

## Transitional Biosphere Board meeting

29 September 2015, 2pm-4pm

Adur & Worthing District Council, Gordon Room, Worthing Town Hall

### Present:

#### Board Members

Sean Ashworth, Deputy Chief Fisheries and Conservation Officer, Sussex Inshore Fisheries & Conservation Authority (SA)

Martin Randall, Director for Economy, Adur & Worthing District Council (SM)

Vic Borrill, Director, Brighton & Hove Food Partnership (VB)

Chris Todd, Community Works (CT)

Paula Murray, Assistant Chief Executive, Brighton & Hove City Council (PM) (Chair)

Gillian Marston, Director of Service Delivery, Lewes District Council (GM)

Catherine Tonge, Sussex Downs Team, Natural England (CTo)

James Farrell, Sustainable Places Team Leader, Solent & South Downs, Environment Agency (JF)

Becky Taylor, Head of Research, Plumpton College (BT) representing Paul Atkins

Jeremy Burgess, Area Manager Eastern Downs, South Downs National Park Authority (JB) representing Phil Belden

#### Guests and Supporting Officers

Mita Patel, Sustainability Programme Officer (MP)

Sarah Jones, Senior Support Officer, Sustainability Team, Brighton & Hove City Council (SJ) (Notes)

Rich Howorth, Biosphere Project Officer, Brighton and Lewes Downs Biosphere (RH)

Jan Jonker, Head of Strategy and Projects, Cityclean & Parks, Brighton & Hove City Council (JJ)

#### Apologies

Ben Earl, Water Efficiency Manager, Southern Water

Nick Hibberd, Head of City Regeneration, Brighton & Hove City Council

Andrew Lloyd, Dean, University of Brighton

Liz Whitehead, Co-Director, Fabrica

Michael Farthing, Vice Chancellor, University of Sussex

Phil Belden, Director of Operations, South Downs National Park Authority

Catherine Kelly, Senior Lecturer (Human Geography), University of Greenwich

Chris Tomlinson, Rampion Delivery Manager, eon

Paul Atkins, Plumpton College

Laura Coleman, Director, ONCA

#### Action Log

Meeting date	Action	Lead	Status
20 03 15	Board members to recommend an Education representative to join the Board, specifically looking for a representative from the Adur and Worthing area.	MR	Carried over
20 03 15	LW proposed that the Board develops a cultural strategy that local arts can use as a tool to deliver a commissioning programme. Artists will be attracted by projects that are part of the sustainability agenda.	LW	Ongoing
20 07 15	MR to schedule a meeting on funding opportunities raised by Community Infrastructure Levy for Biosphere green infrastructure projects.	MR	Carried over
20 07 15	SJ to look into file sharing site to accessible to all partners.	SJ	Carried over
20 07 15	Explore opportunities for umbrella branding and digital tourism guide. Broader meeting with relevant	PM	Carried over

	members of wider partnership (e.g. tourism reps) to be organised.		
20 07 15	It was agreed that a piece of work would be done on local sustainable fisheries.	SA; VB	See above
20 07 15	Plan session for understanding alignment of resources amongst Biosphere partners – either for workshop or as part of next Board	JF; PM	Carried over
29 09 15	Ask Neil Hopkins to be part of the Sustainable Development Working Group	MR	New
29 09 15	A group will be formed to scope work on sustainable housing opportunities, at the upcoming Community Infrastructure Levy workshop.	MR et al	New
29 09 15	Circulate Sussex Coast Forum project brief to members for feedback.	MR	New
29 09 15	Get Biosphere delivery projects on to SDNPA's CIL list for consideration	RH; Jeremy Burgess	New
29 09 15	Partners are asked to consider how their work streams relate to the Programme Delivery Plan and provide any feedback accordingly.	All	New

### 1. Welcome and Introductions

- 1.1 PM thanked MR for hosting the meeting and MR welcomed partners. PM noted that there were a number of apologies.
- 1.2 PM took introductions around the table.

### 2. Notes and actions from last meeting

- 2.1 BT clarified that Paul Atkins is replacing Des Lambert on the Biosphere Board and not in his role at Plumpton College.
- 2.2 MR advised that Adur and Worthing Council is working on branding and is keen to connect with Biosphere. **Action: ask Neil Hopkins, Head of Communications, Adur & Worthing District Council, to be part of the Sustainable Development Working Group.**
- 2.3 *MR to schedule a meeting on funding opportunities raised by Community Infrastructure Levy for Biosphere green infrastructure projects: this will take place before the next meeting on 2 December 2015.*
- 2.4 *SJ to look into file sharing site to accessible to all partners: Brighton & Hove City Council hosts a SharePoint site but this is not accessible to external partners. SJ currently exploring licence issues for using Kahootz.*
- 2.5 *Agenda item on Housing Development for September Sustainable Development Working Group meeting: for update see item 3.1.5 below.*
- 2.6 *Developing a consumer awareness campaign on local sustainable fisheries involving IFCA and Food Partnership; to be included as an agenda item at the next Sussex Marine and Coastal Forum (SMACF) meeting: VB and SA scoped a project brief draft for Sussex Coast Forum to support with knowledge and advice which was agreed. MR provided ideas on behalf of Adur & Worthing Council. **Action: SA will circulate project brief to members for feedback.***

### 3. Working Group updates

### 3.1 Sustainable Development – 21 September 2015

- 3.1.1 Catherine Kelly agreed to Chair for the next two meetings.
- 3.1.2 Terms of Reference were refined to focus on communications and branding on the three themes of Food, Arts & Culture and Tourism.
- 3.1.3 The group will agree branding over a series of meetings. This task and finish group will first explore two avenues to deliver the brand: marketing students at University of Greenwich and an established creative agency. A third option would be to deliver the branding as a group.
- 3.1.4 The group agreed to explore the idea of a branded Award and Accreditation scheme based on a quality standard which would enable measurement and communication; low entry level branding has the advantage of disseminating the message quickly and easily. PM asked how the group planned to explore accreditation; RH said it was to be the next step once the work on branding is completed.
- 3.1.5 CT raised the issue of including communities in planning and housing strategic opportunities. This had been part of the remit of the Sustainable Development Working Group at inception; however the group membership did not have sufficient expertise in this field. The Board agreed with CT that this issue should be treated as a high priority but addressed in other ways.

The Board agreed that they could take advantage of their link to the Greater Brighton Economic Board to input environmental considerations into the development agenda; and the Community Infrastructure Levy could be used to achieve better practice. Membership of the Biosphere Board offers the opportunity for cross-authority conversations, expert advice and examples of best practice to be explored; JF cited Portsmouth and South Hampshire ('PUSH') environmental position statement and MR cited One Brighton and the Good Homes Alliance as examples of positively influencing planning/development agendas. MR also referred to the present refresh of the Local Strategic Statement of the Coastal West Sussex Partnership of local authorities as another potential approach to work with.

- 3.1.6 **Action: It was agreed that a group would be brought together to scope this work at the upcoming Community Infrastructure Levy workshop meeting (MR).**

### 3.2 Knowledge, Learning and Awareness – 16 September 2015

- 3.2.1 Terms of Reference were refined to establish the present focus of the Higher Education Institutions involved as a Research group, whose main purpose would be to develop a Research Plan as well as consider Monitoring needs. They felt that environmental education, training and public engagement may need to be covered by a separate sub-group.
- 3.2.2 The idea of establishing an online directory and digital map platform of current research is being investigated, in parallel to a user needs survey of Biosphere partners and other local stakeholders.

### 3.3 Nature Conservation – 28 September 2015

- 3.3.1 The link between the Brighton & Hove City Sustainability Action Plan (SAP) and the Biosphere Board Delivery Plan was discussed, and the need to link the two was flagged up to the Biosphere Board.
- 3.3.2 NE and IFCA are to look into how the missing seabed mapping survey is to be carried out, to then complement land mapping to include new chalk grassland condition assessment work.

## 4 National Park Plan presentation

- 4.1 Jeremy Burgess presented on the South Downs National Park Plan and invited members to respond to the consultation by 28 October at 23:59.
- 4.2 The Board felt that the ecosystem approach was a good one and provided an excellent starting point for our sustainable housing discussion.

- 4.3 The Board agreed that they would like to see a more overt, explicit link to the Biosphere within the plan; Chair agreed to endorse the ecosystem approach for submission to SDNPA.
- 4.4 Individual Partners are encouraged to submit their own responses to the SDNPA consultation.
- 4.5. There is a need to **get Biosphere delivery projects on to SDNPA's CIL list for consideration – Action RH and JB.**
- 5 LEP Rural Tourism bid update
- 5.1 GM advised the Board that a first stage bid for £35,000-£80,000 is going to be submitted by Lewes District Council as the lead body in the Biosphere Partnership to promote tourism exclusively for the rural environment. The area involved includes the rural fringes of Brighton & Hove and other local authority areas within the South Downs national park.
- 6 Programme Delivery Plan feedback
- 6.1 The first draft of this live document is a tool for the Board to track progress on projects. **Action: Partners are asked to consider how their work streams relate to the Programme Delivery Plan and provide any feedback accordingly.**
- 7 Wider partnership meeting December 2015
- 7.1 The Board agreed that this would take place in Brighton. The meeting would be an opportunity to showcase partners' projects. The date and venue was agreed as: 09 December, starting 5.30pm at Sallis Benney to include social networking time and drinks/nibbles
- 8 AOB
- 8.1 VB advised the Board of the Feeding the 5000 event on 29 October, 11am-3pm @ The Level. Brighton & Hove Food Partnership will be serving up 5,000 lunches made entirely out of food that would otherwise have been wasted to highlight the issue of food waste.
- 8.2 CT advised the board of the Brighton Climate Action Network afternoon event for cyclists at Brighthelm Centre on 6 December; also of a Cheese and Wine Quiz Night on 27 November, 7pm-9.30pm @ Linklater Pavilion in Lewes. For more detail see the [Biosphere Events Calendar](#).
- 8.4 The next Biosphere Board meeting will take place on 2 December, 2.30pm-4.30pm @ Sussex Inshore Fisheries and Conservation Authority, 12a Riverside Business Centre, Brighton Rd, Shoreham BN43 6RE, followed by festive drinks in the locality.