

**MEETING MINUTES
CVP CORE STRATEGIC TEAM
RICHMOND CIVIC CENTRE
9 DECEMBER 2013**

ITEM	DISCUSSION	ACTION
1.0	<p>Attendance:</p> <p><i>Core:</i> David Alister (London Borough of Richmond [LBR]) – DA; Andy Smith (London Borough of Hounslow) – AS; Ian Ross (London Borough of Ealing) – IR; Russell Knight (Heathrow Airport Ltd.) – RK; Jean Rolfe (Green Corridor) – JR; Ilse Steyl (Green Corridor) – IS.</p> <p><i>Extended Strategic:</i> Alex Harrison (Thames Water) – AH; Claudia Innes (Thames Water) – CI.</p> <p><i>Guests:</i> Lisa Pook (Greater London Authority) – LP; Stewart Pomeroy (Groundwork – representing Colne Partnership) – SP. Guests left after discussion point 6 below.</p>	<p>TW to be invited to next meeting. Other Extended Strategic partners to be agreed following bid submissions</p>
2.0	<p>Apologies:</p> <p>None</p>	
3.0	<p>Declaration of Interests:</p> <p>None</p>	
4.0	<p>ALGG Big Green Fund Update:</p> <p>Lisa Pook (GLA) and Stewart Pomeroy (Groundwork) joined the meeting in order to hear an update regarding the funding situation and progress around the Native Species Nursery.</p> <p>Jean Rolfe gave a summary of the Big Green Fund process and budgeting.</p> <p>The start of the spending on the Big Green Fund has been slightly delayed due the complicated set-up of the project, i.e. that there are a number of different partners involved in a variety of projects, rather than just one big project.</p> <p>The budgeting of the programme will work as follows:</p> <p>Work need to be carried out according to the programme submitted in the proposal and every month invoices will be submitted to the GLA for payment in arrears. Therefore, to receive the funds, evidence of the work undertaken will need to be submitted with the invoice.</p> <p>Jean explained that the Nursery will act as a training venue for the young people that Green Corridor work with in their Horticultural training courses and that the intention is to source local seed stock for use by those within the catchment and its environments.</p> <p>There will be between 8 to 14 young people on a training course at any one time, each course lasting for three months. Courses will be run concurrently.</p> <p>Eventually seeds and cuttings will be collected from local sources</p>	<p>JR to forward Team London opportunities to Lisa</p> <p>DA to forward SWLEN contact details to JR</p>

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	<p>during autumn, winter and early spring. Since the programme will only start in February, seed will potentially need to be bought for next year.</p> <p>Stewart updated all with regard the Colne, projects are on schedule and contractors are ready to start work early January.</p> <p>Jean gave a brief update regarding the wetland project – this is underway with volunteer days, hedge planting and map production all in hand.</p> <p>Jean thanked Lisa for all her help and support in getting partner engagement and the agreement signed and ready to roll.</p> <p>Lisa offered Team London as a means of engaging volunteers and David suggested SWLEN as another possible volunteer engagement tool.</p>	
<p>5.0</p>	<p>Catchment Fund Update:</p> <p>DEFRA funding for Catchment plan applied for in June at £10k, received £6k.</p> <p>Ilse gave an update on the Catchment Fund process; the EA has divided the country into river basins, Thames is one river basement but has been further broken down into management catchments, in London they have combined catchments to call them the London Catchment. The Crane falls within this. DEFRA funding was only available under the London Catchment, however individual catchments were invited to submit.</p> <p>It was decided by all London based Catchments to submit through Thames 21, except The Crane, due to the progress made to date in partnership with LWT regarding a living Catchment Plan. It was therefore agreed that we would support each other's bid but work independently.</p> <p>A Management group has since been established on the London Catchments at which Ilse represents CVP.</p> <p>The money through DEFRA will be used for salary or consultant costs, catchment plan printing and work with the EA for modelling re morphology and ecology.</p> <p>The Catchment Plan launched in October at the CVP conference. It was noted by all that the Conference was a great success and that LWT had done an excellent job of organising and running a very informative day.</p> <p>The Catchment Plan will help focus and prioritise funding for the Crane. LWT did the majority of writing and worked closely with Ilse.</p> <p>Catchment Plan is available from Ilse if people would like a hard copy – otherwise it can be downloaded from the CVP website.</p>	<p>IS to keep Lisa Pook and Stewart Pomeroy up to date on Catchment progress</p> <p>IS to write to LWT on behalf of CVP to thank for Conference and the hard work around the Catchment Plan</p>
<p>6.0</p>	<p>Minutes of Previous Meeting:</p> <p>Approved</p>	
<p>7.0</p>	<p>Core Strategic Update:</p> <p>Terms of reference to be approved at next meeting and future minutes to identify who from Extended Executive should be invited</p>	

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	<p>to attend meetings dependent on discussions.</p> <p>Ilse requested that email requests for information/approval are replied to by members in a timely fashion.</p> <p>Ensure TW has project briefs with funding requests prior to PO approval.</p> <p>Monitoring and evaluation post grant approval is required – IS/JR to develop and circulate draft.</p> <p>Newsletter to be issued four times per year- draft to be circulated.</p> <p>Twitter account to be created – Facebook to be updated.</p> <p>Funding Approved Since Last Meeting</p> <p>Assistance for catchment officer role – LWT</p> <p>Balsam Bash – FORCE</p> <p>Seed funding for Invertebrate Survey Bid – ZSL</p> <p>Seed funding for Phosphorous Project – FORCE</p>	
8.	<p>AOB:</p> <p>None</p>	
9.	<p>Date of next meeting:</p> <p>Early February 2014.</p>	<p>IS to send potential dates for meeting.</p>