

**6Cs Strategic GI Project Board
Meeting 11th February 2009
Government Office for the East Midlands,
The Belgrave Centre, Stanley Place, Talbot Street, Nottingham, NG1 5GG.**

Notes and Action Points

Present:

AH - Alison Hepworth (chair)	EMRA
SJ - Sharon Jefferies	6Cs GI Development Coordinator
DS - Dave Slinger	Derby City Council
DL - David Lepper	Natural England
CGa - Charlotte Gault	East Midlands Biodiversity Partnership
LE - Lesley Eddleston	Leicestershire County Council
AB – Alex Bowness	GOEM
TP – Tim Pickering	Environment Agency
RM - Ron Marquand	GreenSpace East Midlands
EG – Ed Green	East Midlands Environment Link (EMEL)
RC – Richard Crosthwaite	EMDA
MH – Malcolm Hackett	Greenwood Community Forest
FC – Fiona Clarke	Groundwork East Midlands
SE – Simon Evans	National Forest
SB – Sarah Banks	6Cs Derby HMA Co-ordinator
MG – Matt Gregory	6Cs Greater Nottingham HMA Co-ordinator
EGr – Emma Grady	6Cs Leicester & Leicestershire HMA Co-ordinator
JB – John Bloxson	6Cs Programme Manager
JD – James Dymond	Nottingham City Council

Apologies were received from: Andy Jackson (AJ), Ann Plackett (AP), Richard Welburn (RW), Angie Essom (AE), Barry Joyce (BJ)

Item 1. Welcome, introductions and apologies.

Under this item AH raised the issue of membership to the 6Cs Strategic GI project Board listed in the current Terms of Reference. The Country, Land and Business Association (CLA) are listed but AH was unsure as to whether this was confirmed, likewise the Rural Communities Council. The National Farmers Union (NFU) had also expressed an interest in forming part of the Boards wider reference group. AH recommended that membership of the Board is revisited and revised as necessary to reflect changing priorities as the 6Cs GI Strategy and associated work of the partnership emerges.

Action	Detail	Who	When
5.1	AH/SJ to contact the necessary people at CLA and the Rural Communities Council to confirm membership of the 6Cs GI Board.	AH SJ	ASAP

Item 2. Notes from last meeting 9th December 2008.

Actions 1.5 and 2.12, to be carried forward

Action	Detail	Who	When
1.5	AH/SJ to send letters to all Board members confirming places and also to prospective	AH SJ	ASAP

	organisations and to recirculate the membership paper (Terms of Reference) with corrections		
2.12	Compile schedule of Sustainable Urban Extensions (SUEs) coming forward across the 6Cs Growth Point.	SJ in partnership with HMA Co-ordinators	Ongoing as information is confirmed
4.3	To find out where stipulation for 10% revenue funding originated	JB	For next GI Board

In relation to Action 4.1 SJ informed the Board that she was meeting with Derby City Development Control Officers on 18th February 2009. DS updated the Board stating that 3 out of the 5 applications had now been granted permission. SB informed the Board that one of these applications included an area of parkland.

In relation to Action 4.2 AB informed the Board that a meeting was planned for early Spring 2009 to discuss this data issue and national needs.

In relation to Action 4.3 SJ confirmed that she could not find the origins of a 10% stipulation for revenue funding. AH asked JB if he could look in to this matter as it was not raised at the PMB meeting on 16th January 2009.

In relation to Action 4.9 SJ informed Board members that she would be happy to share a copy of her 6Cs GI presentation as used at the Strategy Stage 1 Stakeholder Workshops on 29th and 30th January 2009. AH also informed the Board that JB gave a very helpful presentation to introduce the 6Cs Growth Point Partnership at the recent PMB and asked if JB could provide SJ with a copy to post on the 6Cs GI website. JB confirmed he would be happy to do so.

Action	Detail	Who	When
5.2	Board members to contact SJ for a copy of her 6Cs GI presentation for use in promoting and explaining the work of the 6Cs GI Board and the emerging 6Cs GI Strategy.	All	As needed
5.3	JB to provide SJ with a copy of the presentation that he gave at the PMB on 16th Jan 09 for use on the 6Cs GI website	JB/SJ	Feb/Mar 09

Item 3. 6Cs Strategic GI Project Appraisal Process & sign off

SJ presented the Board with the following suite of draft documents to be used as part of the 6Cs Strategic GI Project Application and Appraisal process

- Guidance notes for Applicants
- Application Form
- Project Appraisal Form to be used by an appraisal panel.

SJ informed the Board that the guidance notes and application form were closely aligned to those being developed by the other 6Cs HMA Co-ordinators. SJ strongly recommended that these documents remained in line with the HMA equivalents to ensure a consistent approach across the Growth Point.

AH suggested that the Guidance Notes and Application Form are reviewed and further and final comments are made during the meeting with the agreement that SJ will make any necessary final adjustments as discussed but the Guidance Notes and

Application Form will be used largely as it. SJ supported this and reminded the Board that this can and most likely will be reviewed and modified accordingly once the process had been used and feedback received from actual applicants.

Application & Appraisal process paperwork presented by SJ

After discussion SJ is to make a number of amendments based on the following points/issues raised by Board members

- Need to ensure that the paperwork does not give the impression that this is a funding stream solely for public sector organisations; wording should be adjusted to include third sector and charitable bodies.
- Within the Guidance Notes detail who the appraisal panel will be.
- We need to ensure that information requested in the Form is appropriate to the scale of funding required.
- It should be made clear that sub-questions within the Guidance Notes are for illustrative purposes to prompt applicants by providing example of the sort of information we would like to see. They should not be presented in a way that implies they are all necessary criteria.
- There needs to be a clear definition of revenue and capital along with the capitalisation policy and procurement requirements. This should be accompanied by guidelines/description of payment and reporting/monitoring procedures.
- Remove the scores from Section 2 of the Application Form and Guidance Notes, instead make the Appraisal Form available to applicants to give them an indication of how projects will be assessed.
- Alter Q20 to read that “successful projects will normally receive a contract for 12 months initially” rather than only receive a contract for 12 months.
- Q37 – state clearly in this question and the within the Introduction section of the guidance that projects *must be able to* demonstrate a commitment to provide long-term management and maintenance for projects.
- For each of the headed sections on the Appraisal Panel Form make specific reference to individual questions within the Application Form that they relate to help guide members of the appraisal panel.

EG stated that the Guidance Notes for applicants was not clear upon the payment structure for any grant. For example, whether payment in advance would be made or whether the award would be paid when claimed in arrears (or some combination). EG emphasised that this would be important for any applicant’s consideration of cash flow and payment in full in arrears would probably prevent many voluntary sector groups from accepting an award.

SJ was thanked by Board members for progressing the application and appraisal paperwork this far since the last Board meeting held on 9th Dec 08.

The Appraisal Panel

Taking in to consideration feedback and discussion at the GI Board meeting held on 22nd Oct 08 SJ proposed the following procedure for selecting an appraisal panel

- Board members who are able and willing to commit the necessary time to form part of a pool of project appraisers declare their interest at the Board meeting on 11th Feb 09.
- AH, DB and SJ review submitted projects and call upon a suitable selection of Board members from the above ‘pool’. We will endeavour to have a representation from all sectors if possible.
- Potential conflicts of interest are declared, changes to appraisal panel made if necessary.

- Appraisal panel meet, appraise projects and recommend amount of grant to be awarded.

The Board members present were largely in agreement with this suggested approach. CGa emphasised the need to define and list the sectors and disciplines that should be represented on the appraisal panel right from the start of the process and each panel should contain all 3 sectors and disciplines. In order to do this CGa suggested that it would be helpful for all Board members and the wider reference group to define their own individual sector of interest and activity. AH/SJ confirmed that this cross sector/discipline representation on an appraisal panel was always in the intention. AH stated that we may not be in a position to define the panel at this first stage as it may not be achievable, particularly in terms of private sector representation. AH asked Board members to trust herself, DB and SJ to select a suitable and appropriate panel for round 1 of the application process. Therefore, at this stage, the Application guidance will inform applicants that the panel will be made up from 6Cs Strategic GI Board members representing a mix of sectors and disciplines.

SB suggested that it may be useful for someone from outside the GI Board to sit on this appraisal panel. AH/SJ confirmed that a single panel (made up of the same individuals) would appraise all projects submitted over a single round, preferable during the course of 1 day or 2 consecutive days if this is not possible. The appraisal process would consist of recommendations from the panel with ratification by the GI Board. DB emphasised that the Board should only have grounds to object to decisions/recommendations of the panel based on a flawed process. If a project application form did not contain enough information the panel would defer the application.

FC, AB, TP, EG expressed their interest in becoming appraisal panel members (LE expressed her interest post meeting). CGa suggested if a volunteer panel member from the Board could not make the chosen date for the panel convening a suitable proxy should be arranged.

Application and Appraisal Timeline

SJ suggested the following timeline to Board members

- February 09** – Board members volunteer availability for appraisal panel
- February 09** – All Board members communicate to contacts that applications for 6Cs Strategic GI New Growth Point Funding can be made to the 6Cs GI Board from 6th March 09. Application Forms will be available from the 6CsGI website (www.emgin.co.uk/6Cs).
- 6th March 09** – Application forms and Guidance is available on 6Cs GI website.
- 15th May 09** – Deadline for applications
- Wk commencing 18th May 09** – AH, DB and SJ meet to review projects submitted and contact a selection of Board members to form appraisal panel.
- Wk commencing 1st June 09** - Appraisal panel meet, review submitted projects and recommend amount of grant to be awarded.

If necessary funding remains from round 1 of applications the process is repeated as follows

- 1st September 09** – Second round of project applications invited
- 30th October 09** – Deadline for applications

Wk commencing 2nd November 09 – AH, DB and SJ meet to review projects submitted and contact a selection of Board members to form appraisal panel.

Wk commencing 16th November 09 - Appraisal panel meet, review submitted projects and recommend amount of grant to be awarded.

Once New Growth Point Funding for 2010/11 has been confirmed the same process repeats

1st February 10 – Third round of project applications invited

31st March 10 – Deadline for applications

Wk commencing 5th April 10 – AH, DB and SJ meet to review projects submitted and contact a selection of Board members to form appraisal panel.

Wk commencing 19th April 10 - Appraisal panel meet, review submitted projects and recommend amount of grant to be awarded.

The Board agreed this proposed timeline. AH asked all Board members to contact individuals within their own organisations who had previously submitted project information to the 6Cs Programme of Development and inform them that the 6Cs GI Board will be inviting project applications for Strategic GI New Growth Point Funding and the necessary forms will be made available on the 6Cs GI website from 6th March 09. AH asked potential appraisal panel members to inform SJ of their availability and other events/meetings happening across the region for the week commencing 1st June 09. SJ will make arrangements for the appraisal panel to convene.

SE suggested that the National Forest have a 'Value for Money' scoring system that could be made available to 6Cs GI should they require it for a later stage of project appraisal.

Action	Detail	Who	When
5.4	SJ to make amendments to the Guidance Notes, Application Form and Appraisal Panel scoring sheet as discussed by Board members	SJ	ASAP
5.5	Board members wishing to be included in the 'pool' of panel members should declare their interest to SJ and name a suitable proxy.	All	ASAP (before 15 th May 09 at the latest)
5.6	SJ to ensure that application paperwork is made available via the 6Cs GI website	SJ	By 6 th Mar 09
5.7	All Board members to inform project leaders within their own organisations that the GI Board are inviting applications for Strategic GI money and application forms will be available via the 6Cs GI website (www.emqin.co.uk/6CsGI)	All	ASAP & ongoing up to deadline of 15 th May 09
5.8	All to inform potential appraisal panel members to inform SJ of their availability and other events/meetings happening across the region for the week commencing 1st June 09.	All	ASAP/ deadline 13 th Mar 09
5.9	SJ to make arrangements for Appraisal Panel to convene week commencing 1st June 09.	SJ	ASAP after 13 th Mar 09

Item 4. 6Cs GI Strategy update and Stage 1 Stakeholder Workshop feedback

SJ presented the Board with a paper tabled under Item 4 providing an updated project programme, a preliminary Stage 1 Stakeholder Workshop Report from CBA and a summary report of delegate feedback questionnaires received from the workshops held on 29th and 30th Jan 09. SJ confirmed that a full Workshop report and amended maps would be produced by CBA and made available on the 6Cs GI website. Feedback from the two workshops was positive with a large proportion of delegates, over both days, feeling that they have contributed to the strategy development process and now have a better understanding of the aims and objectives of the Strategy. A number of delegates also reported that, even at this early stage, they could see how the emerging 6Cs GI Strategy would help to inform and feed in to their LDF process. The Strategy Steering Group is meeting with CBA on 19th Feb 09 to discuss the arrangements for the sign-off of Stage 1 and the transition to Stage 2 of strategy development. AH thanked all Board members who attended the workshops for their input and support.

SJ informed the Board that the issue of licence restrictions in using and sharing raw data was again highlighted by District/Borough partners at the Workshop. This is becoming a pressing concern as more Districts move toward District and SUE-scale GI planning. SJ suggested that we assist District and Borough partners through pursuing a response from DEFRA as the 6Cs Partnership/GI Board (as started by AB, in Action 4.2) and the 6Cs GI Board ask the Regional Environment Group to champion this cause.

AB supported these recommendations and asked who would be best to explain the technical details of this issue. DBo volunteered to do this. AH explained that there is a long-term aspiration to develop a data portal via the East Midlands GI Network (EMGIN) which will sign-post users to data sources. DS stated that it would be useful to differentiate between data that is available in the public domain and that which needs to be obtained from individual owners of the information. DS suggested that this information for the data supplied for the 6Cs GI Strategy needs to be included within the finished strategy document.

Action	Detail	Who	When
4.2	Continuation of Action 4.2. AB, now with support from DB, to further pursue a response from DEFRA regarding issues associated with sharing data.	AB DB	Update to be provided at next meeting 10 th June 2009
5.10	SJ to put data sign-posting on the agenda for the Strategy Steering Group meeting on 19th Feb 09.	SJ	19 th Feb 09

Item 5. Updates from the 6Cs Programme Management Board

JB provided SJ and Board members with the minutes of the PMB on 16th Jan 09 and a 6Cs Growth Point Progress Report. JB informed the Board that the confirmation of the final year of 6Cs New Growth Point Funding would be announced Dec 09 and the current split is based upon RSS housing figures. The uplift in the 10% top slice for Strategic GI, based on 08/09 allocations would be split between the 3 HMAs to be spent on GI. JB confirmed that this would not be a maximum limit for spending on GI as the HMAs would be spending some of their own allocation on GI also. In Oct 09 the PMB would review the success of the Growth Point's outputs and outcomes. AH confirmed that she had agreed at the PMB on 16th Jan 09 that the uplift would not be ring fenced for Strategic GI, and this decision was received well as a goodwill gesture. MG stated that it is very helpful to the HMAs to have a dedicated GI 'pot' as GI projects may not fair so well if in direct competition with hard/grey infrastructure

projects that will directly deliver housing trajectories. SJ supported that this approach will ensure the delivery of high quality GI at all spatial scales.

JB informed the Board that a £12m pot had been held back by CLG/HCA for exemplar new development and would be spent preliminary on build projects. JB also added that there is a 6Cs pot of money for joint projects that would focus on joint working to develop capacity and skills gaps in. for example, S106 negotiations and design elements.

Action	Detail	Who	When
5.11	JB to circulate further information on the Exemplar Development £12m 'pot' to GI Board members	JB	When info is available

Item 6. Updates from the Housing Market Area Boards

Leicester & Leicestershire HMA

EGr informed the Board that she is working as a team with SJ on GI matters and has likewise been developing an appraisal system and engaging with Partners across the HMA with a key priority to review the 09/10 Programme of Development and identify suitable projects. EGr stated that the whole programme was “up for grabs” again due to a change in priorities and the current economic climate has changed since the programme was compiled. The L&L HMA is hosted a workshop on 17th Feb 09 to gauge current views on the economic and development situation. There is a balance between deliverability and long-term growth aspirations. EGr is also working on reviewing sub-regional arrangements and the realignment of the NGP Programme to these.

Derby HMA

SB informed the Board that she is currently dealing with similar issues across the Derby HMA with a review in progress to consider housing and focus NGP Funding so that it is used as an enabling fund. SB highlighted that she is working to reinforce Strategic GI to her HMA Board and integrate GI through all work.

Greater Nottingham HMA

MG confirmed that the areas of work highlighted by EGr and SB are also underway in the Greater Notts HMA. MG informed the Board that he oversees the planning side of the HMA and is working to develop a coherent planning picture through the development of an aligned Core Strategy for the HMA.

SE asked what types of infrastructure will the HMAs fund? EGr said that the workshop on the 17th Feb 09 will determine this, but it is likely to be a mix of town centre improvements/regeneration and gap funding for affordable housing. The funding is not intended to substitute for other funding streams and be used for schemes such as road building. AH asked EGr, SB and MG to share information on the projects happening and being funded across their HMAs to give the GI Board a better picture of the work being done by the wider 6Cs partnership. SJ confirmed that she would pass on similar information about Strategic GI projects. SJ also highlighted that this would help GI Board members identify ‘local’ GI/Sustainable Development opportunities.

Action	Detail	Who	When
5.12	All 6Cs Co-ordinators to share information about	SJ	ongoing

	projects funded and being delivered across their respective patches.	EGr SB MG	
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Item 7. Chair update

AH provided an update on Regional GI issues. EMGIN was running another programme of awareness raising and training in a series of workshops across the region. AH suggested that future 6Cs GI Board meetings should involve site visits to various projects/initiatives around the sub-regional to get a better feel for what is happening on the ground and the projects that the 6Cs is supporting. All agreed that this was a good idea.

Item 8. GI Co-ordinator update

SJ presented the Board with a GI Development Co-ordinator update paper tabled under Item 8. SJ informed the Board that she had received a report detailing the appraisal of the 6Cs Partnership Programme of Development submitted in Oct 08. The partnership received a score of 5, from a maximum of 5, for our GI commitment. SJ stated that this is a great success and she would like to thank all those who helped in the preparation of the PoD Refresh. However, it was noted by a GOEM assessor that there was no current evidence of delivery. It was also reported during the PMB, held on 16th January 2009, that there would be no PoD Refresh for 2010/11. SJ emphasised that, despite this success, it is still very important for the GI Board to work with the HMAs to develop a successful GI delivery portfolio at both a strategic and local scale. With this in mind there cannot be delay to the GI application and appraisal process and the GI Board must seek to support projects that can begin as soon as funding is awarded. This is essential to put the partnership in a strong position for the post-2011 growth point funding system, whatever that may be.

SJ also highlighted that priority work areas at present were the Strategic GI Project Application and Appraisal process and the transition from Stage 1 of 6Cs GI Strategy development to Stage 2. Therefore, SJ recommend the following

- The 6Cs Communications Plan is to be treated as an ongoing piece of work that she will progress alongside Strategy development. Once the Planning Framework and Action Plan section of the Strategy has been drafted SJ will present a revised, strategy aligned, version to the Board.
- Board members that they continue to send suggestions for a 6Cs Green Infrastructure strapline and mission statement to SJ with a final decision being made at the GI Board meeting on 13th August 2009.

All Board members present agreed to these recommendations.

SJ informed the Board that she has been in discussion with a number of district councils in relation to the development of GI policies within Core Spatial Strategies and meeting relating to GI planning for the potential Clifton SUE and is working with EGr to discuss GI masterplanning needs and requirements with Leicestershire Districts.

SE highlighted to the Board that we should be sharing news and successes about what we as partners have achieved across the Growth Point. SE told the Board that the National Forest has been working with the developer of Drakelow Power Station and has secured 30% of the site for GI. Also there will be an additional 130ha of planting added to the National Forest by the end of March 09. AH/SJ suggested that we add "GI Successes and Achievements across the 6Cs Growth Point" as a standing agenda item and Board members are encouraged to report and share such

successes. SJ also highlighted that these successes should feature on the news section of the 6Cs GI website.

Action	Detail	Who	When
5.13	SJ to continue to develop the 6CsGI Comms Plan in line with the 6Cs GI Strategy	SJ	Feb-Sept 09
5.14	All Board members to continue to send SJ suggestions for 6Cs GI straplines and mission statements.	All	Up to end of Jul 09
5.15	All Board members to be ready to report GI Successes and Achievements from across the 6Cs Growth Point at each GI Board meeting.	All	Each GI Board meeting

Item 9. Any other business

JB informed the GI Board that NGP Funding was 1 of 13 funding streams and that there was no commitment to growth funding post 2011. The next Comprehensive Spending Review would lead to new programmes and a new investment strategy and projects will be bought together with the primary mechanism for delivery being an initiative being referred to as 'the single conversation', which is to be led by County (higher tier) authorities. EMDA/EMRA have released advice on funding priorities for the region and this information is available via the EMRA website (www.emra.gov.uk).

Venue for next meeting(s) – PLEASE NOTE DATE CHANGES

All meetings 10am to 1pm unless otherwise stated

- Wednesday 10th June 09. Venue: EMRA, Melton Mowbray
- Thursday 13th August 09. Venue: tbc (any offers?)
- Tuesday 13th October 09. Venue: tbc (any offers?)
- Tuesday 8th December 09. Venue: tbc (any offers?)
- Thursday 12th February 2010. Venue: tbc (any offers?)

Timetable of Key dates	
Guidance and Forms for applicants applying for 6Cs Strategic GI Funding available on the website www.emgin.co.uk/6CsGI	Friday 6 th March 2009
Deadline for Applications for 6Cs Strategic GI Funding	Friday 15 th May 2009
6Cs Strategic GI Appraisal panel convene	Week commencing 1 st June 2009
Next 6Cs Strategic GI Project Board meeting	Wednesday 10 th June 2009
Next 6Cs Programme Management Board meeting	Thursday 23 rd April 2009