



# 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 13<sup>th</sup> October 2012 at Windmill Hill City Farm

### *Attendees*

**AA** - Alan Aburrow - Friends of Badock's Woods, **AC** - Andre Coutanche - Malago Valley Conservation Group, **AS** - Angela Stansbie - Friends of Brandon Hill, **BF** - Bob Franks - Northern Slopes Initiative, **CD** - Claire Dinsdale - The Conservation Volunteers, **CH** - Cheryl Hawkins - Friends of Stoke Lodge, **CN** - Catherine Newman - Admin Officer (BCC), **CW** - Chris Williams - Stoke Park Action Group, **DH** - Derek Hawkins - Friends of Stoke Park, **DP** - Diane Porter - Bedminster Down & Uplands Society, **ES** - Eileen Stonebridge - Old Sneed Park Nature Reserve, **FB** - Fraser Bridgeford - Castle Park / Friends of Brandon Hill, **GB** - Gill Brown - Civic Society, **GD** - George Denford - Witherwood Park, **GH** - Cllr Gary Hopkins - Friends of Redcatch Park, **HH** - Hugh Holden - Civic Society, **JC** - Jane Cunningham - Walking for Health, **JM** - John Mayne - Friends of St Andrews Park, **JR** - Jon Rogers - Friends of St Andrews Park, **LG** - Lois Goddard - Redland Green Community Group, **LN** - Lesley Nel - Friends of St George Park, **MB** - Mary Bannerman - Castle Park User Group, **MC** - Marie Jo Coutanche - Malago Valley Conservation Group, **ML** - Mark Logan - Snuff Mills Action Group, **MP** - Matt Postles - Bristol Natural History Consortium, **MW** - Maggie Waldon - Friends of St George Park, **NC** - Nancy Carlton - Kingfisher Group, **PC** - Pete Clark - Assistant Parks Operations Manager (BCC), **PJ** - Pam Jones - Service Manager - Environment & Leisure, **PS** - Peggy Stembridge - Avon Garden Trust, **RAC** - Rob Acton-Campbell - Friends of Troopers Hill, **RB** - Roland Bruce - Mina Road Park Group, **RS** - Richard Stransom - Parks Operations Manager (BCC), **SAC** - Susan Acton-Campbell - Friends of Troopers Hill, **SF** - Sue Flint - Friends of South Purdown, **VS** - Vi Showering - Friends of Redcatch Park

### *Apologies*

**AB** - Alison Bromilow - RCAS, **AS** - Angela Stuckley - Callington Road Nature Reserve, **DMartyn** - David Martyn - Kings Weston Action Group, **DS** - Denis Stuckley - Callington Road Nature Reserve, **JC** - Jo Corke - Friends of St Andrews Park, **LA** - Lesley Alexander - Activate Fishponds, **SE** - Steve England - Stoke Park, **TM** - Tracey Morgan - Service Director, BCC, **WP** - Wendy Pollard - Avon Gardens Trust

<b>Agenda Item</b>	<b>Discussion Points/ Outcomes &amp; Actions</b>	<b>Actions</b>
	<b><u>Welcome and Introduction</u></b>	
<p>1.</p> <p>1.1</p>	<p><b><u>The Conservation Volunteers</u></b></p> <p>TCV help communities get involved in voluntary work on green spaces. CD, Project Officer for TCV presented examples of successful tree planting projects, vegetation clearance and improvements to features - paths, fences, steps, benches, etc.</p> <p>TCV charge a day rate of £230 which includes 6-12 volunteers, insurance, tools, PPE, transport and refreshments. This price is negotiable and CD can help support groups apply for funding and provide quotes for projects.</p> <p>It was noted that support from TCV can actually help to secure funding.</p> <p>Projects can also be funded through the Neighbourhood Partnerships.</p> <p>If park groups would like to work with TCV on projects, this should be coordinated through their Area Environment Officer (AEO).</p> <p>Whilst it was acknowledged that TCV are a good value for money contractor, the ongoing maintenance costs will need to be considered before projects are approved.</p>	
<p>1.2</p>	<p>Some park groups fed back that they have experienced delays in obtaining quotes through their AEO. This may have been due to shortages within the team over the summer. Turn around times should improve now that 3 additional AEO's are in post. <b>RS will also ensure that the AEO's have a copy of the standard price list.</b></p>	<b>RS</b>
<p>2.</p> <p>2.1</p>	<p><b><u>Using Community Payback</u></b></p> <p>RAC advised groups that Community Payback are a good resource for helping with less skilled jobs such as bramble bashing. It costs £100 per day for the volunteers and facilities.</p> <p>£10,000 has been allocated to Community Payback schemes across the city.</p> <p>RAC presented examples of the work completed by Community Payback see: <a href="http://www.bristolparksforum.org.uk/CP">http://www.bristolparksforum.org.uk/CP</a></p>	
<p>3.</p> <p>3.1</p>	<p><b><u>In Bloom Success</u></b></p> <p>PC talked about Bristol's success this year with the In Bloom and Entente Florale competitions in which Bristol was awarded Gold. This is excellent recognition of Bristol's environment and horticultural standards.</p> <p>The BPF congratulated PC on all the hard work and organisation that went into this well deserved success.</p>	

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	Further information is available here: <a href="#">Entente Florale Europe</a>	
<p>4.</p> <p>4.1</p>	<p><b><u>Maintaining Bristol's Parks</u></b></p> <p><u>Monitoring contractor's performance</u></p> <p>Currently monitoring is carried out by our in-house teams, Contract Supervisors and by our independent quality monitoring team. In addition to this, Parks would also like feedback from park users.</p> <p>Park groups that wish to partake in this process will be issued with monitoring forms so they can score parks and features against the contract specification.</p> <p><b>RS will issue a shortened copy of the contract specification and further guidance prior to implementation which will hopefully be sometime during November.</b></p> <p>Monitoring forms will need to be returned to RAC who will collate the information on a monthly basis. RAC will then forward this on to Parks.</p> <p>This will help Parks monitor performance standards and trends throughout the year. This information will also feed into the formal review of the contractors performance.</p> <p>It was agreed that this system would be reviewed in 6 months.</p> <p>Park groups will of course be able to report problems/ issues in addition to this through the usual channels.</p> <p><b>GD reported that the bins in Witherwood Park aren't being emptied and they currently have to ring the contractor to get this done. Chris Hammond to follow up with Quadron.</b></p>	<p>RS</p> <p>CH (RS)</p>
<p>4.2</p>	<p><u>Management plans</u></p> <p>Management plans have been created for a number of sites for example Green Flag sites and sites that have received lottery funding.</p> <p>There is an understanding that Park groups would like to have management plans in place for other sites.</p> <p>RAC will be creating a template which will be cross referenced to those already in place. It was suggested that the management plan created for Crox Bottom could be used as the standard template.</p> <p>Any management plans drafted by Park groups will need to be fed back to the AEO before it can be adopted by Parks. The AEO's will liaise with Parks Operations, Natural Environment, etc to help populate the management plans.</p> <p><b>Friends of Badocks Woods are waiting for their management plan to be agreed. RS to follow up.</b></p>	<p>RAC</p> <p>RS</p>

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5.	<p><b><u>Green Flag applications</u></b></p> <p>Bristol has now achieved Green Flag status for 11 parks across the city which recognises quality parks and green spaces. Parks have made a decision not to increase this number in the foreseeable future.</p> <p>A briefing report produced by RS explains the benefits, costs and the future of Green Flag Scheme in Bristol. This can be viewed here on the BPF website <a href="#">Bristol Parks Forum</a></p> <p>Previously Green Flag sites were selected based on whether they met the Green Flag criteria. This can be viewed here - <a href="#">Green Flag - Judging Criteria</a>. This maybe helpful for Park groups wishing to apply for Community Green Flag awards which Parks will support.</p>	
6.	<p><b><u>£3.5m for Bristol's Parks</u></b></p> <p>The £3.5m for Bristol's Parks was approved on 04/07/12.</p> <p>SL has produced an indicative programme for the 48 projects. This can be viewed on the BPF website.</p> <p>There will be 6 project managers delivering the projects and both internal resources and external contractors will be used for landscape design and construction.</p> <p>Timescale's for the projects will vary depending on the level of consultation required, whether planning permission is needed, etc. Other factors that may affect the timescale is adverse weather conditions, delays with equipment, materials, etc.</p> <p>Some projects are funded wholly through the Capital Stimulus funding whilst some have received matched S106 funding. SL confirmed that projects that have been funded by S106 have been prioritised.</p> <p>SL confirmed that the consultation process for all projects will feed into the Neighbourhood Partnership's through the AEO's.</p> <p>HH commented that SL's presentation was concise, coherent and comprehensive - a model of it's kind.</p>	
7.	<p><b><u>Park Bylaws</u></b></p> <p>RS advised that the Police - Neighbourhood Working Group will be leading on the consultation for implementing new by-laws.</p> <p>RS will feedback on progress at the next meeting and forward on copies of minutes from meetings.</p> <p>It was agreed that the forum will review the progress in April.</p>	
8.	<p><b><u>Tree Forum Update</u></b></p> <p>HH advised the forum that there is currently a threatening disease to Ash Trees.</p>	

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	<p>DEFRA are campaigning for a statutory ban on imported trees from the infected areas (Europe).</p> <p><b>HH requested that the forum and BCC support this. DEFRA's consultation is on their website.</b></p> <p>Richard Ennion has confirmed that he doesn't plan to plant any Ash trees in or around Bristol.</p>	<b>RE</b>
<p>9.</p> <p>9.1</p>	<p><b><u>AGM</u></b></p> <p>Nancy Carlton was re-elected Chair</p> <p>Fraser Bridgeford was re-elected Vice Chair</p> <p>The following people volunteered to form part of the Committee - Hugh Holden, Roland Bruce, Mary Bannerman, Rob Acton-Cambell, Fraser Bridgeford, Alison Bromilow, Mark Logan (depending on work commitments), Derek Hawkins, Maggie Waldon &amp; Lesley Nel.</p>	
<p>9.2</p>	<p><u>Terms of Reference</u></p> <p>Amendments to the Bristol Parks Forum's terms of reference were agreed. This can be viewed on the BPF website.</p>	
<p>10.</p> <p>10.1</p>	<p><b><u>AOB</u></b></p> <p><u>Natural Environment team</u></p> <p>Members of the forum requested an update on the TreeBristol scheme and dates for community tree planting projects this year.</p> <p>PJ advised the forum that a new Nature Conservation Officer has been appointed to replace Jan Walters and the recruitment process for a new Senior Arboricultural Officer is underway.</p>	<b>RE (PJ)</b>
<p>10.2</p>	<p><u>Sustainability</u></p> <p>RB requested further information on our sustainability plans and how environmental awareness feeds into our contracts.</p> <p>PC to arrange for this to be discussed further at the next meeting.</p>	<b>PC</b>
<p>10.3</p>	<p><u>Snuff Mills Action Group</u></p> <p>This year the Snuff Mills Action Group achieved a number of awards including the Green Flag Community award and It's your Neighbourhood.</p>	
<p>10.4</p>	<p>It was suggested that the new Elected Mayor is invited to the next BPF.</p>	<b>NC</b>
<p>11.</p>	<p><b><u>Date of next meeting</u></b></p> <p>Saturday 19/01/13 at Windmill Hill City Farm</p> <p>The forum discussed and agreed that Windmill Hill City Farm is the</p>	

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	preferred venue. This has been booked for all meetings during 2013. Meeting dates for 2013 are: 19/01/13, 13/04/13, 29/06/13, 12/10/13.	