



# Waterlow Park Trust

## Trust Advisory Group meeting 10/03/20

**Present:** Ian Henghes (IH) (Highgate Neighbourhood Forum), Gabi Howard (GH) (Camden LA), Katherine Ives (KI) (Lauderdale House), Fiona Murphy (FM) FOWP, Sue Tatum (ST) (Chair), Eileen Willmott (EW) (Dartmouth Park Conservation Area Committee), Catharine Wells (CW) (Dartmouth Park Neighbourhood Forum), Pippa Rothenberg (PR) (Highgate Society),

**Apologies:** Ben Cook (BC) (LUX),

**Observer:** Marcia Beer (MB) FOWP

**Invited:** Oliver Jones: (OJ) Head of Green Spaces at Camden

Issue	Action
<p>1. <b>Chair</b> welcomed all present and thanked <b>KI</b> for hosting at Lauderdale House. Apologies recorded. All present introduced themselves. <b>CW</b> to take minutes</p>	
<p>2. <b>Minutes of meeting</b> 10/12/19 (google drive) approved.  <b>Matters arising &amp; actions</b> not covered elsewhere:  <b>KI</b> has provided Community Breakfast meeting info &amp; dates; <b>CW</b> publicised TAG AGM; <b>IH</b> will do Doodle Poll for next &amp; future meetings once dates given by chair; <b>GH</b> or <b>OJ</b> to provide 2-page summary on 'Parks for Health' to TAG &amp; for wider circulation to local groups.  <b>Actions</b> still required by <b>Nicky Ezer &amp; GH</b> following useful events presentation: <b>NE</b> offering Chair access to events list; Film Fixer to inform TAG FOWP of events; <b>NE</b> will update and send out guidelines for festivals and events; <b>NE/GH</b> to discuss specific events signage &amp; signage saying: No events in Orchard.  <b>OJ</b> noted that the current Trustee Gillian Marston is his boss's boss and that an 'organogram' will be provided to TAG to clarify Dpts and officers closely involved with WP</p>	<p><b>Chair</b> to provide some dates for doodle poll.   <b>GH/OJ</b> to provide info on Parks for Health to Tag/Highgate wide groups   <b>NE/GH</b> actions (see left) outstanding from previous minutes   <b>OJ/GH</b> to provide organogram</p>
<p>3. <b>TAG membership:</b> <b>chair</b> reported all members representing groups, listed as above, have been re-appointed by their respective organisations for a further three years. Importance of ensuring succession noted.</p>	

<p><b>4. Reports: LUX:</b> no report. <b>Lauderdale House:</b> no report. KI noted Sunday summer tea lawn music events and Covid 19 precautions.</p> <p><b>Camden Green Spaces:</b> (report pre-circulated) <b>GI</b> will report on assured tenancy at next TAG meeting. <b>CW</b> query re ensuring lower Swains Lane entrance vehicle barrier remains closed. <b>GH</b> confirmed email circulated to all concerned and <b>OJ</b> asked that all present monitor and feedback issues with both barriers. <b>KI</b> raised issue of communications between Jevaughn, Idverde and stakeholders (action from previous meeting) re Box hedge replacement. <b>IH</b> noted trees being planted in the wrong place and asked that if Head Gardener Mark not available then 'Trees &amp; Views to be contacted via <a href="mailto:trees@waterlowpark.org.uk">trees@waterlowpark.org.uk</a>. <b>FOWP:</b> (2 reports pre-circulated) Re 'biodiversity' initiative, <b>CW</b> asked for biodiversity audit as vital benchmarking plus close liaison with TCV and others ahead of any decisions or recommendations. <b>GH</b> noted that Camden is revisiting its Biodiversity policies and consulting on this. <b>OJ</b> confirmed trustee remit to preserve &amp; enhance the park for maximum use by people. All agreed that special Petanque info be added to gate entrance signboards.</p>	<p><b>TAG/stakeholders</b> to monitor barrier closure by contractors when not in use to prevent unauthorised access</p> <p><b>GH</b> to update on tenancies &amp; keep TAG informed about Camden Biodiversity consultation</p> <p><b>GH &amp; KI</b> to discuss protocol &amp; communication.</p> <p><b>FOWP</b> will work with all concerned on biodiversity initiative</p>
<p><b>5. Reports from Working Groups (now volunteer groups): Signage</b> (pre-circulated) <b>PR</b> provided the background of this 2017 initiative and an update: The siting of 5 wooden finger posts has been agreed; donations towards costs of posts offered; Camden have provided installation cost £280 estimate from Idverde. <b>OJ</b> noted quality posts properly installed should last 10-15 years. Next step is CIL funding. <b>Strategy</b> (pre-circulated) <b>PR</b> deferred to next meeting.</p> <p><b>BBQs</b> (pre-circulated) <b>IH</b> noted the report endorsed by TAG via email. <b>GH</b> has informed all park staff/linked contractors about proposed changes and season duration. <b>CW</b> asked that the group monitor halfway through season as well as at the end. <b>IH</b> reported his research about air pollution and PAH carcinogens caused by BBQs (doc on google drive) <b>CW</b> has pm 2.5 measure device and will follow up with Highgate School re monitoring project. Ian was thanked for all his work</p>	<p><b>PR &amp; KI</b> to get updated costs of posts &amp; liaise re CIL as required.</p> <p><b>BBQ Group</b> to convene mid-season (by email) if needed.</p> <p><b>CW</b> contact Highgate School and lead on monitoring.</p>

**6. Tracker** (pre-circulated) **IH. Report on Progress of the 'Tracker'**: At the last TAG meeting **IH** presented a detailed PowerPoint update, having consulted with **GH** and **TAG & FOWP chairs**. (see Google Drive). Back in June 2019, the Trustee confirmed TAG's role with regards to overall strategy, development of policies & procedures, communication, and oversight of operational & significant changes in WP. The Trust diagram of organisations in the Park has now been changed to reflect FOWP's key role in public engagement.

The Tracker was initially envisaged as a way of tracking projects with deliverable outcomes. These may involve material changes in the park, and the Tracker is to give TAG appropriate oversight and help all involved to avoid duplication or confusion. To get communications right, TAG mandated **GH & IH** to research the best system, and they reported on this at the last TAG meeting. Both agreed a spreadsheet would be simple and effective. It also became clear that a project Tracker in isolation would not be able to give a sufficiently complete picture of the life of the park especially in relation to Volunteer Groups who are so important in many different ways from gardening to events to considering issues such as biodiversity or trees and views. It was therefore decided to also record Volunteer Groups particularly noting their purpose and a primary contact for each group. **Chairs ST & FM** have contributed to the definition of how both the projects Tracker and a Volunteer Groups list will work to track projects and people and keep Camden and others informed of a 'lead' or 'principal contact' volunteer associated with each Volunteer Group or project who should be the point of contact for communication. This approach will allow for both single issue projects and ongoing ones Eg Trees & Views. For projects to get approval to proceed Camden needs to know that an initiative has been authorised through a process overseen by TAG.

Shared Google spreadsheets will be used which are available in view only mode to TAG / FoWP and Camden. **IH** emphasised the need to broaden membership of Volunteer Groups to people outside TAG & FOWP with specialist knowledge and the importance of maintaining a balance between knowing what is happening without slowing things down. **PR** will support TAG chair in monitoring the Tracker alongside **GH**

**GH, TAG chair & PR** to monitor Tracker

**IH** to provide training session

<p><b>IH</b> provided a Volunteer Groups user guide and Tracker user guide. A vote was taken to formally approve the introduction of the working practices covered by the two guides and this was approved by the meeting. <b>IH</b> offered to provide a Google Drive training session which was welcomed. <b>OJ</b> asked for patience while this new system was bedding in All present agreed to a 3-month trial and to feedback to <b>IH</b> &amp; <b>GH</b>. Both were thanked for their work on this.</p> <p>There is a 'Get involved in Waterlow Park' introduction document to provide background to all this for the general public.</p> <p><a href="mailto:groups@waterlowparktrust.org.uk">groups@waterlowparktrust.org.uk</a> and <a href="mailto:projects@waterlowparktrust.org.uk">projects@waterlowparktrust.org.uk</a> are two new email addresses which are the first points of contact for relating to the above.</p> <p><a href="http://j.mp/sharedwp">http://j.mp/sharedwp</a> is main Google Drive access URL</p>	<p>Projects Tracker and Volunteer Groups list approved and to be implemented.</p>
<p><b>7. TAG Development: Fountains, signage and CIL funding</b> initiative is now being led by <b>KI</b> on behalf of TAG and stakeholders. She will pull together all the available info and present to Highgate Ward Councillors. All other suggestions made by FOWP/TAG/Stakeholders will be noted for future assessment &amp; potential applications.</p> <p><b>Outreach:</b> (report pre-circulated) <b>CW</b> noted her AGM presentation would cover this information in more detail. This really forms part of the TAG Strategy group which includes communications.</p>	<p><b>KI</b> to report on progress by email or next meeting</p>
<p><b>8 AOB: Chair</b> noted urgent need for secretary. <b>KI</b> and others will publicise request once chair has provided the information.</p> <p><b>PR</b> noted Holly Lodge estate willing to work with Camden Conservation officer on "green corridor" for wildlife especially hedgehogs and bumble bees. <b>CW</b> noted that DPNF also support "green corridors" in their plan and will liaise.</p>	<p><b>Chair</b> to produce a job spec for secretary</p>
<p><b>9. Meeting closed</b> at 4.50 pm. Chair thanked all for attending. <b>Next Meeting:</b> chair will provide <b>IH</b> with dates for a doodle poll.</p>	