

MUNICIPAL YEAR 2016/2017 REPORT NO. **RE15.183**

**ACTION TO BE TAKEN UNDER
DELEGATED AUTHORITY**

PORTFOLIO DECISION OF:
Cabinet Member for Environment

REPORT OF:
Director – Regeneration &
Environment

Agenda – Part: 1	KD Num: 4313
Subject: The Councils revised approach to The Friends of Parks Groups	
Wards: All	
Cabinet Member Consulted: Cllr Daniel Anderson	

Contact officer and telephone number: Jonathan Stephenson– 0208 379 5249

E mail: jonathan.stephenson@enfield.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 In 2012 the Council adopted an Agreement with the Friends of Parks groups. The Agreement was introduced to formalise the relationship between the Council and the Friends of Parks groups and this is via a set of commitments that both the Council and the Friends groups signed up to.
- 1.2 The Agreement has worked well since its introduction, but the approach to the Council's engagement with Friends of Parks groups needs updating. This is following the decision on the 24th February 2016 at a meeting of Full Council that a further range of budget savings are necessary across the organisation. As part of these savings it has been agreed that from this year (2016/17) the Public Realm Improvement Team will be reduced to one officer whose remit will be refocused towards a) supporting funding bids, b) providing strategic support for volunteers, and c) managing park improvement projects.

2. RECOMMENDATIONS

2.1 It is recommended that the Council adopts a revised approach to engaging with Friends of Parks groups and agrees the amended Friends of Parks Partnership Agreement, as set out in Appendix 2, to formalise the new approach and reflect the required changes.

2.2 Authority is delegated to the Assistant Director - Public Realm

- To enter into an updated partnership agreement with the Friends of Parks groups;
- To make future amendments to the Friends of Parks Partnership Agreement, where appropriate, in consultation with the Cabinet Member for Environment.

3.1 Enfield Council has been working successfully with the Friends of Parks groups for a number of years for the benefit of the Borough's parks and open spaces.

3.2 In 2012 the Council adopted a Friends Agreement that outlined the Council's approach to working in partnership with the Friends of Parks groups. The Agreement, as set out in Appendix 1, is based on three levels (Gold, Silver & Bronze) with commitments for both the Council and the Friends of Park groups. At each level there are incremental increases to the number of commitments to incentivise the groups to strive for greater improvements within their park or open space.

3.3 This partnership has enabled the delivery of a range of improvements to our parks, which include:

- the retention of 8 green flags;
- the delivery of over 13,000 hours of volunteering per annum,
- reporting of problems to ensure that they can be addressed quickly and efficiently;
- the development and securing of a range of external funding bids; and
- the delivery of an exciting event programme.

3.4 Delivered in the true spirit of partnership, this broad range of activities and improvements has supported the Council's drive to deliver better parks for the community. However, on the 24th February it was agreed at a meeting of the Full Council Members that a further range of budget savings would be necessary across the organisation. As part of these savings it was agreed that from this year (2016/17) the Public Realm Improvement Team would be reduced to one officer whose remit would be refocused on a) supporting funding bids, b)

providing strategic support of volunteers, and c) managing park improvement projects.

The new approach

- 3.5 With nearly 30 Friends of Parks groups, officers currently attend over 100 quarterly Friends group meetings per year. However, this is no longer sustainable and it is proposed that the remaining officer's role will be refocused as stated above.
- 3.6 Moving forward, the Council's proposals are aimed at maintaining the same outcomes, but is about delivering them in a more efficient and effective manner. To that end, meetings with the Friends will now be delivered on a collective area basis (i.e. West, South East and North), meeting twice annually, and chaired by the respective Council's Associate Cabinet Members (ACMs). These regional meetings will now be the only formally recognised and supported meetings the Council will hold with the Friends of Parks. Of course, it should be borne in mind that the main objective is to see our parks and open spaces flourish through the hard work and efforts of our Friends and other volunteers. Details of the grouping and proposed Terms of Reference can be found at Appendix 3.
- 3.7 Associate Cabinet Members will provide the Friends of Parks groups with the opportunity to discuss strategic issues and allow groups to share best practice. The meetings will cover a combination of Council updates together with items proposed (in advance) by representatives of the Friends groups. Where issues cannot be addressed at the meetings these will be shared with the Cabinet Member for Environment and Council officers, as appropriate, for a response.
- 3.8 The reporting of operational day-to-day issues will primarily be through the Council's website, which will have enhanced features to improve efficiency thereby enabling Friends and other park users to report issues, make enquiries and make bookings. To that end, the Council is implementing an online booking system for events that will allow Friends and other organisers to book events, upload supporting documents and, where applicable, pay for events.

The Friends of Parks Partnership Agreement

- 3.9 In alignment with the changes to the way that the Council meets and engages with the Friends groups, the Friends Agreement requires amending, to reflect the process changes that are being proposed. The revised agreement (Appendix 2) maintains the spirit of the original agreement, but proposes delivering the same objectives through a different way of working, as indicated above.
- 3.10 The Agreement retains the current three levels of Bronze, Silver and Gold, but the specific commitments for both the Council and Friends groups have been updated to reflect the revised approach.

- 3.11 These proposals have already been discussed with the Friends of Parks groups at the first round of introductory ACM meetings, to support the transition, which were held in late April / early May.

Timetable of the Transition

- 3.12 The Council proposes to deliver this transition over the next few months with the new approach fully implemented by September 2016. To enable this to happen the following steps will be taken:-

- Step 1- Introductory ACM Meetings (These have already taken place) **April/May**
- Step 2- Online functionality to be introduced and fully implemented **June**
- Step 3- Revised Friends of Parks agreement to be agreed **June**
- Step 4- Agreements to be signed by Friends of Parks **End of June**
- Step 5- Officers will stop attending Friends of Parks meetings **End of June**
- Step 6- New approach fully implemented **September**
- Step 7- First round of the new ACM meetings will take place **Sept/Oct**

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not to change the approach to The Friends of Park groups and continue with the existing commitments. This is not an efficient use of resource and would be undeliverable going forward.

5. REASONS FOR RECOMMENDATIONS

- 5.1 The current approach has been an effective tool in driving improvements to the borough's parks & open spaces. However, going forward the environment in which the agreement is delivered will be significantly different than when it was adopted in 2012. The context for the delivery has changed and the Council has to find more efficient systems to deliver its services with reduced resources.

- 5.2 A number of the Friends groups have requested that the Council increases the volunteering target as a challenge to the groups to deliver more within their parks.

6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES, AND OTHER DEPARTMENTS

6.1 Financial Implications

There will be no financial implications from the proposal to update the Friends Agreement. Access to the Friends Fund will continue to be carefully managed through an application process which ensures that all grants are controlled within agreed budget levels.

6.2 Legal Implications

The Council has the power under section 10 of the Open Spaces Act 1906 to hold and administer the open spaces in trust with the view to the enjoyment by the public and to keep and maintain the open spaces in a good and decent state.

The recommendations in the report are to simply amend an agreement already in place. The Council is aware of its duties under the legislation; the amendments in the agreement are not to discharge their responsibility but to allow the Friends of the Parks to support the development of the parks on behalf of the Council.

The Council have given the Friends of the Parks a list of requests that need to be met in return for the benefits the council will provide them. The Local Government Act 1972 section 111 gives the Council the power to enter in to arrangements which are ancillary to their power conferred under other statutory obligations. The Council has the power to do anything, which it considers is likely to benefit the whole or any part of the authority's area. The new agreement is continuing to allow the Friends of the Parks to such requirements to be put on them with small amendments such as increasing the volunteering hours per year in return for an increase in the amount of funds they can bid for annually.

Section 2(4) of the Local Government Act 2000 allows the Council to enter into arrangements/agreements with any person and give financial assistance to any person.

The recommendations contained in the report are in accordance with the Council's powers and duties.

6.3 Property Implications

There are no property implications from the proposals outlined within this report.

7. KEY RISKS

An updated Friends Agreement will ensure that the Council can continue to work effectively with the Friends of Parks groups for the betterment of the borough's parks and open spaces and within available resources.

8. IMPACT ON COUNCIL PRIORITIES

8.1 Fairness for All

The adoption of a revised Friends Agreement will ensure that the Council works with the Friends of Parks groups in a consistent way. The

agreement will continue to ensure that membership of the groups is inclusive and reflective of the local community.

8.2 Growth and Sustainability

A revised partnership agreement will continue to facilitate improved parks and open spaces and continue to protect the borough's environment.

8.3 Strong Communities

The Friends of Parks groups are a key part of building strong communities in line with the localism agenda. The Partnership Agreement will strengthen the groups thus building stronger communities and it will inspire new groups to form.

9. EQUALITY IMPACT IMPLICATIONS

9.1 Advice has been sort and it has been confirmed that an equalities impact assessment is not required for the proposed updates to the Friends Agreement.

10. PERFORMANCE MANAGEMENT IMPLICATIONS

10.1 There are no performance management implications that will result from the proposals within this report. The service will continue to monitor the outputs from the agreement.

11. HEALTH AND SAFETY IMPLICATIONS

11.1 There are no health & safety implications relating to the proposals outlined within this report. The Friends will continue to undertake volunteering as part of the amended agreement, but will do so within the Council's existing health and safety framework.

12. PUBLIC HEALTH IMPLICATIONS

12.1 A revised Friends Agreement will continue to facilitate improvements to the borough's parks and open spaces. These improvements will encourage the community to use our parks and open spaces for leisure and recreation. Good quality parks and open spaces support those pursuing healthy lifestyles; however the effects of these changes should be monitored for any adverse consequences.

Background Papers

None

Appendix 1 –Current Friends Agreement



Friends Agreement
(Final signed off version)



ESSP888 Friends
Partnership Agreement

Appendix 2 - Revised Friends Agreement



ESSP888 Friends
Partnership Agreement

Appendix 3 – Proposed ACM meeting groupings (based on active friends groups) and Terms of Reference



Map of Associate
Cabinet Member Area



Parks by Associate
Cabinet Member Area

Terms of Reference – Regional Friends Meetings

Role

The role of the regional friends of parks meetings will be to provide an opportunity for nominated representatives from the friends of parks groups to come together and jointly discuss opportunities and strategic issues with the Associate Cabinet Member.

The Associate Cabinet Members will share the key issues / themes with senior officers and the Cabinet Member for Environment following the meetings.

Membership

1. Associate Cabinet Member for relevant area
2. Up to two representatives from each of the Friends Groups within that area

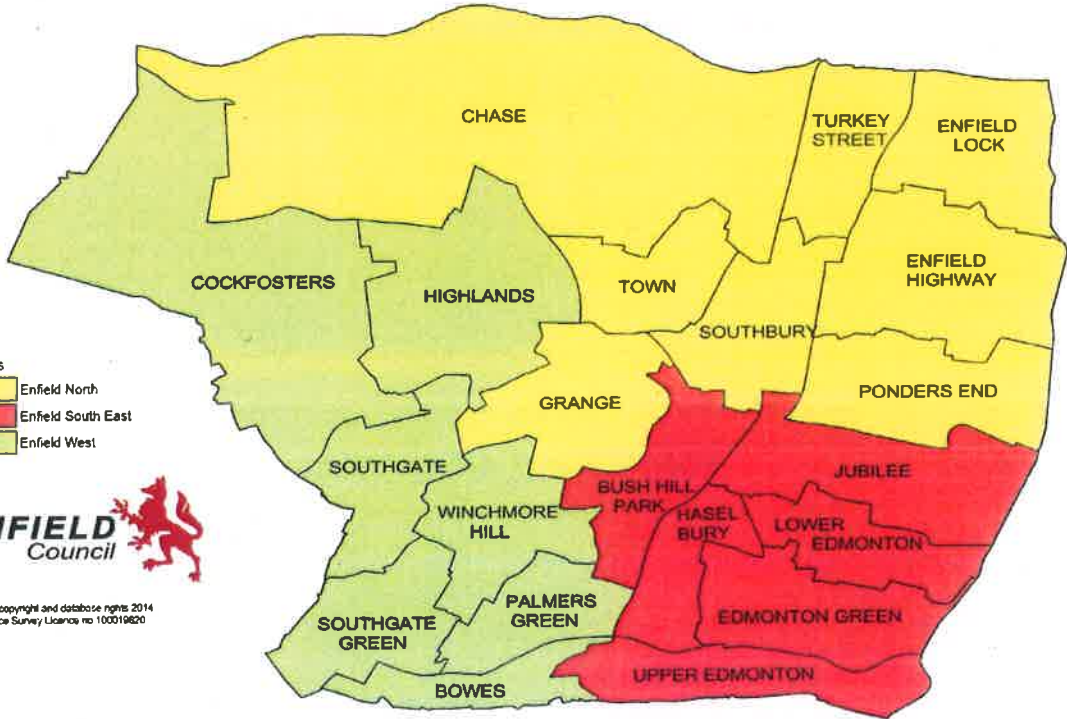
Logistics

- Meetings will be chaired by the Associate Cabinet Member
- There will be two meetings per area each year, with meetings taking place in February/March and September/October.
- Meetings will either be held at the Civic Centre or an appropriate venue within each area
- Meetings will be held on weekday evenings

- Agenda to include a combination of Council updates and items proposed in advance by the friends groups, to share good practise, at least seven days prior to the meetings to the Associate Cabinet Members.

Area Representation & Key Projects

Each friends of park group will be able to attend one of the three area meetings, as outlined in the tables attached. The table shows which parks are within each ACM area and the key activity of each group.



- Areas
- Enfield North
 - Enfield South East
 - Enfield West



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**Appendix 1 – Friends of Parks Groups
Partnership Agreement**

DATED XXXXXXX 2012

THE LONDON BOROUGH OF ENFIELD

and

THE FRIENDS OF XXXXXXXXXXXX PARK

PARTNERSHIP AGREEMENT



THIS AGREEMENT is made on the xxxxxx 2012

BETWEEN the Council and the Friends Group

1 PARTICULARS

- (1) "the Council" means **THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF ENFIELD** of Civic Centre, Silver Street, Enfield, Middlesex EN1 3XA
- (2) "the Parks Service" means the Parks and Open Spaces Service of the Council
- (3) "the Friends Group" means the Friends of xxxxxxxxxxxxxxxx Park
- (4) "the Park" means xxxxxxxxx Park

This Partnership Agreement ('the Agreement') will run from [] to [] and its terms will be reviewed on an annual basis.

The Friends Groups can apply annually to the Council for awards towards projects approved by the Council. The funding for awards will be at the discretion of the Council and will be available between the 1st April to the 31st March of each year and the level of awards will be reviewed on an annual basis.

Any changes to this Agreement, including level of available awards will be notified to the Friends Group by the Council in writing.

The purpose of this Agreement is to create a clear understanding as to what the Friends Group can expect from the Council's Parks Service. Equally this Agreement challenges the Friends Group to strive to improve the Park and to be rewarded for the more they contribute to the success of the Park.

This Agreement seeks to encourage the Council's Parks Service and the Friends Group to work together in a fashion that improves the Park with both parties supporting each other within the levels of attainment as set out below.

There are three levels of attainment for the Friends Group to work towards, namely Bronze, Silver and Gold, as detailed below:

Bronze level	
Council; The Council agrees to do the following :	Friends Group; The Friends Group agrees to do the following :
1. Provide the Park free of charge for official Friends Group events. (These events must be Friends Group events and not 3 rd party events going through the Friends.)	1. Evidence the views of the Friends Group are representative of the local community through public engagement on all consultation exercises.
2. Provide insurances for agreed Friends Groups events and activities in their parks.	2. The Friends Group should be inclusive to everyone and reflect the diversity of the area as much as possible.
3. Work towards application and retention of the Green Flag for the Park. (Only appropriate for Parks involved in the Green Flag process.)	3. Hold regular regular minuted meetings open to the public (minimum 3 occasions per year).
4. A Council Partnerships & Projects Officer will attend quarterly Friends Group Open Meetings (Monday to Friday) providing at least four weeks notice has been given.	4. Meeting dates to be published on the Council's Official Friends Group's Webpages.
5. Provide relevant information to Friends Group via electronic means.	5. Evidence the Friends Group holds an AGM and elect committee members into post.
6. Involve the Friends Group on relevant public consultation exercises and feedback results.	6. The Friends Group has a constitution approved by the Council.
7. Support the Friends Group with the engagement	7. Work in partnership with officers from the

and involvement of young people.	Council and external partners to improve the Park.
8. Inform and consult with the Friends Group regarding any proposed use of the Park for events, or for any other use not within the normal purposes of the Park.	8. To provide between 30 – 50 voluntary hours per year for Park enhancement activities.
9. Provide briefings/communication to the Friends Group on Corporate matters including those concerning the wider Council agenda.	
10. Provide a Friends Fund where groups can bid annually for awards up to £500.	
11. Provide annual certificate and recognition to those groups achieving the official status of a Bronze group.	
12. Provide a timely response to any issues or queries raised by the Friends Group relating to the Park.	
Silver level	
Council; The Council agrees to do the following :	Friends; The Friends Group agrees to do the following :
1. Review management plans for Green Flag parks and maintenance plans in other parks in consultation with the Friends Group for each site and review them at least every two years (Only appropriate for Parks involved in the Green Flag process.)	1. To undertake works that are in line with the programme detailed in the Parks Maintenance/Management Plan and in consultation with the Council's Partnerships and Projects Officer.
2. Support organisation of Friends Group events.	2. To have a Friends Group bank account.
3. Provide full support/assistance for applications in regard to funding and awards.	3. Hold events that promote the Park and encourage more use of the Park.
4. Provide a Friends Fund where groups can bid annually for awards up to £750.	4. Attend the Friends Consortium Meetings.
5. Provide annual certificate and recognition to those groups achieving the official status of a Silver group.	5. Provide appropriate updates for the Council's website/Friend's Newsletter.
	6. Undertake fundraising to support the Friends activities and the Park in accordance with requirements of the Management Plan and Parks Strategy.
	7. Groups will be expected to provide between 50 -100 voluntary hours per year for Park enhancement activities.
	8. To ensure that notice boards within the Park are up to date and relevant to which the Friends Group has access.
Gold level	

<p>Council The Council agrees to do the following :</p>	<p>Friends The Friends Group agrees to do the following :</p>
<p>1. Provide the opportunity for Friends of non-Green Flag parks to co-work on creating a management plan for their Park to support the existing maintenance plan.</p>	<p>1. Engagement on proposed capital project(s) with Friends Groups being invited to progress meetings.</p>
<p>2. Provide a Friends Fund where groups can bid annually for awards up to £1000.</p>	<p>2. To produce literature or undertake surveys/research that benefits the Park.</p>
<p>3. Provide annual certificate and recognition to those groups achieving the official status of a Gold group.</p>	<p>3. Friends Group will be expected to provide over 100 voluntary hours per year for Park enhancement activities.</p>
	<p>4. To actively encourage new members and to encourage members and non members to get involved with voluntary tasks.</p>

2 ACKNOWLEDGEMENTS

(1) The Friends Group must notify, obtain prior approval and comply with such regulations and conditions set by the Council's Parks Business Unit in respect of all Friends events.

(2) This Agreement is personal to the Friends Group and is not assignable.

(3) This Agreement is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this Agreement. The parties enter into this Agreement intending to honour all their obligations. The Agreement may be determined:

(a) immediately on the Friends Group ceasing to use the Park in accordance with the terms of this Agreement;

(b) immediately upon the Council ceasing to be the owner of the Park;

(c) by written notice which shall take effect immediately upon its service at any time following breach by the Friends Group of any of the agreements and conditions herein contained; or

(d) at any time by either party giving seven days' written notice to the other of desire to determine the Agreement.

(4) Any notice to be given to the Friends Group under this Agreement shall be sufficiently served if sent by recorded delivery post to the Chair of the Friends Group's last known address and any notice to be given to the Council under this Agreement shall be sufficiently served if sent by recorded delivery to the Assistant Director Waste, Street Scenes and Parks Division of the Council.

(5) Any sums of money referred to in this Agreement are inclusive of VAT

(6) Nothing in this Agreement shall affect or prejudice the Council's rights, powers, duties and obligations as a local authority or as owner of the Park or any other property

I have read, understood and agree to comply with the above conditions and have the necessary authority to sign this Agreement

Signed:

On behalf of the Friends Group

Print Name:

Position in Friends Group

Date:

Signed:

On behalf of the Mayor and Burgesses of the London Borough of Enfield

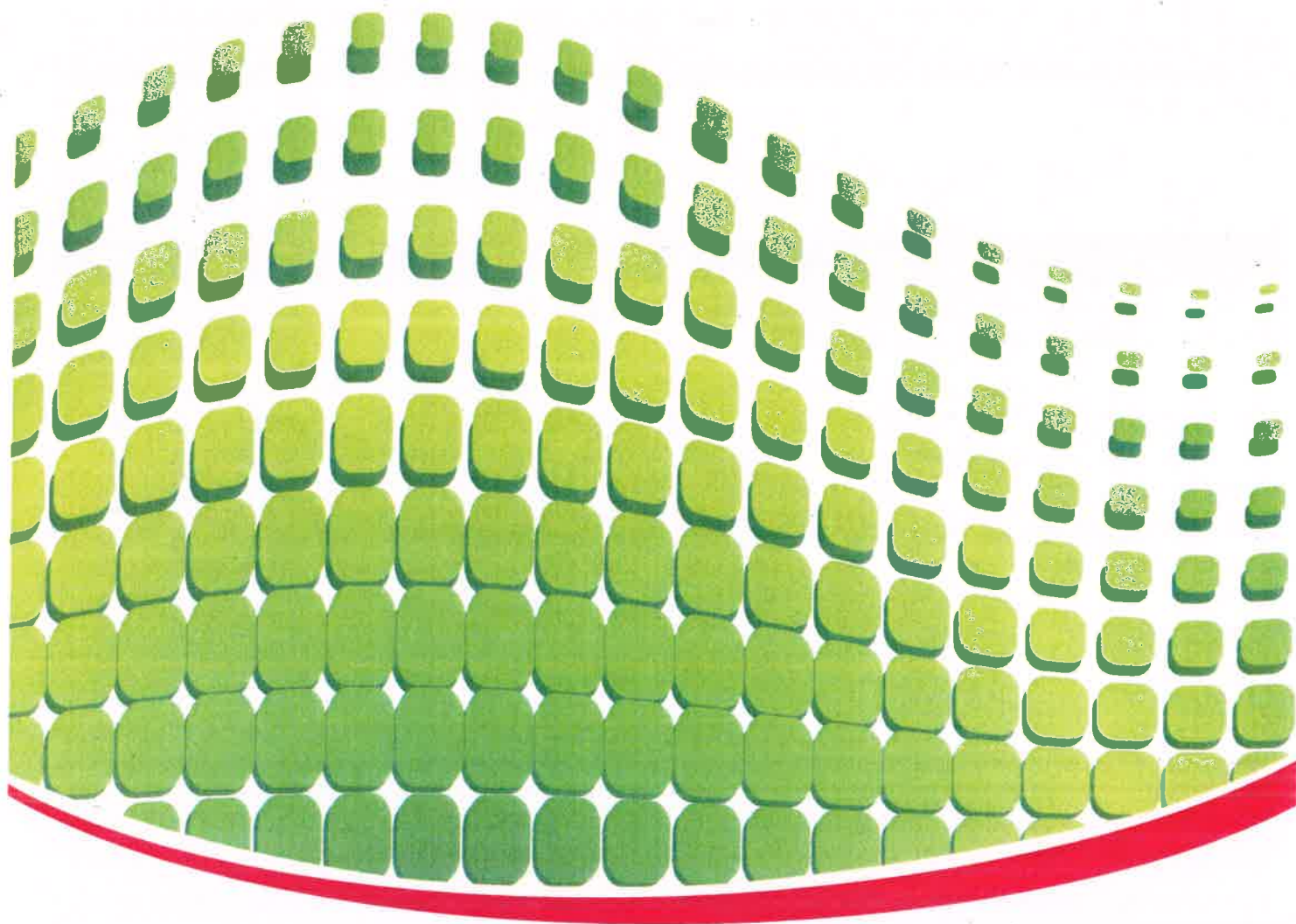
Print Name:

Position:

Date:

Enfield Council & The Friends of Parks Groups

Partnership Agreement



This agreement is made on the _____ Between the Council and the friends group

1. Particulars

1. "the Council" means THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF ENFIELD of Civic Centre, Silver Street, Enfield, Middlesex EN1 3XA
2. "the Parks Service" means the Parks and Open Spaces Service of the Council
3. "the Friends Group" means the Friends of _____ Park
4. "the Park" means _____ Park

This Partnership Agreement ('the Agreement') will run from [] to [] and its terms will be reviewed on an annual basis.

The Friends Groups can apply annually to the Council for awards towards projects approved by the Council. The funding for awards will be at the discretion of the Council and will be available between the 1st April to the 31st March of each year and the level of awards will be reviewed on an annual basis.

Any changes to this Agreement, including level of available awards will be notified to the Friends Group by the Council in writing.

The purpose of this Agreement is to create a clear understanding as to what the Friends Group can expect from the Council's Parks Service. Equally this Agreement challenges the Friends Group to strive to improve the Park and to be rewarded for the more they contribute to the success of the Park.

This Agreement seeks to encourage the Council's Parks Service and the Friends Group to work together in a fashion that improves the Park with both parties supporting each other within the levels of attainment as set out below.

There are three levels of attainment for the Friends Group to work towards, namely Bronze, Silver and Gold, as detailed below:

Bronze level

Council;

The Council agrees to do the following :

1. Provide the Park free of charge for official Friends Group events. (These events must be Friends Group events and not 3rd party events going through the Friends.)
2. Provide insurances for agreed Friends Groups events and activities in their parks.
3. Work towards application and retention of the Green Flag for the Park. (Only appropriate for Parks involved in the Green Flag process.)
4. A Council Partnerships & Projects Officer will attend quarterly Friends Group Open Meetings (Monday to Friday) providing at least four weeks notice has been given.
5. Provide relevant information to Friends Group via electronic means.
6. Involve the Friends Group on relevant public consultation exercises and feedback results.
7. Support the Friends Group with the engagement and involvement of young people.

Friends undertakings;

The Friends Group agrees to do the following :

1. Evidence the views of the Friends Group are representative of the local community through public engagement on all consultation exercises.
2. The Friends Group should be inclusive to everyone and reflect the diversity of the area as much as possible.
3. Hold regular minuted meetings open to the public (minimum 3 occasions per year).
4. Meeting dates to be published on the Council's Official Friends Group's Webpages.
5. Evidence the Friends Group holds an AGM and elect committee members into post.
6. The Friends Group has a constitution approved by the Council.
7. Work in partnership with officers from the Council and external partners to improve the Park.

8. Inform and consult with the Friends Group regarding any proposed use of the Park for events, or for any other use not within the normal purposes of the Park.

9. Provide briefings/communication to the Friends Group on Corporate matters including those concerning the wider Council agenda.

10. Provide a Friends Fund where groups can bid annually for awards up to £500.

11. Provide annual certificate and recognition to those groups achieving the official status of a Bronze group.

12. Provide a timely response to any issues or queries raised by the Friends Group relating to the Park.

8. To provide between 30 – 50 voluntary hours per year for Park enhancement activities.

Silver level

Council;
The Council agrees to do the following :

Friends undertakings;
The Friends Group agrees and undertakes to do the following :

1. Review management plans for Green Flag parks and maintenance plans in other parks in consultation with the Friends Group for each site and review them at least every two years (Only appropriate for Parks involved in the Green Flag process.)
2. Support organisation of Friends Group events.
3. Provide full support/assistance for applications in regard to funding and awards.
4. Provide a Friends Fund where groups can bid annually for awards up to £750.
5. Provide annual certificate and recognition to those groups achieving the official status of a Silver group.

1. To undertake works that are in line with the programme detailed in the Parks Maintenance/ Management Plan and in consultation with the Council's Partnerships and Projects Officer.
2. To have a Friends Group bank account.
3. Hold events that promote the Park and encourage more use of the Park.
4. Attend the Friends Consortium Meetings.
5. Provide appropriate updates for the Council's website/Friend's Newsletter.
6. Undertake fundraising to support the Friends activities and the Park in accordance with requirements of the Management Plan and Parks Strategy.
7. Groups will be expected to provide between 50 -100 voluntary hours per year for Park enhancement activities.
8. To ensure that notice boards within the Park are up to date and relevant to which the Friends Group has access.

Gold level

Council

The Council agrees to do the following :

Friends

The Friends Group agrees to do the following :

1. Provide the opportunity for Friends of non-Green Flag parks to co-work on creating a management plan for their Park to support the existing maintenance plan.
 2. Provide a Friends Fund where groups can bid annually for awards up to £1000.
 3. Provide annual certificate and recognition to those groups achieving the official status of a Gold group.
1. Engagement on proposed capital project(s) with Friends Groups being invited to progress meetings.
 2. To produce literature or undertake surveys/ research that benefits the Park.
 3. Friends Group will be expected to provide over 100 voluntary hours per year for Park enhancement activities.
 4. To actively encourage new members and to encourage members and non members to get involved with voluntary tasks.

2 ACKNOWLEDGEMENTS

- (1) The Friends Group must notify, obtain prior approval and comply with such regulations and conditions set by the Council's Parks Business Unit in respect of all Friends events.
- (2) This Agreement is personal to the Friends Group and is not assignable.
- (3) This Agreement is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this Agreement. The parties enter into this Agreement intending to honour all their obligations. The Agreement may be determined:
 - (a) immediately on the Friends Group ceasing to use the Park in accordance with the terms of this Agreement;
 - (b) immediately upon the Council ceasing to be the owner of the Park;
 - (c) by written notice which shall take effect immediately upon its service at any time following breach by the Friends Group of any of the agreements and conditions herein contained; or
 - (d) at any time by either party giving seven days' written notice to the other of desire to determine the Agreement.
- (4) Any notice to be given to the Friends Group under this Agreement shall be sufficiently served if sent by recorded delivery post to the Chair of the Friends Group's last known address and any notice to be given to the Council under this Agreement shall be sufficiently served if sent by recorded delivery to the Assistant Director Waste, Street Scenes and Parks Division of the Council.
- (5) Any sums of money referred to in this Agreement are inclusive of VAT
- (6) Nothing in this Agreement shall affect or prejudice the Council's rights, powers, duties and obligations as a local authority or as owner of the Park or any other property.

I have read, understood and agree to comply with the above conditions and have the necessary authority to sign this Agreement

On behalf of Friends Group

Signed:

Print Name:

Position in Friends Group Date:

Signed:

On behalf of the Mayor and Burgesses of the London Borough of Enfield

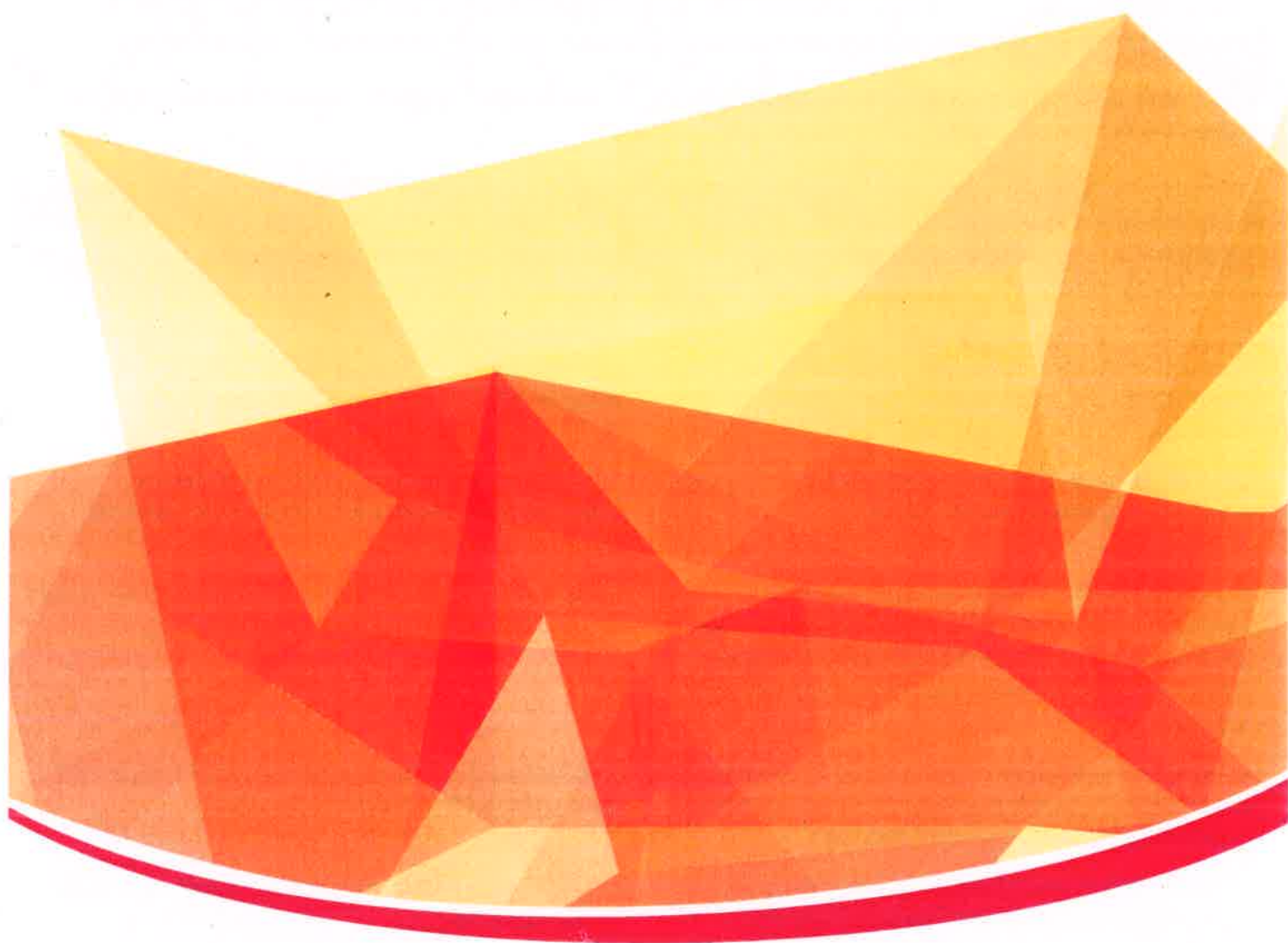
Print Name:

Position:

Dated

Enfield Council & The Friends of Parks Groups

Partnership Agreement



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1. Particulars

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2. "the Parks Service" means officers from the Public Realm Division.
3. "the Friends Group" means the Friends of _____ Park
4. "the Park" means _____ Park

This Partnership Agreement ('the Agreement') will run from [] to [] and its terms will be reviewed on an annual basis.

The Friends Groups can apply annually to the Council for awards towards projects approved by the Council. The funding for awards will be at the discretion of the Council and will be available between the 1st April to the 31st March of each year and the level of awards will be reviewed on an annual basis.

Any changes to this Agreement, including level of available awards will be notified to the Friends Group by the Council in writing.

The purpose of this Agreement is to create a clear understanding as to what the Friends Group can expect from the Council's Parks Service. Equally this Agreement challenges the Friends Group to strive to improve the Park and to be rewarded for the more they contribute to the success of the Park.

This Agreement seeks to encourage the Council's Parks Service and the Friends Group to work together in a fashion that improves the Park with both parties supporting each other within the levels of attainment as set out below.

There are three levels of attainment for the Friends Group to work towards, namely Bronze, Silver and Gold, as detailed below:

Bronze level

Council;

The Council agrees to do the following :

1. Provide the Park free of charge for official Friends Group events. (These events must be Friends Group events and not 3rd party events going through the Friends.)
2. Provide insurances for agreed Friends Groups events and activities in their parks.
3. Provide periodic (twice annually), regional meetings for the Friends of Parks Groups, which are chaired by the Associate Cabinet Members (ACM) with actions taken and distributed where appropriate.
4. Signpost Friends of Parks Groups to relevant Information on corporate matters including those concerning the wider Council agenda.
5. Involve the Friends Group on relevant public consultation exercises and feedback results.
6. Provide a Friends Fund where groups can bid annually for awards up to £1000.
7. Provide annual certificate of achievement to the group.

Friends undertakings;

The Friends Group agrees to do the following :

1. Evidence the views of the Friends Group are representative of the local community through public engagement on all consultation exercises.
2. The Friends Group should be inclusive to everyone and reflect the diversity of the area as much as possible.
3. Hold regular minuted meetings open to the public.
4. Evidence the Friends Group holds an AGM and elect committee members into post.
5. The Friends Group has a constitution approved by the Council.
6. Work in partnership with officers from the Council and external partners to improve the Park.
7. To provide between 50 - 100 voluntary hours per year for Park enhancement activities.
8. Attend regional Friends of Parks meetings (maximum 2 representatives) twice annually.

Silver level

Council;

The Council agrees to do the following :

1. Review management plans for parks in consultation with the Friends Group for each site and review them at least every two years (only appropriate for parks that are at the Green Flag Standard).
2. Provide technical support to Friends Groups who organise events. This will include advice around licensing, food hygiene, event safety etc.
3. Provide full support/assistance for applications in regard to funding for projects that meet Council priorities.
4. Provide a Friends Fund where groups can bid annually for awards up to £1000.
5. Provide annual certificate of achievement to the group.

Friends undertakings;

The Friends Group agrees and undertakes to do the following :

1. To undertake projects and volunteering tasks that are in line with the programme detailed in the Parks Maintenance/Management Plan and in consultation with the Council's Partnerships and Public Realm Improvement Officer.
2. To have a Friends Group bank account.
3. Hold events that promote the Park and encourage more use of the Park.
4. Provide appropriate updates for the Council's website.
5. Undertake fundraising to support the Friends activities and the Park in accordance with requirements of the Management Plan and Parks Strategy.
6. Groups will be expected to provide over 200 voluntary hours per year for Park enhancement activities.
7. To ensure that notice boards within the Park are up to date and relevant.

Gold level

Council

The Council agrees to do the following :

1. Provide a Friends Fund where groups can bid annually for awards up to £1000.
2. Provide annual certificate of achievement to the group.

Friends

The Friends Group agrees to do the following:

1. Engagement on proposed capital project(s).
2. To produce literature or undertake surveys/ research that benefits the Park with approval from the council.
3. Friends Group will be expected to provide over 500 voluntary hours per year for Park enhancement activities.
4. To actively encourage new members and to encourage members and non-members to get involved with voluntary tasks.

2 ACKNOWLEDGEMENTS

- (1) The Friends Group must notify, obtain prior approval and comply with such regulations and conditions set by the Council in respect of all Friends events.
- (2) This Agreement is personal to the Friends Group and is not assignable.
- (3) This Agreement is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this Agreement. The parties enter into this Agreement intending to honour all their obligations. The Agreement may be determined:
 - (a) immediately on the Friends Group ceasing to use the Park in accordance with the terms of this Agreement;
 - (b) immediately upon the Council ceasing to be the owner of the Park;
 - (c) by written notice which shall take effect immediately upon its service at any time following breach by the Friends Group of any of the agreements and conditions herein contained; or
 - (d) at any time by either party giving seven days' written notice to the other of desire to determine the Agreement.
- (4) Any notice to be given to the Friends Group under this Agreement shall be sufficiently served if sent by recorded delivery post to the Chair of the Friends Group's last known address and any notice to be given to the Council under this Agreement shall be sufficiently served if sent by recorded delivery to the Assistant Director Public Realm of the Council.
- (5) Any sums of money referred to in this Agreement are inclusive of VAT
- (6) Nothing in this Agreement shall affect or prejudice the Council's rights, powers, duties and obligations as a local authority or as owner of the Park or any other property.

I have read, understood and agree to comply with the above conditions and have the necessary authority to sign this Agreement

On behalf of Friends Group

Signed:

Print Name:

Position in Friends Group Date:

Signed:

On behalf of the Mayor and Burgesses of the London Borough of Enfield

Print Name:

Position:

Dated

Appendix 3 – Proposed ACM meeting groupings and Terms of Reference



Map of Associate
Cabinet Member Area



Parks by Associate
Cabinet Member Area

Terms of Reference – Regional Friends Meetings

Role

The role of the regional friends of parks meetings will be to provide an opportunity for nominated representatives from the friends of parks groups to come together and jointly discuss opportunities and strategic issues with the Associate Cabinet Member.

The Associate Cabinet Members will share the key issues / themes with senior officers and the Cabinet Member for Environment following the meetings.

Membership

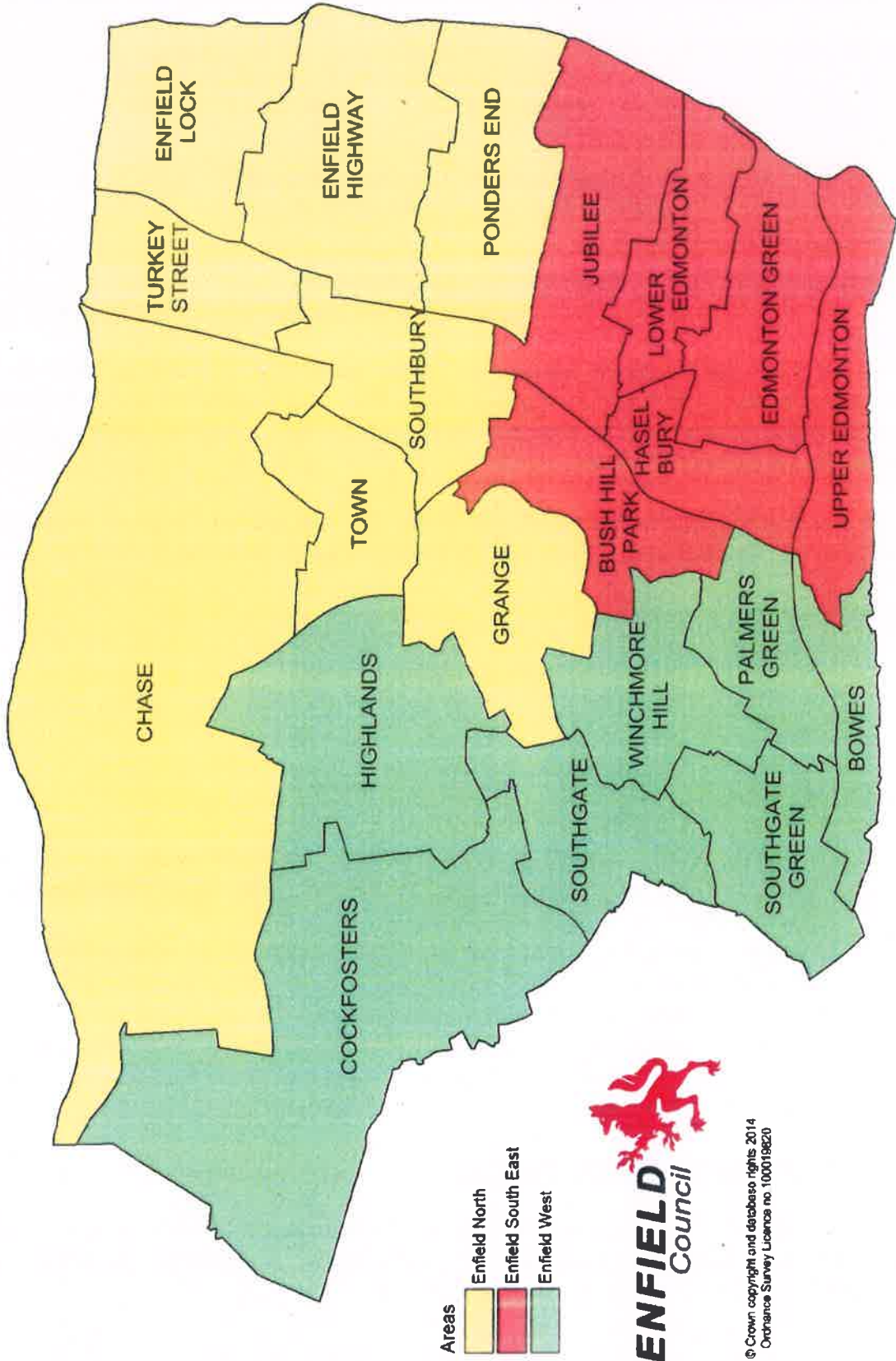
1. Associate Cabinet Member for relevant area
2. Up to two representatives from each of the Friends Groups within that area

Logistics

- Meetings will be chaired by the Associate Cabinet Member
- There will be two meetings per area each year, with meetings taking place in February/March and September/October.
- Meetings will either be held at the Civic Centre or an appropriate venue within each area
- Meetings will be held on weekday evenings
- Agenda to include a combination of Council updates and items proposed in advance by the friends groups at least seven days prior to the meetings to the Associate Cabinet Member.

Area Representation & Key Projects

Each friends of park group will be able to attend one of the three area meetings, as outlined in the tables attached. The table show which parks are within each ACM area and the key activity of each group.



Parks by Associate Cabinet Member Area

Western Area – Cllr. Bambos Charalambous

Northern Area – Cllr. Vicki Pite

Eastern Area – Cllr. George Sawwa

Western Area	Northern Area	Eastern Area
Arnos Park	Aldersbrook Recreation Ground	Bury Lodge Gardens
Broomfield Park	Bush Hill Park	Firms Farm
Conway Road Rec	Chase Green	Jubilee Park
Grovelands Park	Enfield Playing Fields	Pymmes Park
Hazelwood Rec Sports Ground	Forty Hall	Weir Hall
Minchenden Oak Garden	Hilly Fields	Wilbury Way
Tatem Park	Holmesdale Tunnel Open Space	
Trent Park	North Enfield Recreation Ground	
	Ponders End Park	
	Town Park	

