

# Havant Conservation Forum

Workshop 9

16<sup>th</sup> October 2007

Group Review  
Self-sustaining forum

Supported by Havant Borough Council and BTCV



## **Tuesday 16<sup>th</sup> October 2007**

### **7.00-8.30 pm Havant Borough Council Civic Offices Committee Room 2**

- Start 7pm - Welcome and introduction
- 7.05pm - Group Review presentation by Rachel (BTCV)  
Discussion and any questions
- 7.50pm - Self Sustaining Forum  
What would this mean and how would it be managed?
- 8.15pm - Awards for All progress
- 8.20pm - Conclusion  
Discuss what would like to cover at next forum  
Possibly have a guest speaker – any ideas?  
Date of next forum(s) set  
Tuesday 11<sup>th</sup> December 2007
- 8.30pm - CLOSE (Networking and refreshments)

### **Aim of Havant Conservation Forum**

To provide a forum for conservation groups in the Havant area to network, exchange ideas and information and gain advice and support.

### **Minutes from last meeting**

The minutes from the last meeting were approved.

### **Matters arising from last meeting:**

N/A

### **Group Review**

Rachel Moroney gave a presentation about the Group Review process

## **What is Group Review**

- A quality assurance system
- encourages high standards
- enables groups to become self-sustaining

## Benefits - for the group

- To address areas of need
- generate new ideas
- confirmation that groups follow best practice
- promotes sustainability
- gives others confidence in group
- creates an action plan

## Benefits - for BTCV

- Ensures consistent standards in groups so conservation volunteering is well regarded and valued
- to be proactive rather than reactive
- strives for excellence and sets standards for environmental voluntary action

## Benefits - for other partners

- Confidence the group has high safety standards for volunteers and the public
- confidence that any one recommended to join the group will be welcome and safe
- funders know the group can manage income and expenditure
- group can care for spaces in the long term

## How it will work - this year

- Rachel meets with a couple of members from group
- talk through the criteria
- group to provide evidence
- 12 month action plan created
- Rachel to send report and evidence to HBC
- group claims money from HBC

## How it will work - next year

- Rachel to meet with a couple of members of group
- group MUST meet all criteria
- group to provide evidence
- Rachel to send report to HBC
- group to claim money from HBC

## Criteria

- Split up into 6 categories
- designed to look at running of the group and running of practical tasks
- criteria in Group Review developed and agreed by consultation with 12 community groups across the UK

## Evidence

- We have asked for evidence to go along with the Group Review criteria
- Rachel will require a copy for her records

## Meeting

- Between Rachel (BTCV) and a couple of members from group
- will talk through criteria and how group covers them
- evidence asked for in the appendices will need to be given to Rachel
- allow 1½ to 2 hours

# 12 month Action Plan

- Will be developed during the meeting
- group and Rachel will agree action points and time scales
- aim is to ensure group are meeting all of criteria for next year

## **Self-sustaining forum**

Rachel brought up the idea that it would be good if the forum became self-sustaining, e.g. was able to run and manage itself. Rachel asked the members of the forum members to list out the tasks that go towards running the forum.

They are –

Book room, refreshments and any computer equipment.  
Invite forum members via email and attach agenda.  
Arrange any guest speakers.  
Chair the forum meeting.  
Take minutes.  
Write up minutes.  
Email minutes to forum members.

Rachel asked for offers from the forum members of people who would be willing to take on any of these roles.

Nigel Cartwright (Keep It Tidy) offered to take the minutes and email them out to the forum members.

Peter Hodges (Friends of Park Wood) offered to book the committee room and refreshments.

If any other members would like to take on any roles then please let Rachel know.

## **Awards for All application**

The project is going well and on track.

The display boards and leaflets have been up at the following events/venues

Horndean Woodland Fair  
Staunton Country Park  
Havant Park  
Emsworth Show  
Hollybank woodland show  
Park Wood woodland show  
Waterlooville Library  
Leigh Park Library

There are also several training courses coming up

Saturday 1<sup>st</sup> December – Tree planting day at James Road Allotments, Bedhampton

Saturday 5<sup>th</sup> January – Using and maintaining hand tools at Havant Day Services Community horticulture site, Petersfield Road, Leigh Park

Sunday 20<sup>th</sup> January – Hedgelaying at the East Gate of Fort Widley, Portsdown Hill

Saturday 9<sup>th</sup> February – Introduction to coppice crafts at Havant Day Services Community horticulture site, Petersfield Road, Leigh Park

Introduction to Leadership Skills – tbc. **ACTION** Peter Hodges and Rachel Moroney to arrange date.

To book places on these courses please contact Peter Hodges.

There may be some money left in the budget to have another leaflet printed – perhaps this one could be just about the groups, rather than having dates of tasks/events, as this will mean that the leaflet will have a longer life.

At the next forum we will need to discuss how the Resource Book is to be created and what resources, expertise there is.

Also by February 2008 Peter Hodges will need information from all of the groups about the number of practical task days carried out in the past 12 months, number of volunteers, and number of new volunteers.

### **Group Talks**

If any group would like to do a short presentation/bring display material to the next forum please let Rachel Moroney know ASAP.

## **Any other Business**

N/A

### **Discussion on topics for next forum:**

Try to have a guest speaker at the next forum meeting. Councillor David Collins was suggested as he is the Environmental Portfolio holder. Rachel will contact him to see if he is available.

Any other suggestions welcome.

### **NEXT MEETING(S)**

It was discussed that the Havant Conservation Forum should be held 4 times a year with one forum being held at a group's site per year.

The next dates for the Havant Conservation Forum is

**Tuesday 11<sup>th</sup> December, 7pm – 8.30/9pm**

Agendas and locations will be sent out a couple of weeks before the meetings.

### **Contact details of Forum attendees**

Please let Rachel know if any details need amending etc – thanks!

Brook Meadow Conservation Group  
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Friends of Hollybank Woods  
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Keep It Tidy  
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### **BTCV**

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### **Havant Borough Council:**

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