



## CCF COUNCIL MEETING Minutes

12.30pm – 2.00pm, 26<sup>th</sup> September 2012

Sir William Hardy Building Department of Geography, Downing Site, Cambridge

**Present:** Pamela Abbott, Natural England, CCF Chair; Rachel Austin, FFI, CCF Secretary; Holly Barclay, Zoology, CCF Social Secretary; Louise Bacon, Cambridgeshire Bird Club; Sharon Brooks, WCMC; David Carss, FFI; Emily Chenery, Geography; Toby Gardner, Zoology, CCF Treasurer; Lisa Harris, CCI/CCF; Martin Kaonga, A Rocha; Riamsara Kuyakanon Knapp, Geography; Rebecca Lodge, Natural England, CCF Newsletter Editor; Teresa Mulliken, TRAFFIC; Peter Pilbeam, Cambridgeshire Mammal Group.

**Apologies:** Roger Mitchell, Amphibian and Reptile Conservation, CCF Deputy Chair; Rob Pople, BirdLife, CCF Web Manager; John Pilgrim, The Biodiversity Consultancy; Vince Lea, Countryside Restoration Trust

**1) Minutes of previous meeting** - Approved

**2) Matters arising** - None

**3) Membership Applications** – Falklands Conservation, a membership-based charitable organisation with a UK office near Sandy with one member of staff based there, has contacted CCF to ask about membership. Pamela Abbott to follow up Council questions on UK membership and potential expansion of staff in the UK.

**4) CCF Committee Vacancies**

CCF Secretary – 2 expressions of interest from Samir Whitaker & Riamsara Kuyakanon Knapp. Decided that role should be split into 2, one focusing on coordination and minuting of Council meetings (CCF Secretary) the other on membership management and liaison with CCF Representatives in member organisations (CCF Membership and Representatives Coordinator).

CCF Social Secretary – Lucy Goodman has expressed interest. Holly Barclay to follow up.

CCF Web Manager – one expression of interest, Pamela Abbott to follow up.

Social Secretary and Web Manager are not currently formal CCF positions, but CCF will look to revise constitution at the next Council meeting in order to formalise these roles as well as that of Membership and Representatives Co-ordinator.

**5) Update on CCF events and activities**

➤ **Summer Social – 24<sup>th</sup> May 2012**

37 people attended the CCF Summer Social hosted by new CCF Member Shepreth Wildlife Park, the event was a huge success and the committee would like to formally thank Rebecca

Willers and the staff at Shepreth Wildlife Park for such a great social. CCF made a small donation of £25 to the hedgehog hospital being built at Shepreth as an additional way of showing our gratitude.

➤ **Summer Symposium – 21<sup>st</sup> June 2012**

Feedback summary circulated, largely very positive. 86 people attended and the event and it made a £1500 profit. A positive output is that the information gathered from the “top questions needed to be addressed to use more technology in conservation” was subsequently presented at Novel Technologies Conference in Oxford. Formal thanks to energetic organising committee.

➤ **Hayley Wood – 3<sup>rd</sup> November 2012**

Working party at Hayley Wood will be organised by Louise Bacon and hosted by Glenn Hadley of Bedfordshire Cambridgeshire and Northamptonshire Wildlife Trust. It will consist of one day's coppicing followed by food around the fire and a guided tour of the wood. The event coincides with the reserve's 50<sup>th</sup> anniversary. Oliver Rackham, renowned woodland expert will be there and will lead the tour.

➤ **Christmas Party – 3<sup>rd</sup> December 2012**

Will take place at The Castle on a normal CCF pub night. Tickets will be on sale from October.

➤ **CCF Annual Symposium – 10<sup>th</sup> January 2013**

CCF Committee issued calls for topics and speakers (as usual, there is no theme for the symposium) and also volunteers to join the organising committee. Louise Bacon offered to help organise. All interested parties should contact Roger Mitchell.

➤ **Carbon Task Force Update**

Led by Jason Cleeton who is pulling together Best Practice document in how CCF orgs are managing their carbon. Jason is keen to gather a range of case studies showcasing a range of approaches (from simple to elaborate) from CCF organisations. Please contact Jason if you'd like to contribute: [jason.cleeton@googlemail.com](mailto:jason.cleeton@googlemail.com)

## **6) Implementation of the CCF Vision including**

➤ **Discussion of draft CCF Strategy**

Draft strategy has been developed from the 2010 CCF Vision document and the outputs from the CCF development project, but needs typing up in order to circulate. The strategy will outline CCF's purpose, relationship with CCI, what works well etc. and will also detail ways in which we can improve interaction with constituency over the short and longer terms.

The short term solutions will focus on:

- reducing the administrative burden by automation of CCF administrative procedures (see Newsletter and Website developments below);
- reviewing membership categories - possible new layers of membership were discussed, including organisational membership for for-profit organisations
- redefining the role of CCF representatives following the consultation exercise begun by Sarah Lockhart (detailed below)

It was agreed that an extraordinary meeting should be held in November 2012 in order to have formal consultation process to share and agree CCF Strategy.

It was agreed that new CCF members should be provided with a checklist of things that they can do to contribute to CCF in order to maintain a vibrant community.

➤ **Demonstration and update on CCF website and newsletter developments**

Automisation / democratisation of some of CCF admin was discussed. Soon people will be able to register via the CCF website and will be able to contribute content directly for the CCF newsletter and calendars and post job vacancies. CCF Friends / Members will have the option of signing up for weekly updates.

David Carss and Lisa Harris volunteered to support development process.

➤ **Update on contacting all CCF reps**

Sarah Lockhart has been contacting CCF Representatives to discuss how their organisations receive information from CCF, how the organisations interact with CCF and suggestions for improvements. This information will be synthesized and shared with the CCF community as well as taken on board in the strategy meetings.

➤ **Update on funding opportunities for CCF**

This will be carried forward to the next meeting.

➤ **Update on charitable status**

Due to government stalling CCF will not become a charity in the near future. Esmee Fairburn Trust has indicated that it would be happy to receive a funding application from CCF even without charitable status. Teresa Mulliken offered to help Roger Mitchell in the development of a proposal.

## **7) CCI Update**

➤ *building update*

The CCI Conservation Campus is set to open in 2015 and all office space has been allocated based on which organisations have indicated that they would like to move to the campus.

➤ *communications update*

A digest has been requested from CCI that can be shared with CCF members. Roger Mitchell is the CCF Internal Communications Focal Point for CCI.

## **8) Biodiversity plans for the NW Cambridge site**

Teresa Mulliken raised the issue of the NW Cambridge university-owned site, for which a planning application was recently approved. The site consists mostly of arable land, with some hedgerows, fruit and other trees, and is home to declining species including a variety of bird species and hares. Various conservation provisions were included in the planning application.

Teresa made a statement to the committee considering the application (as a long-time Cambridge resident, not on behalf of any organisation), and suggested that a conservation committee be established as the development moved forward. The committee subsequently encouraged the University to engage with stakeholders regarding biodiversity, conservation and ecology. Teresa is interested in gathering ideas about how CCF Members and Friends might convene around this idea and work together with the University to

support biodiversity conservation on the site. She would like to hear ideas from anyone interested in taking this forward. Please contact Teresa at: [Tmaway2@yahoo.com](mailto:Tmaway2@yahoo.com).

Possibility of presenting this concept at the annual symposium was discussed and it was agreed this would be a good idea.

#### **9) Financial Report**

- Current balance of CCF account is: £5574.19
- Summer Social 2012 made a profit of £12.14
- Summer Symposium 2012 made a profit of: £963.44
- Teaching fee to CCF from Pamela's work on MSc course was: £306.4
- Contract for website and newsletter redevelopment is £3500 which once paid leaves a balance of £2074.19

#### **10) AOB:**

Formal vote of thanks to outgoing CCF secretaries – Holly Barclay, Rachel Austin and Rob Pople. Thanks to Emily Chenery for hosting the meeting.

**11) Next Meeting:** Thursday 24<sup>th</sup> January 2013, Venue TBC