

**Minutes of the Meeting of the
GreenSpace South West Steering Group
Tuesday 18^h September 2007 10.30am
Livestock Centre, Exeter**

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1.	Present	
	Karen Hughes – Taunton Deane BC Richard Taylor – Torbay Council Peter Wilkinson – Bristol CC Nick Jones – Plymouth CC Jude Lockett – GreenSpace (minutes) Sarah Moore – GreenSpace Andy Chard – Bath & North East Somerset Council Jon Mitchell – Kerrier DC	
2.	Apologies	
	Michael Rowland – Bournemouth BC	
3.	Meeting	
	<p style="text-align: center;">1. Update on Natural England grant</p> <p>PW outlined the Natural England grant award to the group. The grant is to cover this financial year 2007/8 and £15K has been awarded.</p> <p style="text-align: center;">2. Recruitment</p> <p>SM highlighted that the job description was amended slightly to reflect the grant.</p> <p>Following the recruitment round, there were 5 applicants, 3 of which were invited for interview. The guardian advert (cost of £350) was reasonably successful, with over 200 hits and 42 people downloaded the job description.</p>	

The group discussed the issues around employing someone on a part-time basis, and it was agreed this would not be the preferred option.

The group also discussed concerns over the grant period and notice period of the new postholder. SM mentioned that Natural England have agreed that SM can take forward some of the work in the interim, if necessary.

3. CLG future grant funding

PW updated the group on the potential CLG funding, requesting an update from SM. SM stated that little seems to have changed since the last National Forum meeting, highlighting that following CLG's spending review they are changing their funding structures, they used to grant aid 200 organisations and this will now be reduced to 20 organisations. They are encouraging consortium working, which may involve BTCV, Groundwork etc GreenSpace now has to make the case for funding and an expression of interest of 500 words is to be developed by the end of September.

SM highlighted changes within staff at CLG as the Head of department, Peter Matthews is leaving to take up a position in housing and Louise Enticknap is going on maternity leave, her replacement is Katie Walters. They remain keen to work with us, and work done by GreenSpace and CABA Space has done more to raise the profile of the sector than ever before.

A decision on the outcome of the grant is due in December 2007, with the money made available from April 2008.

4. Membership

The group discussed demarcation in benefits between fee-paying and non-paying members. It was agreed that this situation will be reviewed in the new financial year as it will be important to agree a position on this. Limiting access to resources and knowledge could be an option.

SM described plans to move both national and regional membership forward at GreenSpace. Last year GreenSpace did not undertake a national membership drive, because with the launch of IPGS in January 2007, GreenSpace moved some of its membership benefits to IPGS. On feedback from members,

	<p>some benefits such as the magazine Spaces & Places and conference discounts were requested to be reinstated. GreenSpace trustee's agreed, so now national membership has been finalised. Meanwhile, GreenSpace staff have been busy rationalising databases and auditing membership. For the regional forums, it was critical to ensure the national benefits issues are resolved, as people automatically receive GreenSpace membership as part of their Regional Forum membership.</p> <p>Regional forums exist in all English regions, and most (except the North East) will become fee-paying. Currently, GreenSpace is undertaking a membership drive in the regions where staff do not currently exist, therefore this drive won't include the SW as SM will be doing the drive for regional membership in the South West.</p> <p>Letter have been drafted for the SW membership drive, and these are for different audiences e.g. those that have agreed to pay and those that have yet to make contact with the forum. SM to undertake membership drive for the SW in the next few weeks.</p> <p>SM identified other issues around those people who have agreed to pay less than their actual fee (see pricing structure). SM to follow up.</p> <p>To date, there is around £7K (CABE Space grant and those who have paid membership) and there should be an additional income of £4200 from those who agreed to pay but have yet to do so. With the £15k grant from Natural England the total potential funding for this year will be £27,000. Any outstanding membership monies not spent this year will be rolled forward to 2008/9.</p> <p>A membership drive in the SW is essential to ensure the forum can potentially match the possible CLG grant of £20k/region/year for 3 years. PW highlighted that tapering possibilities are not yet known.</p> <p>SM distributed breakdown and membership benefits list for comments.</p>	<p>SM</p> <p>SM</p>
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	<p>5. Preparation for the afternoon meeting</p> <p>PW stated interviews for two candidates are taking place that afternoon and SM will keep the group updated on progress. Michael Rowland has agreed to chair the afternoon meeting.</p> <p>JM agreed to update afternoon meeting on the work of the Steering Group, with input from SM.</p> <p>PW mentioned it would be good to get the GS National Forum minutes on the website, but meanwhile if people are interested they can request a copy from SM.</p>	
	<p>Date of the Next Meeting</p>	
	<p>10.30am on Tuesday 11th December 2007 Livestock Centre, Exeter.</p>	