

**Minutes of the Meeting of the GreenSpace South West Steering Group
Wednesday 26th July 2006 at 10.30am
Livestock Centre, Exeter**

		Actions
1.	Present	
	Karen Hughes – Taunton Deane BC Nick Jones – Plymouth CC Sarah Moore (Minutes) - GreenSpace Richard Taylor – Torbay BC Peter Wilkinson (Chair) – Bristol CC	
2.	Apologies	
	Jon Mitchell – Kerrier BC Matti Raudsepp – Poole BC	
3.	Meeting	
1.1	1. Welcome & Introductions PW welcomed everyone to the meeting.	
1.2	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. SM to contact Michael Rowland (Bournemouth BC) to see if he can cover Dorset.	SM
2.1	2. Minutes of the last meeting The meeting agreed the last minutes as a true record.	
	3. Countryside Agency (CA) funding	
3.1	PW updated the group on the progress made with accessing Countryside Agency funds, reporting that SM has worked up a job description and draft business plan.	
3.2	Tim Quinton (CA) had the opportunity to comment on the draft job description and the amendments were made by SM. PW	

	<p>went through the changes and the group agreed these were acceptable.</p> <p>3.3 TQ had discussed funding with PW, and they had agreed that project costs be sought as well as the grant towards the post. The grant of £60K can be tapered, as follows: Year One – 75% grant - £30K Year Two – 50% grant - £20K Year Three – 25% grant - £10K</p> <p>3.4 The draft Business Plan was discussed, outlining the key operational structures and systems. It needs further clarification on some points, and refining the links with the Action Plan to the job description. Feedback on the draft Business Plan from TQ at the CA was positive.</p> <p>3.5 The group discussed the finance required for a Development Manager post, totalling £120,000 over three years with Natural England funding half of the core costs.</p> <p>3.6 The group discussed membership brackets to secure sufficient funds to establish a post for GreenSpace South West. Three tiers for large, medium and small organisations were agreed. In addition membership to the national organisation GreenSpace was discussed.</p> <p>3.7 Currently there is £5225 available in the GreenSpace South West bank account (including the CAFE grant of £4225 and membership from Bristol CC of £1000).</p> <p>3.8 The funds needed to support the post total £40k/year. Therefore the funds need to be found can be summarised as follows:</p> <table border="1" data-bbox="321 1434 1224 1587"> <thead> <tr> <th>Organisation</th> <th>Current</th> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> </tr> </thead> <tbody> <tr> <td>NE</td> <td></td> <td>15 K</td> <td>25 K</td> <td>5 K</td> </tr> <tr> <td>SW</td> <td>5225</td> <td>5 K</td> <td>15 K</td> <td>15 K</td> </tr> <tr> <td>Potential deficit:</td> <td></td> <td>(9000)</td> <td>(29000)</td> <td>(44000)</td> </tr> </tbody> </table> <p>3.9 The group voiced concerns that other non-fee paying organisations would benefit from the fees paid by other members. The group agreed that a cut off point would have to be implemented in future.</p>	Organisation	Current	Year 1	Year 2	Year 3	NE		15 K	25 K	5 K	SW	5225	5 K	15 K	15 K	Potential deficit:		(9000)	(29000)	(44000)	
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<p>3.10</p> <p>3.11</p> <p>3.12</p>	<p>The group agreed that a letter should be drafted to all those that stated they would provide fees, stating membership year and explaining that they need to pay an additional fee to get the benefits of regional membership. SM to arrange letter. ALL agreed to contact people in the county areas to follow up the letter.</p> <p>The group went onto consider pricing structures as follows:</p> <table border="1" data-bbox="326 558 1218 747"> <thead> <tr> <th>Population size</th> <th>Number of LA's</th> <th>Target</th> <th>Option 1 (£)</th> <th>Option 2 (£)</th> </tr> </thead> <tbody> <tr> <td>Over 150</td> <td>6</td> <td>6</td> <td>1000</td> <td>1000</td> </tr> <tr> <td>Over 100</td> <td>14</td> <td>10</td> <td>500</td> <td>750</td> </tr> <tr> <td>Under 100</td> <td>25</td> <td>10</td> <td>250</td> <td>500</td> </tr> </tbody> </table> <p>Option 1 = If all LA's sign up income would be £24K, if the target is met income would be £18.5K</p> <p>Option 2 = If all LA's sign up income would be £16,750, if the target is met income would be £13.5K</p> <p>Each region should develop it's own targets.</p> <p>The group agreed 75% would be ideal membership based on three quarters of the LA's and experience of GreenSpace North West.</p> <p>The group agreed that Option 2 should be the proposal back to the members, at the afternoon meeting.</p> <p>The group briefly discussed the management fee of 10% of expenditure being paid back to GreenSpace to cover HQ's costs. SM advised that this idea is being abandoned at the request of the regions, who are developing a Service Level Agreement, with pro bono support from Latham & Watkins.</p>	Population size	Number of LA's	Target	Option 1 (£)	Option 2 (£)	Over 150	6	6	1000	1000	Over 100	14	10	500	750	Under 100	25	10	250	500	<p>SM/ALL</p>
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<p>Date of the next Meeting</p>																						
<p><i>10.30 am on Wednesday 10th October 2006 at the Livestock Centre, Exeter</i></p>																						