



**TAYSIDE BIODIVERSITY PARTNERSHIP
MANAGEMENT TEAM MEETING**

Monday 12th November, 2007

Perth College

DRAFT MINUTES OF MEETING

Present:

Martin Price (Chair)	CMS, Perth College
Jeremy Milne (Secretary)	CMS, Perth College
Bryan Harris	Dundee City Council
Catherine Lloyd	Tayside Biodiversity Partnership
Evelyn Kerr	Perth Quality of Life Trust (Item 1-2 only)
Douglas Calderwood	Perth Quality of Life Trust (Item 1-2 only)
Mike Strachan	Forestry Commission (Item 1-2 only)

Apologies:

Carolyn Deasley	SNH
Pam Coutts	Angus Council
Stewart Roberts	Angus Council

1	<p>APOLOGIES As above</p>	Action
2	<p>SITA TAYSIDE BIODIVERSITY ACTION FUND – PROJECT ASSESSMENT PANEL MP opened the meeting by informing the committee that SITA have confirmed their offer of a further £300,000 over the next three years on condition of match-funding which has now been confirmed by all the participating organisations. DF informed that the SITA money will come through in June 2008 and that the funding year will therefore be June 2008 – May 2009.</p> <p>7347 – Murton Wildlife Trust for Environment Education – Sand Martin Wall Extension Nesting boxes are proving successful. There is now need of an extension to the wall after some erosion of the nesting banks. The project hopes to involve youth from Forfar Academy. Murton have not received TBAF funding before</p> <p style="padding-left: 40px;">Recommendation: Accept. HIGH priority</p> <p>7352 – Broughty Ferry Environmental Project – Flow Phase 3 This third phase will work with volunteers to identify wet grassland sites. This is a habitat that TBP should focus on more. There is need to ensure that field owner's consent is obtained. TBAF can only contribute 10% of the cost of DVD production, therefore reduce sum to £6600</p> <p style="padding-left: 40px;">Recommendation: Accept. MEDIUM priority</p> <ul style="list-style-type: none"> • Fund £6600 • Request clarification of land tenure and landowners consents <p>7353 – SWT – Seaton Cliffs – Maritime Cliff Communities Enhancement Project should benefit small blue butterflies. Links in with local RIGS designation and Angus Council are involved. The rates for vegetation removal were queried. MS pointed out that under the Scottish Rural Development Plan (SRDP), there are standard rates per hectare for vegetation removal. TBAF should be consistent with those rates. The application does not provide enough information about the methods of removal and whether cut vegetation will be removed from the site.</p>	

Recommendation: Accept. HIGH priority

- Request clarification of basis for cost estimates (request to see contractors' estimates)
- Ensure rates are consistent with standard rates under SRDP
- Ask for copy of Management Plan
- Request clarification of method of bracken removal and ensure that cut vegetation is removed from site
- include a location map and six-figure grid reference

7354 – SWT – Balnaguard Glen – Juniper Regeneration

7355 – SWT – Keltneyburn – Calcareous Grassland Improvement Project

7356 – SWT – Brerachan – Northern Hay Meadow Enhancement

All three of these SWT applications are lacking in sufficient detail. They all need to ensure they include a location map and six-figure grid reference and clear breakdown of costs. The applications currently do not include total project costs (including SWT staff and volunteer time) and therefore are presented as requests for 100% funding. DF pointed out that SITA money is really meant to act as pump-prime funding, and should only meet a maximum of 80% of total project costs. Also, where the work is to be carried out on land designated as SSSI they may be eligible for funding under SRDP. Therefore, the committee would be happy to look again at more detailed applications at the next meeting but would prefer that SWT seek SRDP funding first.

Recommendation: Defer to next meeting

- SWT to seek SRDP funding first
- If applications to be resubmitted to TBAF, ensure sufficient detail

7357 – SWT – Loch of Lowes – Osprey Protection Officer

High profile project. The application does not include any in-kind contribution and therefore is presented as request for 100% funding.

Recommendation: Accept. HIGH priority

- Request clarification of total costs including all in-kind contributions and volunteer time over the 24/7 period of osprey protection.
- Request clarification of financial information on form (check figures)
- It is a condition of funding that SWT supply information about the project for the purpose of TBAF/TBP publicity. They also need to acknowledge TBAF funding in their own literature.

7364 – Angus Council – St. Margaret's House Swift Project

Swifts have still not been included in the UKBAP priority list and unfortunately the application does not mention the fact that bats also benefit from these boxes. Therefore, in the absence of a UKBAP priority species, this needs to be worked through the Tayside Urban Action Plan. DF stated that he felt slightly uneasy about funding Angus Council to add biodiversity interest to its own buildings. It was agreed that this would be the last application considered for retrofit of boxes on this site and that future applications would only be considered if boxes were an integral part of the building design.

Recommendation: Accept. MEDIUM priority

- Clarify on the application that these are dual boxes for both swifts and bats

7366 – Angus & Tayside Conservation Group – Tern Conservation in Tayside – Year 3

Since the Group are also seeking funding for the same amount from Crown Estates (CE) there is need to liaise with CE over an appropriate division of funding. TBAF can guarantee half the amount requested and will fund the other half subject to rejection by CE

Recommendation: Accept. HIGH priority

- Clarify CE position

7367 – Murton Wildlife Trust for Environment Education – Grey Partridge Habitat

	<p>Extension DF tabled "Additional Information for Grey Partridge Application" from the Murton Wildlife Trust detailing costs of a larger project. This arose from his (+ EK) site visit and discussions with the site manager. The application now needs to be rewritten to include the full costs of this larger project.</p> <p>Recommendation: Accept. HIGH priority</p> <ul style="list-style-type: none"> • Re-write application <p>Actions arising from consideration of applications AP1 – ensure that TBAF application guidelines are reviewed in the New year to include the following:</p> <ul style="list-style-type: none"> • the need for a six-figure grid reference and location map; • job cost rates should be consistent with equivalent SRDP rates where appropriate; • where requested funding applies to SSSI, applicants must seek SRDP funding before approaching TBAF. • SITA money is really meant to act as pump-prime funding, and should only meet a maximum of 80% of total project costs (the guidelines currently state 100%). 	CL/ DC
	<i>DC, EK, MS left the meeting</i>	
3	<p>MINUTES OF LAST MEETING</p> <p>Agreed</p>	
4	<p>MATTERS ARISING</p> <p>Item 6 - Laptop is still to go to PKC for removal of software AP2 – Return TBP laptop to PKC IT Department for removal of software</p>	CL
5	<p>WORK PROGRAMME/CO-ORDINATOR'S REPORT</p> <p>Tabled her co-ordinator's report and also Rachael's workload</p> <p>CL reported that her 2nd Quarter Work Programme report had been sent to SNH for comment in relation to the recent grant claim but that relevant staff were away. MP and BH stated that the co-ordinator's report is primarily for the Management Team and not SNH.</p> <p>CL presented her report with comments arising as follows.</p> <ol style="list-style-type: none"> CL has spent more time than expected in liaising with SBF and other LBAPs CL still chairing the Coasts & Estuaries and Education sub-groups, as well as the Swift Interest Group, which are all very time-consuming. MP/BH agreed that CL does not have time to run sub-groups and interest groups. Woodland sub-group is not functioning as well as desired as the Chair is currently very busy; the latest meeting has had to be postponed to the New Year. Upland sub-group is currently not meeting, but CL has written to the Chair with proposals for an Upland Discussion Day which will bring together key organisations from both Tayside and the Cairngorms Biodiversity Partnership. CL has spent quite a lot of time re-writing the Community Gardens Booklet to the satisfaction of Urban sub-group members. This has arisen owing to the original booklet only covering the subject of allotments, whereas the Tayside booklet will include community gardens, orchards and allotments. The draft has been well-received. The recent Orchard meeting went very well attracting 85 people with additional ca. 40 apologies sent. This was very good publicity for TBP and it is excellent that biodiversity interests are being widened out to the commercial sector. However, organising the meeting took a huge amount of time and CL commended Rachael for having done a huge amount of work in organising the seminar. 	

	<p>G. Following on from the orchard meeting there is much interest in setting up the Carse of Gowrie Orchard Forum. A further meeting is to be arranged for 11th December to pump prime this, with Syd House chairing, and Dr. Crispin Hayes facilitating. CL agreed to handle the administration for this, but proposed that because of the time implications she should not take on further tasks. She is keen to focus on the biodiversity aspect of orchards and confirmed she could edit the Scottish version of the PTES' Orchard Biodiversity leaflet as a TBP contribution. MP said that this is an excellent initiative and suggested that we try to find funding to support it. CL has already provided the Forestry Commission with a brief for the proposed Orchard Project Officer. MP/BH fully supported CL in backing off from committing too much time to the initiative after the Dec 11 meeting and declining to do any further administration for the project (on behalf of the Woodland sub-group) beyond this date.</p> <p>H. CL suggested that in order to consolidate all the Orchard work in Tayside, Crispin Hayes be paid to prepare a Traditional Orchards HAP in line with the UKBAP's new Traditional Orchards HAP and the importance of orchard biodiversity in Tayside. However, she did not think that SNH would be keen to grant-aid the HAP and Syd House had declined to pay for any further Woodland HAPs. .</p> <p>I. CL now has her own office at Angus Council that she attends once every six weeks where she receives people by appointment, surgery-style. The office is also well furnished with leaflets and posters for people to access in between her visits. Surgeries are not running so smoothly at PKC and DCC yet.</p> <p>J. The Planning Manual is still not finished. The Community Gardens Booklet took precedence and re-writing Advice Notes and the main section of the Manual has taken a lot of time. MP said that CL must aim to finish the Manual by the end of the year ready to launch on the 4th March.</p> <p>K. BARS – want to get Rachael trained to use BARS. JNCC Training Day coming to the area in January. MP/BH agreed that Rachael should get trained in January. CL expressed concern about the time it would take to input all of the 1st Tranche Actions. MP/BH said that CL should forget about inputting 1st Tranche Actions and focus on current actions. 1st Tranche was something of a learning experience and priorities have now moved on and it was agreed that the actions on the sub-group project proformas are the relevant ones to be put on BARS. The proforma actions are the ones relevant to the current Grant Aid conditions and we should focus on those now.</p>	
6	<p>SUPPORT TO TBAP AT DUNDEE CITY COUNCIL</p> <p>Several issues relating to office support at DCC were raised by CL and discussed.</p> <p>A. Voice-activated software – BH said that there were licensing issues regarding this. CL has been added to the list of those to receive it but everyone was waiting for it. This could be long-term issue and BH advised CL to seek an interim alternative such as buying a digital voice recorder and asking Rachael to type from that.</p> <p>B. Rachael still does not have a working phone. BH advised pressing IT department on this and if still not getting a response, take it to Peter Sandwell.</p> <p>C. Answer phone. Need is urgent. BH said he may have a spare one.</p> <p>D. Colour printer. BH advised that it should be possible to connect to a network printer if there is one on the same floor.</p> <p>E. CL advised to use digital diary so others can benefit also.</p> <p>CL stated that she is currently in the DCC office at least twice per week. MP/BH felt that CL should ensure that she is in the office at times when Rachael is there and also sometime towards the end of each week, where feasible, to pick up phone messages (when there is an answer machine installed).</p>	<p>CL</p> <p>CL</p> <p>BH</p> <p>CL</p> <p>CL</p>
7	<p>FINANCES</p> <p>BH tabled a current financial statement showing a surplus. CL pointed out that this includes a sum of £5312 that is ring-fenced for the Planning Manual. This should be added as an item so that it doesn't get overlooked. Also need breakdown of sub-group expenses.</p>	

	AP3 – Contact Christine Campbell regarding addition of items to financial statement	CL
8	<p>AOCB</p> <p>JM is leaving Perth College at the end of the year and so this will be his last TBP meeting. The committee expressed thanks for his contribution as secretary and wished him well in the future.</p>	
9	<p>DATE OF NEXT MEETING</p> <p>Wednesday 20th February 2008, Perth College</p> <p><u>Steering Group</u> Tuesday 11th December 2007, Forfar Tuesday 11th March 2008, Perth. It was agreed CL to contact PKC to ask for a room to be booked. <i>(Subsequently done. Graham Esson has booked room).</i></p>	CL