

## EPPING FOREST CENTRE JOINT CONSULTATIVE COMMITTEE

Friday, 19 April 2013

**Minutes of the meeting of the Epping Forest Centre Joint Consultative Committee held at the Epping Forest Field Centre, Loughton, IG10 4A**

### **Present**

#### **Members:**

Chris Kington (Chairman)  
Alderman Gordon Haines  
Barbara Newman

Verderer Peter Adams  
Roger Chapman  
Anthony Thomas

#### **Officers:**

Rakesh Hira	- Town Clerk's Department
Alison Elam	- Chamberlain's Department
Paul Thomson	- Superintendent, Epping Forest
Steve Bunce	- Epping Forest Field Studies Centre
Antony Fenwick	- Visitor Services Manager, Epping Forest
Robert Lucas	- Field Studies Council
Richard Walker	- Field Studies Council
Mark Bolland	- Field Studies Council

#### **1. APOLOGIES**

Apologies were received from Verderer Richard Morris, Andy Simpson and Geoff Brown.

#### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

#### **3. MINUTES**

The public minutes of the meeting held on 26 October 2012 were agreed as a correct record.

### **Matters Arising**

#### Epping Forest Visitor Services

In relation to the tender process for the existing visitor centre building it was noted that the outcome would be reported at the next meeting.

#### Fund Raising Pack

The Superintendent reported that a fund raising pack for individual schools was still in the process of being produced.

## FSC Central Costs

The Chamberlain explained that discussions between the FSC's Director and the Chamberlain's Department in relation to the FSC Central costs would take place.

#### 4. **HEAD OF CENTRE'S REPORT ON THE DISCOVERING EPPING FOREST WORKSHOP**

The Committee considered a report of the Head of Centre, which provided Members with information in relation to the final *Discovering Epping Forest* workshop. The report referred to: -

- The seventh and final champions' workshop;
- The project legacy and;
- The future

The Head of Centre explained that the *Discovering Epping Forest* workshop was designed to inspire teachers to continue to use Epping Forest as a learning resource. He pointed out that the workshop was reasonably well attended and that feedback had been positive. He explained that those who were unable to attend the workshop would also be encouraged to attend future sessions and continue to use the Forest and the services of the learning providers.

In response to a question it was noted that a bound version of the full report had been produced by the City and given to the partner Schools and learning providers.

The Head of Centre gave a verbal presentation on the management of project legacies in relation to 'step-change', total quality management and continuous improvement. He indicated that he would normally endeavour to take forward a range of project legacies in a range of ways. This would include consideration of what could be done in relation to each of the new resources, systems and services, the curriculum and pedagogies, the audiences and partnerships as well as the relationship with the funders. He explained that he would be taking a similar approach in the consideration of the *Discovering Epping Forest* project legacy in conjunction with the other partners.

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#### 5. **HEAD OF CENTRE'S REPORT ON THE PERFORMANCE OF THE CENTRE IN 2012**

The Committee considered a report of the Head of Centre which informed Members on the activity and performance in 2012 at the Epping Forest Field Centre.

The Head of Centre explained that all the key performance indicators had been met in 2012 and that it had been by a number of measures the best year yet; customer satisfaction had been good with 98% of learners saying that they had

a significant increase in the understanding of the environment and that their expectations had been met or exceeded. The teaching and grant income had been good in 2012 and some decisions had been taken to reduce staff costs.

In response to a question, the Head of Centre reported that the furthest outreach site was in West Ham Park, a discussion took place on the importance of working with the deprived/challenging environments bordering the park and the value of the work being done by the Centre and various other partners in this respect.

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### **6. HEAD OF CENTRE'S REPORT ON PROGRESS IN 2013**

A report of the Head of Centre provided an update on the progress at the Epping Forest Field Centre in the first quarter of 2013.

The Head of Centre reported that the Centre was on target to meet its Key Performance Indicators. He explained that two valued staff members had left and that further staff turnover was expected.

In response to a question it was pointed out that over the next three quarters there was capacity to teach people who came to the Centre and that Key Stage 4 had been a growth area.

The Head of Centre gave a short presentation on the '*Lessons from Nature*' project explaining that the website brought together different learning materials and that it was envisaged that it would be delivered in Schools. It was noted that a further update on the project would be provided in the autumn.

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### **7. QUESTIONS**

There were no questions.

### **8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

#### **Wild Challenge**

Mr Lucas reported that the 'Wild Challenge' project, which aimed to connect children more to nature, was being developed and that the Sustainability Unit aimed to get people out to the natural environment more which could potentially increase the number of families/visitors to the Centre.

#### **Barbara Newman**

As this was Mrs Newman's last meeting she wished colleagues well for the future and the Committee thanked her for her contributions to the work of the Committee.

9. **DATE OF NEXT MEETING**

The next meeting of the Epping Forest Joint Consultative Committee would be held on 9 October 2013 at Guildhall.

**The meeting closed at 12.44pm**

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Chairman

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