

MINUTES OF THE GREENING OF THE BOROUGH WORKING GROUP
HELD 30 JUNE 2015

<p><u>IN ATTENDANCE:</u></p> <p>Members</p> <p>D M Carter (Chair) A Bond S Morris B Boulter</p> <p>Officers: Anne Court – Director of Services (AC) Carolyn Holmes- Country Parks & Environment Manager (CH) Brian Kew - Operations Manager (BK)</p>

Min Ref	Narrative	Officer Resp
31	<u>APOLOGIES</u> Councillors R Thakar; J W Boyce	
32.	<p><u>MINUTES</u></p> <p>S Morris was omitted from the Apologies to the meeting and the addition to these was noted Minutes of Previous Meeting on 17 February 2015 were agreed and signed as an accurate record of that meeting.</p>	
33	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></p> <p>Update on roadside grass verges provided by AC with minutes of previous meeting.</p> <p>Issue of trees at Brocks Hill (BH) from the town centres funded by Wigston residents raised by Cllr Boulter. To be followed up as needed. BK advised some containers at the Depot and trees at BH</p> <p>Income paper for 2014-15 to be tabled as part of the finance plan for autumn SDC. This will be completed with the Head of Finance.</p> <p>Regarding clean and green data and emails to customer service it was requested Customer Service Centre are advised on details needed from such alerts from residents to permit a prompt and efficient response.</p> <p>Issue of dog bins on A6 reported to BK by Cllr Bond. To</p>	<p>BK/CH</p> <p>CH</p> <p>BK</p> <p>AC/MS</p>

	<p>be followed up by Margaret Smith (MS). It was requested dog fouling issue papers are tabled to Service Delivery Committee (SDC). It was noted that at last meeting a request had been passed to Corporate Enforcement for a paper to Policy Finance and Development (PFD) and CH confirmed this had been passed on.</p> <p>Members requested operation plan for Gateways for the SDC meeting. This should include details of signs and plantings. This should link to the phased refurbishment.</p>	AC/MS
34.	<p>GREENING OF THE BOROUGH MAJOR PROJECTS REPORT – AGENDA ITEM 4</p> <p>Social media: S Morris congratulated BH on the Facebook page and engagement. CH advised it is clearly generating bookings for events; reaching new audiences and allowing targeted marketing.</p> <p>Crow Mill: A report on progress on the picnic shelter refurbishment was requested for the next meeting.</p> <p>South Wigston Strategic Support and residents projects: Clarification was sought about links with the VAL capacity building project and TCV project (health and communities) that had presented to the Engagement Forum. CH advised she is steering the groups to work together and connect to existing networks.</p> <p>Cllr Morris has contact with the resident regarding the wildlife area in South Wigston as a meeting has not been forthcoming despite a network of projects offering support. This is being led by Dave Cliffe from VAL through his project. CH to advise VAL</p> <p>Clifton Bridge: Work has started on the capital project and support from LCC has been offered and should be claimed within 6 weeks. This should be £2,500 (awaiting formal offer letter).</p> <p>Fludes Lane: Positive meeting with Trent River Trust, LCC flood team; Clean and Green, Environment Agency and Severn Trent Water regarding the litter trap and also wider site of the Washbrook (including the flood basin at Oadby Grange). Consultant to be brought in to look at latter and storm event capacity of flood basin. Progress is being made on resolving issues.</p> <p>Brocks Hill Updates: Some issue with rainwater harvesting but this will be fixed for school holidays. CH reported school bookings have continued to rise and by the end of the summer term bookings will be over £5,000 (an income target of £3,900 had been set for this year, which was a growth of 15% on 2014/15), so CH advised this is very positive.</p> <p>Room hire is down 26% like on like period. This is due to changes in LCC and NHS bookings and some feedback</p>	<p>AC/MS</p> <p>CH</p>

	<p>about catering costs - but mainly reduced budgets. CH reported LCC have agreed catering costs in advance with contractors for their cafes to attract mutual business. CH proposes a similar marketing push to that done for schools around room hire.</p> <p>Visitor numbers monitored through the digital people counters at BH have been 53,307 from April 1st to 30th June (counters read at closing prior to meeting), with the tally since installation on January 2nd of 73,709. This shows BH has been under-reporting as the highest visitor tally reported to members was 48,000.</p> <p>Biodiversity and Climate Change Strategic Support: Greenhouse Gas Reporting: Report to go to Service Delivery Committee once completed.</p> <p>Clean and Green data: This in future is to go to SDC as a paper.</p> <p>It was also suggested the Clean and Green/EDOS report to the working group be tabled as a separate paper/agenda item in future. This will benefit staff when collating additional papers for SDC.</p>	<p>CH</p> <p>BK</p>
<p>35</p>	<p><u>VOLUNTEERING UPDATE - AGENDA ITEM 5</u></p> <p>The Volunteering Policy and Procedure is still with HR and will be passed to a future PFD, following their work to align this document to the work experience policy and procedure.</p>	<p>AC/CH</p>
<p>36</p>	<p><u>GtB ADDITIONAL ITEMS REQUESTED AGENDA ITEM 6</u></p> <p>a) Oadby Grange: Discussion around issues of the flood basin, site works needed and progress to date.</p> <p>Clean and Green revised costings needed. This will mean once legal transfer is completed a full assessment of works costs (e.g. car park, trees and gate) and revenue costs can be made. Other than quotes for the work no further work needed at present.</p> <p>CH to liaise with Crystal Andrade over risk of drowning in flood basin and to see if fence can be installed by landowners. CH also to clarify over right of access</p> <p>CH advised Community Payback interested in working on site but would need additional staff support and this would need to come from commuted sum. This would improve path access around the site.</p> <p>b) Salary breakdown for GtB delivery: Accepted with recommendation the new code be established. AC to take this to SMT to clarify if the figure of £77,689 is below the delegated threshold or if a</p>	<p>BK</p> <p>CH</p> <p>AC</p>

	<p>paper needs to go to committee.</p> <p>c) External Funding: noted. CH reiterated the support from LCC this year for Clifton Bridge which will reduce the amount used from within the capital bid.</p> <p>d) Volunteering hours and financial value. It was acknowledged this can not be reported in accounts but agreed the hourly rate of SCP12 be accepted of £10.50. This is a valuable contribution and members commented the work of the volunteers is essential to maintaining sites.</p> <p>CH advised the Assistant Ranger has reported a like on like increase of 47% in volunteering hours. A prediction for the year was asked for. CH advised this is not possible. Many volunteers have voiced concerns about sustaining support if the post is not in place. The ranger would struggle to deliver the service levels being achieved now.</p> <p>e) Volunteer Development Project and Vehicle: CH gave an up to date summary as the Friends have been successful at securing funding from the Wigston Forum (£1000). A bid for £43,900 has been submitted to the Heritage Lottery Fund which will be considered at their August panel. CH explained the public health money is really for BH activities, but since the programme offers some targeted activities for vulnerable conservation volunteers it could link in if needed. An update was given on the Edith Murphy Foundation who visited BH for the Garden Party and were impressed with progress made. They will make a decision July. The Friends are also approaching the South Wigston and Oadby Forums for support and will have decisions by 9th July. They are also approaching the Florence Turner Trust for a small grant.</p> <p>An extensive discussion followed around the issues of timing of notice needed for the Assistant Ranger as a new post has had to be created to be eligible for external funding support. It was agreed clarification would be obtained from HR.</p> <p>It was requested that confirmation be made that the GtB reserve can fund a revenue project.</p> <p>Members suggested that CH consider the Paul Getty Foundation, Rowntree Trust and Frys as possible funding sources</p> <p>CH had met with British Gas regarding an electric vehicle, but awaiting further contact. Members</p>	<p>CH</p> <p>CH</p>
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	<p>suggested daily hires if unsuccessful. It was agreed if funding from HLF is not forthcoming an urgent meeting be called.</p>	
37	<p><u>BH SHOP AGENDA ITEM 7</u></p> <p>Recommendation accepted. CH to implement.</p>	CH
38	<p><u>BH CAFE AGENDA ITEM 8</u></p> <p>Members requested AC gather data on the number of covers, overall gross turnover; and average week in a month turnover from SLM so this can be assessed. CH advised that on June 7th the cafe took £1,800 on ice cream and coffee. If a 7.5% on gross turnover is successfully negotiated this would have been £135 extra income from a day. BH used to gross turnover £80-95,000 when running site. Rent has been independently bench marked at £5,000.</p> <p>The contract parameters were discussed and it noted many of the recommendations are around protecting the authority's interest and also reducing any potential costs to the authority. CH explained all guidance was based on a peer review of visitor attractions in Leicestershire (where sight of contracts was given) and also Country Parks in Northants where both tender and contracts were shared in October 2013 when this proposal was drawn up. The paper has some additional parameters based on lessons learnt.</p> <p>CH advised that today notice had been given that OWBC could no longer collect cafe recycling as this is classed as trade waste.</p> <p>Members advised the parameters should also include:</p> <ul style="list-style-type: none"> • Catering for multi-cultural diets • Increase the number of days outside caterers can be brought in to 12 (from 6) • Ensure the cafe is open longer (CH highlighted the 4.45 pm or dusk recommendation) <p>There was discussion around vending machines but it was agreed that if the cafe was open longer than the Centre access to drinking water should not be a problem.</p> <p>Procurement should be taken forward as soon as possible to help reduced the cost of BH to the authority since the sub-metering recharges for utilities is the only income at present. AC advised she would be taking this forward.</p>	AC
39	<p><u>ANY OTHER BUSINESS –Agenda Item 9</u></p> <p>none</p>	
40	<p><u>DATE OF NEXT MEETING</u></p> <p>23rd September2015 Committee Room.</p>	

