



SBRC Board Meeting Minutes

Suffolk Wildlife Trust, Ashbocking

21 April 2016

Jayne Austin (Ipswich Museum/IBC) (JA)	Sue Hooton (SCC)
Sarah Barker (IBC) (SB)	Helen Jacobs (Essex & Suffolk Water)
Dorothy Casey (Suffolk Wildlife Trust) (DC)	Jacque Miller (RSPB) (JM)
Adrian Chalkley (Suffolk Naturalists' Society) (AC)	Damien Parker (St Edmundsbury BC) (DP)
Alison Collins (Natural England) (ACo)	Desi Reed (Waveney DC/SCDC) (DR)
Nick Collinson (SCC) (NC)	Martin Sanford (SBIS) (MS)
Peter Garrett (Babergh and MSDC)	Chris Strachan (EA) (CS)
Ben Heather (SBIS) (BH)	
	Jill Christley (SCC) - Minutes

Apologies: Molly Carter (Ipswich Museum/IBC)

1. Welcome and introductions

2. Minutes of the last meeting (13 October 2015, Attachment A) – matters arising.

- SH to promote via LinkedIn Group. **SH action**
- ALL other actions complete.
- Terms of Reference were discussed. They require the following amendments:
 - MEMBER'S ROLE: - Change 'SBRC' to 'SBIS'.
 - INFORMS: - Amend 'Minutes are available on line'.

MS Action

3. Open data (Attachment B)

Funding from Natural England has been withdrawn, although they still want full access to the records. This raised the question of open access to data held by SBIS, and what this means.

Data is held by SBIS, although its copyright and ownership remain with those who created the records. Access to the data is subject to the Data Protection Act.

Currently, SBIS data is available on-line to the public at tetrad scale (2 x 2km squares). Academics and amateur naturalists can apply access to full resolution records for particular species or for the whole dataset. Data is available to commercial organisations for a fee.

The complexities of storing, sharing and restricting access to data were discussed. Some landowners would object if information relating to e.g. County Wildlife Sites was made public, they are concerned about public access to these sensitive sites. However, **Ach** pointed out that recorders want their data to be used for the protection of species and diversity, and therefore it needs to be shared.

SBIS are currently sharing data on the National Biodiversity Data gateway. This does not appear to have affected the number of commercial enquiries being received. This will be monitored regularly.

The use of Creative Commons licensing was discussed (see Attachment B2). This provides a way of sharing for non-commercial uses, whilst ensuring the source of the data is acknowledged.

AC Action: Clarify what Natural England mean by 'open data', i.e. is SBIS's current method of sharing data considered 'open'? Establish the legal position, particularly in relation to Freedom of Information requests, bearing in mind that the data is not owned by the government. Find out what resolution of data would be required by NE.

4. Budget (Attachment C)

As Anglian Water is now contributing £2,700 would they like to be on the board? **Action: MS** to find out.

Income from Natural England has been withdrawn.

Consultancy enquiries bring in about £24,000pa. It may be necessary to review rates in order to close the funding gap. Currently individual requests are charged at £100. Bulk requests are charged at £100 for the first, and £50/hr for subsequent requests. This rate is more generous than other record centres – there is a wide variation in charges, for example, Sussex charge £200. The board considered charging rates, and agreed to increase the subsequent charge for bulk requests to £75/hr.

DR pointed out that with mergers of councils there would be fewer councils contributing to SBIS. It was agreed that charges to districts would be discussed at the end of the year.

MS Action – add to agenda at end of year

5. SBP final report (Attachment D)

The final report has been published; future reports will be incorporated into the SBIS report.

6. County Wildlife Sites re-survey

Re-surveying sites across the county is being prioritised. Those under threat or on the site of potential development will be given higher priority. This has not been finalised, and will be discussed at the next meeting.

MS Action – add to agenda.

Rates for surveyors will determine how much work can be done. It is anticipated that it will take 5 years to re-survey all sites (including ancient woodland and grassland, and re-written citations).

Gen Broad has been appointed project officer, and will drive the project forward.

DR asked to be kept informed what was being done, to prevent duplication by other surveyors. **DC** agreed to do this.

DC Action.

JA, SB, MC, DP and DR agreed that data collected by their district councils could be passed on to SBIS.

7. SBIS rebranding and website developments

BH presented the new SBIS website <http://www.suffolkbis.org.uk/>

He described the work undertaken to ensure that existing users of the SBRC website are not lost, but are redirected to the new site. A new logo has been created. The website host has changed to CLOOK, which is used by other records centres. The new site has been reconfigured, so that it works on desktop computers, tablets and android phones. All data is being moved to the new site, and all links are being checked. There is a secure login for CWS users. BH is looking at SBIS's social media presence. Site activity can be analysed using Google Analytics.

BH Action – circulate stats.

ALL Action – update website links.

The new website was well received. NC congratulated BH on the work done so far. It was felt that further promotion of the new site was needed.

Actions:

BH design a flyer.

BH circulate email signature banner.

BH write press release.

8. Recording bursaries

New recording bursaries were launched at the beginning of the year. These are available to people over 25 years old. Courses will be held at Flatford, with 50% of the bursary being paid up front, and the remainder when records are submitted.

The courses will be administered by Flatford, SBIS will manage the records submitted.

A number of courses are already in place; see <http://www.sns.org.uk/pages/bursary-f.shtml> for details

The bursary will be evaluated in 1 year to review uptake and resulting recorders.

9. AOB

a. SNS Conference

The conference held in February was very successful, with a good selection of speakers and displays. The venue was good, with plenty of space, allowing good opportunities to network.

MS asked for suggestions for topics of future conferences.

Action – ALL

b. Landscape network modelling

Modelling the south Suffolk living landscape area, focussing on what connectivity means for species in practice. **DC** is writing a paper looking at species assemblages and dispersal mechanisms, and how these are affected by landscape. **BH** is creating a map highlighting landscape features, such as pond clusters, and the effect they have on species dispersal.

c. **Dragonfly atlas**

Currently being typeset and available for purchase on the SNS website:

<http://www.sns.org.uk/pages/Dragonflies.shtml>

10. Date of next meeting

To be arranged.

Action MS issue Doodle Poll.

END