



# 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 16<sup>th</sup> January 2010 AT WINDMILL CITY FARM, BRISTOL

### *Attendees*

**AA** - Alan Aburrow - FoBW, **AB** - Alison Bromilow - RCAS, **AC** - Andre Coutanche - Malago Valley Conservation Group, **AM** - Andrew McGrath - BCC- Neighbourhood Partnership, **AS** - Angela Stuckley - Callington Road Nature Reserve, **CD** - Cllr Chris Davies - Friends of Redcatch Park, **CH** - Cheryl Hawkins - Friends of Stoke Lodge, **CN** - Catherine Newman - BCC – Admin Officer, **DH** - Derek Hawkins - Friends of Stoke Lodge, **DG** - Bristol in Bloom, **DJ** - Darren Jones - Friends of Brandon Hill, **DP** - David - FoBW, **DS** - Denis Stuckley - Callington Road Nature Reserve, **FB** - Fraser Bridgeford (Chair) - Castle Park / Friends of Brandon Hill, **GB** - Gill Brown - Civic Society, **GH** - Cllr Gary Hopkins - Friends of Redcatch Park, **GT** - Gordon Tucker - Civic Society, **HH** - Hugh Holden - Civic Society, **HR** - Helen Rossington - BCC - Business Improvement Manager, **IH** - Ilse Hambrook - Friends of Easter Gardens, **JCH** - Janet Carr-Hyde - Gores Marshalls, **JM** - John Mayne - Friends of St Andrews Park, **JR** - John Richfield, **LA** - Cllr Lesley Alexander - Activate Fishponds, **LG** - Lois Goddard - Redland Green, **MC** - Marie Jo Coutanche - Malago Valley Conservation Group, **NC** - Nancy Carlton - Kingfisher Group, **RB** - Richard Bland - Friends of The Downs, **RB** - Roland Bruce - Mina Road Park Group, **RAC** - Rob Acton-Campbell - Friends of Troopers Hill, **RF** - Richard Fletcher - BCC - AGSP Manager, **RK** - Raquib Khandker - BCC - Community Development Officer, **RT** - Robert Thurston - BCC - Operations Manager, **SAC** - Susan Acton-Campbell - Friends of Troopers Hill, **SP** - Sian Parry - FoBW, **SP** - Steve Perry - Friends of St Andrews Park, **SM** - Steve Micklewright - Snuff Mills Action Group, **SS** - Sheila Stevens - Bristol in Bloom, **VS** - Vi Showering - Friends of Redcatch Park

### *Apologies*

Ashton Vale Heritage, **BB** - Ben Barker - Dame Emily Park Project, **HW** - Heather Williams - Hartcliffe Millennium Green, **JC** - Jo Corke - Friends of St Andrews Park, **JP** - John Purkiss - Friends of the Avon New Cut, **JT** - Julia Tutton - Northern Slopes Initiative, **IB** - Irene Blessitt - EPAG, **MB** - Mary Bannerman - Redcliffe Parade Environmental Association, **MM** - Mike Meecham - Friends of Hebron Burial Ground, **PJ** - Peggy Jennings - Friends of Redcatch Park, **SF** - Sue Flint - Friends of South Purdown, **WP** - Wendy Pollard - Avon Gardens Trust

<b>Agenda Item</b>	<b>Discussion Points/ Outcomes &amp; Actions</b>	<b>Actions</b>
1.	<p><b><u>Introducing Tracey Morgan</u></b></p> <p>TM is the new Service Director for Environment and Leisure. This includes the management of Parks, Streetscene, Public Protection and Sport. TM has been working for BCC for 25 years and prior to her current post, managed the city wide Customer Excellence programme.</p> <p>During the past 6 months, TM has identified changes across the department that will help the services work more collectively, improve the consistency of services and work effectively with the new Neighbourhood Partnership model.</p> <p>TM plans to make changes to structure so it is less 'top heavy'. (post meeting note: From the 1<sup>st</sup> February 2010 there will be two 3<sup>rd</sup> tier managers reporting directly to TM rather than four). TM anticipates that it will take approximately 6 months to fully embed any further other changes to the structure.</p> <p>Members of forum questioned whether the last restructure was wrong and raised concerns that another restructure would not change the cultural problems that currently exist within Parks.</p> <p>TM stated that the previous restructure wasn't wrong but explained that further changes are required to further improve the service. TM stated that she is aware that there needs to be a change in attitudes and behaviours and assured the forum that changes to the structure will be carried out with full consultation with staff and BPF members.</p> <p>TM clarified that the 9 additional Community Park Keeper's will ensure presence in every major park. The recruitment process for these posts is now underway and TM is currently identifying where the CPK's will be based.</p> <p>Members of the Bristol in Bloom committee expressed annoyance at the lack of consultation. TM assured the committee that she intends to fully engage with them going forward. TM confirmed she will be attending a meeting with the committee on Tuesday which will be an opportunity to resolve any issues.</p>	
2.	<p><b><u>Neighbourhood Partnerships</u></b></p> <p>AM provided an overview of the new Neighbourhood Partnership process.</p> <p>The city will divided up into 14 NP areas and budgets devolved between each area.</p> <p>Through community engagement, NP's aim to:</p>	

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	<ul style="list-style-type: none"> <li>• Improve services</li> <li>• Strengthen democracy and accountability</li> <li>• Create stronger communities</li> </ul> <p>The neighbourhood partnership process will be structured as follows:</p> <ul style="list-style-type: none"> <li>• <b>Neighbourhood Forums</b> The main forum for residents in each NP to raise issues and discuss priorities.</li> <li>• <b>Neighbourhood Partnerships</b> The Steering Group, made up of Councillors, reps of resident and voluntary groups. This group will be able to influence the decisions made by the Neighbourhood Committees and will be responsible for ensuring that officers follow up actions.</li> <li>• <b>Neighbourhood Committees</b> The neighbourhood committee will be responsible for making key decisions on budgets and resources. This committee will be made up of ward Councillors. It is a legal requirement that at least 50% of the ward Councillors are present to make decisions.</li> </ul> <p>In addition to these meetings, NP's will draw up engagement plans to fully engage with the wider community.</p> <p>Park groups were advised to become members of the local neighbourhood partnership committees to ensure that parks issues are raised and to influence budgetary decisions. The selection of members will vary depending on NP, however the formal election process will take place at neighbourhood forums.</p> <p><u>Neighbourhood Partnership Structure</u></p> <p>Di Robertson has recently been appointed the Service Director.</p> <p>There are nine area coordinators that will cover 1-2 wards and will manage the Neighbourhood Delivery Teams.</p> <p>The Neighbourhood Delivery Teams will be responsible for ensuring actions are delivered. TM stated that Environment and Leisure will be set up to work closely with these teams to meet service expectations.</p> <p><u>Neighbourhood Partnership Budgets</u></p> <p>During the first year £2.3 million will be delegated to Neighbourhood Partnerships and £11.2 million of resources.</p>	

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	<p>The budget split between NP areas will be allocated on an 'as is' basis. These figures will be published on the web once finalised in March.</p> <p>At present, it will not be possible to transfer funds between budgets, however this process could change in future years.</p> <p>Overspends and under-spends can be carried over.</p> <p>Cabinet will be responsible for making decisions on city wide issues and will have the power to override individual NP decisions if considered to have an affect city wide.</p>	
3.	<p><b><u>Area Green Space Plans</u></b></p> <p>RF confirmed that the Area Green Space Plan public consultation has been delayed until June 2010. This is due to the decision to delay the public consultation on the site allocation document. This is the next stage of the Bristol Local Development Framework, following on from Core Strategy.</p> <p>The delay will provide more time to produce quality information and present the information in context with NP boundaries. RF invited the BPF committee to comment on the presentation of this information.</p> <p>RF confirmed that any outstanding stakeholder consultations will be picked up during the public consultation.</p>	
4.	<p><b><u>Central Contract Decision</u></b></p> <p>English Landscapes have now been awarded the grounds maintenance contract for the Central area which will commence on 1<sup>st</sup> February 2010 for a minimum of five years.</p> <p>The procurement process identified that EL would provide the best value for money based on price and quality.</p> <p>Staff currently working for Continental Landscapes are in the process of transferring to EL or BCC depending on which part of the city they work in.</p> <p>EL have stated that CPK's will play a vital role in delivering the service. Further information about EL and how they plan to manage the contract can be viewed here:  <a href="http://www.bristolparksforum.org.uk/ELmtg160110.pdf">http://www.bristolparksforum.org.uk/ELmtg160110.pdf</a></p> <p>Forum members would like communication between contractors, in house teams and BPF members to improve. RT agreed to look into this and feedback to the forum.</p>	RT

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5.	<p><b><u>Quality Monitoring and Reporting</u></b></p> <p>The Quality Monitoring team was introduced to carry out independent inspections of sites. The team are responsible for the inspection of playgrounds; ground maintenance and site quality assessments, condition surveys, hard survey inspections, etc.</p> <p>The team are currently collating and analysing data to compare costs against standards in areas maintained in house and contracted areas. HR agreed to share this information at the next BPF meeting. RT stated that the team would be able to produce more detailed information on individual parks, if requested by park groups.</p> <p>BPF requested a diagram to clearly show the monitoring process and a copy of the contract standards.</p> <p>HR advised that the current procedures for monitoring quality standards within Parks and Estates may change if a best practice model is identified within Environment and Leisure.</p>	RT/ HR
6.	<p><b><u>Events</u></b></p> <p>Procedures have now been simplified to make it easier for park groups to organise and fund events.</p> <p><b><u>Licensing Form</u></b> The licensing form is now being designed to make it easier to complete and tailored for different types of events. It is hoped that the new form will be available by the end of March.</p> <p><b><u>Insurance</u></b> BCC will insure events (up to 150 people) for a nominal charge of £5.00. Where it is anticipated that an event will attract more than 150 people, additional insurance will be required.</p> <p><b><u>Funding</u></b> A change in criteria now means that all events that encourage the use of a park will receive funding.</p> <p>There is 40k of funding available, up to 2k per event. Park groups need to apply for funding by the end of February so that the BCC can consider all applications and split funding fairly.</p>	
7.	<p><b><u>AOB</u></b></p>	
7.1	<p><b><u>Membership Records</u></b></p> <p>Parks groups that wish to be included in the 2010 Parks Forum Directory will need to complete and return the form by 15/02/10.</p>	
7.2	<p><b><u>Urban Green Space Society</u></b></p>	

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	BPF is now affiliated with the Urban Green Space Society. <a href="http://www.urbangreenspacecampaign.org/">http://www.urbangreenspacecampaign.org/</a>	
7.3	<u>Statement from Ashton Vale Heritage Group</u>  AVHG sent a letter to update BPF members on their progress and to thank the forum for their continued support. Their letter is available to view on the BPF website.	
7.4	<u>Northern Slopes</u>  The consultation for the bendy bus route has been extended. Northern Slopes have requested support from BPF. It was agreed that BPF would oppose any proposals for a bendy bus route to run through Northern Slopes.	
7.5	<u>Redcatch Park</u>  A member of Redcatch Park group reported damage to the youth shelter and locks to the CPG. RT to feedback to Pete Clark, APM.	<b>RT</b>
	<i>The meeting was followed by a visit to Snuff Mills led by SM of Snuff Mills Action Group.</i>	
8.	<b><u>Date of next meeting</u></b>  Saturday 10/04/10, 9.30-12.30 @ The Netham Pavilion	