

**Minutes of the Meeting of the GreenSpace South West Steering Group
Wednesday 19 April 2006 at 10.30am
Livestock Centre, Exeter**

		Actions
1.	Present	
	<p>Karen Hughes – Taunton Deane BC Nick Jones – Plymouth CC Sarah Moore (Minutes) - GreenSpace Richard Taylor – Torbay BC Peter Wilkinson (Chair) – Bristol CC</p>	
2.	Apologies	
	Jon Mitchell – Kerrier BC	
3.	Meeting	
1.1	<p>Welcome & Introductions PW welcomed everyone to the meeting, as the first meeting of the Steering Group.</p> <p>Apologies were presented, and it was noted that the group needs additional committed deputies to ensure that all county areas are represented at future Steering Group meetings.</p>	
2.1	<p>Countryside Agency Funding Discussion This meeting was called to consider the funding towards a post for GreenSpace South West, and achieve consensus on how the Countryside Agencies proposal to part fund the post should be taken forward.</p> <p>PW introduced the paper produced by Tim Quinton (Countryside Agency) outlining a proposal for the CA to part-fund the post (copy attached).</p> <p>PW then outlined the comments received from SG members (copy attached).</p> <p>Andy Chard (Bath & NE Somerset BC) – Queried the level of</p>	

<p>2.2</p>	<p>post being sought, and that funding shouldn't lead the Forum's development.</p> <p>Tracey Brooks & Richard Taylor (Torbay Council) – Outlined the potential of the Forum to link to the Spatial Planning framework in Devon, and are in support of a post.</p> <p>Karen Hughes (Taunton Deane BC) – Highlighted the benefits of having a post towards membership services.</p> <p>Taunton Deane's parks department has a history of hosting posts e.g. Sports Forum Co-ordinator.</p> <p>Matti Raudsepp (Poole BC) – Interested in pursuing other funding sources to match fund the CA.</p> <p>Jon Mitchell (Kerrier DC) – Mentioned the work being undertaken in Cornwall via structural investments, highlighting a possible new post for Cornwall. Location of the post was queried, suggesting hot-desks.</p> <p>Peter Wilkinson (Bristol City) – Agreement with those objectives that are shared by the Forum and CA, also highlighted a possible risk of spending time getting the CA money which may/may not materialise.</p> <p>Sarah Moore (GreenSpace) – Highlighted concern over apparent focus towards a Green Infrastructure project, and a lack of supporting information. More information is required from CA before being able to make a decision.</p> <p>SM mentioned the emerging Green Infrastructure Networks being developed by key agencies (CA, Forestry Commission, English Nature etc) and queried if anyone had heard of an emerging GI Network for the South West region. SM mentioned links to any emerging network would be a crucial strategic link for the SW post.</p> <p>Funding</p> <p>SM reported the funds available in the bank, as follows: CABE Space grant – £4,225 Bristol City membership subs £1,000</p> <p>PW highlighted those that had agreed funds at a previous meeting in July. SM to revisit the minutes, and contact those who had previously agreed to provide funds to ascertain if they are still willing and able to fund. SM to coordinate GreenSpace</p>	
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<p>2.3</p>	<p>South West membership invoicing.</p> <p>CA Partnership & Development of SW Post The meeting agreed that core objectives should be identified and shared with the wider membership at the afternoon regional meeting. Key topics include:</p> <ul style="list-style-type: none"> • Identify core business • Produce a revised brief • Produce a job description <p>Strategic approaches:</p> <ul style="list-style-type: none"> • Learning Themes exercise has identified opportunities / needs • Develop a good practice library • Develop structures and systems • Involve CAFE Space <p>Green infrastructure:</p> <ul style="list-style-type: none"> • CA proposed GIS Regional Mapping exercise • Potential benefits as few park managers link to regional spatial planning • Queried who is in the GI group, what their role is, and their current and planned activities. How would the group support the SW post? <p>Accessing Tools:</p> <ul style="list-style-type: none"> • Links to strategic bodies • Local Area Agreements / Local Development Framework • Support from GreenSpace • Funding to cover office equipment set up <p>Requirements:</p> <ul style="list-style-type: none"> • Forum Manager role • Supporting job description <p>The group discussed the use of consultants for the role. SM suggested that this may not be acceptable due to conflicts of interest, data protection issues, and a lack of 'code of conduct' for the private sector.</p> <p>The group discussed if the post would be effective on a part-time basis. SM reported that part-time working seemed to be reasonable in the East Midlands region, however progress is slow and limited. A full-time post, as with London and the North West would be more beneficial.</p>	
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	<p>KH mentioned that it's important to consider what people want and need, to design and sell the benefits of membership.</p> <p>The group agreed activity planning themes as follows:</p> <ol style="list-style-type: none"> 1. Develop Business Plan <ul style="list-style-type: none"> • Resources, Priorities, Structure & Systems 2. Learning Development Plan <ul style="list-style-type: none"> • Prioritise, strategic links, delivery (Learning objectives, groups, funding) 3. Working Groups 4. Research & Data Collection <ul style="list-style-type: none"> • Local, regional and national research 5. Systems Development <ul style="list-style-type: none"> • IT, structures, secretariat 6. Marketing & Communications <ul style="list-style-type: none"> • Website, email networks and newsletters 	
	Date of the next Meeting	
	<i>10.30 am on Wednesday 7th June 2006 at the Livestock Centre, Exeter</i>	