



**TAYSIDE BIODIVERSITY PARTNERSHIP
MANAGEMENT TEAM MEETING**

**Monday 21 August 2006, 10AM
PERTH COLLEGE**

MINUTES OF MEETING

Present:

M Price (Chair)	CMS, Perth College
J Milne (Secretary)	CMS, Perth College
P Coutts	Angus Council
D Flint	Perth & Kinross Council
B Harris	Dundee City Council
C Lloyd	Tayside Biodiversity Partnership
C Warwick	Scottish Natural Heritage
S Merone	Perth Quality of Life Trust (Item 1-3 only)
D Calderwood	Perth Quality of Life Trust (Item 1-3 only)

Apologies:

M Strachan	Forestry Commission
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1	APOLOGIES As above	Action
2	SITA TAYSIDE BIODIVERSITY ACTION FUND – PROJECT ASSESSMENT PANEL	
	<p>6176 NatureBureau Projects Ltd, Carrying out a survey of bats within the City of Dundee ENTRUST have approved a similar project in Gwent (25 project officer days over 1 year). In this project, the Bat Conservation Trust are seeking a toe-hold in Scotland via the Dundee Bat Group. Bats in Dundee are under-recorded, however it may be better to support an analysis of existing data first before doing more surveying. Such a review is missing from this proposal. The choice of sites is not clear. NatureBureau are claiming a consultancy fee rate but will only pay the project officer the normal rate. This is not acceptable. Can only fund actual personnel costs. Project needs to co-ordinate with TLPAP.</p> <p align="center">Recommendation: Accept in principle subject to conditions. Conditions:</p> <ul style="list-style-type: none"> a) Project Officer salary and on-costs only. Other administrative expenses can only be 10% of the total project cost. b) Provide background analysis of existing data. c) Clarify potential sites. d) Strengthen link to TLBAP. Clarify how this project will link with other local groups. e) Confirm that all equipment will remain with the local bat group. 	CL
	<p>6310 Broughty Ferry Environment Project, FLOW Phase 2 SNH is already funding the Project Officer for part of each week and receives monthly reports. Need to make sure that the requested funding is for different purposes than those funded by SNH already. Need to ensure landowners have given permission. ENTRUST rules say that money cannot be given for the creation of habitats, only habitat improvement. The wording of the proposal needs to reflect this.</p> <p align="center">Recommendation: Accept in principle subject to conditions. Conditions:</p> <ul style="list-style-type: none"> a) Clarify that requested funding is not for purposes that overlap with SNH funding. b) Clarify that landowners have given permission. 	CL

	<p>Project updates Angus Woodland Project application has been withdrawn.</p> <p>The distribution of the SITA Tayside Biodiversity Fund in 2005/2006 is unbalanced. Angus and Dundee are under-represented. This is partly due to the large grant awarded to the Tay Reedbeds. Need to encourage more proposals from Angus and Dundee.</p> <p>Deadline for next round is 20th October</p>	
3	<p>LOCAL BIODIVERSITY FUNDING <u>SNH Project Fund</u> CW stated that £10,000 was earmarked for TBP as match funding for biodiversity projects and was available as of now. Projects that fail to meet ENTRUST criteria should be encouraged to apply to SNH. This is most easily managed on a project by project basis. Any applicant can apply for up to 50% of project funding. SM – Lottery Fund may be a potential source for match funding (up to £10,000). Suggest using TBP website to promote other sources of funding. DF – it would be useful to include a paragraph describing each funded project on the TBP website which can be updated with progress reports. Include contact details if project approves. CW – revise application form to advise applicants that a paragraph for the website will be copied from the form. Also include a checkbox for applicants to approve publication of contact details on website.</p> <p>ACTION: Revise application form and website</p>	CL
4	<p>MINUTES OF LAST MEETING ON 16 MAY 2006 Agreed</p>	
5	<p>MATTERS ARISING Merrill Smith has advised that she will no longer remain on the Management Team but would like to remain on the Steering Group</p>	
6	<p>WORK PROGRAMME/CO-ORDINATOR'S REPORT <u>Co-ordinators report</u> CL summarised work undertaken over the last period including: 1st Tranche AP review, meeting with sub-group leaders, contact with media over barn owls and swifts, co-ordination of c. 6 HAPS/SAPS, reporting on Green Graveyards conference, follow-up on Funding Newsletter with BIT, planning and co-ordination of Swift Day, website updates, liaison with Cairngorms LBAP, Urban Grassland Management advice including hosting a grassland discussion day, follow-up on potential Bee Wild project, business liaison (TayPack), liaison with SCRI on Living Field Study Centre (offered occasional help on Steering Group and advising re. poster on arable weeds), swift work (liaison with architects, monitoring/mapping day arranged for 18th September, network meeting for 2nd November), PQLT tour of sites (good op. for communication), Lade walk.</p> <p><u>Work Programme</u></p> <p>ACTION: Updated Work Programme to be circulated in October</p>	CL
7	<p>FINANCES DF – apologies for old format. Final salary figures for 2006/2007 awaiting confirmation of 'single status' effect. SE Planning Guide forms bulk of projected costs though this may drop. Transport (£1850) and TBP Core Budget (£2913) items are flexible. Sub-groups (now x 10: 7 habitat; 3 species) each receive £200. May need to review this as sub-groups become more active. MP – Agreed to Chair for another two years. Requested fee be raised to £1500</p>	

	<p>p.a. (subsequent clarification – raised fee to begin next financial year, 07/08). Agreed by Management Team. CW – Vote of thanks given to MP for acting as Chair.</p> <p>ACTION: Check invoice for Chair fee for 2005/2006 has been sent.</p>	CL/ JM
8	<p>LONG TERM PLANNING (NEXT FUNDING APPLICATION FOR CO-ORDINATOR'S POST TO SNH) MP – Vote of thanks to BH for leading this process BH – Draft Business Plan 2007-2010 presented with notes for discussion. Discussed as follows: Section 6 – Need to include an “any other duties” clause in the Co-ordinator job description. CW raised issue of re-emphasising role regarding HAPS/SAPS to reflect more implementation and less research.</p> <p>ACTION: Insert “and actions” after “projects” in bullet 4. Insert “and assist with” after “Promote” in bullets 5 and 6. Replace “promote” with “facilitate” in bullet 7. Replace “Research and co-ordinate” with “Facilitate” in bullet 9. Add bullet point “Any other duties as required by the Management Team”.</p> <p>Section 7 – Need to make more flexible to avoid ruling out need for co-ordinator in the future. The role of the co-ordinator is likely to change in the future.</p> <p>ACTION: Reword final sentence to “This could mean that the co-ordinator function will change and this needs to be held under consideration.”</p> <p>Appendix 1 – projected budget does not include payment to Chair and sub-groups. Need to find the money somewhere. CW - can apply for extra funding for sub-groups from Promotions Budget at beginning of next financial year but no guarantee. Carry forward contingency from current budget to pay for Chair. Chair should be priority. Business Plan MUST be submitted to SNH by 1st September CL – ask Forestry Commission to fund some sub-groups BH – reduce Mileage & Subsistence to flat £1850. Add £1500 to Admin Support MP – add FC as budget contributor if they agree</p> <p>ACTION: Ask FC for £600 p.a. for sub-groups.</p> <p>ACTION: Amend budget.</p> <p>DF – as the Business Plan is being submitted by Dundee City Council only does this mean that the co-ordinator post will migrate to Dundee? BH – After 3 years FTA, Dundee Council obliged to offer full-time employment therefore Dundee bosses apprehensive. Suggest going ahead as is but consider back-up plan. CW - SNH need to ensure a clear line management function with a clear link to the Management Team and Steering Group.</p> <p>ACTION: Explore options at Dundee regarding employment of co-ordinator</p>	<p>BH</p> <p>BH</p> <p>CL</p> <p>BH</p> <p>(CL)</p> <p>BH</p>
9	<p>Contact List for Steering Group CW – concerned that some sub-group members are not receiving information from the Steering Group. Could all sub-group members be included in the Steering Group mailing list? CL – assumed sub-group leaders were disseminating information to members. MP – problem is keeping a mailing list with all sub-group members updated. BH – why not post Steering Group minutes on website?</p> <p>ACTION: Raise issue with Steering Group</p>	CW
10	<p>AOCB CW – Louise Bond (LBAP Co-ordinator for Clacks.) is leaving. Situation vacant soon.</p>	

<p>ii</p> <p>iii</p> <p>iv</p> <p>v</p>	<p>CW – Recent planning meeting for Rangers Networking Day to discuss priorities for all 6 Ranger Service Authorities. Request for Biodiversity Workshops as part of the Networking Day at which specific actions for the next year can be agreed. Request for CL to be involved. This is a good opportunity to re-engage Rangers in TBP sub-groups as the coming implementation phase is more in tune with them. MP- Implementation is an opportunity to extend the invitation to re-engage across the board.</p> <p>CW – What are the actions that appear in BARS? CL – These were entered as tests of the system but could not be removed.</p> <p><u>ACTION:</u> Contact BARS about removing these test entries (<i>note - subsequently, removed by JNCC</i>)</p> <p>CL – Fife Biodiversity Partnership has instituted a Constitution. This might be worth exploring for TBP</p> <p><u>ACTION:</u> Raise with Steering Group</p> <p>CW – Need to discuss follow-up on prioritisation exercise with Steering Group</p> <p><u>ACTION:</u> Raise with Steering Group</p>	<p>CL</p> <p>CL</p> <p>CW</p>
<p>11</p>	<p>DATE OF NEXT MEETING Friday 10th November 2006, 10am – 2pm, Perth College, Room 810, Webster Building</p>	