

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

PRESENT:

Nicky Davies	ND	Biodiversity Partnership Co-ordinator
Nick Smith	NS	Forestry Commission
Francesca Griffith	FG	Herefordshire Nature Trust
VIA TELEPHONE:		
Antony Muller	AM	Natural England

ALSO PRESENT: Melissa Walker, Herefordshire Council

ITEM		ACTION
1.	<p>APOLOGIES Juliet Wheatley, Herefordshire Council Joanne Hackman, Herefordshire Council</p>	
2.	<p>AGREE & FINALISE TERMS OF REFERENCE AM joined the group in April-09, at which time ND was drawing together her workplan for 2009/10 and was in discussion with Jeff Edwards about the Terms of Reference (TOR). Natural England (NE) & Herefordshire Council (HC) agreed the TOR when the group originally convened in 2006. There is now a need to re-look at the document to make it more SMART and clear. This should, in turn assist with the setting of the workplan and indicate what work is 'assigned' to whom. AM highlighted Warwickshire's version as a good example. ND advised that the Warwick BAP partnership structure is very different to ours in Herefordshire. FG queried the difference. ND advised that there is an additional layer to the structure. FG commented that it works different in Herefordshire as the county is unitary. AM stressed that he is not suggesting adding another layer.</p> <p>FG queried how different the new TOR were from the original as unable to see any major difference. ND advised that they were more up to date with more detail and were more explicit. NS queried if any comments had been received from members of this group prior to today's meeting. ND advised that none had been received, and expressed concern that JH unable to express an opinion as not in attendance at today's meeting so this would be chased up afterwards.</p> <p>NS stated that all is acceptable for the first 10 points in Section 1. <u>Section 2</u> <u>Point 1</u> – FG felt this was the main role of the entire group. ND felt it needed to be more specific and include MOA. <u>Point 2</u> – NS commented that the plan says "6-monthly reporting". ND provided a report to the steering group on a quarterly basis, should the plan be altered to reflect this. "Provide an annual report to the MOA". FG stated that she preferred the reports to be quarterly, it's easier to update them and you get a more up-to-date idea of what's going on. NS suggested that the meetings could be scheduled to coincide with the reports. ND advised that she was happy with this, but would need to check it with JH. AM confirmed he was happy with this. <u>Point 3</u> – NS felt that this was a very 'woolly' statement. AM suggested it was removed. ND confirmed she will remove it</p> <p>ACTION – ND TO REMOVE POINT 3 <u>Point 4</u> – "Biodiversity Co-ordinator" needs to be written in full, not shortened –</p>	ND

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	<p>all agreed. <u>Point 5</u> – All happy with this point.</p> <p><u>Point 6</u> – All happy with this point.</p> <p>NS reminded everyone that at the previous meeting they had discussed the membership and if any additional members need to be invited to join the group. ND raised the issue of the chairing of the meetings, and the fact that JW had been unable to attend the previous three meetings. AM felt that this was an issue that needed to be discussed with JH & JW. FG mentioned that it states in the old terms of reference that the chair is alternated annually between the two funding partners, and queried if this meant it will pass back to AM shortly. It was felt that there is a need to have some consistency with the chair. NS stressed that the chair needs to make a commitment to attend every meeting. AM queried if the chair could include other members of the group, rather than just the funding partners, suggested the LRC rep once Rachel Price's secondment has finished.</p> <p>ACTION – TO BE DISCUSSED WITH LINE MANAGER</p> <p><u>Page 2</u> <u>Point 1</u> – ND suggested changing to three-monthly. <u>Point 2</u> – It was felt this point required more discussion when more people were in attendance.</p> <p>ACTION – INVITE COMMENTS ON THIS POINT</p> <p>NS advised that in general everyone was happy with the Terms of Reference apart from the minor alterations agreed.</p>	<p>ND JH</p> <p>ND</p>
<p>3.</p>	<p>AGREE WORK PLAN AND PRIORITIES UNTIL END MARCH 2009</p> <p><u>Task 1</u> 1.1 – Keep as it is – Priority task – tick in all quarters 1.2 – Keep as it is – tick in all quarters 1.3 – 1 meeting a year to be arranged, the month is flexible and could be changed each year. Suggested start arranging the meeting in Q4 ready for delivery in Q1 of the following year. Key priority. 1.4 – Low priority – tick in all quarters.</p> <p><u>Task 2</u> 2.1 – Tick in Q3 2.2 – Change wording to 'Assist in development of..' – Low Priority – ongoing in each quarter 2.3 – Agreed – tick in Q3 2.4 – Ongoing – tick in Q3 & Q4 2.5 – Ongoing 2.6 – On hold – re-invigorate in Q4 – Low Priority</p> <p><u>Task 3</u> 3.1 – Next year for completion. A huge piece of work with a large level of detail required. Discussed with Jeff Edwards earlier in the year, website review a priority for 2009/10, with the funding strategy to be completed by end of MOA (2010/11). Change wording to indicate will start work on it in Q4, to be completed in 2010/11. 3.2 – Ongoing 3.3 – In process, waiting for feedback 3.4 – Ongoing – Low Priority.</p>	

ITEM		ACTION
	<p><u>Task 4</u> 4.1 – Ongoing – will not be promoting as a priority until new and re-vamped BARS is launched in 2010. 4.2 – Completed in Q2. 4.3 – By end of Q4 – Low Priority.</p> <p><u>Task 5</u> 5.1 – In relation to climate change work – Medium to low priority – tick Q3 & Q4 5.2 – Ongoing 5.3 – Need to discuss with Bill Bloxsome (BB) & JW. 5.4 – Remove from list</p> <p><u>Task 6</u> 6.1 – Listed in MOA, has to be done – Medium priority – tick Q3 & Q4 6.2 – Website goes live on 2nd November – High priority – tick Q3 6.3 – Re-word – Low priority – tick Q4 6.4 – Ongoing – Low priority 6.5 – Results not published yet – tick Q4</p> <p><u>Task 7</u> 7.1 – Ongoing 7.2 – Change wording to “clarify” 7.3 – Regional & National – High Priority (when they come in with reasonable amount of notice) 7.4 – Ongoing 7.5 – Medium priority 7.6 – High priority 7.7 – Medium priority</p> <p><u>Task 8</u> 8.1 – Started 8.2 – Delete, covered in 2.5 It was agreed to delete Task 8 as it was felt the points were covered elsewhere with the work plan.</p> <p><u>Task 9</u> 9.1 – Still to be agreed – need to speak to BB</p> <p>ND stated that she is happy with the targets, and feels that they are achievable. Stressed that she will need to discuss them with JH before agreeing. Will re-circulate (in colour)</p>	<p>ND JH</p> <p>ND</p>
4.	<p>FUNDING STRATEGY ND queried if everyone had received a copy of the framework. As no comments have been received she will presume that everyone is happy with it and will progress it. AM queried the level of detail required within the strategy. ND advised that the level of detail was agreed with Jeff Edwards (JE), after attending a workshop where BAP Co-ordinators from across East and West Midlands they looked at Bedfordshire’s strategy. AM advised that he will discuss with JE the level of detail required.</p> <p>ACTION – ND TO FORWARD LINK TO BEDFORDSHIRE STRATEGY TO ALL</p>	<p>ND</p>

ITEM		ACTION
5.	<p>CO-ORDINATORS ROLE (EBS) DOCUMENT REVIEW</p> <p>NS queried if everyone had received a copy. ND advised that copies had been sent to all within the group. The paper was produced by Ben McCarthy who is the northern regional co-ordinator for Natural England. ND advised that she will re-send the paper to all, and keep them informed of what is happening regionally.</p> <p>ACTION – ND TO SEND DOCUMENT TO ALL</p> <p>FG queried how it ties in with the West Midlands delivery plan.</p>	ND
6.	<p>ANY OTHER BUSINESS</p> <p>NS advised that he attended the Wood Pasture meeting in Reading on Friday, National England will take the role as chair, and the definition of what a wood pasture is has not been agreed as yet.</p>	
7.	<p>DATE OF NEXT MEETING</p> <p>Tuesday 19th January 2010 – PM. Will set the dates for meetings throughout 2010 at this meeting.</p>	ND