr Judith John, Countryside Consultative Panel / Bromley Biodiversity Partnership

Michael Meekums, Orpington and District Archaeological Society

Larry Herbert, Friends Forum

Peter Woodward, Chislehurst Trustees

John Penney, Leisure Gardens and Allotments Federation

Michael Sanders, Bromley Council Bowling Club Association (BCBCA)

Apologies

Dan Jones, Director of Environmental Services

Councillor Samaris Huntington-Thresher

Actions List from 8th February 2018 Panel Meeting

Allotment Fencing Repairs – Patrick Phillips to inform John Bosley of the outcome when this fencing issue is discussed at the February panel meeting	<i>PP (idverde)</i>
Planning & Biodiversity - <ul style="list-style-type: none"> • John Bosley to take this issue forward and liaise with Planning. He suggested putting the issue in the Forward Plan. • Cllr Huntington-Thresher discussed the possibility of bringing the issue up at the Countryside Consultative Panel. • Dr Judith John to send Cllr Huntington-Thresher the Planning notes that she had sent to JB. 	<i>LBB / Dr JJ</i>
Idverde contact list – idverde to email Helen Stickling the idverde contact list to circulate with the draft minutes.	<i>idverde / HS</i>
Environmental Services Specification – Helen Stickling to investigate whether the specifications are public documents and share with the panel if they are.	HS
Fly Tipping Guidance Protocol - LBB enforcement team to produce a guidance protocol of what to do when fly-tipping is discovered - to be circulated to stakeholders.	LBB
Biodiversity Update – Dr Judith John to email Helen Stickling the Biodiversity update and leaflets for circulation with draft minutes	Dr JJ / HS
Scadbury Park Fencing - Idverde to investigate the Scadbury Park fencing issue	idverde
Grass cutting around trees - idverde to investigate this issue and to be discussed at the idverde monthly contract meeting.	idverde / LBB
GDPR and Friends Group – LBB to advice the Friends Groups	LBB / idverde
Friends Group Communications - JB to pick up the issue of communications at the monthly contract meeting to improve communications to friends group	LBB / idverde
Next Meeting – Panel members to inform Helen Stickling of preferred date of next meeting 5 th of July or the 6 th of September.	All

Minutes & Actions of the meeting

Minutes of previous meeting

Previous Minutes amendment (12.09.17):

Under LBB Update, Page 6, line 4, in regards to hiring the new Neighbourhood Manager, Dr Judith John did not ask for a specialist in Biodiversity but someone with some biodiversity knowledge.

Ward Security

John Bosley informed the Panel that he has spoken to ward security since the last meeting regarding the action of improving communications with ward security. John Bosley will arrange a central contact number for ward security which can be diverted to the phone of the officer that is on shift at that time. This number would be distributed to the Friends network.

Biodiversity Action Plan

Frank Kleinhans confirmed this has been uploaded to the idverde website

Online Event Booking System

Ishpi Blatchley and Larry Herbert raised the issue of some people finding the completion of the booking system a long process and whether it was necessary for smaller events. Frank Kleinhans explained that although the initial booking process may be longer when booking a new event, the information will be stored for future events so this should only happen once. John Bosley discussed the importance of capturing the information. Frank Kleinhans discussed the possibility of developing a simplified version of the booking form for some circumstances.

idverde Contact List

Frank Kleinhans confirmed the contact list was updated but will be sharing another updated list later in the meeting.

BEECHE

Dr Judith John confirmed that the meeting occurred.

Allotment Fencing Repairs

Patrick Phillips to inform John Bosley of the outcome when this fencing issue is discussed at the February panel meeting

Planning & Biodiversity

John Bosley to take this issue forward and liaise with Planning. He suggested putting the issue in the Forward Plan. Cllr William Huntington-Thresher discussed the possibility of bringing the issue up at the Countryside Consultative Panel. Dr Judith John to send Cllr William Huntington-Thresher the Planning notes that she had sent to John Bosley.

idverde Update

Frank Kleinhans circulated a print of the new idverde structure with updated contact details on the back. He highlighted the addition of Benn Louis (Fundraising Apprentice) and Angela Wood (Community and Conservation Team Leader). Idverde to email Helen Stickling the updated document for circulation with the draft minutes.

Frank Kleinhans informed the Panel that he is now based at High Elms rather than the Civic Centre.

Bromley Parks Website – Frank Kleinhans informed the Panel about the increased traction to the Bromley Parks Website. He also informed the Panel about the launch of the new monthly blog, 'Biodiversity Buzz', page on the Bromley Parks website.

Frank Kleinhans updated the Panel on various topics including the Bromley Good Gym, RSPB partnership and a partnership with Bromley College. He informed the Panel that the action plan is no longer available on the website for procurement purposes.

Frank Kleinhans discussed the submission of 3 more parks for the Green Flag award - Queens Garden, Biggin Hill Recreation Ground and Chislehurst Common. The Green Flag awards should be announced in June/July.

Frank Kleinhans circulated the 2018 BEECHE activity programme and informed the Panel that it is also available online. He pointed out the useful calendar on the back of the leaflet and welcomed any feedback. Frank Kleinhans informed the Panel that the BEECHE activities online booking system is now active.

LBB update

Neighbourhood Managers – John Bosley informed the Panel that the new Neighbourhood Manager has been hired, James Hillsden, and will be starting at the end of the month (February). John Bosley discussed part of the application process which required the applicants to consider Biodiversity, the Friends Groups and Contract Monitoring.

Environmental Services Contracts 2019 – John Bosley discussed his role within the commissioning team to write the Performance Management Frameworks and reviewing the 4 separate Lots. The specifications have now been finished.

Various Panel members discussed concerns of a decrease in the quality of the services if a new company (not idverde) is awarded the new contract. John Bosley discussed his mutual desire for consistency and explained the steps LBB are taking to mitigate this potential issue through planning and preparation.

John Bosley discussed the difference between Output and Input specifications. He explained that the new specifications are Output, which is less specific than Input specifications, however this will allow the Service Provider more flexibility to choose how is best to utilise resources. He gave the an example in which the Service Provider will not have to complete tasks a specific amount of

times purely because the contract states it however can chose to invest that time/money in another task that is more beneficial. John Bosley assured the Panel that the specifications ask for the current service as a minimum requirement and that the negotiation process should result in discovering enhancements to the current services that applicants can offer.

Larry Herbert queried whether there would be any possibility of the Friends Groups being involved in the assessment of the new Service Provider applicants. John Bosley explained that if a new company is awarded the contract then there will be a mobilisation period in which the new Service Provider would engage with the Friends Groups.

Michael Meekums queried whether the Panel would be able to see the specifications. Helen Stickling to investigate whether they are public documents and share with the panel if they are.

John Bosley also discussed the monthly Contract Dashboard that LBB receives from idverde which is predicated on the Confirm management system. He discussed the constant monitoring that LBB do to ensure idverde are providing value for money.

Feedback from Stakeholders

Chislehurst Trustees –

Peter Woodward updated the Panel on a recent fly-tipping issue which has now been resolved. John Bosley informed the Panel that LBB does look in to incidents of fly-tipping on private land as well as public land. The Panel discussed how to best deal with fly-tipping incidents if discovered. JB informed the Panel that fly-tipping can be very hard to prosecute, however there are actions that would be important such as not disturbing the site, contacting the Enforcement team, taking photographs and having witness statements.

LBB enforcement team to produce a guidance protocol of what to do when fly-tipping is discovered. To be circulated to stakeholders.

Larry Herbert discussed his impression that fly-tipping has increased. John Bosley assured Larry Herbert that in fact incidents of fly-tipping has substantially decreased across the Borough and discussed some of the actions LBB have been taking - working with the police to do stop and searches, checking Waste Carrier Registrations, seizing vehicles that do not have the correct paper work and the increased fine of Fixed Penalty Notices (FPN). John Bosley informed the Panel that they can find out more by reading the portfolio plan report from the PDS committee available online.

Bromley Council Bowling Club Association (BCBCA) -

Michael Sanders introduced himself as the new Bromley Council Bowling Club Association (BCBCA) Chairman. He updated the Panel that there were no significant updates since the previous meeting. He discussed an issue regarding Loss of Amenity Charges. He highlighted some confusion of this issue by giving an example of how cutting down a tree would be a loss of amenity, however if that tree's roots were to damage a bowling green, that would also be a loss of amenity. John Bosley discussed a process for highways that calculates the value of an asset to deal with a similar issue.

Leisure Gardens and Allotments Federation -

John Penney informed the Panel that there were no significant updates since the previous meeting.

Countryside Consultative Panel / Bromley Biodiversity Partnership -

Ishpi Blatchley asked idverde for an update on the Biomass project. Frank Kleinhans informed her that the contract has been drafted the previous week and are about to go to tender, probably in the next couple of weeks.

Ishpi Blatchley asked what LBB do about Japanese Knotweed. Frank Kleinhans informed her that this is a novated contract and that there will be a Community Team Leader who will lead on this issue who is permanent as well as two seasonal staff members.

Dr Judith John informed the Panel of the BBP citizen science project that was carried out in 2017, to collect records of 6 Rare and Declining species in LBB – Toads, Bullfinch, Hedgehog, Swift, Small Tortoiseshell Butterfly and Stag beetle. She informed the Panel that the results will be available on the London Wildlife Trust website and that the project will be repeated in 2018 with some changes such as the inclusion of House Sparrows and Purple Emperor Butterflies.

Dr Judith John also discussed the Plantlife Magnificent Meadows event (Sat 7th July). For further information on Dr Judith John's update, please see the attachments.

Orpington and District Archaeological Society (ODAS) –

Michael Meekums informed the Panel that the executive has agreed funding for priority works at the Moated Manor in Scadbury Park. He gave a special thanks and gratitude to Amy Rogers for her hard work.

Michael Meekums discussed a concern regarding metal fencing that had been placed in Scadbury Park. Idverde to look into this issue.

He also discussed the large number of people that visited the Bromley Library exhibition and the Moated Manor open days. He informed the Panel that there is another open day scheduled for 15th and 16th of September.

Friends Groups -

Grass cutting around trees – Larry Herbert raised the issue of damage to trees when surrounding grass is being strimmed and whether it would be plausible to not cut the grass around the trunks of trees. John Bosley agreed that he did not want to see trees damaged during this process and would look into how to best tackle this issue – idverde to investigate this issue and to be discussed at the idverde monthly contract meeting.

GDPR – Larry Herbert queried what the Friends Groups need to do in order to comply with the new upcoming GDPR regulations. John Bosley explained that LBB are currently in the process of dealing with this task internally and will in future be informing the Friends Groups how to comply with GDPR. In the mean-time, John Bosley suggested minimising the acquisition of data, for

example, if a name is not required for the purpose of the data, do not record a name. Patrick Phillips informed the Panel that this issue will be discussed at the London Parks Forum in a few weeks' time.

Fix My Street (FMS) – Larry Herbert raised a concern regarding Fix My Street. He wanted to understand at what point a job should be classified as closed on the system as in the past he has noticed jobs to be closed before the job has been completed. John Bosley explained that the issue would depend on the type of job that was raised. For example a litter job may be registered as closed before the litter has been picked up because the litter would soon be cleaned up on an upcoming cleansing route therefore the problem in affect is closed due to the solutions being arranged. Larry Herbert gave the example in which a reported a dead tree damaged a gate and the gate has not been replaced. John Bosley explained that the gate would be classified as property and dealt with outside of the FMS system but assured Larry Herbert that even if FMS classifies the case as closed, that it is not. He also assured Larry Herbert that LBB take FMS very seriously.

Communications – Larry Herbert raised the issue of communications to the Friends Groups. He informed the Panel that the Friends Groups would like to be informed what is happening in their park sites and be consulted more, early on in the process of potential works. He gave two examples where works had taken place on triple SI's which the Friends Groups would have liked to be consulted on. LBB and idverde to pick up this issue at the Contract Meeting.

Next Meeting

To be arranged by Helen Stickling for either the 5th of July or the 6th of September. Panel members to tell HS their vote on their preferred date after the circulation of the draft minutes.