

Trustees Meeting Minutes

Zoom Meeting



Monday 9 September 2025

Present:

Dave Morris (Chair)	London Friends of Green Spaces Network (LFGN) + Haringey Friends of Parks Forum
Shelly Quinton-Hulme (Treasurer)	Friends of Trafford's Parks and Green Spaces
Nicola Dempsey	Sheffield Green Spaces Forum
Michelle Furtado (Network Coordinator)	Green Tides (Adur & Green Spaces Worthing Partnership)
Nigel Sharp (Secretary)	NW Parks Friends Forum

Apologies:

Sarah Royal	Birmingham Open Spaces Forum (BOSF)
Paul Ely	Parks Community UK

Minutes of Previous Meeting (17.6.25 & 1.7.25) and Matters Arising	
Minutes from the previous meetings were agreed.	All
Matters arising to be covered by Agenda items or followed up outside of the meeting since it was agreed to focus discussion on three key agenda items: the Parks Working Group, the Awards for All project, and the forthcoming AGM.	
Parks Working Group / NFPGS Working Groups	
- MHCLG¹ has included NFPGS, along with selected academics, in a request ‘for an organization to conduct an online survey of NFPGS members to understand community empowerment and community involvement in green spaces’. - The NFPGS research working group, led by ND (University of Sheffield) is drafting a tender bending existing draft survey materials to fulfill the MHCLG brief. - DM/ ND provided updates on the process: - o a memorandum of understanding will enable NFPGS to use information from the survey. - o Potentially the survey could lead to additional resources from MHCLG in future, i.e. preparation of capacity building resources for community groups such as a toolkit, perhaps linked to Green Flag Award guidance. - o Appraisal of tenders will include price and qualitative considerations – DM noted NFPGS has extensive previous work – and additional commitment of volunteer support which should augment the submission. - o The deadline is 24.9.25 – unclear how soon a decision will be made - with an initial 6 week delivery which could be extended. - ND confirmed the basis of the survey is already prepared so could readily be available if the tender was successful.	

¹ Ministry of Housing Communities and Local Government

- Submission will include commitment from University of Sheffield, with funds for NFPGS from a tender within the MCHLG budget of £12K. - The MCHLG contract ensures whoever is awarded the works will need to collaborate with NFPGS. - NFPGS Research Group reps ND & PE met with DM & NS (8.9.25) to discuss the bid, ND to prepare a draft tender doc for consideration with a further meeting to progress matters next week.	ND/PE/ DM/NS
Awards for All Project	
- NS provided a brief update: - o Funds approved in June, primary component is a freelance administrator role to support NFPGS development. - o Post advertised July, closing date 10.8.25 with 27 applicants. - o NS collated applications and agreed shortlist with DM & SQ-H (19.8.25). - o Lead candidate Nikki Iyayi interviewed by DM & NS (28.8.25) and subsequently appointed. - o NS/DM/SQ-H to finalise contract and provisional service delivery plan and agree with NI at forthcoming Induction Meeting date tbc (planned w/c 22.9.25). - o DM to be line manager – need to consider potential fees for this role, and similarly to cover additional support from MF. - o It is hoped NI will be able to attend the AGM as an introduction to activity and issues.	NS/DM/ SQ-H
Annual General Meeting (27.9.25)	
- Annual report for Charity Commission is ready, pending Chair's report. - DM & NS have circulated members (parksforumsuk) re meeting, DM included a note re. proposed changes to the Constitution. - NS has drafted an Agenda but will revise order of items to ensure the Constitution change precedes the election of officers. - Discussion item will consider measuring and evaluating impact – available methods and importance. - SR is unavailable owing to a clash with the BOSF AGM but noted that BOSF could significantly contribute to the discussion – notably in terms of their regular recording of volunteer contributions, group achievements, etc and the related infographics compiled.	DM NS SR
NFPGS partnership working/ networking/ events	
BeeEthical (https://bee-ethical.com) - SQ-H has reviewed the opportunity which raises funds through the sale of lottery entry - needs at least 50 participants to be viable – sign up by £10/month donation. - Suggested this could be explored in discussion at the AGM or as part of ongoing communication once NI is in post. Nature Towns and Cities (https://naturetownsandcities.org.uk) - initiative which involves Natural England and the National Trust. - aims to advocate and build capacity with local authorities as members – similarities	DM

with the Future Parks Accelerator programme – but broader scope including wider green space and communities including residents associations, etc. - DM has recommended NFPGS input but stressed this would need funding. - Potential for future links – perhaps including funds to support case studies or area forum development. - Forthcoming Conference in Manchester (23.10.25) which NS & ND hope to attend: https://naturetownsandcities.org.uk/event/creating-nature-neighbourhoods-conference/	NS/ ND
Midlands Parks Forum (https://midlandsparksforum.co.uk) - Parks Officer led Forum which has a Conference (12.11.25). Dave requested some free places for Friends Forums reps, but none available. - SR has attended MPF in past (general meetings are open to Friends Forum reps) – could there be scope for further community/ Area Forum input? APSE - NS mentioned an imminent event in Glasgow, focusing on placemaking: Details: https://apse.org.uk/index.cfm/apse/events/annual-seminar-2025/ - also noted a recent report covering parks adaptation in response to climate change.	SR
AOB	
- SQ-H mentioned the UK Fund (National Lottery Community Fund) as a possible future funding opportunity to cover core costs to develop NFPGS activity. - Details: https://www.tnlcommunityfund.org.uk/funding/programmes/the-uk-fund - ND agreed to share via parkforumsuk an update from Anna Barker re. Safer Parks campaigning and related training.	ND
Date of Next Meeting	
AGM 10am Saturday 27 September, followed by Trustees Meeting Join Zoom Meeting https://us04web.zoom.us/j/9213929960?pwd=Y1QyYi9iK2ZjY2VrdFk3RVh2Qm5Sdz09 Meeting ID: 921 392 9960 Password: FOVPS	All