

**6Cs Strategic GI Project Board
Meeting 15th July 2008
Room B28, County Hall, Glenfield, Leicestershire**

Notes and Action Points

Present:

AH - Alison Hepworth (chair)	EMRA
SJ - Sharon Jefferies	6Cs GI Development Coordinator
DBo - David Bole	Forestry Commission
AJ - Andy Jackson	Leicestershire County Council
AP - Ann Plackett	English Heritage
BJ - Barry Joyce	Derbyshire County Council
MH - Malcolm Hackett	Nottinghamshire County Council
DS - Dave Slinger	Derby City Council
DL - David Lepper	Natural England
NR - Nick Rimes	Leicester City Council
EO - Elizabeth Oxborough	Leicester City Council
DBe - Dave Berry	Nottingham City Council
CG - Charlotte Gault	East Midlands Biodiversity Partnership/ EMEL
TL - Tony Lockley	Leicestershire County Council
LE - Lesley Eddlestone	Leicestershire County Council
RM - Ron Marquand	GreenSpace East Midlands
FC - Fiona Clarke	Groundwork East Midlands

Apologies were received from: Simon Evans, Richard Welburn and James Luger

Item 2. Notes and actions from Brainstorm session held on 18th June 08.

Following on from the session on 18th June there was discussion around whether another 'follow on' session was needed to build on the map exercise, now digitised by DBo. However, DS reminded the Board that we should be careful not to duplicate the work of the consultants who have been commissioned to produce the GI Strategy for the 6Cs Growth Point.

Discussion moved on to the issue of a definition for Strategic GI opposed to Local GI. SJ presented a paper to the board "Strategic Vs Local Green Infrastructure: A definition?" SJ suggesting as a starting point a definition for Strategic GI illustrated by examples of both Strategic and Local GI as defined in the Green Infrastructure Planning Guide

http://www.greeninfrastructure.eu/images/GREEN_INFRASTRUCTURE_PLANNING_GUIDE.pdf

Action	Detail	Who	When
1.1	All Board members to provide SJ with comments/ amendments to the proposed definition and table of Strategic/ Local GI examples	SJ All	25 th July 2008

After further discussion it was decided that there is a need for some high level criteria/lists of bullet points that projects should meet in order to be eligible for Growth Point Strategic GI funding. This high level criterion would be used as a first round 'filter' for projects, if projects meet this criteria project leaders/partners will then be asked to provide more detailed information for assessment by a project appraisal

panel. Assessment Forms produced by TL earlier in the year could feed in to this process.

Action	Detail	Who	When
1.2	SJ to produce a first draft of high level criterion to assess strategic nature of projects coming forward for Growth Point Funding and develop in conjunction with AH and DBo. High Level Criterion to be circulated to the Board for discussion at next GI Project Board.	SJ AH Dbo	mid-late August 2008

This High level Criterion for Strategic Projects would be applied to projects previously submitted as part of the original Programme of Development (PoD) Appendix 4 (published Oct 07); non strategic projects will not feature as part of the PoD refresh, but should still be reflected in individual HMA's PoDs as part of their refresh programme. In addition, this criterion will be circulated to District Councils (through engagement with HMA Boards) plus other organisations to give them a chance to revisit the wording of any project proposals already submitted, as well as to catch any new projects that may be eligible. This may also be an opportunity to capture information about those projects that have progressed since the last call for information as part of the original PoD.

NR suggested a transparent (audit proofed) process of project appraisal as a next step for those projects that meet the high level criterion. An Appraisal system and training has been developed by Leicester City Council (who are the accounting body for the 6Cs funding). Each project would be assessed independently by an appraisal panel made up of representatives from the Strategic GI Board.

AH would like all Board members to be trained for and knowledgeable of the appraisal process. This will provide a pool of expertise for Appraisal Panel membership and help spread the load. This process would be non-competitive and on-going throughout the life of the project (at least 3 – 10 and possibly 20 years). Projects could be presented to the GI Coordinator/Strategic GI Board at any time throughout the financial year/Housing Growth Funding round.

NR also suggested that we remove the need for matched funding for projects as this may cause delay in delivery and that we need to be prepared to fund 100% if necessary. However, levering in funding sent a strong message to CLG about value of investment. There was general agreement that there needed to be an early adoption of one or several projects which would begin to act as flagship sites. These should anticipate the strategy.

Action	Detail	Who	When
1.3	NR to provide SJ with examples of project appraisal forms previously used and details of training courses available in the project appraisal process. SJ to work these up so fit for our purpose. SJ to investigate dates for training.	NR SJ	asap

CG/AP plus others raised the issue that the Strategic GI Board needs to inform District Councils plus others about the high level criteria for strategic projects and the intended project appraisal process so that they can target efforts and tweak projects where necessary.

Action	Detail	Who	When
1.4	AH/SJ will ensure information is circulated, and there is to be a programme of engagement with Districts and HMA Boards. In addition, AH will seek endorsement of the overall approach from the Growth Point Programme Management Board.	AH SJ	

Item 3. Feedback from PMB meeting 10th July 08.

Guy Wisbey, 6Cs Project Manager is leaving at the end of July, but arrangements are being made for him to continue work on the POD refresh. It is expected that the Guidance will be available Mid August with a PoD Refresh submission deadline date of Mid October (but this has to be confirmed yet and may change).

It was stressed that the Refreshed PoD document needs to be clearer on the scale of the challenge and provide more detail where there is certainty. We need to come up with a programme of spend on Strategic GI for the next two years at least.

On the Prince2 Tracking report, it was stressed that the key is the recruitment of staff. The appointment of the GI Development Coordinator for the 6Cs is the first success! Other posts for the HMA Boards are now being developed and will be advertised shortly. These include the following:

- 6Cs Programme Manager
- Derby HMA – agreement to fund three posts (July advert, appoint Aug/Sept)
 - HMA Programme Coordinator (PO3)
 - HMA Planner (PO2)
 - HMA Transport Engineer (PO1/2)
- Leicester and Leicestershire HMA – Coordinator Band 7 Advert July
- Nottingham HMA
 - Head of Commissioning and Programme Management
 - Growth point Planning Manager

A Water Cycle Study is to be undertaken for Derby City.

It was agreed that the PMB will receive Action Points from the Strategic GI Project Board meetings.

Item 4. GI Board membership update.

Additions to the Board membership are as follows:

- Emda – James Luger and Liz Aspray (one will attend future meetings)
- Rural Community Councils – Angie Essom
- CLAB – no name agreed yet - AH/ SJ to chase
- Strategic River Corridors Group.
- East Midlands Environment Link (EMEL)

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 with corrections	AH SJ	

Item 5. Finalising Terms of Reference for the GI Board.

A couple of typos are to be corrected. It was agreed that Point 9 should be extended to state that the vice-chair would have delegated powers in the Chair person's absence. An extra Point 13 is to be added to reflect the project appraisal process.

Action	Detail	Who	When
1.6	ACTION: AH/SJ to finalise ToR wording and send with letters to Board members above	AH SJ	asap

Item 6. GI Strategy Tender Process update

Chris Blandford & Associates are about to be appointed to produce the GI Strategy, with an inception meeting on 7th Aug 08. A smaller project steering group consisting of AH, DS, MH, LE, DBo and DL, plus a Biodiversity Partnership representative, will assist SJ in project management and technical input. Reports/updates will be provided to the wider GI Board who will also be involved in stakeholder consultation events at key points throughout strategy development.

A parallel piece of work to the Strategy is a Biodiversity Opportunity Mapping Project for which Natural England have provided £20,000. This work could be offered to CBA as an additional contract. The budget for the work could be transferred to Leicestershire CC, who will be letting the main CBA contract, for them to let, on behalf of Natural England as a separate contract.

Action	Detail	Who	When
1.7	CG to get back to AH/SJ with a contact name of a suitable person to attend the inception meeting on 7th Aug 08 to discuss the Biodiversity Opportunity Mapping Project.	CG	asap

Item 7. Programme of Development Refresh.

Partially covered under Item 2. It was agreed that the idea of a Community Fund would not be included in the POD refresh, and would be put on hold at this stage but should perhaps be included again at a later stage i.e. once the strategy is in place. It should therefore be programmed in for next year. It was also suggested that the board needed to encourage HMA boards in working at the local level with small projects.

It was agreed that the Board needs to provide information/wording for the Strategic GI section of PoD. TL and DS have already made comments on the refresh document. Work being undertaken under Item 2 will feed in to the process with a streamlined list of Strategic GI projects, opposed to the comprehensive list of all GI projects presented for the original POD.

Action	Detail	Who	When
1.8	TL and DS to provide SJ with their comments on the PoD refresh document.	TL DS	asap
1.9	SJ, AH and DBo to meet to draft a submission for the PoD refresh for circulation to the GI Board prior to the next Board meeting in September.	SJ AH DBo	End of Aug 2008

Item 8. Priorities for funding of Strategic GI.

Covered under Item 2.

Item 9. AOB

CG circulated a project summary of the Biodiversity Opportunity Mapping Project.

Action	Detail	Who	When
1.10	CG to send SJ a PowerPoint presentation about the Biodiversity Project for circulation to the Board.	CG	

Item 10. Date of next meeting.

9th Sept 08 – Nottingham Wildlife Trust

Action	Detail	Who	When
1.11	SJ to send Location Map to all for the next meeting	SJ	

Timetable of Key dates	
GI Strategy Inception meeting	7 th August 2008
Strategic GI Project Board Meeting	9 th September 2008