



**TAYSIDE BIODIVERSITY PARTNERSHIP**

**MANAGEMENT TEAM MEETING**

**WEDNESDAY 15 DECEMBER 2004**

**PERTH COLLEGE**

**MINUTES OF MEETING**

Present: M Price (Perth College, Chair), M Smith (DCC), L Garson (SNH), C Lloyd (TBP), P Coutts (AC), D Flint (P&KC), B Harris (DCC)

No	Item	Action
1	<p><b>Apologies</b></p> <p>None</p>	
2	<p><b>Minutes of Last Meeting on 7 October 2004</b></p> <p>Agreed</p>	
3	<p><b>Matters Arising</b></p> <p>7.2 Local Action Grant Scheme – to be raised under Agenda Item 10.3</p>	
4	<p><b>Co-Ordinator's Report</b></p> <p>C Lloyd spoke to her report and advised as follows:-</p>	
4.1	<p>New 'Building Better Biodiversity' programme for next year will be circulated.</p>	
4.2	<p>Butterfly workshop will be held on 17 March</p>	
4.3	<p>Community Project, Abbotsford Road Play Park, Arbroath – hope this can be used as a demonstration site</p>	
4.4	<p>Scone Park Pond - Jo Long, SEPA taking forward</p>	
4.5	<p>Perth Lade – would like to carry out another survey, last one was done approx 10 years ago. C Lloyd liaising with PKC Outdoor Services and hope they may be able to provide funding.</p>	CL
4.6	<p>Planning Manual – this needs to be completed by the end of the financial year. Concern expressed about amount of C Lloyd's time this is taking up. No feedback from DCC, M Smith to follow up. C Lloyd to see if 'Lesley' can help with Planning Manual and to check if there is any leeway on deadline, possibly to the next quarter. Suggested that C Lloyd send draft of Manual to Jim MacKinnon, Head of Planning at Scottish Enterprise for comments.</p> <p>Agreed publicity leaflets should be done first and then Planning Manual if deadline can be extended.</p>	CL MS
4.7	<p>Householders' leaflet to be rewritten.</p>	CL
4.8	<p>Display Boards - PKC hope to have one Board and Angus Council to get the other.</p>	

4.9	LBAP Officers' Network - constitution has been discussed. C Lloyd will report back at next meeting.	CL
4.10	BARS (Biodiversity Action Reporting Scheme) now online and should be fully operational from the beginning of the year.	
4.11	BAGS (Biodiversity Action Grant Scheme) – gearing up for next tranche, next year.	
4.12	Reported an increase in demand for letters of Support. Angus Council's BAGs application turned down (Protocol on working near watercourses). P Coutts to resubmit to BAGS (has to be community centred)	PC
4.13	<b>Health &amp; Safety/Admin</b> Clearer system to be put in place from beginning of new year for admin support for C Lloyd (D Flint has in hand). C Lloyd to list requirements.	DF CL
4.14	M Smith indicated that a Veteran Tree Survey had been carried out in Dundee recently. Copy to go to C Lloyd	MS
4.15	L Garson expressed concerns about the time C Lloyd is spending with local authorities rather than an emphasis on getting the message out to local communities. Agreed to discuss this at next Steering Group Meeting. SNH's funding was linked to an emphasis on community involvement and this could lead to problems with SNH funding.  Agreed that, in future, emphasis in C Lloyd's Report to Management Group should be changed to reflect the community involvement and to focus on the recipients rather than the local authorities.  Work plans need to have clear targets; produced quarterly and to be reviewed monthly with D Flint.	CL  CL/DF
4.16	Child Protection – D Flint has made enquiries about training but no progress so far. He will introduce C Lloyd to the Child Protection Team. D Flint to check if Countryside Rangers have had training as some of their procedures could be appropriate. D Flint agreed to get C Lloyd officially 'checked'.	DF
5	<b>26 October Workshop</b>	
5.1	Item to be carried forward to next Steering Group Meeting. Almost all papers have been issued. No reply from Mike Strachan, Forestry Commission. A Paterson to email again to him.	AP
5.2	Agreed good conclusions came out of workshop and this will be linked to the work programme. MP still to write to various contacts as a result of the workshop.	MP
6	<b>Work Programme</b>	
6.1	This was circulated for comments. C Lloyd will prepare an annual overview for the end of March. An 'at a glance' programme needs to be prepared for next year.	CL
6.2	L Garson asked for clarification of what C Lloyd is actually involved in and her priority areas. In future C Lloyd will produce a copy of her detailed list and circulate this to the Steering Group. The format should cross-reference with the co-ordinator's report and annual overview grid, ie C Lloyd to pull both reports into one. Include actual numbers of days completed so far, against numbers of days programmed. It was agreed this should be done quarterly rather than monthly. This will also make it easier when the final report has to be prepared for SNH.	CL

7	<b>Website</b>	
7.1	Agreed that the general website looked very good but that the front page needed to be more user friendly to be more accessible to all. To be added to the Agenda for the Steering Group Meeting. C Lloyd to send out for comments to all Sub Groups/Steering Group after the front page has been reviewed. The website should not be launched before the next Steering Group Meeting is held.	CL
7.2	CL to check that the contract for setting up the website is a fixed price contract and find out what happens if we go over budget.	CL
7.3	A Perthshire.com website should be up and running from 10/1/05. D Flint will ensure a link is included to TBP website. This can be done before amendments are made as long as 'still under construction' is included.	DF
8	<b>2<sup>nd</sup> Tranche Progress Report</b>	
8.1	This item will be added to the next Steering Group Meeting Agenda.	
9	<b>Monitoring – Future Timeframes</b>	
9.1	This item will be added to the next Steering Group Meeting Agenda.	
10	<b>Finance</b>	
	D Flint distributed an income and expenditure sheet which was discussed. The 04/05 figure does not include a pay award increase.	
	C Lloyd to check if website developer charges VAT, as this is for educational purposes	CL
	£500 has been agreed as a pro rata administration cost to Perth College for October 04 – March 05. A Paterson to raise invoice to D Flint for this.	AP
	£3,000 has been allocated to TBP Projects (out of recruitment) which should be spent this financial year. Agreed that this should be used for the website (£2,100 out of £3,000) Remaining £900 – C Lloyd to ask sub groups for project funding ideas. £100 has also been allocated to each sub group.	CL
	Query raised on what the book tokens were for – they are used as a thank you to any speakers.	
10.1	<b>Computer</b> D Flint to go ahead and purchase laptop through PKC. D Flint indicated that there is an excess of £1,000 on the insurance policy. Agreed that it was best to purchase from PKC as this would give access to maintenance. D Flint to make enquiries about insurance policy to cover the £1,000 excess.	DF
10.2	<b>SITA Funding</b> C Lloyd has been informally advised that SITA (through the Perth Quality of Life Trust) will be allocating £100,000 per year for 3 years. C Lloyd to write to Andrew Saunders at SITA to get confirmation of this and copy to PQLT. Confirmation is also required that SITA is prepared to fund projects throughout Tayside and not just Perth & Kinross.	CL
	Discussed the possibility SITA being willing to fund a Project Officer for delivery of projects – agreed this would depend on the actual amount of money they agree.	
	PQLF require an additional trustee (not from a local authority). This would need to be M Price or the representative from SNH – to be included on the agenda for the next Management Meeting. In the interim, M Price agreed he would attend meetings.	
	Agreed projects would need to be approved through the steering group and then by the PQLT. D Flint to contact Serge Malone to find out how the Trust works and who is on the Board.	DF

10.3	<p><b>Local Action Grant Scheme</b> Other LBAPs receive money from SNH and could we get the same? To be included on Steering Group Agenda as well at next Management Team Agenda.</p>	
11 11.1	<p><b>Wider context</b> Community Planning – take off Agenda for next meeting</p>	
11.2	<p><b>SEA (Strategic Environment Assessment)</b> Take off Agenda for next meeting.</p>	
12	<p><b>AOCB</b> C Lloyd going to the Spring Garden Show in Dundee in April 2005, 2 days. M Smith to co-ordinate. Agreed last year that C Lloyd would attend 3 events per year, ie one per local authority. Agreed it was important for C Lloyd to get out into different sectors and the general public.</p>	
13	<p><b>Date of Next Meeting</b></p> <p>The next Management Team Meeting will be held at Perth College at 2pm on Wednesday 23 February 2005</p> <p>The next Steering Group meeting will be held at Angus Council, County Buildings, Forfar at 10am on Tuesday 25 January 2005.</p>	