

**6Cs Strategic GI Project Board  
Meeting 9<sup>TH</sup> September 2008  
Nottinghamshire Wildlife Trust, Old Ragged School,  
Brook Street, Nottingham. NG1 1EA.**

**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
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
DBe - Dave Berry	Nottingham City Council
CGa - Charlotte Gault	East Midlands Biodiversity Partnership/ EMEL
LE - Lesley Eddlestone	Leicestershire County Council
FC - Fiona Clarke	Groundwork East Midlands
JL – James Luger	EMDA
RC – Richard Crosthwaite	EMDA
JF - Jenni French	Nottingham City Council
JD - James Dymond	Nottingham City Council
AB – Alex Bowness	GOEM
BM – Bob Mullins	Leicester City Council
SE – Simon Evans	National Forest
CGi - Cathy Gillespie	Nottinghamshire County Council

Apologies were received from: Ron Marquand, Ed Green and Ann Plackett.

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

Action 1.4 and 1.5 to be carried forward

Action	Detail	Who	When
1.4	<b>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.</b>	<b>AH SJ</b>	
1.5	<b>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</b>	<b>AH SJ</b>	<b>asap</b>
1.6	<b>AH/ SJ to seek to convene a meeting across HMA Boards with the Chairs and Coordinators (when in post) to share information on the work of the GI Board and learn about the work of the HMA Boards</b>	<b>AH SJ</b>	<b>Once HMA Coordinators in place</b>

**Item 3. Appointment of Vice Chair**

BJ nominated DS by email prior to the meeting. CGa nominated DBo at the meeting. DBo was nominated as Strategic GI Project Board Vice Chairperson by majority vote.

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

AH tabled a paper proposing options for the creation of a steering group to guide the work of the GI Development Co-ordinator. BJ suggested that there should be only one representative from each HMA rather than two separate representatives from both City and County Councils. DS emphasised that guidance and communication could be virtual wherever possible. MH asked the questions as to whether there is a need. SJ expressed concern that she is building networks and contacts particularly across Leicestershire but felt that she needed assistance now in redressing the balance and building these networks across south Derbyshire and south Nottinghamshire also. FC offered support in terms of providing a Third Sector perspective. DS was decided as first contact for the Derby/Derbyshire HMA, with BJ as a deputy.

Action	Detail	Who	When
2.1	<b>DBe will liaise across Notts HMA and get back to SJ with details of who will represent the Nottingham/Nottinghamshire HMA on the Co-ordinator Steering Group.</b>	<b>DBe</b>	<b>asap</b>
2.2	<b>Once details of representatives have been received by DBe, SJ will arrange a date for this first meeting where a work programme for the GI Development Co-ordinator will be decided. Details of this meeting will be circulated to the Project Board.</b>	<b>DBe SJ</b>	

**Item 5. EMGIN 6Cs micro-site update**

AH/SJ provided an update on the development of the 6Cs GI website. The site will sit within the overarching EMGIN site. The view was widely expressed that the site should have its own 'feel' and identity and look different to that of the RNRP site. AH explained that the website should provide a transparent platform for sharing information. In addition it will provide opportunity to learn from other groups working in GI delivery. Many Board members agreed that the website should provide links to other sites, organisations and documents that are linked to GI and that it can provide a first stop for general GI information to users who know nothing about GI. DBo raised the issue about resource for setting up the website and ongoing management.

AH explained that set up would be done by RNRP and ongoing management would be done by SJ, but a simple structure for the website should limit the amount of time this takes. There were suggestions that there could be varying levels of access for different users, the general feeling was that this was making things complicated. SJ reminded the Board that this was a start and as the 6cs GI Strategy and work of the Project Board progresses and evolves so does the website, its functions and the information available on there. DBo suggested that we write a brief Business Design Outline or Vision of how we proceed with the website and creating an identity for 6Cs GI work. This will help to clarify and communicate our thinking. A meeting between AH and SJ is taking place with RNRP on Friday 12<sup>th</sup> Sept 08 to progress this.

FC suggested the Living Legend Bid Website (Notts City Council) as a good example and provided SJ with a contact, Marie Ensor, with whom she could discuss website development with.

Action	Detail	Who	When
2.3	Write brief Business Design Outline/Vision for the 6Cs GI website to clarify and communicate our plans for the site.	DBo plus?	As website develops

#### Item 6. Logo/branding for 6Cs GI

AH/SJ explained that there is a need to develop a branding and logo for the 6Cs Strategic GI Project Board. '6Cs Green Infrastructure' was decided as the name that will be used for the partnership work of the Strategic GI Project Board plus other partners in delivering GI across the 6Cs. SJ suggested that a logo could be based around a visual representation of the 6Cs boundary, the location of the 3 cities and the strategic river corridors.

DBo thanked SJ for making a first attempt to move this issue forward.

AH/SJ informed the Board that there is a need to move this forward. The logo needs to be in place so that the design of the website can factor this in, and the website is due to be launched at the East Midlands EXPO 2008 on 19<sup>th</sup> Nov 08. AJ informed SJ that there were in house designers at Leicestershire County Council that could possibly help develop this logo at a reduced price to that quoted by external Designers/Consultants. SJ stated that we needed to progress this in order to meet the deadline and proposed working with Designers to develop 2 or 3 options that will be presented to the Board at the next meeting on 22<sup>nd</sup> Oct 08, where a final decision will be made.

Action	Detail	Who	When
2.4	SJ will circulate her rough ideas for a 6Cs GI logo.	SJ	asap
2.5	Project Board members to send initial thoughts on the logo to SJ so that she can contact designers to progress the development on a logo in order to progress the 6Cs website development in time for its launch at EXPO.	All	Friday 12 <sup>th</sup> Sept 08.
2.6	SJ to develop 2 or 3 logo options that the Board can vote for and a final decision is made at the next meeting 22 <sup>nd</sup> Oct 08.	SJ	Before 22 <sup>nd</sup> Oct 08
2.7	AH will inform the 6Cs Programme Management Board that the Strategic GI Project Board are developing branding for the group and its wider work.	AH	Next PMB meeting 16 <sup>th</sup> Oct 08

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

AH/SJ provided the Board with an update on the 6Cs GI Strategy. An inception meeting was held with the Strategy Steering Group and Chris Blandford Associates on 7<sup>th</sup> Aug 08 to clarify work that will be undertaken as part of the Strategy. SJ informed the Board that the Strategy will progress in 3 stages.

Stage 1 – Sept 08-Dec08  
Data Baseline Audit of Strategic GI assets

Stage 2 – Jan-May 09  
A Strategic GI Planning Framework and Action Plan for the Growth Point

## Stage 3 – Jun-Aug 09.

Strategic GI Masterplans for Derby, Nottingham and Leicester.

AH explained that a parallel piece of work on Biodiversity Opportunity Mapping in partnership with Natural England and the Wildlife Trust was also being undertaken by CBA. AH stated that this was an important area of work to link up opportunities to create, enhance and restore priority BAP habitats that will also support GI delivery.

SJ expressed thanks to the Forestry Commission and Natural England in their support in supplying a considerable section of the baseline data required by CBA to progress with Stage 1 of the Strategy. Toward the end of Stage 1 a data validation workshop is being held on 3rd Nov 08. SJ had circulated a holding email to Board members, some of whom have circulated this wider throughout their own networks. SJ explained that the main aim of this workshop is to QA the maps produced by CBA and to provide information about emerging projects that may not have been recorded elsewhere. Therefore, attendees at this workshop need to be those that have a detailed knowledge of projects and initiatives that are happening, or are planned to happen, on the ground.

JL informed the group that work is underway on gathering the evidence base for the Regional Economic Strategy, and suggested that the consultants undertaking this work should attend the Data Validation Workshop.

SE raised the issue that with regards to Stage 3 of the Strategy there are certain areas across the Growth Point that will be coming forward ahead of others in terms of developing GI Strategies and Sustainable Urban Expansion area masterplanning. Examples include, Coalville, Hinckley and Bosworth. SE asked if this could be taken in to account when considering which geographical areas to progress work on first and suggested that a schedule for proposed SUEs coming forward should be pulled together. SJ confirmed that this would be taken in to account at that the timetable is flexible to work around these constraints. JF/BJ also stated that the Strategy should take account of and link with other existing and emerging strategies.

Action	Detail	Who	When
2.8	<b>SJ to circulate to the Project Board a brief summary of the brief for the 6Cs GI Strategy as soon as this has been received from CBA.</b>	<b>SJ</b>	<b>asap</b>
2.9	<b>SJ will circulate a draft Programme for the Data Validation Workshop on 3<sup>rd</sup> Nov 08.</b>	<b>SJ</b>	<b>Late Sept/early Oct 2008</b>
2.10	<b>JL to provide SJ with contact details for the consultants undertaking work on the RES evidence base.</b>	<b>JL</b>	<b>Before Oct 08</b>
2.11	<b>All Board members to share and pass on information about ongoing/emerging strategies and work, along with contact details, that should feed in to the GI Strategy to SJ.</b>	<b>All</b>	<b>Ongoing</b>
2.12	<b>Compile schedule of SUEs coming forward across the 6Cs Growth Point.</b>		

**Item 8. Data validation workshop on 3<sup>rd</sup> November 2008**

Discussed under Item 8.

### Item 11. Project Appraisal Process – taken after Item 8 due to early arrival of Julie Morley.

Julie Morley from Leicester City Council attended the meeting to provide the Project Board with an introduction to the Project Appraisal Process used by Leicester City Council and the benefits that it can bring. Julie Morley provided copies of her presentation and a document detailing different things to consider when developing an appraisal process.

Discussion around the appraisal process merged into matters relating to Item 9. After discussion it was decided that the appraisal process and accompanying Criteria, which will act as an initial filter for projects, needs to provide a system that works under the circumstances which are currently dealing with. DS stated that it needs to be fit for purpose and work reasonably quickly; the process can be refined at a later date to take account of issues relating to feasibility and development of projects. SJ reiterated the importance of developing a delivery portfolio in order to demonstrate to CLG that the 6Cs Partnership can deliver and thus strengthen our case in asking for additional funding.

Through discussions it was evident that more thought needs to be given to the Criteria and the appraisal process. JL offered support from EMDA and GOEM in helping the Chairperson/AH to convene a task and finish group to come together and design a light touch appraisal system that is compliant with both legal requirements and the Strategic GI criteria established.

Action	Detail	Who	When
2.13	<b>SJ to set up a meeting with JL/ AH and others to develop the appraisal process</b>	<b>SJ</b>	<b>End Sept/ Start Oct 08</b>

### Item 9. Criteria for Strategic GI

Discussed under Item 11.

Action	Detail	Who	When
2.14	<b>Board members to send comments on the Criteria for Strategic GI to SJ, as part of comments on the PoD refresh document.</b>	<b>All</b>	<b>Deadline 5pm Tues 16<sup>th</sup> Sept 08</b>

### Item 10. Programme of Development Refresh

SJ reiterated the requirements of the PoD refresh as stated in the CLG guidance released in mid-August 08 and the details of the email and draft Strategic GI PoD refresh document circulated to the Board on 2<sup>nd</sup> Sept 08. SJ explained that the information submitted for the Oct 2007 PoD was insufficient to supply CLG with the information that they require and therefore again asked the Project Board for assistance in providing this information. There was general discussion on the PoD and it was felt that it was an opportunity to demonstrate to CLG that more revenue funding was needed to deliver sustainable GI projects across the Growth Point, but in order to do this Board members need to supply SJ with the relevant information in the format that CLG require. SJ proposed that projects are grouped under 2 broad themes for priority of the next 12-18 months as an interim measure before a detailed Action Plan is produced from a robust evidence base as part of the Strategy. These themes were Strategic River Corridors and Trees, Woodlands and Forests. The

majority of Board members were happy that these suggestions reflected key GI assets of the Growth Point where quick wins could be gained. AB reiterated the importance of Strategic River Corridors in terms of CLG priorities. FC, JF, CGi plus a number of other Board members asked for a third 'Other projects' section to be included. CGa felt that large-scale environmental projects that were underway and required to enhance biodiversity and GI in the area would not be adequately reflected within these themes. SJ replied by stating if CGa wrote a section detailing a broad theme for biodiversity issues and supporting rationale for the deadline of 5pm 16<sup>th</sup> September this could be included. AH and others thanked SJ for her hard work on the PoD refresh document thus far.

SJ asked the Board to keep the PoD refresh process and the Project Boards proposed appraisal process as two separate pieces of work so that the Board can meet the PoD refresh deadline. The first priority is to provide project details as requested by CLG for inclusion in the PoD refresh document, this process would not influence or impact upon the appraisal process for determining New Growth Point funding allocations.

Action	Detail	Who	When
2.15	<b>Board members to circulate the draft Strategic GI PoD refresh document and CLG project information form to their own networks for comment and completion. All comments to be sent to SJ before the deadline.</b>	All	<b>Deadline 5pm Tues 16<sup>th</sup> Sept 08</b>
2.16	<b>CGa to write a biodiversity based theme and rationale for inclusion in the Strategic GI PoD refresh document, priorities for investment section.</b>	CGa	<b>Deadline 5pm Tues 16<sup>th</sup> Sept 08</b>

#### Item 12. AOB

AH informed the Board of the East Midlands EXPO to be held in Lincoln on 19<sup>th</sup> Nov 08 and circulated flyers.

#### Item 13. Venue for next meeting(s)

Action	Detail	Who	When
2.17	<b>AB and RC to check availability at GOEM and EMDA as a venue for the next project Board meeting on 22<sup>nd</sup> Oct 08.</b>	AB RC	asap

Timetable of Key dates	
Deadline – first thoughts on draft logo for 6Cs GI	Fri 12 <sup>th</sup> September 2008
Strategic GI PoD refresh – deadline for comments and completed project information forms.	5pm Tues 16 <sup>th</sup> September 2008 Send to Sharon Jefferies
Strategic GI PoD refresh – deadline for comments on second draft	9am Mon 22 <sup>nd</sup> Sept 2008 send comments to Sharon Jefferies
Strategic GI PoD refresh – deadline final version to be sent to 6Cs Project Manager	9am Tues 23 <sup>rd</sup> Sept 2008
Strategic GI Project Board Meeting	22 <sup>nd</sup> October 2008
6Cs GI Strategy Data Validation meeting	3 <sup>rd</sup> November 2008

East Midlands EXPO	19 <sup>th</sup> November 2008
Strategic GI Project Board Meeting	9 <sup>th</sup> December 2008