



**MINUTES OF THE HEREFORDSHIRE BIODIVERSITY PARTNERSHIP PROJECT  
MANAGEMENT GROUP (PMG), HELD AT THE HEREFORD SHIREHALL.  
MONDAY, 27<sup>th</sup> MARCH 2006**

Present: Jane Patton – Chairman, Team Leader Landscape and Biodiversity  
Nicky Davies – Biodiversity Partnership Co-ordinator  
Steve Roe – Biological Records Centre Manager  
Jo Hackman – Ecologist (Nature Conservation)  
Geoff Perrott – Partnership Environmental Co-ordinator  
Francesca Griffith – Conservation Manager, HNT  
Mark July – Deputy Team Manager Hereford and Worcester Team – English Nature

The meeting was opened at 10.00 am by Jane Patton.

**Objective**

As this was the first meeting of the PMG, the objective was to discuss how the Partnership should work, how things were worded and general advice on how it would run, as explained by Mark July.

1. **Apologies** – there were no apologies.
2. **PMG Terms of Reference/Chairmanship of PMG**

MJ wanted the term 'to ensure the council indicator project is progressed', under the heading 'Purpose' on the Terms of Reference clarified. JH gave a description of ND's duties in this area and expressed how she would need to be supported by the PMG to deliver this action which is also a key duty in the job description. MJ suggested it was incorporated into an appendix of the SLA as a new table: Core Services and Outputs that Herefordshire Council requires from the Local Biodiversity Co-ordinator. **JH to action**

Discussions on this matter continued and GP reported that the Herefordshire Partnership structure is likely to change, and suggested therefore EAG be taken out. SR remarked that under Membership Composition, his job is not very explicit and HBRC was suggested as an addition. **ND to action this.**

JP raised the issue of Chairmanship as she is retiring at the end of May. She suggested it seemed a good idea, if all agreed, that person in her post continues to Chair the meeting certainly for the rest of the year. This is partly due to the fact that it is useful to have Chairperson who is not actually involved in the day-to-day 'nitty gritty' of the jobs. This would enable them to have an over-view and keep a handle on what is going on. In the absence of JP's post, WNB to stand in. MJ stated that it is certainly very desirable that someone of Jane's status should Chair the meetings. All agreed with the idea of a 'rolling Chair'. JP advised the Partnership that the advert for her job is in process of being sorted by WNB.

ND suggested that they had a regular admin officer to take Minutes with regard to continuity and understanding of the ethics of the Partnership and how they work as a Group, so as they would become

familiar with it. It was agreed Herefordshire Council would maintain the secretariat and that the Group meet every 3 months.

MJ suggested that the ToR are added as an Annex to the SLA. **ND to action**

MJ asked that ND to add a footnote at the bottom of the SLA, explaining that the previous Steering Group structure has changed. **ND to action**

### **English Nature**

MJ gave brief history of English Nature's financial involvement with BAP, said it was very chequered and over the country, what was being funded and how it was funded was very variable.

He went on to say Worcester BAP Co-ordination Group are more topic based projects. He suggested looking at their recent Agenda. They have a 2-tier system and this was discussed by the Group. The outcome of this was to see how things go.

Additional people could be co-opted onto the group in the future if thought necessary.

### 3. **SLA**

MJ gave a brief history and explained the document. With reference to funding he said DEFRA guarantee a 3-year funding provided it is negotiated with other funding partners. ND to check the document with regard to making additions to the core services and outputs in Table 1. GP made the suggestion that 'Actions Required' is to be changed and after discussion it was decided that this be replaced with 'Delivery Methods'. The Group all advised they had looked through Core Services and Outputs and that they were basically happy with it, also Jeff Edwards, Regional Biological Co-ordinator, to be included in this as a supporting partner. There is a need to re-define 'All Partners' in the Core Services. **ND to define Jeff Edward's duties in next couple of weeks, MJ to see Jeff's job description and work plan.** ND has been in discussions with JE and said he has expressed that he would like to attend the next Steering Committee Meeting.

'All Partners' to be clarified in the list of core services and PMG members to be distinguished. Also, change "Steering group" to PMG and LBAP Officer to LBAP co-ordinator. It was suggested a second version be produced with changes of Herefordshire Biodiversity Partnership, clarification on leading plans etc and a contemporary list produced. **ND to produce 2<sup>nd</sup> version.**

### 4. **Work Programme and Co-ordinators Report**

FG explained there had been staff changes at DEFRA in the last year. MJ gave advice on ND's role and how it should work. ND advised she had not been in touch with everyone on the partnership as identified on the Update yet and that she is, at present, waiting for access to edit the Website, MJ offered to help with any networking etc. It was impressed that ND must note action points as an outcome of all meetings as feedback to partners is very important. However, ND to only report back to the PMG re: outcomes of key / important meetings. SR complimented ND on work she had done in short time she had been in her post.

ND aims to produce a business plan by the end of September 2006 and the work programme is to tie in with this.

ND to identify the next 3 months work and also more long-term projects. This is to be broken down in to tasks and distributed to group members.

### 5. **Launch**

It was decided that the Launch would take place at Haugh Woods and would be for the Partners and everyone who had taken part or had an interest in the LBAP. Suggestions were discussed. One idea was to invite a

celebrity, which would be good PR, however, this may require a large resource input. Suggestions were put forward for an introductory talk, questionnaire, suggestions box, displays in hall and even a publicity event involving Press.

The decision was to arrange a celebrity if easy and quick. It would be a chaired half-day event with the Chair of the PMG introducing background talk by ND and also a short talk on local projects, e.g. Woolhope Dome Project by Chris Stubbs, then divide people in to groups and do walks afterwards, with refreshments provided (FG has contact for local organic food). **ND to prepare plan for input needed and objectives for the day.** Logo to be used on everything. Suggested date is Fri, 16<sup>th</sup> June, with site meeting close to this date.

With regards funding, ND has asked for donations. JH suggested Council cover hire of hall and lunch. MJ advised there were not enough funds available from English Nature as their budget is currently unavailable.

**ND to produce rationale and objectives for the launch and circulate it to group members.**

#### 6. HART

ND gave some background info. She has had meeting with HART re great crested newt, they enquired as to why the GCN has been removed from the LBAP up-date, ND advised HART that it had achieved most of its objectives and that it was deemed more important that other species now received some focused action work. It was agreed that not all 156 species could have an action plan.

Outcome of this discussion was that MJ suggested ND and JH work on the draft version of the letter together re funding and devise a note with regards to getting brief info on status on to the Web. **ND & JH to action this.**

#### 7. Lead Partner Guidance

Discussions began with reference to the Guidance Notes leaflet ND has produced. She explained her activities in this field i.e. liaising with partners and going through relevant objectives with them. This has enabled her to realise how BAP can move forward and she has had chance to find out any problems and deal with them early on.

Outcome of this discussion was that the general opinion is the partners are happy with things. MJ suggested this was put on to the BAP Partnership website. **ND to action this once software has arrived.**

All members were asked to comment on leaflet ND has produced (Guidance Notes for Local and Key Partners in Herefordshire Biodiversity Process), which ND should receive back as tracked changes by Thursday, 13<sup>th</sup> April. **All members to comment by 13/04**

**ND to date the document, add the logo and more stricter version control.**

#### 8. Any Other Business

**ND to invite Jeff Edwards to next meeting.**

To be included on Agenda for next time - Finance and Funding and Business Plan for BAP.

ND to have meeting with Keith Benton from BBC Learning Unit re Breathing Places, which is a project they will be running and want to tap in to local existing projects.

#### 9. Date of Next Meeting

Wednesday, 24<sup>th</sup> May 2006, 10.00am at The Shirehall - to discuss Launch.

Wednesday, 28<sup>th</sup> June 2006, at 2.00pm at The Shirehall - PMG regular 3-monthly meeting.

Future meeting dates were also arranged as follows:

Tuesday, 26<sup>th</sup> September 2006, at 10.00am

Tuesday, 9<sup>th</sup> January 2007

Tuesday, 20<sup>th</sup> March 2007

The meeting closed at 1.00pm.