



**Steering Group Meeting
Draft Minutes**

**Wednesday 13th May 2008
GOWM, St Philips Place, Birmingham**

<p>Present:</p>	<p>Mike Kinghan (WTs) (Chair) Nicky Davies (Herefordshire LBAP) Sue Redfern (WWT) Jeff Edwards (WMBP) Mike Wilkinson (NE) Kate Warburton (NT) Audrey McGrath (NE) (Mins)</p>
<p>Apologies</p>	<p>Sarah Faulkner (NFU) Justin Milward (WoT) Dave Haslam (LBAPs rep) Chris Blakeley (WMRA/LGA) Sara Carvalho (LRC) Colin Wilkinson (RSPB) David Howatson</p>
<p>1.Minutes of last meeting and action points</p> <p>Minutes from AGM</p> <p>Actions from AGM</p>	<p>Action 1 – Biodiversity Pledge Update – Joan Ruddock who was initially asked to a signing ceremony is now unable to attend. Fall back perhaps present at LGA 9th July. Olwen to give us her view hopefully this week. We should by then have 9-10 organisations signing up. JE has had some discussion re promotion but that has proved more expensive than initially thought. Kate Humble who has been approached, her fees are £5k am only and she is available 1st July as per her agent. In terms of celebrity signing we look at all suggestions i.e. AP suggested Mark Pearce.</p> <p>MW has resigned as Vice Chair as he now has a new role for NE outside the region. MK suggested that he would prefer to retain Vice Chair position with representative from NE or other Statutory Agency. This was agreed.</p> <p>Action: Circulation of annual report to be done MK to write letter</p> <p>Action: JE to circulate minutes of AGM to Full Partnership</p> <p>Action: JE - Conference pack not to be used for further WMBP events because it has the WT address on it & they are receiving phone calls which they then have to redirect to JE/NE</p> <p>MK to investigate MW replacement from NE or other Statutory Agency</p>

<p>2. EBS Delivery Framework & Regional Targets</p>	<p>JE lead on discussion. Response to framework Consultation letter circulated to group which was sent to Pete 28th Feb subject. Pete also gave presentation to conference and the note circulated to the group 'A new framework for England biodiversity strategy & biodiversity action plan delivered in England', gives an outline of what Pete is expecting us to do – JE advised there has not been much feedback from Pete. In terms of the targets consultation which we have to reply to by the 13th June we need to:</p> <ul style="list-style-type: none"> • highlight those targets in the region we cannot meet & those we can exceed with prior discussion across the region • Identify barriers to meet targets e.g. in order to meet targets we would require • If we are not going to meet the target we should give an estimate of what we can achieve & if we are going to over shoot target flag this up also <p>Action: ALL - note the paper and provide feedback to JE and respond to draft response when it is circulated. Action: JE meeting with AP & AH on 2nd June, they will use that meeting to draft up response & circulate to Steering group Action: JE to liaise with LBAPs prior to meeting with AP/JE & AH 2nd June Action: JE to speak to Pete Brotherton regarding next steps for the process.</p>
<p>3. WMBP delivery Plan and Budget</p>	<p>JE lead on discussion – paper circulated and suggestion/actions flagged up for each. Main issue for discussion being the time available for JE to service the WMBP work programme.</p> <ol style="list-style-type: none"> 1. <u>RSS Review</u> - MK/MW &JE to take away & look at days 2. Trees, Woods & Forests – JM to continue chairing and FC to service sub group 3. <u>Regional Sectoral Engagement</u> – Suggested developing a plan for regional engagement, someone else will need to do the plan no 3 to go in with no 11 4. <u>Local Opportunity Mapping</u> – Work left to do is drawing up documents in line with guidelines, emphasis is now down to the regional level, JE still to support & coordinate at regional level. MK suggested linkages between LBAPs perhaps. 5. <u>Regional 2015 Habitat Targets Delivery Plan</u> – JE allocated a lot of time to this, needs to discuss JE non attendance at LfL meetings how will this work will be coordinated through this sub-group? - to be discussed further 6A. <u>Regional Habitat Data Project</u> – Next meeting will be critical JE is acting as chairing the next meeting only – suggested that LRCs take more active role in the group. Action: Suggested Bernadette Micklewright or LRC managers perhaps to chair JE to progress 6B. <u>Defra Innovation Project</u> – One of the major issues as on item 4 who would act as main contact? 7. <u>Biodiversity Indicators</u> – Take no 7 out & put something in no 1 & call it regional indicators and put local indicators into 8. 8. <u>Biodiversity Duty</u> – Work with and assistance from LBAPs need to be investigated. 9. <u>Formal Consultation Work</u> – AM to pick up 10. <u>Climate Change Adaptation</u> – Sub group to have joint meeting with SWM CCAIP group – Biodiversity to be dealt by email communication rather than meetings. KW offered assistance with the publication of the Advice Note

<p>Budget</p>	<p>Action: AH to confirm arrangements with group members. 11. <u>Communications</u> – KW volunteered to support. Suggested need for another special meeting before the next Steering Group meeting. Action: KW to discuss with JE after meeting 12. <u>Funding Strategy</u> - JE suggest we keep this in the work programme but review capacity to produce later in the year. 13. <u>SITA Enriching Nature Programme</u> – OK on this AP chairs meetings 14. <u>Maintaining and Develop Partnership Capacity</u> – Steering Group members offered support for attendance to LBAPs meetings/conferences. Suggested that Conference should come under Communication, to be discussed further</p> <p>Total carried forward 2008/09 = £26,759.13. Uncommitted funds £15,072.13 – Committed funds (not allocated) £11,687 = £26,759.13. Confirmed additional income NE £9,000 + £15,072.13 = £24,072.13 available to spend with possibility that partners may contribute additional funding. Other potential income: Proposals for allocating funds were discussed and the following agreed: Core Running Costs Meetings/workshops etc £5k Publications £2k Web Site £3k (2,350 already allocated) Shropshire WT management fee £3k Projects £5,000 for the Regional Habitat Data Project in addition to the EA funds £1,000 for the CC Advice Note £2,000 for Biodiversity Pledge/Duty work It was suggested that the FC may wish to contribute towards the audit of Wood pastures MK did not think there were any need for funds for the LfL work this year Action: Forestry Commission £3,000 AP to chase Action: Wildlife Trust £5,000 MK to check Action: National Trust £1,000 KW to ask Action: Woodland Trust £1,000 JE to check with JM Action: JE to ask CB whether there is any funding from Regional assembly to allocate for the RSS work Action: AP to take back to Bill further scoping to be done on project for habitat focusing on Woodpasture Action: JE to prepare revised budget and circulate</p>
<p>4. Communications work Draft Comms Action Plan Regional consultations timetable Key messages Redesign of Web Site</p>	<p>Communication work – JE circulated paper Redesign of website - JE circulated paper of action plan of proposed website giving a list of heading that falls under list. Key messages that came out of discussion is who do we want to appeal to, issues, messages and how are we going to reach them. The website should hopefully be up and running by Sept</p>
<p>5. Revised Terms of Reference</p>	<p>All agreed to take Terms of reference forward</p>
<p>6. LBAPs progress report</p>	<p>ND circulated paper and fed back on behalf of the LBAP officers. Action:ND to feed back via email from ‘Cross border environment topic group meeting’ which biodiversity issues we should be raising at meeting & feed into Rob Williams (NE)</p>

7. Regional Consultations - Sub National Review - Health and Wellbeing - Economic Strategy - Regional Spatial Strategy	Action: Sub National Review - MK to respond to review
9. Feedback from National & Regional meetings	There will be a joint meeting with coordinators & Chair next week
10. AOB	MW to look out for paper launch of the 'State of Environment' - where we are now, what we call on a wider range of partners to do, more info coming along Full Steering group meeting – suggestion for meeting possible Access to Nature presentation. Action: JE to circulate suggestion for attendance for full Steering group meeting
	Dates of next Meeting September 2 nd 2008 November 25 th 2008