

**6Cs Strategic GI Project Board
Meeting 9th December 2008
Government Office for the East Midlands,
The Belgrave Centre, Stanley Place, Talbot Street, Nottingham, NG1 5GG.**

Notes and Action Points

Present:

AH - Alison Hepworth (chair)	EMRA
SJ - Sharon Jefferies	6Cs GI Development Coordinator
BJ - Barry Joyce	Derbyshire County Council
DS - Dave Slinger	Derby City Council
DL - David Lepper	Natural England
CGa - Charlotte Gault	East Midlands Biodiversity Partnership
LE - Lesley Eddleston	Leicestershire County Council
AB – Alex Bowness	GOEM
RW – Richard Welburn	Leicester City Council
TP – Tim Pickering	Environment Agency
RM - Ron Marquand	GreenSpace East Midlands
EG – Ed Green	East Midlands Environment Link (EMEL)
RC – Richard Crosthwaite	EMDA
MH – Malcolm Hackett	Greenwood Community Forest
FC – Fiona Clarke	Groundwork East Midlands
TL – Tony Lockley	Leicestershire County Council

Apologies were received from: Bob Mullins (BM), Simon Evans (SE), Andy Jackson (AJ), Ann Plackett (AP), James Dymond (JD), Angie Essom (AE), Amanda Blicq (AB), Dave Berry (DBe), David Bole (DBo),

Item 2. Notes from last meeting 22nd October 2008.

Actions 1.5, 2.12, 3.9 and 3.10 to be carried forward

Action	Detail	Who	When
1.5	AH/SJ to send letters to all Board members confirming places and also to prospective organisations and to recirculate the membership paper (Terms of Reference) with corrections	AH SJ	asap
2.12	Compile schedule of Sustainable Urban Extensions (SUEs) coming forward across the 6Cs Growth Point.	SJ	
3.9	CGa to provide SJ with the out come of the discussion on defining 'landscape scale' that was had at a recent Regional Biodiversity Partnership	CGa	ASAP
3.10	SJ to amend the Strategic GI criteria based upon information received from CGa and provide the final version to the Project Appraisal Process Task & Finish Group.	SJ	ASAP after receiving info.

In relation Action 2.10 AH informed the Board that the British Geological Survey (BGS) have been appointed as consultants to gather the evidence base for the Regional Economic Strategy and the contact at the BGS for this work is Pete Balsen.

In relation to Action 2.12 DS informed the Board that decisions are likely to be made in mid-January on five planning applications around Derby that collectively represent

over 1000 new dwellings. These applications pre-date the formation of the 6Cs partnership and DS asked how we should deal with these. SJ replied that she would speak with the Derby HMA Co-ordinator, Sarah Banks, to find out more details.

DS referred to a discussion held at the meeting on 22nd Oct 08 under Item 3 where ownership of the maps and material produced by CBA was discussed. SJ confirmed that the contract with CBA stated that all maps and reports produced would be the property of Leicestershire County Council (as the partner letting the contract with CBA) and therefore would be available to the whole Board/Partnership. Data provided by individual partners would not be included in this due to licence restrictions. AH suggested that this issue of licence restrictions in using and sharing raw data should be picked up by the Regional Environment Advisory Group. AB informed the Board that he had raised this issue with DEFRA but had not yet received a reply. AH asked AB if he could chase this up.

Under Item 4 CGa highlighted that the discussion on a definition for landscape scale was had by the East Midlands Biodiversity Partnership not the Data & Evidence sub-group. SJ noted this and will change the minutes accordingly. All Board members present agreed to sign off these minutes as final with the agreement that the above is corrected.

Action	Detail	Who	When
4.1	SJ to contact Derby HMA Co-ordinator to find out more details of large planning applications for Derby City that predate formation of the 6Cs	SJ	Before Mid-Jan 09
4.2	AB to chase DEFRA for a reply on issues fed back to them on problems with sharing data	AB	Before next meeting 11 Feb 09

Item 3. 6Cs Strategic GI Project Appraisal Process – report back from the Task & Finish Group

SJ directed the Board to the paper tabled under Item 3. DBo had provided a first draft of the Appraisal Process and asked Board members to discuss the scoring, and weighting, to be assigned to the different criteria. A Guidance document for applicants was still to be completed. A lengthy discussion took place based around 3 key aspects revenue funding, sustainability and long-term management of projects and accessibility. A summary is provided below:

Revenue Funding

SE had sent comments on the tabled paper to SJ prior to the meeting so that she could represent his views in the discussion in his absence. SE stated “that a threshold of less than 10% of funding going towards the revenue costs of schemes is far too low...Given the fact that capital projects have to be managed and in many instances we want to be demonstrating wider stakeholder and community involvement...a more realistic figure is 20%. This would assume that design costs, planning applications and professional fees would be absorbed within the capital costs, as is standard, but this point needs to be made clear in the process”. This was supported by a number of Board members present including EG, TL. CGa said that when working with partners to submit projects for the Programme of Development they were working to a limit of 10% revenue and asked the Board where this stipulation had originally arrived from, it was her understanding that it came from CLG. SJ said that she would look into this. CGa also stated that a definition of Revenue should be included in the Guidance.

TL said that is issue of revenue funding needs to be fed back to the 6Cs Programme Management Board (PMB), this was strongly supported and AH will do this as the next PMB meeting on 16th Jan 09.

Sustainability

The discussion shifted on to the link between revenue funding and sustainability. BJ raised the point that revenue needs to be sustainable and not just limited to the funding programme timetable so that projects are truly sustainable in the long-term. RW stated that sustainability is a key issue and at present is absent from the criteria presented in the paper. RW said that projects should clearly evidence that applicants can sustain revenue elements to keep projects sustainable and look for 10 year revenue commitments. RW referred to Heritage Lottery Funding (HLF) which requires 10 years revenue funding. RM supported this and said the Board should ask applicants for a 10 years expected forecast of revenue and expenditure.

Accessibility

EG drew the Boards attention to the fact that the requirements being discussed could effectively exclude community groups or NGOs from applying. For example, it would be far harder for a group which had perhaps only existed for 20 years to make 10 year review commitments than, say, a local authority. SJ then reminded the Board that again this is an interim measure until we have completed Strategy and Action Plan to guide funding decision. The Board had expressed a desire to deliver quick wins early on in the process and this is realistically going to be large scale projects and therefore smaller scale projects can be dealt with and addressed at a later stage. DS supported this and said that small community groups are likely to have little involvement in what we are trying to achieve at this stage. LE said that this could happen by administering funding to communities through a bigger project.

AH said that she was keen to keep the criteria "light" and that detail and clarification could be dealt with in the accompanying guidance. TL reminded the Board that reporting and monitoring of projects also needs to be considered from the outset and that we are aimed to produce a suite of 3 documents; The Appraisal System, Guidance for Applicants, Project Monitoring. FC reminded the Board that Strategic GI projects have an important role to play in linking both new and existing development.

AB suggested in order to assist the Task & Finish Group the Board should consider which of the Criteria in the Appraisal Process should be given the highest weighting, if this was the approach that was to be taken. After discussion there was general consensus that the following should be considered as the most important; sustainable development, connectivity, multiple benefits, needs of communities and landscape scale. RM expressed particular concern about 'distinctiveness' being given a high weighting as practicalities such as functionality and sustainability may be overlooked and funding could go to a project that may be suspect in terms of confidence of delivery.

AH asked that the Task & Finish Group incorporate feedback from the Board and develop the process further for a final version, including Guidance and Monitoring, to be presented back to the Board at the next meeting on 11th Feb 09.

Action	Detail	Who	When
4.3	SJ to find out where stipulation for 10% revenue funding originated.	SJ	Before mid Jan 09

4.4	AH to raise the issue of Revenue Funding with the PMB on 16th Jan 09	AH	16th Jan 09
4.5	AH asked all Board members to send comments on the Appraisal Process as tabled under Item 3 to SJ so that she can compile these for the Task & Finish Grp by the end of the week	All	Friday 12th Dec 08
4.5	SJ to liaise with the Project Appraisal Task & Finish Group to move this process forward.	SJ and T&F Grp	Asap
4.6	Task & Finish Group to prepare final draft of Appraisal Process, including guidance and monitoring, to circulate to the Board one week prior to the next meeting on 11th Feb 09	AH DBo AB EG DS SE	4th Feb 09

Item 4. 6Cs Green Infrastructure Communication & Stakeholder Engagement Plan

SJ directed the Board to her first draft of a Communication Plan tabled under Item 4. SJ emphasised to the Board that this not an exercise that can be completed by a single person and must include all Board members and hoped that this would for the first in a line of communication tools and resources that could be used by all Board members to promote our key messages in a proactive, targeted and consistent manner. The intention is that we can share this document with such partners as the HMA Co-ordinators and other to help spreads our strategic GI messages. SJ asked Board members to review the draft document and send comments to her by 5th Jan 09.

AB suggested that to make the document more 6Cs specific there should be a section of 'Killer facts' specific to the 6Cs area, such as number of houses, km of footpaths. AH asked all Board members to send such info to SJ.

FC said that stakeholders always find checklists useful and suggested that this be considered as next step. FC also asked a next step that some standard PowerPoint slides be produced for use by Board members. RW and CGa strongly supported this as a way of relieving some of the work burden on SJ as the Co-ordinator. SJ agreed that she would produce standard PowerPoint slides as a next step in the communications and stakeholder engagement work programme. DS suggested that there should be a link to Local Area Agreements (LAAs) in this communications work.

Action	Detail	Who	When
4.7	SJ asked all Board members to send suggestions on the following sections of the Comms Plan <ul style="list-style-type: none"> • Key messages for external & internal audiences • Channels • Monitoring & Evaluation • Annex A: Stakeholder List 	All	Mon 5th Jan 09
4.8	AH asked al Board members to send 'killer fact' info to SJ	All	Mon 5th Jan 09
4.9	SJ to produce standard PowerPoint slides for use by Board members	SJ	Once Comms plan

			complete
4.10	SJ to further develop stakeholder communication plans contained within Annex B of the Comms Plan to share with the Board at the next meeting	SJ	11th Feb 09

Item 5. 6Cs Green Infrastructure branding – next steps

SJ tabled a paper under Item 5 detailing the progress made on the branding exercise for 6Cs Green Infrastructure and proposed that the Board should develop short snappy strap line and a longer mission statement providing a brief description of the partnerships fundamental purpose. A vision statement will be developed in due course as part of the emerging GI Strategy. SJ asked Board members to send suggestions to her so that a shortlist can be compiled and presented to the Board for a final decision at the next meeting.

Action	Detail	Who	When
4.11	SJ asked all Board members to send suggestions for a strap line and mission statement to her	All	Mon 5th Jan 09
4.12	SJ to work with the Chair and Vice-chair to short list suggestions for strap lines and mission statements so that a reduced number can be presented to the Board for a final decision at the next meeting	SJ AH DBo	11th Feb 09

Item 6. 6Cs GI Strategy Stakeholder Workshops

SJ directed Board members to her paper tabled under Item 6 which provides an update on arrangements for the January Stakeholder Workshops and progress to date on Registration Forms received. SJ urged all Board members to return their own registration forms and encourage individuals who had been invited from within their respective organisations to return theirs also. AH said that if Board members were available and would like to attend both events are encouraged to do so.

SJ had set a deadline of 31st Dec 08 for returned registration forms from the targeted list of invitees and asked the Board if we should open the invite up to a wider audience post this date with an absolute deadline of 9th Jan 09 as final numbers need to be confirmed with the venues on 12th Jan 09. The general agreement of Board members present was that if SJ could supply the Board with an electronic copy of the workshop invite they would circulate now and replies from those of the targeted list received by SJ would be given priority and any additional interested persons could form a reserve list to be allocated available places if there were any. Board members also asked SJ to circulate an up-to-date list of those who had returned registration forms.

Action	Detail	Who	When
4.13	All Board members to return their registration forms for the Stakeholder Workshops to SJ and urge those within their respective organisations to do the same.	All	asap
4.14	SJ to circulate electronic invite for the Stakeholder Workshops in January and an updated list of attendees.	SJ	asap
4.15	Board members to circulate the invite across their contacts and encourage key people to attend	All	asap

Item 7. Programme of Development Refresh – CLG funding announcement

No announcement had been made at the time of the meeting. SJ/AH informed the Board that there would be a meeting of the 6Cs Growth Point Programme Management Board (PMB) on 16th Jan 09 where final decisions on the allocation of funding between the 3 HMA Boards and Strategic GI would be finalised. AH/SJ informed the Board that they would prepare for this meeting so that we could effectively safeguard the 10% top slice for Strategic GI and emphasis the need for increased revenue funding. AH asked Board members if they had any burning questions to put to the PMB to send them to SJ for inclusion in the paper they will prepare.

Action	Detail	Who	When
4.16	AH asked Board members to send any burning questions they would like to put to the PMB in Jan to SJ.	All	Mon 5 th Jan 09
4.17	AH & SJ to prepare a paper representing Strategic GI progress, priorities and concerns for the PMB in Jan 09	AH SJ	16 th Jan 09

Item 8. Updates from HMA Board

TL sits of the Leicester & Leicestershire HMA Board and provide the Board with an update of things discussed at the last L&L HMA Board meeting held on 3rd Dec 08. L&L HMA have committed most of their Growth Point Funding but will not have delivered all projects by the end of the financial year. A high level Leadership Board is being established for Leicestershire which will have links to the Multi Area Agreement (MAA). It is expected to be in place for 1st April 09. A County wide infrastructure plan is underway and is due for completion March 09. The Leicestershire LAA is on track in relation to local GI indicators, with GI also included within the Childhood Obesity indicator. Hinckley & Bosworth Borough Council have also released a brief for the Masterplanning of their Barwell and Earl Shilton SUEs.

SJ informed the Board that she had now had a first meeting with all three HMA Co-ordinators and the 6Cs Programme Manager. This was just a preliminary meeting but she did get opportunity to reinforce the importance of and the responsibility of the HMA Boards in delivering local green infrastructure. SJ reaffirmed that the responsibility of the Strategic GI Board was to spend the Strategic GI Growth Point funding pot on large-scale strategic projects but they also have a responsibility to assist the HMAs in making funding decisions and delivering high quality GI at the local level so that it contributes toward the formation of the sub-regional network. DS supported this approach and said that it needs to be reinforced to the PMB that GI is within the remits of the HMA Boards.

SJ said that now they Co-ordinators and Programme Manager were in post they have scheduled a programme of regular meetings and is already receiving updates and information, such as the preparation of a Water Cycle Strategy brief for Derby HMA. SJ said that she felt confident that the relationship between the Strategic GI and HMA Boards would now develop and strengthen that the Co-ordinators are in post.

Matt Gregory, Nottinghamshire HMA Co-ordinator, would from now take DBe place on the GI Board and the Management Steering group as the Nottingham/Nottinghamshire representative.

Action	Detail	Who	When
4.18	AH to reinforce to the PMB at the next meeting	AH	16 th Jan

	that GI is within the remit of the HMA Boards		09
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Item 9. 6Cs GI Strategy progress update from CBA

SJ directed the Board to the update paper from CBA table under Item 9. DS enquired whether SJ had received an updated Project Programme from CBA. SJ said now that the dates for the workshops had been confirmed she will chase this up.

Action	Detail	Who	When
4.19	SJ to request updated Project Programme from CBA and circulate to the Board	SJ	asap

Item 10. Updated 6Cs Green Infrastructure Workplan

SJ informed the Board that the format and content of this workplan is still evolving and she will develop this further in conjunction with the communications and stakeholder engagement planning work.

Action	Detail	Who	When
4.20	SJ to further develop the 6Cs Work Programme table in conjunction with the Comms work	SJ with support from the Board	11th Feb 09

Item 11. Chair update

AH directed the Board to her update paper tabled under Item 11. LE updated the Board on the Regional Landscape Character Assessment work with LDA now commissioned and evidence gathering underway.

DS said that the 6Cs GI work should feed in to the Regional work on Landscape and Environmental Capacity. SJ supported this and said that links should also be made between the regional environmental capacity work and water cycle strategies for the Growth Point.

Item 12. Co-ordinator update

SJ directed the Board to her update paper tabled under Item 12. SJ provided an update on the website. SJ asked Board Members to provide her with the necessary information so that she can set up links from the 6Cs GI website to Board members own website. In order to set up links SJ requires Board members to supply her with

- A jpeg (or equivalent) of their organisations logo
- The web address of their organisation
- A brief description about them/their organisation
- Address/contact details

RM asked if SJ could do the same, SJ agreed to provide this information to any Board member who would like to provide a link to the 6Cs GI website from their own site.

Within the paper tabled under Item 12 SJ provided Board members with details of the contact networks she is beginning to develop. At present there is a Leicestershire bias and SJ asked Board members to help her resolve this. CGa informed SJ that there would be a Regional Biodiversity Partnership workshop next quarter that she may find useful to attend and will provide her with more details closer to the time.

Action	Detail	Who	When
4.21	Board members to provide SJ with the necessary	All	

	information so that their respective organisation can be added on to the links page of the 6Cs GI website	SJ	
4.22	SJ to provide Board members with the necessary information to create a link to the 6Cs GI website upon request.	SJ All	
4.23	SJ requests Board members to inform their contacts about the Co-ordinator post and the 6Cs GI Strategy and inform SJ about existing groups or networks, particularly in Nottinghamshire and Derbyshire, that she should be aware of	All	

Venue for next meeting(s)

All meetings 10am to 1pm unless otherwise stated

- Wednesday 11th February 09. Venue: GOEM Offices, Nottingham
- Wednesday 15th April 09. Venue: County Hall, Matlock
- Wednesday 10th June 09. Venue: EMRA, Melton Mowbray
- Wednesday 12th August 09. Venue: EMRA, Melton Mowbray
- Wednesday 14th October 09. Venue: tbc (any offers?)
- Tuesday 8th December 09. Venue: tbc (any offers?)

Timetable of Key dates	
Deadline – Board members to send comments on draft Appraisal Process to SJ	12 th December 2008
Deadline – Board members to send comments on Comms & Stakeholder Plan to SJ	5 th January 2009
Deadline – Board members to send suggestion for a 6Cs Gi strap line and mission statement to SJ	5 th January 2009
6Cs Programme Management Board meeting	16 th January 2009
6Cs GI Strategy Stakeholder Workshops	29 th -30 th January 2009
Project Appraisal Task & Finish Group complete final version to circulate to the Board	4 th February 2009
Next 6Cs Strategic GI Project Board	11 th February 2009