



**TAYSIDE BIODIVERSITY PARTNERSHIP
MANAGEMENT TEAM MEETING**

Thursday 15th February, 2007

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
M Smith	Dundee City Council
C Lloyd	Tayside Biodiversity Partnership
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
C Warwick	SNH

1	<p>APOLOGIES</p> <p>As above</p>	Action
2	<p>SITA TAYSIDE BIODIVERSITY ACTION FUND – PROJECT ASSESSMENT PANEL</p> <p>6019 – SAC: Perthshire calcareous grassland 3 year project but TBAF can only commit funding up to 2 years ahead (ENTRUST will only guarantee funding up to 31st August 2008).</p> <p>Recommendation: Accept in principle. High priority</p> <ul style="list-style-type: none"> • Need to clarify whether SNH is funding this project and if so, by how much. This information needs to be communicated to DC before 5 March if it is to be considered by the P&K Quality of Life Trust at their meeting on 6 March. • Need to include a breakdown of annual activities and costs. • TBAF can fund 10% of Project Administration fee. <p>6024 – Comrie Millennium Footpath Association: Lednock woodland path Very encouraging to see an application from a community group. DC related that PQLT has helped this association over the years. CL related communication from Forestry Commission regarding funding (£28,000) already given to the association for pathwork. DF queried value to red squirrels of project. DC said project could qualify as 'D' category for PQLT if not considered suitable for 'DA' category under ENTRUST criteria.</p> <p>Recommendation: Reject</p> <ul style="list-style-type: none"> • Committee wished to thank the association for the application and welcomed the biodiversity interest. • Committee agreed that this project would be better suited to PQLT <p>6037 – FWAG: Tayside tree sparrow project DC reported that a connection with farms tends to put ENTRUST off funding projects. SM highlighted that no money is actually going to the farmers for work to be done, so there shouldn't be a problem. CL said that the project has a long history of development and involves 3 FWAGs each running 10 sites. DC commented that a lot of money seems to be</p>	

	<p>going to FWAG for project management. CL pointed out that the thrust of the project is to encourage the participation of farmers in managing land for biodiversity and that the bird boxes are really a means for this. FWAG input is vital for engaging farmers and producing action plans. DF said that tree sparrows are a Red Data species and are high priority, adding to the justification. SM suggested that ENTRUST are more amenable to research as an activity rather than project management and it would help if the application was rephrased towards investigating ways of stopping sparrow losses and increasing numbers. DC felt project needed to be split into 3.</p> <p>Recommendation: Accept in principle. High priority</p> <ul style="list-style-type: none"> • Split into 3 projects for administrative purposes • Refocus application towards research and monitoring on tree sparrow and other species • Include farmers' in-kind contributions <p>6064 – Angus & Tayside Conservation Group: tern conservation in Tayside This is basically Phase 2 of a bigger tern project. Phase 1 was not very successful due to gaps in wardening. Phase 2 seeks 24-hour wardening. This is an interim measure to maintain the population while funding is sought for Phase 3 which will seek to relocate the tern population onto floating rafts or elsewhere. SNH is heavily involved. MS pointed out that the elements of experience gained and learning good practice were important. BH suggested that the committee should seek some reassurance that Phase 3 will actually be able to go ahead before committing money to this phase 2. CL mentioned that, following the last meeting of the Coast & Estuaries sub-group, a Tayside Tern Working Group was set up and, following its first meeting, proposed to take forward the Montrose project as priority.</p> <p>Recommendation: Accept in principle. High priority</p> <ul style="list-style-type: none"> • Proposal should be revised to clearly show the elements for which funding is requested from TBAF • TBAF can fund wardening element • SNH to supply costed proposal for other activities including existing and approached funding sources. • Encourage private sector involvement <p>6094 – FWAG: Linnet Link CL – focus is on one species for application purposes, but benefit to biodiversity is much wider. DF suggested that reporting to TBP should include the wider focus. MP said TBAF can only pay 10% towards preparation of press releases and articles. MS suggested that the contractor quotes could usefully be included in a table for comparative purposes.</p> <p>Recommendation: Accept in principle. High priority</p> <ul style="list-style-type: none"> • Require table of comparative capital costs of contractors and a justification of contractor choice • TBAF will only fund 10% of the education element <p>6408 – DCC: Trottick and Den O'Mains pond restoration Good project for volunteer development. Locality information (grid ref/postcode) required.</p> <p>Recommendation: Accept. High priority</p> <ul style="list-style-type: none"> • Supply locality information <p>DC tabled SITA TBAF spending update.</p>	
3	<p>LOCAL BIODIVERSITY FUNDING</p> <p>Nothing to report</p>	

4	<p>MINUTES OF LAST MEETING</p> <p>Agreed</p>	
5	<p>MATTERS ARISING</p> <p>Item 7. SM confirmed that TBAF interest money can be used for producing display banners and for website work. CL said that this money would fully fund the display banners.</p>	
6	<p>WORK PROGRAMME/CO-ORDINATOR'S REPORT</p> <p>CL tabled 'Tayside LBAP Co-ordinator work programme 2006/2007' with Q3 update. Issues arising:</p> <p>2.4 BOOLS – some time given to chairing group meetings and designing and producing recording card. Carol Littlewood will be co-ordinating the records.</p> <p>2.5 Red squirrel newsletter printed. Printer errors in 'Contact' section noted and corrected copies requested from printers. Pleased to get community groups contributing to newsletter.</p> <p>2.6 Swift newsletter in hand.</p> <p>2.8 TBAP newsletter deadline coming up so working on this at the moment.</p> <p>2.9 Lots of work has been done to revamp the TBP website. The new version is due to be ready for the next Steering Group meeting. (<i>subsequently: new version uploaded on day of meeting; Partners' sharepoint section to be ready for the next Steering Group meeting</i>)</p> <p>3.1 Steering Group work and admin. over-target.</p> <p>Sub-groups are taking a lot of time. Chairing too many sub-groups at present. CL is currently co-chairing and convening the Woodland sub-group and, as the Leader continues to be extremely busy, suggested that an alternative joint woodland sub-group leader be considered.</p> <p><u>ACTION:</u> CL to propose appointment of joint-leader for woodland sub-group at next Steering Group meeting.</p> <p>6.1 Local Authority work tends to get concentrated in current host authority. MS suggested that it would be a good idea to maintain hot desks at the other councils and programme days of attendance there to ensure coverage to other LAs.</p> <p>6.2 Planning for Wildlife seminar (13th March) programme and registration document launched. Elmwood College has responded to Biodiversity on Campus campaign by requesting a presentation from CL.</p> <p><u>ACTION:</u> Copy Elmwood College biodiversity seminar programme to MP for circulation at Perth College.</p> <p>6.3 National LBAP network meeting is on 15-16 March in Falkirk.</p> <p>6.4 The 'Biodiversity: Developers' Guidance' leaflet has been successful, often being accessed from the website. CL approached by building firm seeking biodiversity advice for a planning application which is good news story worthy of inclusion in the annual report or newsletter.</p> <p>8.1 A second BARS training day is being organised at Battleby on 26-27 March. Attendees will be able to input real actions and data at these sessions so will be a good opportunity to start this task.</p> <p>9. HAPs and SAPs – post-consultation amendment process has been delayed. Need to find a block of uninterrupted time to do this. However, finishing the Tayside Planning Manual is now a top priority as the deadline for spending the money is coming up with the new financial year. CL received a quote of £17000 for printing and ring-binding. Alternative quote for producing the Manual as a CD with an introductory booklet was £7000-8000.</p> <p><u>ACTION:</u> Check with SE that they are happy for the Manual to be produced as a CD. Check what the copyright issues are with CD publishing. Check that supply of a downloadable web version of the Manual is included in the quoted price.</p>	<p>CL</p> <p>CL/ MP</p> <p>CL</p>
7	<p>FINANCES</p> <p>DF reported no significant budget pressures. Small carry over to DCC expected. Keen to transfer any underspend to sub-groups where possible. CL expressed concern as to where</p>	

	<p>money for sub-groups will come from next year. <u>ACTION:</u> Circulate budget statement (<i>subsequently circulated with draft minutes</i>).</p>	DF
8	<p>LONG TERM PLANNING (NEXT FUNDING APPLICATION FOR CO-ORDINATOR'S POST TO SNH)</p>	
8a	<p>Employment of Co-ordinator The Chair and Committee expressed thanks to MS and BH for facilitating the process which has led to the decision to host the Biodiversity Co-ordinator post for the next 3 years at Dundee City Council. MS reported that the report for this was going to Council Committee on March 19th in order to create the posts of Tayside Biodiversity Co-ordinator (3 year contract) and also part-time Assistant to that post at 18.5 hours per week. Peter Sandwell (Environment Section Leader) will be Line Manager and the posts will be located within the Environment Team. BH will continue to represent DCC on TBP. CL will be entered into the DCC 'single-status' scheme. The post has also been entered for the DCC electronic dictation scheme and DCC will purchase a computer for the post but will retain it after the contract ends. DF stated that while TBP owns the laptop used by the Co-ordinator, PKC will have to retain the software on it for licensing reasons, so software will have to be reinstalled by DCC.</p> <p>DF raised the issue of what happens after the next 3 years and what the legal responsibilities of TBP are and reiterated the need for some memorandum of understanding between the partners. MP suggested that TBP sticks with current arrangement but begins to explore future options early on (i.e., starting in the next financial year). MS stated that she has a lot of experience of setting up companies and trusts and that she would be happy to advise TBP on this. However, MS suggested that the first thing to do was to carry out a proper appraisal of whether this was the best option for the Partnership. She was willing to take on this responsibility.</p> <p>BH reported that he is still waiting to hear from SNH regarding the terms of reference of the Co-ordinator's post as detailed in the latest Business Plan.</p> <p>MP stated that with the advent of Admin support for the Co-ordinator, it would be appropriate for the CMS contribution to TBP to be restricted to convening, chairing and minuteing meetings only. All other admin work should pass to the Admin support post. The committee agreed that the roles of CMS and the new Admin post will need to be clarified</p>	MS
8b	<p><u>ACTION:</u> Develop and circulate Work Programme for 2007/2008 one week before next Management Team meeting. Please add column indicating 'change from previous year' Programme to include scheduled regular (monthly or quarterly) 'surgery' days at the other Local Authorities.</p>	CL
8c	<p>Action plans It was queried whether SEA will need to be applied to action plans. DF suggested that projects don't require SEA, only strategic plans. Action Plans could be considered as projects. CL confirmed that three LBAPOs would be outlining their involvement in SEA preparation at the next LBAPO Network meeting.</p> <p>Sub-group budget proformas <u>ACTION:</u> Include 'Funds received' column</p>	CL
9	<p>AOCB</p> <p>CL tabled a list of sub-group proposals for claiming the SNH promotions budget. CL keen to claim for an order of TBP pens with TBP email address, website, and telephone number. BH requested that these be made of recycled materials. CL stated that it might be too late to claim for the TBP Newsletter. MP suggested that available SNH Promotion Budget money could be claimed for the website development work and that the SITA TBAF interest money that was allocated to website development could be used to fund the newsletter instead. <u>ACTION:</u> Claim for pens and website development from SNH Promotions Budget.</p>	CL

10	DATE OF NEXT MEETINGS 21 May 2007, 3 August 2007, 8 November 2007	