

## Bristol Parks Forum

representing resident led parks groups and city wide organisations involved in protecting and improving Bristol's green spaces

## MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> OCTOBER 2008 AT WINDMILL CITY FARM, BRISTOL

Attendees	
Peter Wilkinson	Bristol City Council
Denis Stuckey	Callington Road Nature Reserve
Angela Stuckey	Callington Road Nature Reserve
Vi Showering	Friends of Redcatch Park
Rob Acton-Campbell	Friends of Troopers Hill
Susan Acton-Campbell	Friends of Troopers Hill
Wendy Pollard	Avon Gardens Trust
Richard Bland	Friends of The Downs + Clifton & Hotwells Improvement Society
George Denford	Withywood Group
Heather Williams	Friends of Hartcliffe Millennium Green
Mary Bannerman	Castle Park + Quakers Burial Ground
Sue Flint	Friends of Purdown
Roland Bruce	Mina Road Park
Ann Devereaux	Mina Road Park
Adrian Davidson	Willmott Park
Vassili Papastavrou	Bristol Street Trees
Marie Jo Coutanche	Malago Valley Conservation Group
Andre Coutanche	Malago Valley Conservation Group
Ben Barker	DEPP
Janet Carr-Hyde	The Gores Marshalls
Nicolette Vincent	Friends of Brandon Hill
Angela Stansbie	Friends of Brandon Hill

Attendees	
Darren Jones	Park Keeper Brandon Hill
John Mayne	Friends of St Andrews Park
Sara Filer	Ashton Vale Heritage
Sharon Bennett	Ashton Vale Heritage
Keith Stevens	Bristol in Bloom
Mike Primarolo	WHCF
Julian Thomas	Friends of Eastwood Farm & BCS
Cecilia Farren	Save the Railway Path
Gill Brown	Civic Society
Gordon Tucker	Civic Society
Richard Howell	Friends of St Andrews Park
Nancy Carlton	Malago
Cllr Gary Hopkins	
Hugh Holden (Vice Chair)	Mina Road Park Group
Fraser Bridgeford (Chair)	Castle Park / Friends of Brandon Hill
Tom Alcott	Friends of Brandon Hill / Water fountain campaign
Ann White	Bristol Improve Our Parks / Filwood Park
David Williams	Snuff Mills Action Group
Roy Norris	Keep the Green Bank Green
Apologies	CC
Alison Bromilow	
Richard Fletcher	
Catherine Newman	

## Agenda Items

- 1. Minutes of the previous Quarterly Meeting: 6<sup>th</sup> November 2007
- 2. Parks Service Restructuring / Organisational Restructure
- 3. Bristol South Grounds Contract
- Parks and Green Spaces Strategy (PGSS) / Chocolate Factory / Filwood Park
- 5. Trees Forum
- 6. Drinking Fountains
- 7. South Purdown
- 8. Snuff Mills

Agenda Item	Discussion Points/Outcomes & Actions	Actions
1.0	The Meeting was opened by Hugh Holden	
1.1	Changes to Terms of Reference	
	Rob Acton -Campbell proposed changes to the 2003 Terms of Reference (TOR) that had previously been circulated to Members. Changes included  • Larger Committee  • Allow Chair to speak on behalf of the Forum between meetings	
	<ul> <li>Extend the tenure of the Chair from a maximum of 2 years to 3 years.</li> </ul>	
	The Meeting was asked to state any objections.	
	Mary Denham suggested that previous Chairpersons should remain on the Committee in a consultative capacity.	
	It was suggested that extra members be appointed to the Committee to assist the Chair. The proposal was that the Committee can create roles and appoint Members between meetings.	
	Voting: Proposal that the Chair can serve for a maximum of 3 years was carried.	
	Election of Chair and Vice-Chair. Fraser Bridgeford and Hugh Holden stood for re-election. FB was re-elected as Chair and HH was re-elected as Vice Chair.	
1.2	FB proposed that several Members be made members of the Committee: -	
1.2	Alison Bromilow - Admin Rob Acton-Campbell - Webmaster and Finance Roland Bruce - Contract review process	
	All were voted onto the Committee.	
	HH said there were more roles coming up for future volunteers.	
	Dave Williams was also elected onto the Committee.	
	The Meeting thanked the Chair, Vice-Chair and the Committee for their support and the Chair and Vice-Chair thanked the Meeting for the thanks.	
2.0	Parks Service restructuring and the proposed organisation structure	
2.1	HH told the meeting that on 13/09/08, 18 members of the BPF met with Peter Wilkinson (PW) and Helen Rossington (HR) to discuss service delivery.	
	In particular, the BPF members discussed the change in role of the	

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	Community Park Managers (CPMs) and 16/18 were unhappy with the abolition of the CPM role as a "one stop shop".	
	It was commented that the system has not delivered well; what is proposed is like a reversal back to the Parks Service of 2003.	
2.2	HH explained that, in future, the Area Park Managers (APMs) will be responsible for everything. Under the APMs will be a Quality Team, which "will send someone to inspect parks once a month" and a Community Park Officer (CPO) who "will wander around in between the APM, the inspector(s) and the community groups".	
	HH asked the meeting if this was a recipe for disaster?	
	The Parks Forum has previously taken part in the Parks and Green Space Strategy review and the Procurement Review, both of which have lead to greater community management roles for the BPF.	
	The new structure centralises power to Head Office and seems to be moving backwards in terms of community involvement. HH asked what does the BPF as a whole think of these proposals?	
	PW invited to speak. PW started by explaining to the meeting that there were bigger changes happening in BCC that the BPF might not be aware of and which started with the arrival of Jan Ormondroyd, BCC's new Chief Executive from Hull. 'Business Transformation' has led to a succession of new appointments and the 1 <sup>st</sup> Tier is nearly complete (just the Head of Resources is missing).	
	On Monday 6 <sup>th</sup> October, Jan started on restructuring the 2 <sup>nd</sup> tier, which will affect people like Richard Mond over the next month.	
	So what is going to be the effect on Parks? A review and cuts in the number of senior managers over time.	
	3 <sup>rd</sup> tier staff changes will include managers such as PW and the Formal Change program starts next week, along with the changes to the 2 <sup>nd</sup> Tier, to be announced w/c 13/11/08.	
	David Williams asked if the Executive Member for Neighbourhoods will alter? PW advised that Rosalie Walker will remain as our Executive Member for now.	
	PW said that the formal process of change in Parks began last May 2008. (Cabinet in February 2008 adopted a policy to fit in with PGSS, built around getting rid of the BCS / contractor split. PW has to oversee the integration of BCS into Parks.	
	<ul> <li>Half the city = fully integrated</li> <li>Half the city = contractors</li> </ul>	
	PW is now trying to organise the management of the new enlarged Parks service and the contractor delivered services.	
	In September, consultation started re job descriptions and job evaluation questionnaires in Bristol Parks and Bristol Contract Services.	
	The Job Evaluation Questionnaires (which contain all the detail and set	

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	pay scales) are still not written. Bristol Parks consulted with the unions on 10/10/08 (yesterday).	
	There is a new structure, as described on the diagrams distributed before the meeting. In brief, the APMs will manage the contractors and, in the integrated areas, the Head Gardeners will manage Bristol Parks' grounds staff.	
	The business we have between us (Bristol Parks and BPF) is not only about complaints.	
	PW asked the meeting how many of them had read the Community Park Officer (CPO) job descriptions? PW said that the CPO's role will be to address the situation of whom to talk to about park investment plans and creative projects.	
	The APM will deal with complaints. The CPOs will engage with the Friends / Groups doing neighbourhood work such as improvement plans and management plans for parks.	
	Friends Bristol Parks	
	CPOs	
	The changes will be budget neutral. CPM's budgets for seats, for example, are part of citywide programmes. CPMs are not big budget holders at the moment, anyway.	
	The new Head Gardeners will act in a different way: -	
	<ul> <li>They will interact with the public</li> <li>They will spend more of their time off the machines i.e. planning work, leading teams and maximising productivity / quality of service</li> <li>Their time off the machines will have to be filled by having more gardeners</li> </ul>	
	South Bristol will be managed under the terms of the new contract system, but current BCS areas should improve, too.	
	PW was asked if the new structure was actually creating more tiers of beaurocracy? PW responded by saying that the existing structure is	
	Ops Manager (position vacant)	
	▼ 2 District Co-ordinators	

4 Area Park Managers (APMs)

Community Park Officers (CPO) Head Gardeners

- Complaints will go to the APMs. Flytip and gardening complaints will go to the Head Gardeners and Sita, via the Call Centre, once the new systems are up and running.
- The Head Gardeners will be responsible for quality in parks; they will manage the teams in parks directly.
- The CPO will support the operations side but do more community work.
- Quality monitoring will be done by a different team an impartial team who will work across the whole city with the purpose of objectifying the monthly monitoring process. From these results we will be able to decide whether to bring all the grounds maintenance work in-house or to use contractors or a mix.
- The play inspectors will continue in their role to monitor Health & Safety of hard surfaces, play equipment; potentially also school playgrounds as part of the wider Green Space quality monitoring.
- 2 software systems are being used which will be more efficient. These are Confirm (new) and Playsafe (existing).

Vi Showering asked about the current role of the Park Keeper at Redcatch Park, since the park keeper was seen to arrive at 7am and then leave at 9am to work in other parks.

PW replied that we currently have contract problems, however the South Bristol contract will be changing next year. In the new contract for South Bristol there will be 5 park keepers.

Vi Showering then added that the grass had only been cut once this summer. FB asked PW if Peter would clarify the new role and PW explained that the new park keepers and the South Grounds contract park keepers would spend approx 80% of their time delivering maintenance and 20% of their time liaising with the public.

Mary Bannerman asked 2 questions:

- 1. Would we rename the Contact Centre as the 'Parks and Gardens Contact Centre'?
- 2. What will the new CPOs actually do?

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	PW said that there was a risk that the new APMs will be overwhelmed with complaints.	
	Janet Carr-Hyde said that it would be better if complaints could be resolved at the lowest level. PW replied that the APM's would ultimately be responsible for resolving complaints. The system should work as follows:	
	Compliant → Customer Contact Centre	
	↓ Contractor or Garden Team (direct)	
	APM (for information)	
	Ben Barker said that it was very difficult to comment on a paper exercise.	
	Ben said that he was not worried about the new structure but was worried about the context i.e. Neighbourhood Partnerships and Parks and Green Space Strategy. He thought that parks groups would stop going to individual parks' reps because in future, discussions will take place at the Neighbourhood Partnerships level.	
	There will be issues about budgets. The Neighbourhood Partnerships will want to discuss budget and the BPF should set this debate into a broader context.	
	PB asked PW how that issue is being taken into account in the Parks restructuring exercise?	
	PW replied by giving an example; Clifton Wards and Neighbourhood Partnership will fit into the same parks contract area for service. Each CPO will respond to the various BCC departments within Neighbourhoods e.g. tackling ASB by liaising with other departments within BCC.	
	Cllr Gary Hopkins noted that people say that they will do things and do not do them. The Neighbourhood Partnerships seem like another level of bureaucracy. Cllr Hopkins said that he was not seeing anything that will make the basic practice improve.	
	PW was then asked by a member of the BPF how would this make things better? Budget responsibility? Quality organisation?	
	PW replied that the objective was to get the basic service right e.g. the South Bristol Grounds Maintenance contract will be better funded and deliver a higher specification.	
	The major part of the workloads of CPMs is to do with grounds maintenance failures and parks' Friends. There is inconsistency across the service. In future, CPO's will be required to support Friends' groups (albeit with a cap on overtime).	
	The Monitoring Team is not a net increase in post on what is happening now, just designed in a very different way.	
	PW said that we need a balance between non-front line and front line jobs.	
	The budget holders will be the APM's. In due course, this is likely to include tree budgets, too.	

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	Peter was asked what was the level of discretionary budget spend, however PW did not have the figures to hand, however PW said that it was not much, relative to overall budgets.	
	Nicolette Vincent asked if the funding for destination parks was different?	
	PW replied that an Estate Manager is dedicated to every estate. For estates there will be collaborative teams e.g. sharing machinery + more flexible staffing etc. We need a more marketing lead approach.	
	Nicolette asked if their grounds men will be dedicated. PW replied that generally, yes they would.	
	Sian Parry asked 3 questions: -	
	<ol> <li>What is happening regarding the Wildlife Maintenance Team?</li> <li>What is happening to Sally Oldfield's post?</li> <li>Do the Head Gardeners know about wild life and diversity?</li> </ol>	
	PW explained about the proposed Wildlife Team:	
	<ul> <li>In the winter, gardeners will be seconded into a special unit</li> <li>The purpose of the unit will be to work on nature conservation improvements such as reclaiming the green spaces from scrub, such as on the Northern Slopes.</li> </ul>	
	• Setting up this unit also requires an understanding of what the full time gardeners currently do in winter and managing that work as well.	
	PW said that Bristol Parks was sad that Sally Oldfield has gone. Happily, before Sally left, she put in a grant application to Natural England called, 'Wild City – Access to green spaces fund". If the application is successful, the grant will cover the cost of 2 staff i.e. a Project Officer and an Education Officer.	
	If Natural England does not award the grant, then Bristol Parks will have to consider how else the LNRs programme might be funded.	
	PW explained about the new Head Gardeners' role.	
	The Head Gardeners will be recruited from people in the BCS teams now. There is a broad job description covering turf management and other horticultural skills. PW didn't know about the current levels of wildlife skills in the work group.	
	Filton College are to carry out a skills audit as part of a wider horticultural partnership.	
	Lesley quoted from a Parks document, "no estate manager provided in short term with regard to Snuff Mills and Oldbury Court". Meaning the East has been forgotten again?	
	PW said that a Frome Valley Manager and Rangers is not affordable now; the Estates Gardening Team will cover Oldbury Court and Snuff Mills.	
	Darren Jones commented that in the East, there is more work being scheduled e.g. more grass cuts, but there not a corresponding increase in gardeners to do the work.	

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	This is included in the new contract for South Bristol, although, at present, there is no new money for extra BCS work. This may lead to higher standards in the South than in the East.	
	End of questions to PW.	
	Julian Thomas (Park Keeper in East Bristol) said that, despite concern about staff numbers, JT thought that the new structure would work better than current arrangements.	
	For example. JT and his colleagues used to clear all bonfires within 2 weeks of Nov 5 <sup>th</sup> . Then new working arrangements were brought in whereby JT has to count them, then get a price, then get a price check, then it's the middle of February	
	HH summed up the discussion. HH had not heard anything new since 13/09/08. RM had said that, "The Forum raised an understandable concern". HH asked the meeting if this was worth discussing further? HH needed the permission of the meeting to have further discussions with BCC.	
	Community Management roles might be a topic of further discussion.	
	PW said that further meeting was possible. Need to understand risks involved in confirming the new structure. Communication is needed and it has always been there.	
	The BPF meeting voted to have further discussions with Bristol Parks.	
Break in the Meeting	PB said that the venue had laid on an exceptional lunch, only it was a bit early for lunch. Next time, PB would ask for tea/coffee in the interval and lunch after the meeting had finished.	
3.0	South Bristol Grounds Contract	
3.1	Roland Bruce reported back to the BPF regarding the Bristol South Grounds Contract Review. RB said that Bristol Parks were half way through the interview process. RB was acting as a witness to the tender process on behalf of BPF, to see how quality is being achieved.	
	70% of the bid is based on finance and 30% is based on quality.	
	RB met John McHenry twice and agreed a series of questions to ask the tenderers at their interview stage. An example of a question was,	
	"With reference to the contract, how will you improve the service?	
	"How will you deal with keeping the park spick and span?	
	"How will you arrange resources to get the green spaces up to standard to maintain? "Performance monitoring?"	
	"Training examples?"	
	"Park Keepers – how will they come into the whole structure?"	
	RB's impressions of the process: -	

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	<ul> <li>People doing this in Parks and people making tenders are genuinely concerned with the same outcomes as us and with the same priorities as us</li> </ul>	
	<ul> <li>The team representing BCC in the negotiations is a strong team</li> <li>The needs of south Bristol have been significantly recognised by BCC and the tenderers</li> </ul>	
	Janet Carr-Hyde asked, "When looking at the tender, is the contract (that is eventually chosen) going to be not necessarily the cheapest?	
	RB said that he could not answer that. PW said that Bristol Parks would not necessarily choose the lowest tender.	
	JC-H said that the communication process must be in place with the newest tenderer. PW said that the new tenderer will use Confirm (i.e. hand held Blackberries / Contact Centre). South Bristol to be run in a more collaborative context.	
	Mil Lusk had suggested that we should invite the South Bristol staff in for tea. PW thought this is a good approach.	
	A question arose about South Bristol being the benchmark specification.	
	PW said a higher standard of grass cuts and a higher standard of shrub maintenance had been specified.	
	Julian Thomas said that the contractors were always striving to maintain good, high standards. How do you determine value? When spending our money, the temptation is to go for the cheapest.	
	FB reminded the meeting that the new contract would be awarded on the basis of 70% cost and 30% quality.	
	RB mentioned, "Objectivity". RB said that an efficient system was being developed to measure quality. In the past, comparing quality has been difficult. Comparison has been hard but effort is being made.	
	Darren (Park Keeper) asked if anyone had considered taking the contract in-house and what it might cost us?	
	PW reminded everyone that RB is involved in the evaluation and interview process.	
	Cllr Gary Hopkins questioned the promises of quality. Cllr GH asked, "What can we do if the contractors fall short?".	
	PW replied that, if the contract is sustainably funded, this should not be such an issue. Continental Landscapes was not removed from the contract because keeping CL would have been cheaper than removing them. It was decided to let the contract run to term and the re-tender.	
4.0	Parks and Green Space Strategy	
4.1	PW gave an update on Brislington on behalf of Richard Fletcher. RF will send his presentation on the area PGSS for Brislington. News is that	
	RF is having to tweak the current program to fit with the area green	

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	space plans alongside the Bristol Development Framework.  • RF has new staff = almost full team (team members listed)	
	FB addressed the meeting on the subject of PGSS – the Great Debate	
	<ul> <li>Area green space plan is to sell of green space to fund development of other parks.</li> <li>20 year program</li> <li>Some land is up for sale or has been sold. How does this relate the</li> </ul>	
	<ul><li>area green space strategy?</li><li>The Chocolate Factory and Filwood Park</li></ul>	
4.2	<ul> <li>Chocolate Factory</li> <li>Cecilia Farren talked to the meeting in the context of BCC's earlier proposal to put a tram down the railway path.</li> <li>10,000 people saved the railway path.</li> <li>BCC have said that the proposal is "shelved" and not "binned".</li> <li>The path continues to be used by multi-users.</li> <li>Latest issue is the Chocolate Factory. New plans impinge on the old railway path, so the new campaign is to "Keep the green bank green".</li> <li>Architects have presented plans to turn the Chocolate Factory into a Cycle Dock with workshops, a hotel, cafes and shops.</li> <li>The main concern is a row of houses abutting the railway path. CF generally agrees with the plan, but it needs tweaking.3</li> <li>Cycle path housing acknowledges the railway path; the new houses will have a cycle dock and a path straight into every new house.</li> <li>CF's group want to claim the banks on either side of the railway path and not to have the new paths leading to every front door.</li> </ul>	
	David Williams asked, "Since PGSS, has this land been given away?"  "Civen away" or "Access"?	
	"Given away" or "Access"?  Roy Norris of the 'Keep the Green Bank Green' group said that the land	
	has been agreed to be sold. The developer will build houses on Culture & Leisure Services' land.	
	The concern is that the public and the Parks Department and the friends groups need to learn about these land sales / proposed developments. PGSS is not going to cope with everything going on.	
	FB made a request to Roy Norris find out for sure of the situation and come back to the next meeting with information.	RN
	A member of the BPF said that no full public consultation has been held on this piece of land. Richard Mond did give assurance of full public consultations. Culture & Leisure Services / Parks have a checklist, but they do not have notice of sales before the deed is done.	
	PW said that BCC has not sold the land yet.	
4.3	Filwood Park Ann White, founder in 1991 of the Bristol Improve Our Parks Campaign.	
	AW said how the original campaign had lead to the growth of other groups around Bristol, when there was no budget in Parks.	

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	In 1991, £0.5 million was given to Parks, including Filwood Park. Since then, the facilities in Filwood Park have been vandalised and never replaced.	
	On 21 <sup>st</sup> Feb 2008, the Cabinet passed item 5, the PGSS, which has led to action plans for formal parks, informal parks and standards for the community.	
	Item 9, Appendix E was also passed by Cabinet and that included the sale of Filwood Park. Filwood is an 11acre park and it was sold to English Partnerships for £4 million.	
	Local residents were told that they would get houses and a play area.	
	The next full Council meeting is on Tuesday 14 <sup>th</sup> October 2008. The BPF should send a statement. Also, where is the 70% of the money from this sale?	
	A petition is being sent to the Council and statements from local residents are being sent in, too.	
	This sale does undermine the PGSS.	
	Gill Brown said how much work Ann had put in to this.	
	PW said that discussions with English Partnerships go back to 2007. The Forum had been informed that Filwood Park was an exception to the PGSS agreement in terms of capital ring fencing.	
	PGSS team is catching up with plans made previous to February 2008 when the PGSS was adopted.	
	Cllr Hopkins remarked that, "If there are exceptions, there should have been exceptions listed on Item 5". PW agreed that the exceptions were not listed in the strategy.	
	It was requested that a statement to be sent to the full Cabinet meeting. This would not make a difference to the sale but it will be a marker to the Council that it should not have happened and should not happen again.	
	This statement needs to be sent by BPF members to the Council by 12 noon on Monday 13th October 2008.	
	AW said that it was not too late; the planners still need to be appointed, so we can still suggest that the park is still kept as a park in the new plan.	
	Cllr Hopkins said that questions were already in for Tuesday.	
	Forum members could visit info@bristolparksforum.org.uk	
	HH asked for a statement to the Council be drafted so that BPF member could copy and paste the statement into their own messages to BCC and request that their statements be put to the full Council.	
	PW said that there was a local development framework – the SHLAA (Strategic Housing Land Availability Assessment). Bristol has been asked to find land for 6,500 more homes on top of the 30,000. Work is to start soon on the statutory process. Unfortunately, this has lead to the need to	

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	accelerate the identification of land in PGSS for housing.	
5.0	Trees	
5.1	HH said that he did not attend the last Trees Forum. No chair yet and no Terms of Reference. There are controversial issues to be discussed, including the protocols re high value trees.	
6.0	Drinking Fountains	
6.1	Tom Alcott addressed the meeting. TA said that Frank Water sells bottled water with 100% of the profits being sent to India and Africa. Frank Water has funded 22 projects since its inception.	
	TA is aware of environmental issues with plastic bottles in Bristol. TA's alternative is to bring back drinking fountains and he is running a campaign to bring back drinking fountains.	
	BCC spends £70,000 on bottled water. Frank Water uses Devon spring water.	
	TA would welcome the support of the BPF in the drinking fountains campaign and volunteers to help in the campaign.	
7.0	South Purdown	
7.1	Sue Flint said that the Education Authority plan to put in pitches on 3 fields. This will involve diverting a public footpath and felling a tree.	
	A public enquiry is due to be held on 9 <sup>th</sup> December 2008.	
	The Open Space Society and Ramblers say that many of the paths are footpaths, even if not on the definitive map. Applications are going in now.	
	Parks have been mowing these paths i.e. recognised by BCC. One path has been overgrown with brambles.	
	The new pitch will avoid a "landscape feature" but, in doing so, it will entail the felling of a tree. The new path will go over the "landscape feature" instead.	
	SF asked for the support of the BPF to oppose the diversion of the pathway and the felling of the tree. Please write to BCC and attend the public enquiry.	
8.0	Snuff Mills	
8.1	Dave Williams asked BPF to support a petition to BCC to compulsorily purchase Grove Woods and to designate it as a wildlife area.	
	The current owner has destroyed wildlife habitat and so DW wants to prevent any more destruction, before it is too late.	
	There will be a demonstration outside the Council House at 5.30pm on Tuesday 14 <sup>th</sup> October, before the full Council meeting. Please come along and support the demo.	
	This action had been used by Avon County Council; DW believed that CPO powers have never been exercised by BCC.	