

**Herefordshire Local Biodiversity Partnership
Project Management Group Meeting
Minutes and Action Points
20/01/2009
Plough Lane Offices**

PRESENT:

| | | |
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| Nicky Davies | ND | Herefordshire LBAP Co-ordinator |
| Jo Hackman | JH | Herefordshire Council |
| Juliette Wheatley | JW | Herefordshire Council |
| Fran Griffith | FG | Herefordshire Nature Trust |
| Steve Roe | SR | Herefordshire Biological Records Centre |
| Nick Smith | NS | Forestry Commission |
| Jeff Edwards | JE | Natural England |

| ITEM | | ACTION |
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| 1. | APOLOGIES None | |
| 2. | MINUTES OF LAST MEETING Minutes agreed to be a true record of previous meeting. | |
| 3. | MATTERS ARISING FROM PREVIOUS MINUTES <ul style="list-style-type: none"> • LBAP funding: JE stated that NE funding for the post is secured for another year. Need to locate funding confirmation letter. • Landscapes for Living: JE stated that this initiative has been renamed. The target setting workshop report has been written and is available on Regional Assembly website. There will be opportunities to comment on this and this will then be fed back to the consultants. A meeting will be held next Tuesday 27th Jan as a follow up to explain the methodology and results. FG will be attending. JW to ask Chris Mayes if he can attend | <p>ND</p> <p>JW to ask CM to attend meeting</p> |
| 4. | WORK PROGRAMME AND CO-ORDINATORS REPORT Nicky circulated her quarterly report. JE suggested that the quarterly report is linked to an annual work plan. (He uses smiley faces). Group thought this was a good idea. Council also use internal SRD process and Conservation Team Plan to target set. JH will put a template together and circulate to PMG members for alterations / additions. ND asked PMG for steer on creating the annual work plan. BARS: ND explained that the national reporting round is now closed and findings are currently being analysed. A report on the findings will be published in June. Partners stated that they would like to see results and how Herefordshire partners performed and this could influence ongoing target setting. ND to liaise with regional counterparts to discuss this in further detail | <p>JH</p> <p>PMG</p> <p>ND to circulate published findings report</p> <p>ND</p> <p>ND</p> |

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| | <p>JE asked about the breakdown of time spent on LBAP & HC work and this was discussed by the group.</p> <p>Quarry HAP: The Quarry Action Plan is making progress, the preliminary meeting having been held (Dec '08). Further meetings have been arranged – one with forward planning to discuss integration into policy, one with Bernie Higgins <i>BH</i> (Tarmac) to monitor progress at Wellington. The next partners meeting is to be held on the 2nd March. Feedback is anticipated at the next PMG meeting. The project area is being extended to Wellington Quarry as there have been positive sightings of otter (and mink) by staff at the gravel pits. Johnny Birks has had a meeting with Bernie Higgins (Tarmac) to do a site visit and discuss the finer details. Tarmac has agreed to fund this project extension and undertake any habitat improvements recommended by Johnny Birks. SR stated that he would like HBRC to be in possession of the data gathered during this project, as well as that from Tarmac. ND explained that the data will come from the Bodenham Lake part of the project but it is up to SR to discuss with BH re: data from Tarmac site as this part of the project is not HC or NE funded. ND said she would mention it to BH at a meeting scheduled for 23rd Jan. SR to speak directly to Tarmac to discuss this further.</p> <p>Highways HAP: Meetings with HC staff are underway to get support for this plan. MA students currently data and evidence gathering. FG is organising a trip to Telford as part of the Highways Roadside Verge Nature Reserve Project. FG to produce an agenda outlining format and objectives of day.</p> <p>NT Orchard Project: Good news - It has been confirmed that the Colwall Orchard Group project co-ordinated by Helen Stace, will receive funding from NE/NT Traditional Orchards Countdown 2010 project monies to implement this project further.</p> <p>Lower Lugg Otter project: The findings from this project (of which the final report is currently being drafted) suggest that otters are using the site regularly and are possibly using the artificial holt to breed. Recommendations made in the final report will determine future habitat management at the site.</p> <p>Orchard Biodiversity Project: The final report is now in circulation and includes findings of the project as well as future recommendations. A couple of copies were circulated at the meeting. JW has the electronic version of the report. She will circulate to PMG members. ND queried if NE would like to have a hard copy. JE to check with NE re format requirements A leaflet is currently being designed by ND & Becky Lashley (Worcs LBAP) with support from Sarah Connelly. To be circulated to Parish Councils, given out at events, tourist offices across the Council and other interested parties.</p> | <p>ND</p> <p>ND SR</p> <p>ND</p> <p>JW JE</p> <p>ND to complete</p> <p>ND FG</p> |

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| | <p>Newsletter: Final articles have been submitted and a draft is currently being worked on by Sarah Connelly. It will be printed and circulated by the end of this week (23.01.2009). All Parish Councils to receive a hard copy FG suggested sending it to secondary schools. She also said that she will put it onto the HNT website. It was agreed that this is a good idea until the website is overhauled/transferred. <u>JH would like it added into these minutes that the PMG would like to thank Sarah Connelly for her support in this.</u></p> <p>Goldeneye Lichen: There has been no progress on meeting with the owner to discuss the feasibility of this. ND to speak to Dave Marshall (Bulmer Foundation) to arrange a meeting. FG also mentioned that Henry May (Tidnor Wood Orchard) wants Noble Chafer to be translocated to his orchard. PMG agreed that this is not currently a priority for discussion.</p> <p>EA (Wales) meeting: ND met with Catrin Grimstead to discuss partner involvement within the Herefordshire LBAP. Catrin is to meet with her national counterparts to investigate where the Agency stands in relation to Plan leading and BARS reporting. ND awaiting feedback from Catrin on these discussions held at the national meeting. ND also asked Catrin on Wetland Vision Pilot Project (WVPP) progress. Catrin said she is unsure and waiting on other partners to get the project going again. JE stated that he hasn't seen the map prepared earlier on in the project. JE suggested that a Government Agency meeting should be held (EA, NE, FC) to agree on joined up future delivery within the county (also to achieve BAP targets). It was agreed that this is not an immediate priority, but something to consider in the future. FG suggested using Herefordshire as a pilot County.</p> <p>Future Work:</p> <ul style="list-style-type: none"> • Financial Strategy. Work on this to commence after workshop in Birmingham <p>Visit to Telford & Wrekin Council. . FG is organising a trip to Telford as part of the Highways Roadside Verge Nature Reserve Project. FG to produce an agenda outlining format and objectives of day.</p> <ul style="list-style-type: none"> • FG is organising a visit to Telford & Wrekin Council as part of the Highways Roadside Verge Nature Reserve Project to discuss habitat management, costings and to look at the machinery. Parks & Countryside to be invited along. JH asked FG if she would prepare and circulate an agenda outlining format and objectives of the day for potential attendees. | <p>ND</p> <p>FG to send map to JE</p> <p>ND</p> <p>ND</p> <p>FG</p> |
| 5. | <p>Communication Plan report: A copy of this report was circulated to PMG members prior to this meeting.</p> | |

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| | <p>Point 5.6 – “Engage businesses through surveys / land audits / award scheme / representatives” Need to add in information on business involvement. Follow up with Orchard Biodiversity Project results – send report to Westons & Bulmers for increased action & involvement.</p> <p>Point 5.14 – “Initiate projects to involve certain groups, e.g. elderly, disabled, ethnic minorities” It was mentioned that this is not Nicky’s role to initiate. It should be changed to “Support” JH mentioned a potential project for school grounds and that there is a need for and demand from schools to work with them to improve their schools grounds for biodiversity. There were suggestions for drawing up a project plan and that “Access for Nature” funding would be ideal to fund it. NS mentioned that a Lottery funded Play Group Co-ordinator had been in touch with him looking at natural play facilities and that he was employed by HC.</p> <p>Point 5.16 – “Ensure Herefordshire Council continues to hold biodiversity related events across the county” FG asked about having more information available for volunteer groups on wildlife law (Orleton Manor case highlighted the need for this). To be discussed at the next Landscape & Biodiversity Team meeting</p> | <p>ND</p> <p>ND</p> <p>JW</p> |
| 6. | <p>Funding Strategy: ND to attend workshop to be held in Birmingham, led by Heather Webb (Beds LBAP) on the creation of funding and communication strategies to satisfy NE MoA requirements. PMG requested ND to feedback on the outcomes of this meeting.</p> | ND |
| 7. | <p>NE Involvement in the Herefordshire LBAP Process: NE is currently reviewing how they are going to service LBAP’s and currently they are unsure how they are going to do this. HLS work is taking priority at the moment as NE staff have a massive workload in processing this scheme. He should have a more definitive answer on this subject at the next PMG</p> <p>JW asked when this work would be done by and JE responded to this by saying it will form the next years work / staff plan so hopefully by next February.</p> <p>JH asked JE if he knew any more about potential NE involvement in LWS projects. JE stated that biodiversity is in NE top 5 priority list. There are 7 internal corporate targets and under the biodiversity target, LA197 is included. JE should be able to report back on this in more detail at the next PMG meeting</p> | <p>JE</p> <p>JE</p> |
| 8. | <p>Lugg BAP: Prior to the meeting, ND circulated minutes from the Lugg BAP committee meeting. FG stated that she would like to contact them and join the committee. ND asked if FG could recommend the committee to make stronger links with the LBAP. SR mentioned that the Lugg committee haven’t contacted HBRC yet</p> | <p>FG FG</p> |

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| | <p>re: data requirements. The PMG queried the direction of the creation of this plan – why are they doing it? One suggestion is FG to recommend the Lugg IDB BAP committee give the PMG a brief presentation to clarify the objectives.</p> | <p>FG</p> |
| <p>9.</p> | <p>Website: The website will be transferred over the next year to HC site. It was suggested by JH that there should be synergy made with HC Biodiversity and Landscape web page and HBRC site. JW said that the HC Conservation team away day to focus on web improvements. A meeting has been scheduled between ND & Sarah Connelly (technician) do discuss this further</p> | |
| <p>10.</p> | <p>AOB Climate change action plan: FG asked about how progress on this is going. ND stated that it has been kept on hold recently due to other work priorities. FG asked that Yasmin Lynes report is circulated to PMG members. ND to begin working on this and moving things forward again.</p> <p>NS mentioned that FC will be producing “Declining woodland birds” target maps based upon NE & RSPB data. We currently have 31 species and 10 will be selected for Herefordshire. Workshops will be held to get partners to sign up to this and will be launched around May 2009. NS to contact Justin Milward (RFF). The project will run for 3 years and money will grow for the targeted species recovery. NS to send weblink to PMG when available. Woodland owners will receive 80% funding rather than 50% currently available under EWGS for woodland bird management</p> <p>NS has asked FC if he can attend a FC Wales Pine Marten event. Feedback at next PMG meeting on outcomes of this event.</p> <p>The PMG would like to extend a big “Thankyou” to Charlotte Morgan for her involvement and support in the PMG.</p> | <p>ND</p> <p>ND</p> <p>PMG</p> <p>NS</p> <p>NS</p> |
| <p>11.</p> | <p>DATE AND TIME OF NEXT MEETINGS 28 April 2009 21 July 2009 20 October 2009 All meetings are planned for 2pm start. Venue to be confirmed.</p> | |