



BRIGHTON & HOVE  
GREEN SPACES FORUM

## BRIGHTON & HOVE GREEN SPACES FORUM ANNUAL GENERAL MEETING MINUTES

Date / Time – Tuesday 28<sup>th</sup> February 2024 at 4pm

Virtual meeting using Zoom

<b>ATTENDEES</b>	
Alan Cooke – Committee	FO Craven Wood
Carol Springgay	Eastbrook Community Garden
Richard Stowe	Birch Tree Project
Mike Dixon	Eastbrook Community Garden
Judith Taylor	Palmeira & Adelaide Garden Fund
Bernadette Skinner	Ovingdean Preservation Society
Melanie Davis- Committee	Friends of St Ann’s Well Gardens
Cliff Munn - Committee	City Park Rangers & St Peter’s Churchyard Volunteers
Debbie Pryer - Committee	Stanford Community Garden
Alan Moon - Committee	FO Hove Park
Juliette Hunting	Brunswick in Bloom
Sally Cranfield	FO Blakers Park
Jenni Creswell	CPRE Sussex & Brighton Permaculture Trust
James Rock	FO Brunswick Square
Alex Bamford	FO Brunswick Square
Rob Stephenson	FO Brighton Greenway
Michael Creedy	Older Persons Network

<b>APOLOGIES</b>	
Birgit Miller	Hove Field & Local Councillor
Fiona Bower	Brunswick Square
Sally Wadsworth	Benfield Wildlife & Conservation Group
James Newmarch - Committee	Brighton & Hove Wildlife Forum
Maureen Winder - Committee	Level Community Forum & Local Councillor

## 1. Welcome by Chair Cliff Munn

The Chair welcomed everyone to the meeting. It was confirmed as quorate (ie 8 or more Forum member groups were represented).

## 2. Apologies

The names of those from who apologies were received were read through.

## 3. Matters Arising from previous AGM

**Brighton & Hove Tree Strategy Consultation** - a draft document has been published worthy of close scrutiny and was due for public consultation in 2020. It details the future strategy for trees across the city and in its current form has significant implications for the future of street trees in situations where pavements are narrow. The draft tree strategy was published on line but has subsequently been removed.

**Update** – The 2019 Tree Strategy draft has been superseded with a new Tree Planting document that the City Arboriculture team now works to. This better reflects the challenges and opportunities for the city's trees going forward. It was decided not to take this through public consultation. – **DISCHARGED**

**Tree Roots** – A request was made on what the Council policy was for managing tree roots when they start to lift pavements. Clarification was obtained from the Council that once roots had lifted paving slabs, they were removed and replaced with tarmac (which can be smoothed). Roots are only removed at a last resort (due to reasons of tree welfare and cost). - **DISCHARGED**

**Bore Holes** - Some information was shared re research that had been done with with ref using bore holes as a way of managing tree roots. This was sent to B&H City Council via the Forum. The Council did not pursue the idea. - **DISCHARGED**

## 4. Chairman's 2023 Report

The Chairman's 2023 Report was delivered and accepted by all present. A copy can be found at Appendix A of these minutes.

## 5. Treasurer's 2023 Report

The Treasurer's 2023 Report was delivered and accepted by all present. The financial summary for 2022 can be found at Appendix B of these minutes.

## 6. Election of Officers

The following nominations were officially endorsed by being seconded with a show of hands:

### Chair and Secretary

Cliff Munn – CityParks Ranger Volunteer, Lookerer & St Peters Churchyard Volunteer.

### Treasurer

Alan Cooke – FO Craven Wood

## **Committee Members**

Melanie Davis – FO St Ann’s Well Gardens

James Newmarch – B&H Wildlife Forum & FO Brighton Greenway

Alan Moon – Friends of Hove Park

Debbie Pryer – Stanford & Cleveland Community Garden

Maureen Winder – The Level Communities Forum

The Chair thanked the Forum Committee Members for their contributions during 2023

The AGM formalities were concluded.

## **7. Any other business**

### **Next CityParks / Green Space Volunteer update meeting – 16<sup>th</sup> April.**

The next meeting will be face to face and take place at 4.30pm on 16<sup>th</sup> April in the Garden Café at St Ann’s Well Gardens. The theme of the meeting will be how City Parks work with volunteer groups and how a newly developed ‘Park Management Plan’ template will help with this. Steve Hyder (CityParks Programme & Strategy Manager) will lead the event together with Project Officer Liz Davies. Rob Walker (Head of B&H CityParks Operations) will also be present together with Chenine Bhatena who is B&H City Council Assistant Director for Culture, Tourism & Sport. So a great opportunity for green space volunteers to hear from B&H City Parks senior managers about their plans and how these will impact our community.

### **Trees – street trees, pavement heave / when trees felled who tidies the pavement?**

CM to identify a Highways department contact point plus confirm who is responsible for restoring pavements after street trees have been felled.

Jenni Creswell works with the Plant Your Postcode initiative and kindly suggested people could contact her with any street tree related questions (as she has good contact with the City arboriculture team). Jenni can be contacted at [info@cpresussex.org.uk](mailto:info@cpresussex.org.uk) More information on PYP can be seen at <https://www.cpresussex.org.uk/what-we-care-about/nature-and-landscapes/plant-your-postcode/>

### **Volunteer Leadership – First Aid Module availability**

CM to identify what accredited green space volunteer leaders need to do in order to apply for the First Aid module of the volunteer leadership training course.

### **Glyphosates**

CM to share recent communications from the B&H Wildlife Forum ref the re-commencement of Glyphosate use in the city.

### **Birch Tree Project**

CM to share details of the Birch Tree Project, including forthcoming tree sales days, with all members.

The meeting ended at 5pm Appendices A and B follow:

## APPENDIX A



### 2024 AGM – 28<sup>th</sup> February 2024 – Chairman’s Report for 2023

The Forum was launched in October 2017, it is fully constituted with a membership currently sitting at 100 groups (around 75 of which are site specific). Member group details can be found on the Forum website at <http://bhgreenspaceforum.org.uk/friends-of-groups/> This links to the City Council website and continues to be recognised as the ‘go to’ location for quality information on our city’s green space volunteer community.

The primary role of the Forum is to provide a communications hub for Green Space volunteer groups actively working in the city’s parks and green spaces.

#### Key deliverables through 2023 include:

1. The Forum has liaised closely with B&H CityParks throughout the year who work through us for communications out to green space volunteer groups.
2. The Forum managed around 100 member queries and questions during the course of the year.
3. Our Website and Facebook pages remained active. With the website ‘Resources’ pages carrying an array of useful information.
4. Our member Group locator map was introduced in 2022 and receives excellent feedback.
5. We continued to support the local initiatives on Dutch Elm Disease (DED) prevention. The DED spotters guide is hosted on the Resources page of the Forum website.
6. Around 50 member groups are now working more independently as a result of the CityParks volunteer leadership accreditation scheme. Accredited groups find it much easier to gain help and support from CityParks. Volunteer Leader courses (plus associated First Aid training) can be applied for by writing to [Cityparks.volunteers@brighton-hove.gov.uk](mailto:Cityparks.volunteers@brighton-hove.gov.uk)
7. The Forum retains its active membership of Community Works.
8. The Forum continued its membership of the National Federation of Parks & Green Spaces (NFPGS).
9. The Forum delivered Newsletters in May and November (the latter being in collaboration with Brighton & Hove Wildlife Forum). We continue to receive good feedback on our Newsletters, particularly the individual group updates.
10. The Forum has maintained its Zoom account which it uses for committee and member meetings.
11. Following the City Council elections in May, the Forum made contact with all newly elected Councillors, introducing itself and making them aware of the member groups working in their Wards. This resulted in some excellent responses and a raised awareness of our contribution.
12. On 8<sup>th</sup> June we held our 2023 Spring Seminar at the Friends Meeting House with presenters Gill Wales from the Regency Square Gardening Groups, Almee Felus from the Aquifer Partnership and

Jason Saul who is the head gardener at Kemptown Enclosures. The event received excellent feedback. Slides used at the event can be seen here <https://bhgreenspaceforum.org.uk/resources/>

13. Forum members continued to benefit from the positive collaborative partnership with the CityParks projects team. Paul Campbell and Mark Syrett have now moved on from that team which is now managed by Steve Hyder. Steve is the key CityParks liaison point for the Forum. He has helped with a number of member group issues that could not be resolved through normal channels. He has also visited some groups at their sites.
14. Steve Hyder (CityParks Programmes & Strategy Manager) now hosts regular (4 monthly) theme-based meetings with green space volunteer groups. The last of these was on 29<sup>th</sup> November (notes and recording sent to all members on 30<sup>th</sup> November). The next meeting is going to be face to face and is scheduled for 4.30pm on 16<sup>th</sup> April 2024. The theme will be the new green space/park management plan template and volunteer engagement. Feedback from these meetings has been excellent. All members are welcome to attend and submit questions in advance.

**Challenges for the coming year:**

- To continue the collaboration with CityParks and improvement of communications between member groups and B&H City Council.
- To hold a 2024 spring seminar
- Identify and approach potential committee members
- To identify and articulate the value (hours and £) of our community's contribution
- Better define how to access Plan 106 and Community Infrastructure Levy (CIL) funds

CHAIRMAN (Cliff Munn)..... Date: 28th February 2024

**APPENDIX B**



**BRIGHTON & HOVE  
GREEN SPACES FORUM**

**Brighton & Hove Green Spaces Forum**

**Income / Expenditure 2023**

<b>Brighton and Hove Green Spaces Forum</b>						
<b>Accounts January - December 2023</b>						
<b>Bank Account - Metro Bank, sort code - 23-05-80, account number 2585 2014</b>						
					£	
Opening Balance January 1st 2023					4,626.07	
<b>Income:</b>						
		C. Munn	Feb-13		1.00	Test
		Pride CoSIF	Feb-14		1,000.00	Grant
		Cumulative			1,001.00	
<b>Expenditure:</b>						
Method	Number	to	Written	Cashed	Amount	Details
CHQ	42	Zoom video	Feb-15	Feb-21	88.90	Annual fee to Feb 2024
CHQ	43	Redcow Design	Feb-21	Mar-21	60.00	Website domain and hosting - 12 months
CHQ	44	Cancelled	-			
CHQ	45	Friends Meeting House	Jun-08	Jun-13	308.00	Seminar - room hire
CHQ	46	Alan Moon	Jun-08	Jun-19	59.25	Seminar - food
CHQ	47	Debbie Pryer	Jun-08	Jun-22	15.50	Seminar - drinks
CHQ	48	Red Cow Design	Jul-21	Aug-17	45.00	Annual fee for website support
		Cumulative			576.65	
Closing Balance December 31st 2023					5,050.42	

TREASURER (Alan Cooke) ..... Date: 28th February 2024