

**Minutes of the Meeting of GreenSpace & the
South West Parks & Green Space Regional Forum
Tuesday 25th January 1:00 p.m.
Livestock Centre, Exeter**

		Actions
1.	Present	
	<p>Adrian Akester – North Somerset Council Andy Chard – Bath & NE Somerset Council Adrian Cook – Mid Devon DC Harley Cook – Sedgemoor DC David Clark – Cornwall County Council Peter Crompton – Bournemouth Borough Council Carl Dallison – Weymouth & Portland Borough Council Lynn Harris – Penwith DC Brian Hosken – Penwith DC Karen Hughes – Taunton Deane Borough Council Paul Faulkner – Exeter City Council Jenny Manners – Sedgemoor DC Sarah Moore – Greenspace (minutes) Chris Mulcahy - Taunton Deane Borough Council Mark Pollard – East Devon DC Steve Rippin – East Devon DC Richard Taylor – Torbay Council Peter Wilkinson – Bristol City Council (Chair) Alex Wish – Plymouth City Council</p>	
2.	Apologies	
	<p>Chris Adams – West Somerset Council Jacky Bennett – Bennett Consulting Clare Freeman – South Somerset DC Janice Malarkey – West Somerset Council Andrew Pidgen – Restormel BC Reg Williams – Salisbury DC George Damsell – Stroud DC</p>	
3.	Meeting	
	1. Introductions	

<p>Introductions were made, and PW welcomed the new people attending the meeting.</p> <p>PW outlined the minutes of the previous meeting, highlighting the enthusiasm towards the idea of a Forum and the success of the existing London Parks & Green Spaces Forum and GreenSpace North West.</p> <p>PW informed the group that CABA Space has taken interest in the emerging Regional Forums, and have provided a seed grant plus individual contacts within the organisation.</p> <p>2. Progress update from existing forums</p> <p>SM went onto to provide further detail in terms of the progress of the emerging Regional Forums.</p> <p>3. Group Discussion</p> <p>The group went onto share their reasons for wanting to participate in the South West Forum, and also suggested issues that are affecting them, and which will be important for the Forum to address. These are summarised below:</p> <p>Reasons to support a Forum:</p> <ul style="list-style-type: none">▪ Share ideas especially on topics such as funding and sponsorship▪ Network▪ Identify topics for discussion▪ Advocacy within the public realm, particularly towards budgets and expenditure▪ Opportunity for learning, and to gain personal support (especially important for lone workers) and create political support locally from regional action▪ To address the lack of an existing network, and the ad hoc approach of other non-local authority organisations▪ Identify and share best practice regionally▪ Link urban to other relevant green spaces such as Country Parks▪ Benchmarking▪ Information exchange with a wide remit▪ Increase the involvement of professionals in the region▪ Increase the profile of parks services to elected members to gain greater support▪ Communicating the benefits of parks and green spaces plus service delivery▪ Links to CABA Space and ODPM <p>Issues to be covered:</p> <ul style="list-style-type: none">▪ Rural green space issues, including cemeteries and villages▪ Skills and recruitment▪ Cross cutting agendas, and translate this into strategies to translate	
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	<ul style="list-style-type: none"> ▪ Political support, especially for open space strategies ▪ External fundraising ▪ Public space networks ▪ Management Plans ▪ Green Space Strategies ▪ Section 106 agreements ▪ Improve and increase training opportunities ▪ Tourism ▪ Attracting young people into the industry ▪ Practical techniques e.g. legislation and environmental management ▪ Regeneration ▪ Community Involvement ▪ Partnerships ▪ Environmental Management Systems (EMAS & ISO) ▪ Legislation e.g. Health & Safety <p>a. Terms of Reference (Consultation Questionnaire)</p> <p>PW asked the group to consider the draft Terms of Reference. It was agreed that it's important to get these signed off initially, to enable the group to move forward within a given framework. The Terms of Reference can then be reviewed periodically to ensure the group remains focused towards its remit.</p> <p>SM went through the suggested aims and objectives, giving reasons. The group agreed the aims and objectives, and agreed to consider important aspects for the mission statements.</p> <p>A discussion ensued on which tiers of the public sector should the group aim at, i.e. should it include Town and Parish councils. It was agreed that including all sectors would be a long term goal of the forum, and that forum members could inform lower tier councils informally in the meantime, where they have existing links. The group agreed it was important to be as inclusive as possible, however should retain a local authority focus for year one.</p> <p>DC queried the involvement of 'Friends' and other community groups. It was agreed that the group would extend to the voluntary and community sector in time; however it will be important to do this when the group has something to offer.</p> <p>PW suggested a timetable would be useful, and SM agreed to draft a copy for the next meeting.</p> <p>SM highlighted that the scope of the group (within the Terms of Reference) should be reflected by the answers from the consultation questionnaire. The group considered the content of the questionnaire, and</p>	<p>ALL/SM</p> <p>SM</p>
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	<p>agreed that SM should undertake a mail out to all local authorities in the south west region. ALL to complete and return the questionnaire. Please return by the end of March 2005.</p> <p>SM informed the group about the existence of the GreenSpace Regional Meeting, where all the regional chairs meet quarterly to discuss issues affecting their region. PF represented the South West at the last meeting. SM went onto report that the last meeting agreed that ideally all regions would take the 'GreenSpace' name. It was agreed that the group would now be called 'GreenSpace South West'.</p> <p>PW outlined the structure of the Steering Group which will drive the Business / Forum development. It was agreed that all local authorities within a county would nominate one county representative to attend the Steering Group meetings, and ideally there would be a substitute i.e. the Steering group will comprise one representative from Gloucestershire, Wiltshire, Somerset, Avon, Devon, Dorset, and Cornwall.</p> <p>The group agreed to contact known Authorities within their county to agree the representative. This role can be rotated over time to avoid duties falling on individuals permanently. Ideally the authorities within each county would meet / network to feed county-wide information to the representative, who would then raise issues for the county at the Forum.</p> <p>PW advised that working groups would be set up over time to address the issues raised by the forum.</p> <p>b. Potential Funding</p> <p>Financial contributions from local authorities were discussed briefly. SM outlined the pricing structures that had been used in other regions, highlighting that each region decides the funding bracket, based upon affordability. The group agreed it would be important to identify the added value in Forum membership, aside from GreenSpace membership and SM agreed to draft a list of potential benefits.</p> <p>PW informed the group that a grant for seed funding from CABE Space is available for £5k minus VAT (£4125).</p> <p>The group went onto discuss the benefits of employing a part-time co-ordinator, to enable the group to increase its membership and undertake administration duties. It was agreed a secondment would be appropriate initially, until longer term funding could be gained. It was agreed that each authority would decide if they were willing to act as host for the coordinator.</p> <p>The group agreed to consider the level of support and potential funding contributions.</p>	<p>ALL</p> <p>ALL/SM</p> <p>SM</p> <p>ALL</p>
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	<p>PW suggested that other potential funders could be approached in the future, such as the Government Office for the region, reporting that Jo Bird from the Countryside Agency hoped to attend in the future. Alan Brown from the Liveability department at the Government Office.</p> <p>AW suggested sponsorship could be sought. The group suggested Glendale's, South West Water, Southern Water, B&Q, Tesco.</p> <p>The group agreed to try to raise at least £15K towards funding the forum. It was agreed that the group would pool its ideas for potential funders and these would be sent to Sarah Moore to ensure fundraising was coordinated.</p> <p>4. Any Other Business</p> <p>The group discussed the Green Flag Award (GFA) scheme, and RT informed the group of the regionalising process being undertaken. RT reported that judges maybe recruited and interviewed regionally, to assist to increase the standard of judging. RT reported that GFA were holding training days, including Bristol on the 2nd March, and that applications for the award had to be in by the 8th February 2005.</p> <p>AW reported that there are 4 CABE Space enablers in the region, suggesting that the group could approach the Enabling Team to gain greater support around the region.</p> <p>SM reported that GreenSpace are holding a Management Plan training day at Ashton Court, Bristol, on the 12th July. SM to attach details to the minutes.</p> <p>SM also reported that GreenSpace's new website would be launched soon. Please visit www.green-space.org.uk</p>	SM
4.	Date of Next Meeting	
	Wednesday 9 th March 2005 in Exeter. Venue to be confirmed.	SM/PF