**Spring Agency Meeting Notes, 09.05.13**

**Present:**

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| Jo Burgon | CRN |
| Nigel Foxall | Lee Valley Regional Park Authority |
| James Ogilvie | Forestry Commission Scotland |
| Sharon Roulston | Waterways Ireland |
| Maia Taylor | NI Environment Agency |
| Niall McAleenan | NI Environment Agency |
| Campbell Gerrard | Sport Scotland |
| Paddy Harrop | Forestry Commission England |
| Rob Garner | Scottish Natural Heritage |
| Mike McClure | Sport NI |
| Kathryn Callaghan | CRN |
| Bob Bleakley | NI Environment Agency (day 2 only) |
| Fran Pothecary | Scottish National Parks (by teleconference) |
| Wendy Thompson | Natural England (by teleconference) |

**Apologies:**

|  |  |
| --- | --- |
| Caro-lynne Ferris | Outdoor Recreation NI |
| Beatrice Kelly | Heritage Council Ireland |
| Rosemary Lightbody | NI Tourist Board |
| Martin Gray | Historic Scotland |
| Philip Broadbent-Yale | National Trust |
| Glenn Millar | Canal and River Trust |
| Elinor Gwynn | Natural Resources Wales |
| Helen Jones | Scottish Government |

**Key Action Points**

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| --- | --- |
| **Action** | **Lead** |
| Provide more detailed updates from previous meeting action points | Kathryn |
| list of research organisations and academics working in the field of outdoor recreation across the UK and Ireland | FranKathryn |
| Define CRN aims and objectives | JoFran |
| Collate info sharing pro-formas by field type | Kathryn |
| Make final amends to annual report | Kathryn |
| Make final amends to membership categories and criteria paper | Mike |
| Proceed with Autumn journal based on: Accessible Greenspace on Your Doorstep | JamesFranKathryn |
| Submit ideas for articles and/or authors to James before end of May | All |
| Liaise with guides and speakers for Autumn meeting | Kathryn |
| Begin organisation of 2014 conference | JoPaddyMikeKathryn |

**Welcome and Introduction**

The group was welcomed by Cllr. Thomas Beckett, Chairman of Leisure Services Committee, Lisburn City Council. Cllr. Beckett introduced Lisburn as the Euro City of Sport 2013 and explained that the council aimed to use this status to develop greater awareness of sporting and health opportunities across the Lisburn area, and to maximise the opportunities for constituents and visitors to get outdoors throughout the year.

**Actions from previous meeting (paper 1)**

The group agreed it would be beneficial to provide more detailed progress information in future action reports.

**CRN's engagement with research (paper 2)**

Fran introduced her research discussion paper, outlining the need to ascertain a current list of research organisations and academics working in the field of outdoor recreation across the UK and Ireland.

The group agreed to look at the following areas to help develop such a list (Fran and Kathryn to lead):

* Parks Forum, University of Deekin (Australia)
* Intl. Symposium of Resource Management
* Current research paper bibliographies

The group also agreed the need to define CRN’s research aims and objectives so that our proposition to the research community is clear and strong. The group felt that our focus should be on knowledge exchange and the ability to influence – and that we probably do not have the capacity to commission research. Jo and Fran to lead.

In terms of CRN’s info-sharing pro-formas, it was agreed to collate the research field so that at agency meetings, the group could be presented with one, single paper outlining the members’ research activities as well as other relevant research happening outside of the network and a wish-list of topics we would like to research. This will also be done for the other fields within the pro-forma. Collated versions will be published online as part of the ‘event’.

**Finance**

**2012/13 Accounts (paper 3 - Annual report)**

Wendy introduced the end-of-year accounts as part of CRN’s annual report. The group agreed the following amends to the report:

* Add member organisations with names and contact details
* Move membership to start of document
* Move finance to back of document
* Front cover pic – change
* Add 2012/13 to Annual Conference field
* Remove early payment details
* For future annual reports:
	+ Add a benefits page to demonstrate value for money, using quotes from each member.
	+ Add forward look with items in the pipeline

The group approved the 2012/13 accounts and asked that future end of year accounts are provided as an extract from the ORNI accounts, to be formally signed off and approved at each May meeting.

**2013/14 Budget (paper 4)**

It was noted that CRN is still running at a deficit but is operating ok due to carryover from previous years. Increased membership and/or conference profit were identified as the main ways to bridge this gap.

**Membership**

**Categories and criteria (paper 5)**

Mike introduced the thinking behind the paper, highlighting a key aim, which is to open up the reach of the Network, from local to regional and national, and to include the subscribers as members – needs definition.

The following actions were identified:

* Network still not a lobbying org – make this clear in membership doc. Include in our purpose statement. Develop a terms of reference for the Network.
* Change membership discounts – 5% for members, 10% for support and 20% for executive.
* Exec members only can bring 2 staff to meetings – make clear in doc.

**2013/14 membership update (paper 6)**

Gaps in membership were noted (LGA, NITB, WA etc). It was agreed that these should be followed up as part of an overall membership drive – promoting the new categories and criteria once amended by Mike.

**Journal**

The group agreed that the September journal will be themed on urban / peri-urban outdoor recreation as per the two agency meetings this year. Working title: Accessible Greenspace on Your Doorstep. It will centre predominantly around the urban environment but may also include a degree of rural content. Journal to feature eight articles, promotion of 2014 conference, and possibly advertising. It will also feature a summary of current/recent academic research based on this theme and present a list of institutions doing work on this field. Possibly 200-word abstracts with link to full study – to cover a double-page spread.

* James to be guest editor.
* Fran to lead on the research summary feature.
* KC to ask May and September seminar speakers if they wish to contribute an article to the journal.
* Articles on the following suggested:
	+ John Muir Award
	+ Commonwealth Community Woodland Initiative
	+ Community Woodlands Association
	+ Venture Outdoors community walk leader programme
	+ BIG Lottery past and desired achievements
	+ Paths for communities / local ROW networks
	+ Newlands programme
	+ Access to watersports and angling in urban areas
	+ Overview of canal success stories
	+ Rural greenspace around communities
* Members were asked to forward any further suggestion to James.
* Deadline for receipt of articles from authors set as end June 2013.
* Invitation to submit abstracts to be included in the next e-newsletter.

**Forthcoming events and activities 2013 - 2014**

**Autumn Agency Meeting**

* Campbell gave an overview of the programme for CRN’s 26/27 September meeting in Glasgow (paper 7). The group agreed to try for a joint presentation between Scottish Canoe Union with Scottish Canals – re Pinkston Basin and Glasgow and Edinburgh canoe trail.
* Agreed to try to get missing members along to the September meeting – such as Sport England.
* Agreed to invite specific local organisations to the seminar, and possibly the site visits – i.e. Edinburgh Uni and Scottish Canoe etc…

**2014 Activities**

**Conference**

The group agreed to explore Forestry Commission offices in York as a potential conference location – subject to availability. Paddy to confirm. Date to be confirmed, but likely to be mid-week in March 2014.

Organising group: Jo, Paddy, Mike, Kathryn

Themes suggested:

* Participation - social benefits of the outdoors; changing trends in participation; how to encourage participations.
* Role of the planning system and how it relates to outdoor recreation
* Importance of capacity building / building relationships and partnerships with target groups
* Actual and realised legacy of the 2012 Olympics

**Agency Meetings**

Jan – Jo, Fran and Kathryn to discuss

May – Wales – Jo to pursue

Sept – Ireland tbc

ENDS

15.05.13