

# Natural Basingstoke

## Agenda for Committee Meeting Tuesday 30<sup>th</sup> July

### 1a. Welcome to co-opted member of committee – David Glover

### 1b. Minutes of previous meeting & matters arising

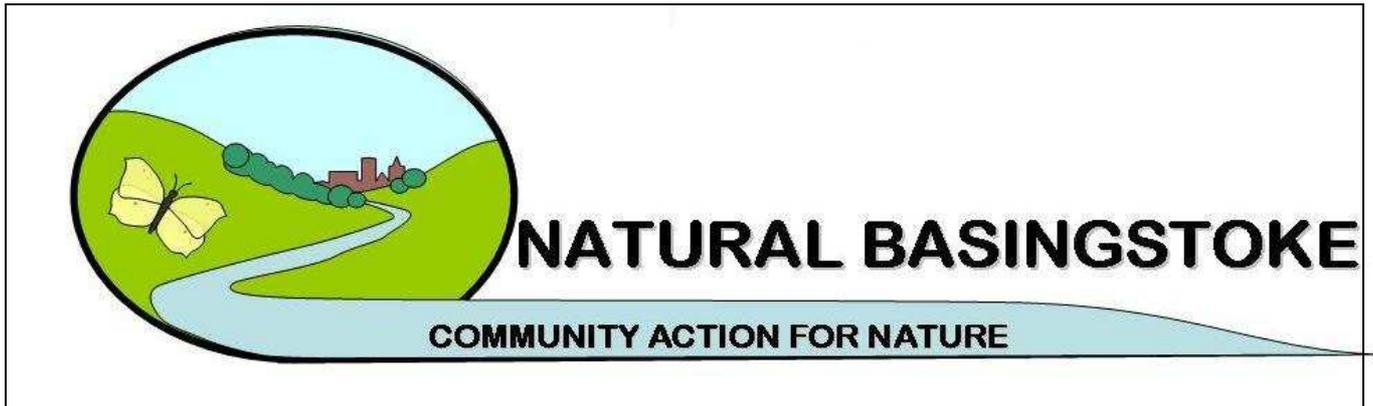
Item	Action	Action by
1	Website domain name & email addresses to be registered - Done	SG
2	Logo suggestions to be worked up and circulated	SG
3	BVS Registration to be completed - Done	KM
4	Bank Account set up to be completed - Done	JN
5	BTCV registration & insurance to be completed -Done	MW
6.	Membership documentation to be chased – existing groups	MW
7	Conservation Sites Agreement to be revised	KM/KH
8	Known experts to be invited to form advisory panel	KM
9	Branch Membership offering & operating Protocol to be worked up	All

2. HCC green spaces & operating protocol with BDBC
3. Press Launch of NB
4. Introduction & Invitation to potential associate organisations
5. Panel of Advisors & Invitation to panel membership
6. New Members– Invitation to join
7. New Branches - Branch formation process
8. Old Group to Branch morphing - Popley and Chineham
9. Contact with Parish Councils regarding voluntary conservation activities.
10. AOB
  - Site Plans Template
  - Funding Course Sept 2013
  - Contact with the Land Trust Regional office

Logo material attached as 2 page Powerpoint file  
Leaflet attached a 2 sided A5 draft leaflet pdf  
Drafts and notes below for items 2, 3, 4, 5, 6, 7, 8 & 9

## **1b.2 Logo**

The designs attached have been passed to Graphics Dept in BDBC via KH for their evaluation - response expected in a couple of weeks, meanwhile Secretary is using letterhead draft proposal.



Letterhead format has logo & title above and address details as page footer:

Font = **Arial Rounded MT Bold**

Mail: 16 Ennerdale Close, Kempshott, Basingstoke RG22 5HJ

Tel: 01256 470171

Email: [admin@naturalbasingstoke.org.uk](mailto:admin@naturalbasingstoke.org.uk)

Web presence under construction: [www.naturalbasingstoke.org.uk](http://www.naturalbasingstoke.org.uk)

## **2. HCC green spaces & operating protocol with BDBC**

Working updated version of Agreement enclosed [**Draft Natural Basingstoke Sites Agreement.doc**]

The overhaul of the Sites Agreement document and the current difficulty being experienced by Fuzzy Drove Group has highlighted an area of confusion when a voluntary conservation group is operating on land owned by HCC but where many day to day services regarding the site are operated by BDBC.

The issue of which authority should be liaised with and how all parties are to be clear on communication lines etc. is encapsulated in the email to KH for distribution to officers involved in the negotiations between HCC and BDBC on this matter. We await the results of that negotiation.

From: [admin@naturalbasingstoke.org.uk](mailto:admin@naturalbasingstoke.org.uk)

Sent: 04 July 2013 12:18

To: Katy Hooper

Cc: [jakmackenzie@yahoo.com](mailto:jakmackenzie@yahoo.com)

Subject: Roles and responsibilities regarding volunteer conservation activities on county sites in the borough.

Dear Katy,

The number of volunteer groups joining Natural Basingstoke (NB) - the relaunch of the conservation volunteer coordinating body BCN - is growing, and the range of sites involved is widening, but both NB members and BDBC wish to continue to work together for the greater benefit of biodiversity in general and community based nature conservation in particular within the borough.

The existing revised BDBC : BCN Sites Agreement sets out the roles and responsibilities of the Borough (BDBC) and the members of Natural Basingstoke (NB). While this is primarily concerned with operational arrangements between BDBC and members operating on borough owned or borough managed sites, it also sets out

the roles of both parties in the wider context of promoting and supporting voluntary community conservation activity throughout the borough.

Member groups not working on borough owned land include those working on parish land and county owned land. The working relationship in the past of BDBC with parish based groups has always been supportive as borough wide service department work covers parish as well as ward areas.

The development of voluntary conservation groups working on county owned land is a more recent development. This has thrown up an anomaly in that ownership responsibility clearly lies with the county in these cases but some or all of the service operations work is carried out by borough departments. This has led to some confusion as to where communications lines and responsibilities should lie.

From the volunteer community point of view the optimum arrangement would be for all groups working on county owned land also to operate under the Sites Agreement in terms of day to day communication and reporting (with county being copied on significant reports such as site work plans). We believe that this would minimise the burden on county staff, ensure that all working arrangements within the borough were on the same basis, and enable NB to support volunteer operations on all sites with the least amount of confusion for all on rights and responsibilities.

We would be grateful if you could put this proposal to the appropriate officers and let us know if there are issues or concerns which need to be considered in moving this forward.

Kind Regards

Marion Wolstencroft  
Secretary - Natural Basingstoke

### **3. Press Launch of NB**

Suggestion is that press launch is done in early September rather than August. To get maximum attention would be good to make an 'event' out of this – perhaps the launch of Natural Rooksdown branch – the 15<sup>th</sup> group to join Natural Basingstoke.

Actions:

Organize event with Rooksdown if they agree.  
Agree date & Check Destination Basingstoke for conflicting events dates.

Press Release & invite to Gazette, Observer, HCC (who or what exactly there).  
Invite to local radio – Kestrel /greeze  
Update to BDBC website,  
Inform & invite Sustainability forum  
Inform & invite HWT  
Inform & invite all member groups.

Before Press Launch we should perhaps write individually to the following announcing our relaunch:

Cllr Donnell ) should we invite a meeting to explain more about what we expect to do?  
Cllr Ossleton )  
Maria Miller - with progress update  
HWT – North Region Staff – to start a conversation on best areas of cooperation etc.

The following communications with potential members, affiliates etc. strongly suggests that we need an **introductory leaflet** of some sort – albeit temporary.  
See **attached draft** .. need someone to work this up.

See draft leaflet attached.[NB Leaflet .pdf]

#### **4. Introduction & Invitation to potential associate members**

##### **Potential Afiliates:**

Local branches of – HWWT & Junior branch Wildwatch  
RSPB – Peter Hitchins  
BTO - ?

Sustainability forum members – PB to advise

Incredible Edible

County organisations for – Butterfly conservation  
Bats, Amphibians etc.

Draft letter follows:

Dear .....

May we introduce ourselves - the combined voluntary conservation groups of the borough of Basingstoke and Deane - **Natural Basingstoke**. There are 14 volunteer community nature conservation groups operating in Basingstoke now – and the number is increasing . We have been sharing training, expertise and equipment and co-ordinating our activities with the local authority and its staff for some years now.

We have seen rapidly growing community calls for more such groups and more engagement with youngsters in the cause of understanding the natural world and getting ‘hands on’ at a local level. Our response has been to re-launch the coordinating association as **Natural Basingstoke** to enable greater focus of limited resources on promoting and supporting grass roots nature conservation and more effective communication with the community in general and public bodies in particular as a voice for nature.

We enclose details of our aims and objectives and a list of our member groups already working together within the borough. We would be delighted if you felt that there would be benefits from greater cooperation among local nature conservation focused organisations and therefore would like to become an Associate Member of **Natural Basingstoke**.

We believe that this mechanism, which involves no financial contribution, we would add, would enable our organisations to work more closely together, to promote nature conservation across the borough and provide a channel of share communications on matters of common interest.

If your organisation would like to become an Associate Member, or would like to discuss further the practical ways in which this might benefit all concerned we would be delighted to hear from you.

Yours sincerely,

Ken MacKenzie  
Chair of Natural Basingstoke

##### **Potential Associate Members:**

Local branch of - HWWT  
RSPB  
BTO

Sustainability Forum members

Butterfly Conservation

Bats?

Amphibians?

## 5. Panel of Advisors & Invitation to panel membership

We discussed before the desirability of creating a NB Panel of Advisors who were willing to be called on for advice by groups and branches regarding specific conservation habitats, techniques etc. The list of potential members of this panel is:

David Glover - amphibians, pond habitats

Barry Bennet - mixed deciduous woodland habitat, coppice management

Martina Stranska-Jones – flora surveys

Patrick Fleet – butterflies & moths

Peter Hitchins – birds

Mike Waterman - fungi

Jim Andrews (P) - birds

Ian White (P) - dormice

The annotation (P) indicates that this person is a professional ecologist in their chosen field and therefore calling on their time and expertise without payment should be carefully negotiated.

The first three members of this list were approached with the concept and have confirmed that they are willing to make themselves available in this way. It is therefore proposed that a formal letter is sent to each potential member of the panel inviting their participation.

It is proposed that they become individual members of NB and therefore will be covered by that insurance policy on all LA owned sites in the borough.

Letter/email draft below:

Dear .....

As you know the combined voluntary conservation groups of Basingstoke have relaunched their umbrella organisation as **Natural Basingstoke** to enable greater focus of limited resources on promoting and supporting grass roots nature conservation and more effective communication with the community in general and public bodies in particular as a voice for nature.

To that end we would like to create a panel of advisors, each expert in their own field within the broad spectrum of nature conservation work, on whom we could call for advice where and when appropriate and to support the development of nature conservation know-how within the volunteer community. We would be delighted if you felt able to join that panel.

Members of the panel are drawn from a variety of personal backgrounds, some are still working professionally in the wider world of ecological management and development., some are active in related fields and some have retired but are very actively engaged in nature conservation.

On the basis that Natural Basingstoke is not able at this time to recompense Advisory Panel Members for their time and expertise in supporting groups in their work we are acutely aware that our calls on the Panel Members must be limited and their time given willingly and at times convenient to them. It may be that, at some point in the future, when specific conservation projects are undertaken which have been externally funded, Panel Members can receive a consultancy fee – but that is not the prospect in the immediate future.

If you are willing to join that panel, we would be delighted to hear from you to that effect. To ensure our records are accurate, we would be grateful if you would describe the conservation activities on which you would feel comfortable in giving advice and the skill sets that you would be happy to pass on to voluntary conservation groups' members.

We look forward to hearing from you in the immediate future.

Yours sincerely,

Ken MacKenzie  
Chair of Natural Basingstoke

## 6. New Members– Invitation to join

4 known potential new members who are constituted bodies:

Jubiloaks in Oakley – Chair David Flint

Daniel's Field, Whitchurch - ?

Cliddesden Community Conservation Group – Chair Alison K Mosson

Whitchurch Millenium Field Trust – Chair Graham Burgess

Draft letter of invitation below:

Dear Members of .....

May we introduce ourselves - the combined voluntary conservation groups of the borough of Basingstoke and Deane - **Natural Basingstoke**. There are 14 volunteer community nature conservation groups operating in Basingstoke now – and the number is increasing . We have been sharing training, expertise and equipment and co-ordinating our activities with the local authority and its staff for some years now.

We have seen rapidly growing community calls for more such groups and more engagement with youngsters in the cause of understanding the natural world and getting 'hands on' at a local level. Our response has been to re-launch the coordinating association as **Natural Basingstoke** and to refocus our efforts.

We have member groups based on a variety of green spaces – woodland, pond, meadow and stream - all in public ownership. We enclose details of our aims and objectives and a list of our member groups already working together within the borough.

We would be delighted if ..... felt that there would be benefits from greater cooperation with like minded groups and pooled resources and therefore would like to become a member group of **Natural Basingstoke**.

We look forward to hearing from you in the future.

Yours sincerely,

Ken MacKenzie

Chair of Natural Basingstoke

[ note to committee members - do we need to make it clearer what the benefits of membership are?]

## **7. New Branches - Branch formation process**

We have 1 definite new branch to be formed : Natural Rooksdown, which already has a list of members and will shortly be forming its committee.

We need to have an agreed protocol for branch formation and next steps – see attached draft. [**Branch Operations.doc**]

Other potential grass roots voluntary groups in Mapledurwell and Ashworth etc.

As these are mainly in parish areas of the borough should the outreach to these be linked to the communication with Parishes announcing NB existence and inviting a relationship if they are interested?

## **8. Old Groups morphed to Branches**

### **Popley**

This is offered as the solution to structural crises and has been discussed in some detail with David Glover who is very well aware of the situation in Popley Conservation Group – the proposed way forward was viewed very positively.

Timing of offer to Popley Group members is critical, next decision - input from KH?

### **Chineham**

Chineham Group has not yet been approached regarding this option. They are holding their AGM on Thursday 15<sup>th</sup> and attendance by a representative from Natural Basingstoke committee has been suggested - partly so that the group members can be made aware of what NB has been set up to achieve, and partly to offer the temporary branch status option in preparation for a relaunch and recruitment drive.

## 9. Contact with Parishes

Draft letter of introduction of NB to Parish Councils inviting a channel of communication and exploration of what NB can do for voluntary conservation in their parish :

### Parishes ( excluding Parish Meetings):

Ashford Hill with Headley Parish Council	Monk Sherborne Parish Council
Ashmansworth Parish Council	Mortimer West End Parish Council
Baughurst Parish Council	Newnham Parish Council
Bramley Parish Council	Newtown Parish Council
Burghclere Parish Council	North Waltham Parish Council
Candovers Parish Council	Pamber Parish Council
Cliddesden Parish Council	Popham Parish Meeting
Ecchinswell, Sydmonton and Bishops Green Parish Council	Preston Candover and Nutley Parish Council
Ellisfield Parish Council	Sherborne St John Parish Council
Hannington Parish Council	Sherfield on Loddon Parish Council
Hartley Wespsall Parish Council	Silchester Parish Council
Herriard Parish Council	St Mary Bourne Parish Council
Highclere Parish Council	Steventon Parish Council
Hurstbourne Priors Parish Council	Stratfield Saye Parish Council
Kingsclere Parish Council	Tadley Town Council
Laverstoke and Freefolk Parish Council	Upton Grey Parish Council
Litchfield and Woodcott Parish Meeting	Wootton St Lawrence
Mapledurwell and Up Nately Parish Council	

The Parish Councillors of .....

Dear Sirs,

May we introduce ourselves - the combined voluntary conservation groups of the borough of Basingstoke and Deane - **Natural Basingstoke**. There are 14 volunteer community nature conservation groups operating in Basingstoke now – and the number is increasing . We have been sharing training, expertise and equipment and co-ordinating our activities with the local authority and its staff for some years now.

We have seen rapidly growing community calls for more such groups and more engagement with youngsters in the cause of understanding the natural world and getting ‘hands on’ at a local level. Our response has been to re-launch the coordinating association as **Natural Basingstoke** and to refocus our efforts.

We have member groups based on a variety of green spaces – woodland, pond, meadow and stream - all in public ownership. While we have member groups active on Parish owned land we have not, until now, contacted Parish Councils to introduce ourselves and our aims and to see if there are voluntary conservation groups within those parishes who would benefit from membership of this association and would like to support the wider community based nature conservation movement.

We enclose details of our aims and objectives and a list of our member groups already working together within the borough. We would be delighted to hear from Parish Councils or groups within parishes who feel that there would be benefits from greater cooperation in this field.

We look forward to hearing from you in the future.

Yours sincerely,

Ken MacKenzie  
Chair of Natural Basingstoke

## 10. AOB

**Site Plans Template** Suggestion that we should have a template for new groups to use in drawing up site management plans is supported by Fuzzy Drove situation and Jubiloaks activities. Need a a working party to create out of the several examples we have to hand.

**Funding Course** details circulated to NB members recently - important that at least 1 member rep does the course – can we find a volunteer?

**Contact with the Land Trust Regional Office** - in light of start up of Natural Rooksdown, and in the cause of co-operation in the future.

[simonpile@thelandtrust.org.uk](mailto:simonpile@thelandtrust.org.uk) South Region Estates Manager

Draft letter/email as follows:

Dear Mr Pile

May we introduce ourselves – Natural Basingstoke is the combined voluntary conservation groups of the borough of Basingstoke and Deane. There are 14 volunteer community nature conservation groups operating in Basingstoke – and the number is increasing. We have been sharing training, expertise and equipment and co-ordinating our activities with the local authority and its staff for some years now. We have seen rapidly growing community calls for more such groups and more engagement with youngsters in the cause of understanding the natural world and getting ‘hands on’ at a local level. Our response has been to re-launch the former coordinating association as Natural Basingstoke and to refocus our efforts.

The Land Trust now has a presence in the borough, at Rooksdown, an event which we welcome wholeheartedly. With continued development of the urban areas of the borough we have every expectation that this presence may grow. On that basis we feel that this is a good time to introduce ourselves and to create a greater understanding of our activities and The Land Trust plans for its green spaces in the borough.

Specifically, we have members of NB in the Rooksdown community who are keen to get a greater understanding of the green spaces within their parish and to work with The Land Trust in their management and enjoyment. To that end we believe it would be useful for us to meet at a time and location convenient to yourselves to establish a relationship.

We look forward to hearing from you in the near future.

Yours sincerely,

Ken MacKenzie  
Chair of Natural Basingstoke