

**6Cs Strategic GI Project Board  
Meeting 22<sup>nd</sup> October 2008  
Goscote Committee Room, County Hall,  
Leicestershire County Council, Glenfield. LE3 8TE.**

**Notes and Action Points**

**Present:**

|                               |  |
|-------------------------------|--|
| AH - Alison Hepworth (chair)  | EMRA                                   |
| DBo - David Bole (vice-chair) | Forestry Commission                    |
| SJ - Sharon Jefferies         | 6Cs GI Development Coordinator         |
| BJ - Barry Joyce              | Derbyshire County Council              |
| DS - Dave Slinger             | Derby City Council                     |
| DL - David Lepper             | Natural England                        |
| DBe - Dave Berry              | Nottingham City Council                |
| CGa - Charlotte Gault         | East Midlands Biodiversity Partnership |
| LE - Lesley Eddleston         | Leicestershire County Council          |
| AB – Alex Bowness             | GOEM                                   |
| CGi - Cathy Gillespie         | Nottinghamshire County Council         |
| 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)  |

Apologies were received from: Bob Mullins, Simon Evans, Andy Jackson, Ann Plackett, Fiona Clarke, James Dymond, Jenni French, Angie Essom, James Luger, Malcolm Hackett, Richard Crosthwaite.

**Item 2. Notes from last meeting 9<sup>th</sup> September 2008.**

Actions 1.5, 2.2 and 2.10 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<br>SJ  | asap     |
| 2.2    | Once details of the LA representatives on the steering group have been received by DBe, SJ will arrange a date for this first meeting where a work programme for the GI Development Coordinator will be decided. Details of this meeting will be circulated to the Project Board. | DBe<br>SJ | Nov 08   |
| 2.7    | AH will inform the 6Cs Programme Management Board that the Strategic GI Project Board have developed branding for the group, the website and update on its wider work.  | AH        | Next PMB |
| 2.10   | AH to provide SJ with contact details for the consultants undertaking work on the RES evidence base so that they can attend Data Validation Workshop.   | AH        | asap     |
| 2.11   | All Board members to share and pass on information about ongoing/emerging strategies and work, along with contact details, that should  | All       | Ongoing  |

|             |  |           |                                      |
|-------------|--|-----------|--------------------------------------|
|             | <b>feed in to the GI Strategy to SJ.</b>   |           |                                      |
| <b>2.12</b> | <b>Compile schedule of Sustainable Urban Extensions (SUEs) coming forward across the 6Cs Growth Point.</b> | <b>SJ</b> |                                      |
| <b>2.13</b> | <b>SJ to set up a meeting with JL/ AH and others to develop the appraisal process</b>                      | <b>SJ</b> | <b>End Oct/<br/>start Nov<br/>08</b> |

*Item 2. Notes from last meeting 15<sup>th</sup> July 2008.*

In relation to Action 1.4 CGi and DBe asked how information in general will be disseminated to District contacts. AH explained that the 6Cs Green Infrastructure website will be a key mechanism in doing this. SJ explained that she is attempting to use existing networks of Planning Officer Groups and local authority Countryside/Access/Environmental Groups. There was general agreement that it is important to all use the same contacts/networks to share information and news. SJ reiterated her request that Board members share this sort of contact information from their own networks with her.

| <b>Action</b> | <b>Detail</b>  | <b>Who</b> | <b>When</b> |
|---------------|--|------------|-------------|
| <b>3.1</b>    | <b>SJ to inform Board members of the networks that she is using to share information with District contacts</b>  | <b>SJ</b>  | <b>ASAP</b> |
| <b>3.2</b>    | <b>Board members to share contact details for their own networks amongst District colleagues with SJ.</b>  | <b>all</b> | <b>ASAP</b> |
| <b>3.3</b>    | <b>AH/SJ asked all Board members to encourage contacts within their own networks to sign up to the EMGIN website in preparation for the launch of the 6Cs Green Infrastructure website. This will then build up a distribution list for 6Cs matters.</b> | <b>All</b> | <b>ASAP</b> |

*Item 4. Work programme & steering group for GI Development Co-ordinator.*

DBe will be the Nottingham/Nottinghamshire representative on the Co-ordinator Management Steering Group for the time being.

*Item 7. Update on 6Cs GI Strategy.*

Action 2.10 – AH informed the Board that the British Geological Survey will be carrying out this work on the environmental evidence base for EMDA but have not yet exchanged contracts. AH will now take on this Action.

*Item 10. Programme of Development Refresh.*

CGa raised an issue of accuracy in the Minutes under Item 10. CGA felt that they did not accurately reflect what she had said at the meeting. AH replied that after discussion with SJ and DBo she felt that the minutes did accurately reflect what was said at the meeting and would sign them off as final. AH added that discussions and subsequent decisions/actions may not have been clear at past meeting but measures had now been taken to resolve this sort of misunderstanding arising for future meetings and so she would like to move on from this matter.

CGa replied that she would write a letter as Chairperson of the Regional Biodiversity Partnership outlining her argument.

**Item 3. 6Cs Green Infrastructure Work Plan** *(the discussion jumped around so for the minutes the main points have been structured under the 3 key areas that were discussed; the aims & objectives of the Work Plan; Data issues; Data Validation Workshop/Strategy Stakeholder Event).*

SJ/AH/DBo presented a Draft Work Plan and Timeline of Key Milestones for the period Sept-Dec 2008 covering Stage 1 of Strategy Development. SJ explained that the main purpose of this work plan was to firstly facilitate a shift from a reactive way of working to a more proactive and forward planning approach to 6Cs GI work streams. Secondly, the Work Plan will make it clear to Board members what their own responsibilities are in assisting the Co-ordinator through making their Actions and the deadlines for these clear. Thirdly, SJ felt that it was important to have a Draft Work Plan that the Co-ordinator Management Steering Group could use in order to make their meetings more productive. DBo added that the Work Plan should help the 6Cs Partnership highlight critical dependencies where a delay or issue with one task could have a significant impact upon another, for example, the cancellation of the Data Validation Workshop scheduled for 3<sup>rd</sup> Nov 08. AH emphasised this and informed the Board that the Work Plan will also be updated and used as a basis for each Board meeting so that collectively the Board are aware of and can work together to resolve future issues and problems that may have an impact upon the Strategy timetable. AH asked if the Board found this plan helpful. The Board agreed that they did and CGa emphasised this and said that there had been a noticeable 'gear change' in a activity since the summer and that deadlines were now more meaningful and so this proactive forward planning approach would help Partners to plan work loads etc.

The discussion moved on to Data issues and priority data still outstanding. After discussion it appeared that there had been some confusion of what input/assistance was required from Board members in gathering data from within their own organisations. A number of Board members were under the impression that the consultants CBA would be contacting individuals to gather the datasets required. AH/SJ/DS explained to Board members that this work was not included in the Brief for the consultants due to the huge financial implication that this would result in and it had always been the intention that data would be provided by Board members/partners with assistance from the Co-ordinator. AH explained that SJ simply did not have sufficient time to contact all individuals holding data herself, and as that was the current situation it was having a knock-on effect for other areas of the Co-ordinators work.

The final deadline now for outstanding priority data as detailed in the tabled Item 3 Appendix 1 paper is Friday 31<sup>st</sup> October 2008.

RW asked that when requests for data are made to Board members that they are clear, specific and refer to the data format/medium that is required. SJ/DS explained that the consultants had been informed and prepared from the off to receive data that was in a variety of formats. Because the Strategy covers such a large area and involves a variety of partner organisations a variety of data formats was to be expected. AB said that if the Government Office could assist in any way to remove barriers to gathering remaining data for the Strategy he would assist in any way he could. SJ thanked AB for this offer and said that even if barriers could not be removed in time to assist this Project is may be able to help resolve problems for future regional work. CGa supported this point and reminded the Board that the 6Cs GI Strategy is essentially a pilot project and lessons learnt through our Partnership working through this process can be shared with others across the region, for example the regional evidence base for the Integrated Regional Strategy.

The Data Validation Workshop (Strategy Stakeholder Event) was discussed in more detail as a key Milestone during Stage 1 of Strategy development. SJ referred the Board to the proposed Draft programme for the Data Validation Workshop detailed in the Item 10. Co-ordinator's Update Paper. SJ explained that the workshop would consist of a morning session which would be structured around a seminar format to provide an introduction to the 6Cs Growth Point and the emerging GI Strategy. The afternoon session needs to be structured as a more hands on workshop session where key individuals from partner organisations can look at and scrutinise the draft GI network maps produced by CBA. SJ emphasised to the Board that for the afternoon workshop session the invite list needs to be quite targeted to ensure that the maximum benefit from this workshop is gained. With this in mind EG made the point that the rescheduling of the Data Validation Workshop really should be dictated by the availability of these key people. This approach was supported by all other Board members but DS and SJ expressed concern that this should ideally be before the end of 2008 as postponing the Workshop until January 2009 could have significant impacts on the overall timetable and cost of the GI Strategy. SJ will discuss this with CBA.

AH/SJ requested that Board members supplied SJ with names and contact details of individual contacts from their own networks who they feel should be invited to attend the seminar style morning session and those key officers who are vital to attend the afternoon workshop session. It was discussed that in order for Board members to provide SJ with this information she needs to email the Board with a specific list of expertise required.

DS highlighted that the Stakeholder Workshop also needs to look forward to Stage 2 of the Strategy and ask delegates to consider the development of the Planning Framework and Action Plan.

EG asked the question "Who will have ownership of the GI maps once they are produced?". DS, LE, DBo and others explained that the Maps which will be the 'end product' will belong to the 6Cs Partnership, we will own and be able to use the end product but not the component parts (i.e. the raw data provided by partners) as these are subject to licence restrictions.

| Action | Detail  | Who        | When                                 |
|--------|---|------------|--------------------------------------|
| 3.4    | <b>SJ to contact CBA to discuss implications of rescheduling the Stakeholder Workshop for Jan 09.</b>   | <b>SJ</b>  | <b>Before 31<sup>st</sup> Oct 08</b> |
| 3.5    | <b>SJ to provide Board members with a list of expertise required for the GI Strategy Stakeholder Workshop morning and afternoon sessions.</b>   | <b>SJ</b>  | <b>Before 24<sup>th</sup> Oct</b>    |
| 3.6    | <b>All Board members to provide SJ with a list of contacts who they feel should attend the morning session of the workshop and are crucial to attend the more detailed afternoon session.</b> | <b>All</b> | <b>Before 31<sup>st</sup> Oct</b>    |
| 3.7    | <b>SJ after receiving contact information from Board members will send out invites and ask for availability of key contacts required for the afternoon Workshop session.</b>                  | <b>SJ</b>  | <b>3<sup>rd</sup> Nov 08</b>         |
| 3.8    | <b>Once SJ has received details of the availability of key individuals required for the afternoon Workshop session of the Stakeholder event she</b>   | <b>SJ</b>  | <b>asap</b>                          |

|  |  |  |  |
|--|--|--|--|
|  | <b>will set the date and arrange a suitable venue.</b> |  |  |
|--|--|--|--|

#### **Item 4. Interim Strategic GI Criteria sign off & proposal for development of project appraisal process**

AH directed the Board to her paper tabled under Item 4 and asked for sign off of the Interim Strategic GI Criteria so that it can form Part 1 (first filter) of the application process for projects bidding for Strategic GI Growth Point Funding. AH confirmed that the production of the criteria presented had been based upon comments previously received from the Board. SJ reminded the Board that the original intention for the Strategic GI Criteria was to simply help potential applicants to determine whether their project would deliver strategic GI. Board members had provided lots of useful comments asking for details on community involvement, deliverability and long-term management and sustainability. SJ explained that these were important issues but should be picked up in Part 2 of the more detailed project appraisal process that is still to be developed, not in this quick 'first filter' criteria. The more detailed second stage of the process will be developed by a small Project Appraisal Process Task & Finish Group, who would also produce Guidance for Applicants explaining the process and what is expected. SJ also reminded the Board that this is an interim approach until we have the finalised GI Framework and Action Plan in summer 2009 which will then guide investment in GI across the Growth Point. This appraisal process was being developed so that as a Partnership we can demonstrate to CLG that we can deliver GI on the ground whilst our GI Strategy was emerging.

There was discussion again on a couple of the criteria based around providing more detailed information. AH expressed feelings that the criteria could again become too restrictive and there should be scope for the applicants to be imaginative and forward thinking with their applications. EG said that after consultation with EMEL partners the criteria were good and their partners could work with these to put a number of projects forward. SJ emphasised to the Board that we need a set of criteria that are workable, there is no way that they can be perfect without actually using them and proposed that rather than pre-empting what applicants may think about this criteria we move forward, use the criteria and see what feedback we get from applicants and then, if necessary, adjust accordingly. The final discussion concluded that the only amendment to make to the Criteria was to define what was meant by "Landscape Scale" in No. 6. SJ asked the Board if anyone would like to volunteer to do this. CGa said that the same discussion occurred at a recent Regional Biodiversity Partnership and she would provide SJ with the definition and outcome from this discussion.

AH directed the Board to Section 3 of her paper 'Project Appraisal Process'. Discussion continued around which organisations should form the core group of the Appraisal Panel. AH proposed that the Panel should be made up of organisations from the Board who do not have a financial interest in applying for funding, but where necessary others members of the Board could be called upon to provide their technical expertise on certain projects as required. EG expressed concern that the proposed panel was exclusively public sector and individuals may not have the insight into how community or voluntary organisations operate and how they would compile an application. EG also made the point that whoever sat on the Panel would need to be subject to a process of declaration of interests. AH was clear that the Panel should not comprise the whole Board and in order for the process and the Panel to be effective the numbers should be kept small. Discussion continued around skills requirements of the Panel and the process and timetable for project applications. It was decided that all points raised will be picked up by and this discussion continued by the Task & Finish Group as they develop the Appraisal

Process and accompanying Guidance for Applicants. The outputs from the Task & Finish Group will be presented to the Board at the next Board meeting on 9<sup>th</sup> Dec 08.

It was agreed that the following Board members will form the Task & Finish Group

- David Bole – Forestry Commission (vice-chair), will Head the T&F Group
- Alison Hepworth – EMRA (chair)
- Simon Evans – National Forest
- James Luger – EMDA
- Alex Bowness – GOEM
- Dave Slinger – Derby City Council
- Ed Green – EMEL

SJ will work with these people to set up a meeting for the Task and Finish Group.

| Action | Detail  | Who | When                       |
|--------|---|-----|----------------------------|
| 3.9    | <b>CGa to provide SJ with the out come of the discussion on defining 'landscape scale' that was had at a recent Regional Biodiversity Partnership</b>                         | CGa | ASAP                       |
| 3.10   | <b>SJ to amend the Strategic GI criteria based upon information received from CGa and provide the final version to the Project Appraisal Process Task &amp; Finish Group.</b> | SJ  | ASAP after receiving info. |
| 3.11   | <b>SJ to work with members of the Task &amp; Finish Group to arrange a meeting.</b>   | SJ  | ASAP                       |

#### **Item 5. 6Cs Green Infrastructure logo – final design to be decided by the Board**

The Board were presented with 4 choices of logo for 6Cs Green Infrastructure. SJ explained that the process of developing a logo had been quick because there was pressing need for the partnership to have a visual identity and a logo needed to be chosen in order for the 6Cs Green Infrastructure website to be developed to an acceptable standard in time for the scheduled launch on 19<sup>th</sup> November 08 at the First Annual EMGIN Conference/East Midlands EXPO. It was also explained this was the first step in branding for the Partnership and a Vision and strap line still needed to be developed. The Board were informed that RNRP were assisting in project managing the development of both the website and the logo.

After a vote Logo 1 was chosen. CGa and DL expressed some concern over visual standards of all logos in terms of accommodating people with red-green colour blindness.

| Action | Detail  | Who | When                        |
|--------|---|-----|-----------------------------|
| 3.12   | <b>SJ to inform RNRP of logo decision so that work on the website could proceed.</b>  | SJ  | Wed 22 <sup>nd</sup> Oct 08 |
| 3.13   | <b>SJ to contact RNRP for confirmation/details on whether visual standards were taken into consideration during logo development.</b> | SJ  | Wed 22 <sup>nd</sup> Oct 08 |

#### **Item 6. Updates from HMA Boards**

SJ provided the Board with an update on HMA co-ordinator recruitment and said that she had made contact providing them with information on the Strategy and suggested a meeting off all co-ordinators once they were in post.

Tony Lockley, Leicestershire County Council, provided an update from the Leicester & Leicestershire HMA Board. It was positive to see that the Stepping Stones Project was listed as a Priority 1 project in their PoD refresh. Other GI projects were included but given a lower priority. AB pointed out that it was important to know the basic criteria that Leicester & Leicestershire HMA employed when deciding the ranking of GI projects within their PoD refresh. This information can inform our Appraisal Process for Strategic GI Projects, AB expressed concern that we do not want to create a situation where certain projects slip through the net for both funding streams.

No Board members sat on either of the Derby and Greater Nottingham HMA Boards and relationships with both will develop once the HMA Co-ordinators are in post and begin working with the GI Development Co-ordinator.

| Action | Detail   | Who | When |
|--------|--|-----|------|
| 3.14   | <b>SJ to contact Tony Lockley to find out the decision making criteria used for determining inclusion of GI projects with Leicester &amp; Leicestershire HMA PoD refresh. SJ to pass this info to the Project Appraisal Process Task &amp; Finish Group.</b> | SJ  | ASAP |

**Item 7. 6Cs GI Strategy progress update from CBA**

Papers not received in time for the meeting.

**Item 8. 6Cs GI Strategy Inception Meeting minutes**

Papers not received in time for the meeting.

| Action | Detail  | Who | When |
|--------|---|-----|------|
| 3.15   | <b>SJ to email papers relating to Item 7 and 8 to the Board as soon as she receives them.</b> | SJ  | ASAP |

**Item 9. Chair update**

AH gave an update of regional work relevant to the Board

**Item 10. GI Co-ordinator update**

SJ/DBo provided an update on website development. There was some discussion around how the website will be used and how can the Board ensure that all necessary stakeholders are aware of the website and information on it. SJ/DBo explained that this would be considered during the development of a Communications Plan for 6Cs Green Infrastructure Work.

DBo informed the Board that there will not be a chance to view the website before the launch due to the tight timetable but the website would evolve and development overtime in response to changing needs and requirements of the Partnership. DBo made a request to Board members to provide any photos that could be used on the website to make it as attractive and appealing as possible for its launch.

The Data validation workshop was discussed under Item 4.

| Action | Detail   | Who | When                            |
|--------|--|-----|---------------------------------|
| 3.16   | All Board members to send suitable photos that can be used on the 6Cs GI website to SJ | All | Before 31 <sup>st</sup> Oct 08. |

### Venue for next meeting(s)

*All meetings 10am to 1pm unless otherwise stated*

- Tuesday 9<sup>th</sup> December 08. Venue: GOEM Offices, Nottingham.
- Wednesday 11<sup>th</sup> February 09. Venue: GOEM Offices, Nottingham
- Wednesday 15<sup>th</sup> April 09. Venue: County Hall, Matlock
- Wednesday 10<sup>th</sup> June 09. Venue: EMRA, Melton Mowbray
- Wednesday 12<sup>th</sup> August 09. Venue: EMRA, Melton Mowbray
- Wednesday 14<sup>th</sup> October 09. Venue: tbc (any offers?)
- Wednesday 9<sup>th</sup> December 09. Venue: tbc (any offers?)

| Timetable of Key dates   |                                |
|--|--------------------------------|
| Deadline – CBA received all outstanding priority data                                    | 31 <sup>st</sup> October 2008  |
| Deadline – Board members to send contact details for Strategy Stakeholder Workshop to SJ | 31 <sup>st</sup> October 2008  |
| EMGIN 6Cs Practitioner Workshop  | 30 <sup>th</sup> October 2008  |
| EMGIN First Annual Conference and launch of 6Cs GI website                               | 19 <sup>th</sup> November 2008 |
| Strategic GI Project Board Meeting   | 9 <sup>th</sup> December 2008  |