

Title of Meeting :	Applicants Focus Group			Ref :	AFG 1/2013
Purpose of meeting					
Location :	National Motorcycle Museum, Birmingham.				
Date :	Wednesday 15 th May 2013	Start :	10.00 for 10.30 start	End :	15.30
Attendees :	Andrew Smith, Richard Britton, Kevin May, Joe Watts, Nigel Hobday, Mike Render, Steve Hunt (FC), Gary Battell, Gesa Reiss, Caroline Harrison, Chris McGloin, Nick Phillips, Julian Ohlsen, Neville Elstone, Simon Mageean, Tim Shardlow, John Lockhart, Jane Brandon, John Blessington, Richard Sochacki, Emma Friend (Defra) Bradley Bates (Defra – possible) and Claire Robinson (tentative).				
Apologies :	Andrew Wood and Mike Seville				
Chair:	Andrew Smith				
Notes prepared by:	Steve Hunt				
Agenda Item	Start time	Item			Led by
	10.00	Arrival – refreshments / networking			All
1.0	10.30 (15 mins)	Welcome and introductions			Andrew Smith
		<ul style="list-style-type: none"> Nick Phillips (RSPB) Gary Battell (Small Woods) Jane Brandon (RPA) – new members 			
2.0	10.45 (15 mins)	Actions and Briefing paper			Steve Hunt
		<ul style="list-style-type: none"> Paper 1 			
3.0	11.00 (10 mins)	AFG Terms of Reference			Andrew Smith
		<ul style="list-style-type: none"> Paper 2 			
4.0	11.10 (70 mins)	CAP – Grant product design			Mike Render
		<ul style="list-style-type: none"> Paper 3 			
5.0	12.25 (25 mins)	Forest regulation Task Force			Andrew Smith
		<ul style="list-style-type: none"> Update report to be tabled if published 			
	12.50 (40 mins)	Lunch			
		Provided			
6.0	13.30 (45 mins)	Management Planning & UKFS			Joe Watts / Kevin May
		<ul style="list-style-type: none"> 			
7.0	14.15 (30 mins)	General Grant Update			Kevin May
		<ul style="list-style-type: none"> Current position Plant Health WIG (Chalara) 			
8.0	14.45 (30 mins)	Tree Health Update - Paper 4			Andrew Smith
		<ul style="list-style-type: none"> Chalara Phytophthora Other 			
9.0	15.15 (15 mins)	AOB			Andrew Smith
		<ul style="list-style-type: none"> 			
		Next meeting – Date of next meeting 13 th November 2013			
	15.30	Meeting end			