



**TAYSIDE BIODIVERSITY PARTNERSHIP**

**Steering Group Meeting**

**Draft Minutes of Meeting**

**Monday, 12 March 2007**

**Dundee City Council**

Present:	Martin Price (Chair) Jeremy Milne Alison Anderson Brian Harris Pam Coutts Doug Flint Catherine Lloyd (CL) Christine Hall Carolyn Warwick Martyn Jamieson Bruce Campbell Mike Strachan Carol Littlewood (Clw)	CMS, Perth College CMS, Perth College Dundee City Council Dundee City Council Angus Council Perth & Kinross Council Tayside Biodiversity Partnership SAC SNH Scottish Field Studies Association SEPA Forestry Commission FWAG
Apologies:	Mark Simmons Ruth Harland Merrill Smith Alan Hendry Richard Lockett Kate Scott	Perth Museum Scottish Rural Property & Business Assoc Dundee City Council SEERAD FWAG NFUS

In Attendance:

No	Item	Action
1	<b>Apologies</b> As above.	
2	<b>Minutes of Previous Meeting held on 1 December 2006</b> Agreed	
3	<p><b>Matters Arising</b></p> <p>4.3 – MP chaired meeting of SBF Rural Working Group, upland sub-group. Agreed need for fewer and SMARTer actions for next round of Implementation Plan.</p> <p>7 – CL reported that £500 of SITA interest money will be spent on completing the website improvements with a particular focus on SITA TBAF project reporting and publicity for the fund (FCS have already contributed to the home page revamp and the setting up of a Partners' sharepoint). It has also been agreed that part of the interest money will be used for the general TBP Newsletter which will feature SITA TBAF projects and highlight practical action. A second set of display banners has been financed by the interest too. This will enable the original set to stay within Perth &amp; Kinross and the new set to be lodged in Tayside House for use in Dundee and Angus. The new banners sport the SITA TBAF logos and information about the fund.</p> <p>12 – <u>Constitution</u> - MP reported on Management Team (MT) discussion on the issue of a TBP Constitution. Merrill Smith has agreed to consult with MT over this. Needs to be looked at during next year.</p> <p><u>Seminar</u> – CL reported over 50 bookings for this. Should make a small profit.</p>	

4	<p><b>Reports from Sub Group Leaders</b> Sub-group reports tabled. The meeting agreed that tabling sub-group progress reports in this format was useful and that minuted comments should be added direct to the Progress Report spreadsheet and circulated with the minutes.</p> <p>Scottish Biodiversity Week (19-27 May) is a good publicity opportunity for TBP. As in the past, CL would be preparing a Tayside events leaflet which would also be available on the website. Sub-groups to think of additional activities/events to help increase profile. MP suggested that TBAF will want to do something for this also.</p> <p>MP reminded that it is important for sub-groups to make sure that outputs from projects are being properly monitored and recorded as TBP will need to demonstrate that projects are producing results. DF suggested that this means that adequate baseline data also required against which to monitor. DF also raised the issue of climate change and suggested that this needs to be borne in mind when considering the merits of any project.</p>	<p><i>JM/AP</i></p> <p><i>Sub-group leaders</i></p>
5.	<p><b>Sub-group proformas</b> Committee agreed that subgroup leaders are responsible for updating proformas. <u>ACTION:</u> - put updated proformas on TBP website sharepoint.</p>	<p><i>CL</i></p>
6.	<p><b>Strategic species list for Tayside</b> CW reported that the SNH Species Action Framework had been launched in February. A copy has been sent to CL and copies would be sent to sub-group leaders once reprints were available. The Framework identifies 32 species for which concerted, focused effort over the next 5 years will deliver the greatest biodiversity benefits. SNH are to produce Action Plans for each of the species in the coming year. There is a budget of £1 million p.a. for all of the species over the next 5 years. Unclear at present how money will be allocated. There are several species that are relevant to Tayside. Advice for TBP is to carry on as normal and await publication of Framework Action Plans which should serve as guidance. Maintain pragmatic approach at the local level.</p>	
7.	<p><b>Finance</b> DF and CL meeting with budget managers on Wednesday. Any monies, including sub-group money, left over at the end of this financial year will be transferred to Dundee. DF to liaise with Dundee over transfers. DF reported that there is no cause for concern over finances at the moment. On behalf of TBP, MP thanked DF for taking care of the finances over the last three years. <u>ACTION:</u> circulate updated financial statement with minutes. Finance updates to be posted on TBP website sharepoint</p> <p>CW confirmed that SNH have assessed the TBP application and sent a letter offering grant aid for the next three years up to end of March 2010.</p> <p>MP thanked SNH for the Promotions Budget grants that had been made. Suggested planning ahead for next year to avoid a last minute scramble. Asked for confirmation of money available for next year. CW reported that SNH have allocated £10,000 to cover Clackmannanshire, TBP and Rangers. Can't confirm exact allocation for TBP yet but it will be of the order of ca. £500 per sub-group. This money is for pump-priming, material costs and publicity. CW requested that sub-groups think about potential projects for this budget in advance and discuss with her as early as possible. <u>ACTION:</u> TBP allocation of SNH Promotions Budget and sub-group proposals for projects to be tabled at the meeting after next.</p>	<p><i>DF/CL</i></p> <p><i>CW/sub-group leaders</i></p>
8.	<p><b>Tayside Biodiversity Action Fund</b> CL represented MP at the last QLT meeting at which all of the applications were approved. CL will now write to ENTRUST to release the funds.</p> <p>CL tabled TBAF project update. BH suggested that the figure for total project spend be entered alongside the figure for TBAF contribution. MP suggested that 'in kind' contributions should also be displayed. CL is planning to publicise this during Scottish Biodiversity Week and will include these additional figures. April 27<sup>th</sup> is the next deadline for applications. While there is not much money left to allocate for the period Sept 2006- Aug 2007, it was agreed that the scheme be kept open as normal as funding for projects is often allocated for future activities.</p>	<p><i>CL</i></p>

	CLw reported that BIFFA have widened their grant scheme to cover any landfill site.	
9.	<p><b>Website/publications</b></p> <p>CL reported that the website has been updated and is now easier to use and much more information has been added. The webmaster is a keen supporter of the TBP and is not charging a full rate for her services.</p> <p>Newsletters for red squirrel, barn owl and swift have been produced. The TBP newsletter is being produced using SITA TBAF account interest monies. Green Graveyard Initiative advisory leaflet about to be produced.</p> <p>8000 barn owl sighting cards have been produced for Tayside and will be distributed via post offices, hotels, churches, libraries etc, as well as via the SAC and FWAG members mailings. There is also a digital version of the form on the website. CLw reported that 8 completed cards had already been returned. CLw is purchasing some data input software at minimal cost (ca. £20). CW suggested that records need to be fed to the NBN database. CLw explained that many sightings may not be compatible with national databases because they will be records of barn owls seen flying over. CW suggested that this was another good publicity opportunity.</p> <p>Webstats – CL reported figures for number web sessions and number of hits on the TBP website. CW requested that time spent on web sessions be shown. BH suggested that webstats need to be treated with caution as it is not possible to tell how much of the activity shown is due to TBP partners themselves visiting the site and even time spent uploading information to it.</p> <p><u>ACTION:</u> Enquire if possible to show time spent on web sessions. Update webstats spreadsheet if possible and circulate with minutes.</p>	CL/JM
10.	<p><b>Local Sites Designation</b></p> <p>Carry forward</p>	
11.	<p><b>Future Plans for Partnership</b></p>	
11.1	<p><b>Second Tranche Plans</b></p> <p>CL reported that sub-groups are currently working through the necessary amendments to the remaining plans arising from the consultation process. Finalised plans will be published on the website by the end of April. Referring to the minutes of the previous meeting CW pointed out that ratification of these remaining plans was supposed to take place at the present meeting. It is necessary to now draw a line under these plans. MP suggested that since there were only minor amendments to be made that these plans could be ratified now. Simply remove the word 'draft' from the plans and publish them on the web and consider them ratified.</p> <p><u>ACTION:</u> Circulate list of 2<sup>nd</sup> Tranche Plans that have been ratified</p>	CL
11.2	<p><b>Business Plan 2007 – 10</b></p> <p>On behalf of the committee MP thanked BH for compiling and submitting the Business Plan. Thanks were also extended to Merrill Smith for organising accommodation for CL at DCC. The committee were informed that an Administrative Assistant post was to be created at 18 hours per week to support CL</p>	
12	<p><b>AOCB</b></p>	
13	<p><b>Dates of Future Meetings</b></p> <p><b>Steering Group</b> – Tuesday 19<sup>th</sup> June, 10am, Room 12/13, Pullar House, PKC (directions available on the TBP website sharepoint)</p> <p><b>Management Team</b> –  Tuesday 17<sup>th</sup> April, 10am, Perth College (work programme only)  Monday 21<sup>st</sup> May, 10am, Perth College (TBAF assessments only)</p>	