



The UK Man and the Biosphere Committee Urban Forum

Minutes of the UK MAB Urban Forum meeting held 28 February 2007 in Drop Room 3 Medical Research Council, London.

Present

Gerald Dawe	(GD)	Independent consultant (Chair)
Alison Milward	(AM)	Environmental Consultant
Nick Jackson	(NJ)	CEH Wallingford (Secretary)

1. Apologies and Welcome

Apologies have been received from:

Ian Angus, John Box, Peter Cush, Peter Frost, Peter Jarvis, Eilidh Johnston, Grant Luscombe, Peter Morgan, David Nicholson-Lord, Julie Proctor, Joe Ravetz, and Alan Scott

Gerald Dawe welcomed those attending to the meeting.

2. Minutes of the last meeting

The minutes of the Dec 2006 meeting were signed by GD as an accurate record.

Matters arising from the minutes included:

- Dates and venues for future meetings were confirmed as the following:
 - 22nd May in Birmingham: NJ to check on availability at Groundwork offices. **A1**
 - 26th September in Edinburgh: NJ to check on availability at Scottish Natural Heritage offices **A2** – *please note that the September meeting date has changed*
 - 4th December at CEH Lancaster: NJ to arrange booking. **A3**
- Previous action on GD to send letter to UCL to invoice payment in kind for the use of the lecture theatre and networking areas (free of charge) for the Statins and Greenspaces conference. NJ now to proceed with this action. **A4**

3. Preparation for Statins and Greenspaces Conference

- NJ reported that as of the 27th February, only 15 reservations had so far been received despite hard copy mail outs to close to 900 contacts including the Association of Local Govt Ecologists (ALGE), and the Chief Executives of every PCT in the United Kingdom. ALGE had been the main origin of delegates to date.
- No record of the Association of GPs in Urban Deprived Areas could be found. NJ to contact FoE regarding AGUDA. **A5**
- GD agreed to speak with Mark Maslin/David Goode at UCL regarding UCL contacts and offering free places to the Teaching Hospital and UCL more generally to the conference. **A6**
- AM agreed to follow up other on other possible health contacts. **A7**
- UF members are reminded that they need to send in forms to register for the Conference, but it was agreed that the registration fee would be waived.
- GD agreed to forward email contacts for both the Arboricultural Association and the ISA for NJ to approach regarding the conference. **A8**

- NJ will contact the Institute of Parks and Green Spaces (IPGS) to see if details of the conference can be forwarded to their email list. **A9**
- It was decided that we would accept the **20th March** as a cut-off date after which we can no longer accept bookings for the conference.
- It was agreed that NJ should contact the Institution of Environmental Health Officers and ask them whether conference details can be sent to their members. **A10**
- NJ will see if he can track down contacts for the national diabetes, obesity and blood pressure groups/associations and ask them whether conference details can be sent to their members. **A11**
- It was agreed that given the imminent date of the conference, searches for extra delegates should be kept as London-centric as possible.
- AM to find a contact for NJ for the University of Westminster/Nursing institutes. **A12**
- NJ to ask Becky Volker to email conference details around GreenSpace contacts. **A13**
- AM agreed that she would co-edit the conference proceedings with GD.
- GD will follow up on facilities for audio recording at the conference. **A14** NJ offered availability of his Personal Assistant to transcribe the proceedings.
- NJ agreed to consider drafting a form asking conference delegates how they travelled to the conference with a view to estimating the Carbon Footprint of the conference.
- GD agreed to ask Peter Frost if he would consider chairing morning conference session. **A15**
- It was agreed that Conference handout packs would be produced and should include:–
 - Printed versions of the PowerPoint presentations with sufficient space for delegates to annotate
 - The finalised Conference Programme
 - A list of speaker profiles and delegate list
 - Plastic handout packs, notebooks and pens
- NJ agreed to consider drafting a form asking conference delegates how they travelled to the conference with a view to estimating the Carbon Footprint of the conference.
- NJ agreed to see if we could source cheap pedometers to include with the handout packs. **A16**

4. Statins and Greenspaces Conference: Questions in advance

- It was agreed that GD would ask forum members when circulating the conference abstracts to Forum membership. **A17** Each forum member attending should be prepared to ask at least one question.
- It was agreed that seeing the speakers' PowerPoint presentations before hand, providing this proved possible, should help chairs identify questions in advance.

5. Urban Forum Report and work programme

- NJ will recirculate the Urban Forum 05/06 report to members. **A18**
- It was agreed that the next report and work programme will be discussed as an agenda item for the next Forum meeting in May. NJ to draft 06/07 annual report (using last years as template) and circulate as paper for next meeting. **A19** *(Please note that since this meeting it has been drawn to NJ's attention that, due to a change in reporting rules, the report needs to be submitted to CCW by the end of March. NJ and GD have agreed offline to draft report and circulate to Forum members for comment)*

- It was agreed that the next meeting needs, among other things, to plan its work programme into the future.
- Potential award sites should also be an agenda item for the next Forum meeting. Following a discussion on community gardens, NJ agreed to check out the BBC Gardeners World website for details of a recent issue on community gardening: (http://www.bbc.co.uk/gardening/tv_and_radio/factsheets/pages/57.shtml)
- It was agreed that missing copies of Urban Forum meeting minutes and previous reports should be added to the Forum website. NJ agreed to do this as quickly as possible after the Conference had taken place. **A20** *(Note that subsequent to this meeting, GD took the view that this task was more urgent, because of the conference. GD arranged with NJ to amend website, and GD also acquired independent website: www.ukmaburbanforum.co.uk for the Forum, on which the conference was publicised from 7th March 2007.)*
- MaB Yellow booklets – NJ agreed to convert the two hardcopy versions he had received from members into PDF versions and send these back to their owners, as soon as the Conference had taken place. **A21** *(Note that subsequent to this meeting, GD asked NJ to supply the booklets to him for PDF-ing, as this task was, in the Chair's view, becoming urgent.)*

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6. Any Other Business

- GD reported on the upcoming Decade of Education & Sustainable Development.
- GD had received a request for materials to be sent for updating the UNESCO page. The deadline had passed but GD will email Katarina Sottesova to discuss. **A22**
- Royal Commission on Environmental Pollution –the report on the urban environment will be presented on the 6th March. It was agreed that it would be useful for someone from the Urban Forum to be there to participate. GD was waiting for a response from the Royal Commission.

7. Date of Next Meeting

- Tuesday 22 May 2007: Birmingham – venue TBC (probably Groundwork offices)