

**6Cs Strategic GI Project Board  
Meeting 13<sup>th</sup> October 2009  
Derby City Partnership  
7<sup>th</sup> Floor, St Peter's House, Gower Street, Derby DE1 1SB**

**Notes and Action Points**

**Present:**

**Board members**

AH - Alison Hepworth (chair)	EMRA
SJ - Sharon Jefferies (secretariat)	6Cs GI Development Coordinator
DS - Dave Slinger	Derby City Council
LE - Lesley Eddleston	Leicestershire County Council
EG – Ed Green	East Midlands Environment Link (EMEL)
RC – Richard Crosthwaite	EMDA
MM – Malcolm Marshall	Derbyshire County Council
HS – Heather Stokes	Nottinghamshire County Council
CGa – Charlotte Gault	East Midlands Biodiversity Partnership
CGo – Chris Gordon	Natural England
EO– Elizabeth Oxborough	Leicester City Council

**Wider reference group**

AB – Alex Bowness	GOEM
FC – Fiona Clarke	Groundwork East Midlands
MH – Malcolm Hackett	Greenwood Community Forest
RN – Ruth Needham	OnTrent

**6Cs Growth Point team**

SB – Harriet Fisher	6Cs Derby HMA Co-ordinator
EGr – Emma Grady	6Cs Leicester & Leicestershire HMA Co-ordinator

Apologies were received from: David Bole (Forestry Commission), Martin Potts (GOEM), Barry Joyce (Derbyshire County Council), Simon Evans (National Forest), Helen O'Brien (Leicester City Council), Matt Gregory (Greater Nottingham HMA), Sarah Banks (Derby HMA), Derek Doran (6Cs Programme Manager), Tim Pickering (Environment Agency), Helen Woolley (CLA).

**Item 1. Welcome, introductions and apologies.**

AH welcomed RN, MM and HF to their first 6Cs Strategic GI Project Board meeting.

**Item 2. Notes and Action Points from last meeting 10<sup>th</sup> June 2009**

The following Actions are ongoing

Action	Detail	Who	When
2.12	Compile schedule of Sustainable Urban Extensions (SUEs) coming forward across the 6Cs Growth Point.	SJ MG SB EGr	Ongoing as info is confirmed
4.2	Continuation of Action 4.2. GOEM liaising with DEFRA on issues associated with sharing data. MP/AB to provide progress updates to SGI Board as appropriate	AB MP	Updates to be provided as appropriate

Action 6.1 will be picked up under Communications Planning work. Action 7.10 will be picked up under the Consultation Response to CLG's proposed changes to Growth Fund 2010-11 provisional allocation.

### **Item 3. Consultation on proposed changes to Growth Fund 2010-11 provisional allocation**

SJ had circulated a link to the CLG Consultation Document prior to the meeting. SJ also signposted Board members to the previous paper tabled at the 13<sup>th</sup> August 2009 meeting under Item 4b, which outlined the implications for a reduced Strategic GI allocation under CLG's current proposals. The current proposal for a pro-rata reduction to each Growth Area and Growth Point's provisional allocation for 2010/11 would see the 6Cs Strategic GI allocation for 2010/11 reduced from £1,170,145 to £662,249.

SJ informed the Board that Derek Doran, 6Cs Programme Manager, had prepared a paper for the 6Cs Programme Management Board(PMB) (taking place at 2.30pm 13<sup>th</sup> October 2009) recommending that the 6Cs Partnership respond to the CLG consultation stating that we are opposed to the cuts and the Partnership should make a case for a more "discretionary" approach from CLG and support Option 3 as outlined under paragraphs 65-67 of the Consultation document (available to download at <http://www.communities.gov.uk/publications/housing/growthfundchanges>).

Discussion took place around consideration of the fairness of the current approach proposed by CLG and the risks associated with a discretionary approach where an individual assessment of the 6Cs Growth Point would take place. It was agreed that the current CLG proposal is a fair approach and would be a lower-risk option. However, if the PMB decided to support the recommendation made by Derek Doran, the Strategic GI Project Board could assist in preparing a case for why the 6Cs is unique from a Strategic GI perspective in relation to other Growth Points.

Board members requested that AH reiterates the views of the Board, as detailed in the minutes of 13<sup>th</sup> August 2009, under Item 4b, in the discussion at the PMB. The key message being the proposed reduction appears to be implying that the same number of houses/level are growth are expected to be delivered with a reduced amount of funding for supporting infrastructure, including green infrastructure. For the same amount of development to be delivered with reduced GI would result in a lower quality of life for new residents and a failure to deliver sustainable communities. Growth Fund has been crucial in facilitating the 'forward/up-front' funding of infrastructure. This is particularly important in relation to GI because it takes longer to establish and is more difficult to retrofit in comparison to other infrastructure.

<b>Action</b>	<b>Detail</b>	<b>Who</b>	<b>When</b>
<b>8.1</b>	<b>AH to represent the views of the Strategic GI Project Board at the PMB when discussion on the CLG Consultation takes place</b>	<b>AH</b>	<b>PMB 13<sup>th</sup> Oct 09</b>

### **Item 4. 9<sup>th</sup> October 2009 Stakeholder Event - feedback**

SJ tabled a summary report of delegate feedback received at the 6Cs GI Strategy Event to launch the Consultation Draft for wider stakeholder review held on 9<sup>th</sup> October 2009 at the Riverside Centre, Derby. The event was attended by approximately 80 delegates from across the 6Cs Growth Point and beyond. The overall majority of feedback was positive with a large proportion of delegates feeling that the Event was informative and that they now have a better understanding of how

they contribute to the Strategy. The majority of respondents also felt that the 6Cs GI Strategy would complement their own work.

In response to feedback received SJ requested that all Board members and members of the wider reference group play a role in ensuring that all key individuals within their respective organisations and partnerships are kept up to date with 6Cs Green Infrastructure progress and issues, including advocacy and dissemination of information. SJ also requested that during the development of the 6Cs Green Infrastructure Communications Plan the Board gives some consideration to the key stakeholder groups that need to be engaged at the 6Cs Growth Point level. SJ explained that there will not be sufficient resource to engage with all groups at the same level of detail and some prioritisation will be required. SJ recommended that a targeted approach to communications and stakeholder engagement is taken, otherwise there is a risk that if resources are spread too thinly communication objectives may not be achieved for any of our key stakeholder groups. All Board members present supported this approach and agreed that it should be picked up again under agenda Item 5.

LE thanked SJ for her hard work involved in preparation for the event on 9<sup>th</sup> Oct 09 and in compiling the feedback summary report so soon after the event.

Action	Detail	Who	When
8.2	<b>All to play a role in ensuring that all key individuals within their respective organisations and partnerships are kept up to date with 6Cs GI progress and issues, including advocacy and dissemination of information.</b>	all	<b>ASAP and ongoing</b>

#### **Item 5. 6Cs GI Communications Plan/Strategy consultation Oct-Dec 2009**

SJ informed the Board that the Strategy Steering Group signed off the 6Cs GI Strategy Consultation Draft on 30<sup>th</sup> September 2009. This was made available along with a Consultation Draft Response Form at the event on 9<sup>th</sup> Oct 09 and was now available to download from the 6Cs GI website via the Strategy Pages. The Deadline for consultation responses had been set for 5pm Friday 4<sup>th</sup> December 2009. **The Steering Group would meet on 17<sup>th</sup> December 2009, 1.30pm to 5pm (Room B27/1, County Hall, Glenfield)**<sup>1</sup> to review submitted responses and recommend changes to be made to the 6Cs GI Strategy. CBA will be re-commissioned during Dec 09-Jan 2010 to action the changes before a final version is produced and signed off by the Board at the meeting on 25<sup>th</sup> March 2010.

SJ thanked the Strategy Steering Group for their hard work over the past 12 months and their continued input one the Consultation closes.

SJ recommended that that the Strategy is launched late spring 2010 with a final launch event and a short 'glossy' leaflet to accompany it. Whereas previous events have been aimed at the practitioner level the final launch should focus on reaching out to key decision makers such as elected members, The Homes and Communities Agency, Local Authority Service Directors etc. Such an event will require detailed planning and a high profile 'keynote speaker' would help to raise the profile of the 6Cs GI Strategy and the work of the 6Cs Strategic GI Project Board to date. LE

<sup>1</sup> PLEASE NOTE CORRECTION: CHANGE OF DATE FROM PAPER TABLED AT THE 6Cs STRATEGIC GI PROJECT BOARD ON 13<sup>th</sup> OCT 09.

added that planning for this event should begin before the final Board sign-off on 25<sup>th</sup> March 09 and a date should be circulated for people's diaries as early as possible. All Board members present supported this approach and recommendation.

SJ requested that all Board members and members of the wider reference group take an active role in encouraging their respective organisations/partnerships to submit a Consultation Response Form. SJ also requested that Board members begin to consider the necessary steps involved in seeking endorsement on the finalised 6Cs GI Strategy from their respective organisation/partnership.

DS highlighted that the emerging 6Cs GI Strategy was a good product and as a partnership we had developed an exemplar process during strategy production. DS recommended that we needed to promote this to a wider professional audience and volunteered to draft an article/press release that could be used as a template for press releases and articles in national/professional press. DS would circulate and Board members and members of the wider reference group could adapt and tailor to specific audiences as required.

Action	Detail	Who	When
8.3	<b>All to take an active role in encouraging their respective organisations/partnerships to submit a Consultation Response Form</b>	All	<b>Before deadline 5pm 4<sup>th</sup> Dec 09</b>
8.4	<b>All to start to consider the necessary steps involved in seeking endorsement on the finalised 6Cs GI Strategy from their respective organisation/partnership.</b>	All	<b>Oct 09- Mar 2010</b>
8.5	<b>Strategy Steering Group meet to review Strategy consultation responses and instruct CBA to make necessary changes</b>	SJ, AH, DB, CGo, LE, DS, MH, TL	<b>Meet 17<sup>th</sup> Dec 09</b>
8.6	<b>DS to circulate draft for press release/news article to promote the 6Cs GI Strategy</b>	DS	<b>Oct-Nov 09</b>

SJ presented the Board with a paper provided some preliminary thoughts on key activities to be included in the 6Cs GI communications plan. SJ outlined key communication activities related to the 6Cs GI Strategy including stakeholder consultation; endorsement; launch; promotion of key messages; embedding the strategy into planning policy; influencing development; delivery of the GI network; updating the strategy and action plan; how to use the strategy and evolution of the 6Cs GI website. SJ also introduced the Action Plan: Part One from the 6Cs GI Strategy Consultation Draft that suggests key actions required to achieve the Strategic Objectives for the Strategy relating to promotion and advocacy of GI principles. SJ recommended that the Action Plan: Part One is incorporated in to a 6Cs GI Communications Plan along with further development of the other key activities identified. SJ explained that the development of the Communications Plan would identify such things as the separate communication activities, the most effective channels to achieve/deliver objectives, lead responsibility and most effective timeframe for each particular activity to take place. Following this a prioritisation exercise would need to follow where key objectives would need to be identified and decisions made about what could be delivered with the resources available. SJ suggested that this could then be used a work plan for the GI Development Co-ordinator post that would set priorities and steer work load in a proactive and targeted manner. All Board members present supported this approach and recommendation.

SJ suggested that to move this work forward she continues work on the 6Cs GI Communications Plan and presents a progress report to the Board on 17<sup>th</sup> Dec 09 with a final communications plan to be signed off by the Board on 25<sup>th</sup> March 09. AH requested that Board members volunteer to support SJ in the development of the Communication Plan. FC volunteered.

SJ requested that Board members send comments on the suggested communication activities and the Action Plan: Part One presented in paper tabled under Item 5 by Friday 6<sup>th</sup> Nov 09 to inform the progression of the Communications Plan.

Action	Detail	Who	When
8.7	Any Board members who would like to assist SJ in developing the 6Cs GI Communications Plan to inform SJ, AH.	All	ASAP
8.8	Send comments on the suggested comms activities and the Action Plan: Part One presented in paper tabled under Item 5	All	Fri 6 <sup>th</sup> Nov 09

### Item 6. SGI Project submission and appraisal – Second Round

SJ presented the Board with a finalised version of the Second Round – agreed ‘Ways of Working’ process and work plan paper first presented under Item 4a at the 13<sup>th</sup> Aug 09 meeting. This paper had now received support from all HMAs and would be taken to the PMB. SJ explained that she had been working with the HMA Co-ordinators to further progress this work and presented a DRAFT Expression of Interest Form. The form had been developed in conjunction with the HMA Co-ordinators and was based on recommendations that emerged from the Round 1: wash-up meeting. It is proposed that as a ‘first filter’ we ask applicants to demonstrate their projects alignment with the 6Cs GI Strategy by posing the following questions;

#### Contribution to Delivery of Strategic GI Networks

A - Does the proposed project lie within or immediately adjacent to a Sub-Regional GI Corridor shown on **Figure 4.1**?

B - Does the proposed project lie within or immediately adjacent to an Urban Fringe GI Enhancement Zone shown on **Figure 4.1**?

C - Does the proposed project lie within or immediately adjacent to a City Scale GI Corridor shown on **Figures 4.2, 4.3 or 4.4**?

(Corresponding figures will be provided in the accompanying guidance notes and applicants will be asked to mark the location of their project on these maps.)

Subject to demonstrating alignment with the above criteria during the Expression of Interest phase it is proposed that GI Projects should also demonstrate how they contribute to the following criteria when completing the detailed application form.

#### Contribution to GI Planning and Delivery Principles

A - Would the proposed project provide new or enhanced GI that serves new housing development and existing communities?

B - Would the proposed project be designed to a high quality that responds to its location’s local distinctiveness and sense of place?

C - Can the proposed project demonstrate how it will be delivered through a partnership approach?

D - Would the proposed project be designed to deliver multiple benefits?

E – Can the proposed project demonstrate how it links with Regional Policies and how it will contribute to delivering regional priorities and aspirations?

F – Does the proposed project include adequate provision for sustainable long-term management?

The above criteria are based upon the successful criteria used during Round 1. This is also the suggested criteria that feature in the 6Cs GI Strategy Consultation Draft now available for wider stakeholder review. After discussion with the Strategy Steering Group during development of the 6Cs GI Strategy the following questions from Round 1 have been removed because they will essentially now be covered by the first filter and demonstration of alignment with the 6Cs GI Strategy.

- Demonstrate how the project will strengthen the connectivity of the sub-regional GI network.
- Demonstrate how the project is working at the ‘landscape scale’.
- Demonstrate how sustainable development principles are incorporated in to the project.

All Board members present approved the content of the Expression of Interest Form and the proposed Strategic GI Criteria to be used as a first filter and for more detailed assessment.

SJ provided an update on progress made by the Greater Nottingham HMA in defining HMA Strategic GI Criteria. The following themes had emerged so far:

- a) Prioritise support for projects (subject to their general quality and fit to SGI objectives) which clearly link to growth areas and identified regeneration sites. In addition to the following factors should be taken into consideration
- b) support for projects which are multifunctional and provide a range of benefits
- c) support for projects which make connections/links between major GI sites
- d) support for projects which seek to connect/provide benefits to areas of deprivation with high levels of social exclusion
- e) support for projects which ensure easy public access to GI facilities
- f) support for projects which also focus on other water courses and corridors that are not specifically identified through the 6Cs GI Strategy.

SJ and Dawn Alvey (Greater Notts HMA Commissioning and Delivery Manager) are holding a joint ‘surgery session’ on 15<sup>th</sup> Oct 09 to enable potential applicants to discuss emerging projects, SGI objectives and the bidding process.

HF provided an update on progress made by the Derby HMA in defining HMA Strategic GI Criteria. The Derby HMA are taking a policy and evidence led approach to defining priorities that are based on the emerging strategic objectives of the Core Strategies and have been cross-checked against each of the Sustainable Communities Strategies. Derby HMA are seeking an equitable spatial split across the HMA and would like to prioritise projects that deliver against objectives not currently being met. Discussions had taken place with SJ and a number of organisations about potential projects including the three districts and the county, and other stakeholders and discussions will continue prior to the submission of expressions of interest. Draft HMA GI Priorities have been taken to the LDF and Growth Point Coordination Groups, and the HMA Joint Advisory Board is being asked to endorse them on 26<sup>th</sup> Oct 09. It is intended that local GI allocations are directed towards investment in existing GI sites/assets and the community level within the most deprived wards across the Derby HMA.

EGr explained that work of defining GI priorities for the Leicester and Leicestershire HMA was commencing and key areas where GI investment would be identified in line with the Programme of Development and designated growth locations. Initial

discussions with potential applicants had taken place but further work was needed with SJ. EGr explained that the Leicester and Leicestershire HMA are proposing to filter potential projects to ensure that they meet HMA priorities and to reduce needless competition. In terms of local GI allocations the intention of the

SJ expressed concern about the proposal for the Leicester and Leicestershire HMA to filter potential projects and asked who would be doing the 'filtering' and where was the GI expertise in the process. SJ stated that it had been agreed that this decision making process was to be led by the Strategic GI Project Board because this is where the necessary GI and strategic expertise within the 6Cs Partnership lies. Board members also expressed this concern and questioned why the Leicester and Leicestershire HMA was taking a two stage approach highlighting the risk of excluding or overlooking good projects because they people involved in this filter process do not have the appropriate understanding of GI principles.

HF stated that the process outlined in the 'Ways of Working' paper was the right way to proceed and that the all projects from the Derby HMA would be submitted at the Expression of Interest stage and the Derby HMA would prepare a series of recommendations for consideration by the panel.

AH stated that alignment with the 6Cs GI Strategy and contribution to Strategic GI Criteria would be the overriding factor in determining allocations of the Strategic GI Growth Fund and HMA priorities needed to compliment and build upon these and should not be in conflict with them. AH also emphasised that HMA priorities needed to be agreed for prior to inclusion in the Expression of Interest Form.

*EGr – needed to leave the meeting.*

The Board requested that SJ seek clarification on the process being proposed by Leicester and Leicestershire HMA and whether this was process of filtering projects prior to submission at the Expression of Interest stage or whether they were proposing project development guidance from the HMA. SJ also explained that sent a reminder and had made a request to the HMA Co-ordinators that when defining HMA Strategic GI Priorities additional work was needed to distill these into a set of questions and scoring criteria that will provide instruction to the Appraisal Panel on how to assess and score projects for their contribution to HMA priorities, as was developed for SGI Criteria during Round One. SJ also reminded HMA Co-ordinators that this has been agreed that this information is provided upfront to applicants and would therefore need to be developed by 10<sup>th</sup> Dec 09 so that it can be built into the detailed application form and taken to the next GI Board meeting.

SJ outlined the following key dates for Round Two and explained that work on the detailed application form would continue and interim updates would be circulated prior to the next GI Board meeting.

- **Deadline for submission of Expression of Interest Forms to GI Development Co-ordinator and relevant HMA Co-ordinator(s)** – suggested 5pm Friday 4<sup>th</sup> December 2009.
- **Expression of Interest short listing** – Tuesday 8<sup>th</sup> December 2009, 10am-1pm, County Hall, Glenfield
- **Appraisal Panels convene** – Wednesday 17<sup>th</sup>, Thursday 18<sup>th</sup> and Friday 19<sup>th</sup> February 2010, 10am-5pm, County Hall, Glenfield
- **Final programming and prioritisation meeting** – Wednesday 24<sup>th</sup> February 2009, 10am-4pm, County Hall, Glenfield

All Board members present supported this recommended timeline.

AH asked Board members to volunteer for the Expression of Interest short listing. LE, HS, CGo volunteered.

Action	Detail	Who	When
8.9	Seek clarification on the process being proposed by Leicester and Leicestershire HMA for Round Two of SGI project submission and appraisal	SJ	ASAP
8.10	Further development and finalisation of HMA Strategic GI priorities for the Round Two project submission and appraisal process,	HF, SB, DA, MG, EGr with SJ	mid Nov 09
8.11	Development of assessment criteria for HMA Strategic GI priorities including instructions to be used by the appraisal panel	HF, SB, DA, MG, EGr	10 <sup>th</sup> Dec 09 deadline
8.12	Commence work on the detailed application form and circulate updates/progress to the Board prior to the next meeting	SJ with assistance from HF, SB, DA, MG, EGr, NR	Nov 09

#### Item 7. GI Co-ordinator update

SJ informed the Board that she would be taking maternity leave at the end of February 2010 until the end of the calendar year. AH had made a request to the Chair of the 6Cs PMB for additional revenue funding to cover the cost of a full-time maternity cover but was awaiting an outcome from this request. SJ explained that if additional funding was not received there would only be sufficient budget for a 3 day week cover.

SJ also updated the Board on the development of the Board Member area on the 6Cs GI website. The area was now functional and all Board members should receive their user name and password shortly.

#### Item 8. 6Cs SGI projects update

SJ informed the Board that the process of drafting funded agreements and contracts for the Erewash Valley Trail and National Forest Cycling Centre Projects was commencing. Final confirmation on match funding and planning permission was awaiting in order to commence work on funding agreements for Derby City Greenway, Derwent Valley Greenway and Willington Wetland's projects.

#### Item 9. Updates from the Housing Market Area Boards including progress on local GI

HF provided an update on work from the Derby HMA. Core Strategy work is ongoing; with preparation of an aligned (not joint) Core Strategies based on a shared evidence base. A number of HMA-wide studies are underway or about to commence. The Water Cycle Study (outline) and the Strategic Housing Land Availability Assessments are due to report by the end of October 09. Work on transport modelling is ongoing they are about to commission a study looking at strategic sites and sustainable urban extensions, and hope to have findings by March 2010.

#### Item 10. Chair update

AH reported that the 2<sup>nd</sup> annual EMGIN conference took place as part of the East Midlands EXPO on 8<sup>th</sup> Oct 09 and was a great success. Feedback and conference materials are available on the EMGIN website.

**Item 11. GI Successes and Achievements from across the 6Cs Growth Point**

EG announced that the Derbyshire Wildlife Trust Willington Wetlands project had successfully received £100,000 SITA funding.

SJ congratulated Leicester City Council and Natural England on the success of their Green Places event held on 22<sup>nd</sup> Sept 09.

**Item 12. Any other business**

There was no additional business.

**Venue for next meeting(s)**

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

- Thursday 17<sup>th</sup> December 09. Venue: County Hall, Glenfield, Leicestershire
- Thursday 25<sup>th</sup> March 2010. **2pm to 5pm** Venue: Nottinghamshire County Council, County Hall, West Bridgford