

# North York Moors National Park Authority

15 December 2014

## On the Record

### 1. Minutes from the National Parks England meeting

National Parks England meeting took place on 21 Oct 2014 the meetings for this meeting appear at **Appendix 1**.

### 2. Minutes from the Primary Land Users Working Group meeting

Notes of the meeting held at the Moors National Park Centre, Danby on 30 September 2014 appear at **Appendix 2**.

### 3. Members' Extranet

Over the past few months, officers have been working to establish a Members Extranet (a secure extension of the Authority's Intranet for the exclusive use of Members). In recent weeks a number of Authority Members have been helping to pilot the new site in readiness for its official launch in spring 2015. Piloting has now been completed and amendments made to the shared area. The official change over from paper-based dissemination to e-dissemination is planned to take place in April 2015, however a dual system (paper-based and electronic) will be offered to Members as from January 2015 to help embed the new system. Members will be sent login/password information to access the new system over the coming weeks. Whilst the Extranet is considered to be a very easy system to use, at **Appendix 3**, Members will find a useful four page guide on how to access and navigate around the site.

### 4. Miscellaneous

#### a) Public Rights of Way Legal Events

1. Public Footpaths 3 & 5 Newholm cum Dunsley (The Granary, Bannial Flatts Farm) Diversion Order 2014

#### Background

Letter to Legal Services on:

Date

File Reference

1. 21/11/ 2014

5050/3/27/DIV 3

#### b) Public Path Order taking effect after its date of confirmation

<u>ID</u>	<u>Reference</u>	<u>Confirmed</u>	<u>Took effect on</u>	<u>Description</u>
1114	3/12/DIV 58	30/05/2014	22/09/2014	Diversion of Footpath and Bridleway at Leas Head Farm, Littlebeck

c) **Gates/stiles authorised under s 147 HA 80**

Stile on Thornton-le-Dale Public Footpath 18 at Dunkhills, Grid Reference SE 82911 82630.

Contact Officer:

Karl Gerhardsen, Head of Recreation and Access. Tel: 01439 772700

5. **Use of Chief Executive's Delegated Powers – Article 4 Extension**

The Chief Executive has used his emergency delegated powers to make an Article 4 Direction area to prevent the potential demolition of The Old Forge and Anti-tank Wall on Carlton Road, Helmsley.

This was done after discussion with the Chair. The reason for the action was the belief that there was a real and imminent threat to the fabric of these structures. The Authority had also received a representation from Helmsley Town Council concerned about the imminent risk to the structures and requesting the Authority to act to protect them.

The justification for the extension is based on the inherent interest and value of the structures and the impact their removal would have on the setting of the Helmsley Conservation Area. The National Park Management Plan, the Local Development Framework and the National Planning Policy Framework all have policies which emphasise the importance of the historic environment.

The fact that the Highways Authority has indicated that it would not object to an access to the site off the main road, Linkfoot Lane (as opposed to Carlton Road) helped provide justification for the action as the perceived threat resulted from the stated desire of the developer of the land behind the structures to introduce an access point to the site over the land on which the structures stand.

The Developer and any third party has a right to submit representations in relation to the order and the Authority can confirm, cancel or modify the order within a six month period taking account of the representations received. This includes any representation from the Secretary of State who also has the power to cancel or modify the Order.

**NATIONAL PARKS ENGLAND  
MEETING**

**Minutes of meeting held on 21 October 2014 between 1.30-4.30pm at Local Government House,  
London**

**Items listed in order of discussion**

<p><b>Present</b></p> <p><u>Directors</u> Stephen Johnson Peter Harper (PHar) Andrea Davis</p> <p>Oliver Crosthwaite-Eyre Jim Bailey (Chair) John Riddle Lesley Roberts Margaret Paren Peter Charlesworth</p> <p><u>Contributors</u> Paul Hamblin (PH) Amanda Brace (AB) Meriel Harrison (minutes) Tamsin Cooper</p>	<p><u>NPOs/ Chief Executives</u> John Packman Kevin Bishop Nigel Stone Richard Leafe Alison Barnes (ABa) Andy Wilson Tony Gates Jim Dixon</p> <p>David Butterworth</p> <p><u>Organisation</u> National Parks England National Parks England National Parks England Green Alliance (attended for presentation only)</p>	<p><u>NPAs</u> Broads Authority Dartmoor NPA Exmoor NPA Lake District NPA New Forest NPA North York Moors NPA Northumberland NPA Peak District NPA South Downs NPA Yorkshire Dales NPA</p>
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Item		Agreed Actions
1.	<p><b>Welcome and introductions</b></p> <p>The Chair welcomed new NPE Directors Peter Harper, Oliver Crosthwaite-Eyre and Lesley Roberts to the Board. The Chair noted that this would be the last NPE Board meeting that Jim Dixon would attend prior to leaving his post at the end of the year; and thanked him for his considerable contribution to and support for NPE's work.</p>	
2.	<p><b>Apologies</b></p> <p>Apologies were received from Mike McKinley (Lake District NPA) and Trevor Beattie (South Downs NPA).</p>	
3.	<p><b>Declarations of interest</b></p> <p>OCE declared an interest under item 6 due to involvement in a proposed development where Section 106 would apply.</p>	
4.	<p><b>Approve minutes of meeting held on 12 June 2014</b></p> <p>The minutes were <b>approved</b>.</p>	
5.	<p><b>Matters arising</b></p> <p><u>NAAONB Conference</u> PH stated that all Directors had been invited by NAAONB to attend a conference at which Defra Minister Lord de Mauley would be speaking. The Chair, PHar, SJ, LR, JP, DB, and JD confirmed they would be attending, and potentially OCE. It was <b>agreed</b> that PH would provide an email briefing for those attending the conference. It was recognised that while we are supportive of the wider protected landscapes family, there are some important sensitivities that will need to be carefully negotiated. It would also be useful to find out</p>	<b>PH</b>

	what Defra expected in terms of the NPA / AONB relationship.	
6.	<p><b>Progress report and achievements</b></p> <p>PH introduced the paper which provided an overview of progress on the agreed NPE Business Plan. PH noted that income generation would be covered under items 7 and 8.</p> <p><u>Reputation</u> Good progress had been made through our relationships with Lord de Mauley and with partner organisations including Visit England. There was more work to be done to build our reputation with the new Defra Secretary of State Elizabeth Truss MP, and NPE would be finding opportunities for her to get out and see the work of NPAs.</p> <p><u>Policy</u> The consultation on Section 106 being led by CLG was causing concern. NPE had sought an exemption for National Parks. A decision was expected soon and the indication was that there would not be an exemption but rather a change to the threshold figure. This would not resolve the issue for National Parks and so further action to highlight the problem was discussed. It was <b>agreed</b> that the Chair and PH would draft a letter to CLG Secretary of State Eric Pickles MP which would come from NPE and be signed by all Directors in their capacity as NPA Chairs. PH would seek any further information on the timing of the announcement and inform Directors accordingly. NPAs would make use of their connections to brief local MPs, particularly Housing and Planning Minister Brandon Lewis MP with whom a copy of the letter would be shared. Defra Ministers would also need to be briefed. The letter would subsequently be sent to the media after being sent to the Secretary of State. PH would advise on timing. It was recognised that the distinction between affordable housing and local needs housing is an important one.</p> <p><u>Resources</u> On the power of competence issue, JD stated that the Peak District NPA had taken initial advice on the suggested compromise and it was looking positive. This intends to give a wider range of powers, legal certainty and greater confidence in taking forward a more entrepreneurial approach. JR stated that Lord de Mauley had understood the issue when visiting the business hubs in Northumberland. ABa stated that this had also been discussed with Chief Planner Steve Quartermain at a recent meeting.</p>	<p>PH / JB</p> <p>PH ALL SJ PH</p> <p>PH</p>
7.	<p><b>Progressing income generation ideas</b></p> <p>MH presented the paper on behalf of herself and TB, explaining the progress made to date and outlining the proposed programme of activity to take forward income generation ideas. This included a National Parks affinity card; a merchandising and marketing opportunity based around a suite of designs; and in the longer term a proposal for one or more urban information centres.</p> <p>The programme of activity in the paper was <b>agreed</b>. The Chair stated that questions around how this related to National Parks UK's commercial sponsorship activity would be addressed.</p>	
8.	<p><b>Agreeing a collective bid and offer to lottery</b></p> <p>PH introduced the paper and thanked ABa and KB for their input. Discussions had taken place with HLF and BIG. NPOs had discussed and felt the focus should be on BIG and a collective bid around health. This would link to NPAs' second statutory purpose and health was also rising up the political agenda. The intention was for a bid which would be people-focused; link local and national priorities; and highlight the added value of National Parks. A steering group had been formed with two key partners – CNP and Learning Through Landscapes – and the Faculty of Public Health was being approached to join this group. There was much work still to do, but once we successfully had a foot through the door there would be resource from BIG to develop the bid further. The following points were raised during discussion of the item:</p> <ul style="list-style-type: none"> <li>• AD is Chair of a Health and Wellbeing Board and could offer some practical resource in the form of public health staff time</li> </ul>	

	<ul style="list-style-type: none"> <li>• The project would identify local people whose health could benefit from the National Park, and use a Mosaic-type model to help them access it</li> <li>• The question of a wider UK project was raised. This has not been dismissed, however health-related structures are different in Wales and Scotland and we will be guided by BIG</li> <li>• The time and capacity needed to develop a bid should not be underestimated, and the impact on NPAs should be recognised. The proposed figure of £30m may need to be substantially increased</li> <li>• Being more specific in targeting (e.g. targeting mental health) may help to show how we would be meeting the needs of priority groups</li> <li>• Health is not a central activity for NPAs but is a good derived from our purposes</li> <li>• The steering group should include partners that have the expertise we lack – for example Mind, Age UK</li> <li>• The Outreach Group could be useful to the bid preparation process</li> <li>• There is a distinction between ‘public health’ and ‘people’s health’</li> </ul> <p>The Chair stated that this bid would help raise the profile of National Parks and be part of delivering our purposes, with National Parks having a rightful place in the health agenda. The recommendations in the paper were <b>approved</b> subject to further consideration of the comments made by Directors as the process is taken forward. Further papers on the project would be brought to Directors at a later date. It was agreed that any further comments by Directors on the intention statement should be sent to PH by correspondence.</p>	<p>PH/ABa/KB</p> <p>ALL</p>
	<p><b>Presentation by Tamsin Cooper, Strategy Director, Green Alliance</b></p> <p>Tamsin Cooper joined the meeting to give a presentation on preparing for the next Government / Parliament, and the big political drivers influencing future policy. There followed some discussion on these topics.</p>	
<p>10.</p>	<p><b>NPE staff salary benchmarking exercise</b></p> <p>DB introduced the paper and explained the background in some detail as many Directors had been elected since the issue had first arisen. A Director questioned how the proposals would be funded? The Chair stated that he thought the costs could be met out of the programme budget but DB should discuss further with PH. SJ moved the recommendation. The issue of London weighting came up and was discussed by Directors. Whilst most recognised the issue it was concluded that, at the present time, it simply wasn’t affordable for NPE. However, the Chair was keen to recognise the value of PH. Possible backdating was suggested and JR suggested paying from 1.11.14. It was <b>agreed</b> it would be more appropriate for it to be backdated to 1.4.14. The job title was raised by ABa and it was <b>agreed</b> that Executive Director was more appropriate. DB would speak to North York Moors NPA to sort details of the change. DB would discuss the decision and how it could be funded with PH.</p>	<p>DB DB</p>
<p>9.</p>	<p><b>Government’s Draft National Parks (Direct Elections) Bill</b></p> <p>PH introduced the paper which followed on from discussions at the previous NPE Board meeting. PH invited feedback on the principles set out in the paper and the following points were made:</p> <ul style="list-style-type: none"> <li>• Seeking to create constituencies could be problematic</li> <li>• Government has previously recognised that there are important differences between National Parks</li> <li>• Measuring outcomes and evaluation in terms of what is gained or lost by direct elections will be very important. Measuring outcomes will be problematic but could include the performance assessments of members</li> <li>• Postal voting could result in a better turn out; and if a vacancy arises it would be hugely expensive to conduct a full election for one vacancy</li> <li>• The risk of single issue candidates remains</li> </ul> <p>It was <b>agreed</b> that under principle 10 we should push strongly for robust measurement</p>	<p>PH</p>

	and evaluation of outcomes; and remain silent on the 'all or none' issue. It was <b>agreed</b> that the order of the principles should be amended with 1 and 8 being swapped. Subject to these amendments and any other minor amendments following on from Directors' comments, the principles were <b>agreed</b> . The recommendation to delegate responsibility to the NPE Chair, NPE Deputy Chair, and Director to prepare a NPE submission to the Efra Select Committee as part of the Pre Legislative Scrutiny once the Draft Bill has been published was <b>agreed</b> .	<b>PH</b>
<b>11.</b>	<b>Ministerial changes – intelligence and follow up</b>  The paper was noted without further discussion.	
<b>12.</b>	<b>Feedback from CNP on current issues and programme of work</b>  The item was not discussed as CNP had been unable to attend the meeting.	
<b>13.</b>	<b>Notes of E-NPOG meeting 09.09.14</b>  The notes were received without discussion.	
<b>14.</b>	<b>Any other business</b>  <u>Broads National Park</u> SJ stated that he had written to all UK National Park Authority Chairs regarding the Broads Authority proposal to refer to The Broads as 'The Broads National Park'. SJ hoped that Directors would respond supportively to the proposal.  <u>Lead National Park Officer</u> The Chair thanked ABa for her work during her term as Lead NPO. ABa explained that the role would be handed over slightly earlier than usual due to her attendance at the World Parks Congress in Sydney. NS would take on the Lead NPO role from early November. ABa praised the NPE team for responding well to challenges over the year.	<b>ALL</b>
<b>15.</b>	<b>Dates of future meetings</b>  The dates were confirmed as:  a) Wednesday 4 <sup>th</sup> February 2015 NPE Board (Terrace Lounge, Local Govt House) b) Thursday 5 <sup>th</sup> February 2015 NPUK Executive (venue TBC) c) Wednesday 25 <sup>th</sup> March 2015 NPE Board (Terrace Lounge, Local Govt House) d) Tuesday 9 <sup>th</sup> June 2015 NPUK AGM (venue TBC) e) Wednesday 10 <sup>th</sup> June 2015 NPE AGM (venue TBC) f) Tuesday 20 <sup>th</sup> October 2015 NPE Board (Westminster Suite, Local Govt House)  The Chair drew the meeting to a close.	

## **Primary Land User Group**

### **North York Moors National Park Authority**

Notes of the meeting held at the Moors National Park Centre, Danby on Tues 30 Sept 2014.

09/14 **Election of Chair**

Martin Burt (National Farmers Union) was elected Chair.

10/14 **Election of Deputy Chair**

Herbert Tindall (Authority Member) was elected Deputy Chair.

11/14 **Apologies**

Richard Gunton (NYMNP), Dorothy Fairburn and Jane Harrison (Country Business and Land Association), William Woods (Royal Forestry Society), George Winn-Darley (Moorland Association), Laurie Norris (NFU).

12/14 **Minutes from Previous Meeting**

The minutes of the meeting held on Tues 29 April 2014 were agreed as a correct record.

13/14 **Matters Arising from Action Points:**

(a) Sky Lanterns

NP England and DEFRA are producing a document outlining guidance for the usage of sky lanterns at a national level. With reference to this a draft letter will be produced which will be circulated to members for comments. A press release will be produced when this has been finalised and released to PLUG members when comments have been received.

14/14 **Levisham Estate**

Rachel Pickering gave a power point presentation outlining the special qualities of the Levisham Estate and clarifying the situation with its ongoing management as having high conservation value but low agricultural value.

It has an income stream from grazing tenants and sporting rights which are leased to a hawking club and a pheasant shoot. There were two coniferous plantations and income was received from clear felling these in 2013.. A solution to balancing economic returns with nature and land conservation must be sought. All ideas welcome.

15/14 **Better Outcomes for Upland Commons Project**

Rachel Pickering gave a power point presentation which gave the main points of this partnership project which ran from Jan-June 2014 with the aim of formulating best practice guidelines. It included five case studies in England, one of which was Danby Moor.

Members expressed concern on challenges that lie ahead for our moorlands, particularly what will happen after Environmental Stewardship's HLS. How do we continue to work well together after this? What happens after CAP reform comes through? Danby Court Leet has been cited as a unique and exemplary model which gives good practice on how to manage common land by a community which started in 13th century and how to go forward in the future.

16/14 **Moorland Wader Survey 2014**

Rachel Pickering gave a power point presentation which summarized the survey carried out in 1996/2000/2008 and 2014, part funded by Natural England. The survey indicates

that the Golden Plover has significantly increased its numbers in the NYMNP and that the curlew's population is stable overall. This is hugely encouraging and is testimony to all partners working in collaboration to achieve appropriate habitat management and predator control.

Members asked can the survey be compared with numbers of smaller birds? These are being surveyed by the BTO (British Trust for Ornithology) later this year. Weather does have an impact on bird populations from year to year but having four years' worth of data can give us reasonable confidence in general trends.

#### 17/14 **Update on Authority Business**

David Renwick updated the group on NPA budget reduction since 2010 and members approved staff structures required for 2015/2016 and beyond as follows:

##### (a) **Conservation**

- Both Simon Wightman and Peter Barfoot have taken voluntary redundancy and have left. Both posts have been deleted.
- Partner funding has been withdrawn from all parties for the Coastal Project Officer post and the post will therefore be deleted.
- Rachel Pickering and Rebecca Thompson will job share a new Natural Environment Team Leader post. Rachel Pickering will go on maternity leave at the end of January 2015 and we are currently looking at ways to cover her post.
- Capacity to protect posts in relation to delivering work on the ground and our grants programmes is a priority for the Department.
- In 2015 grant giving budgets involve reductions to PAWS, SDF and Traditional Boundary Scheme but there is still approximately £300k available to deliver work on the ground.
- Ability to draw down external funding and income to carry on offering a broad range of services is a priority eg as we already have for the 'This Exploited Land' project.

##### (b) **Park Services**

- This is the biggest department so there have been major staff changes.
- The Head of Park Management post, the Head of Access and Recreation post and the Access Officer post have been made redundant and a new Head of Recreation and Park Management post has been created, Karl Gerhardson has been appointed to this role.
- There has also been a reduction in the numbers of both Rangers and Field Staff posts.
- The new structure means that there will now be four ranger areas each with two staff (one Senior Ranger and one Maintenance Ranger) instead of three areas each with four staff each. The areas will be closely aligned to Parish Forum areas.
- The four Senior Rangers are Simon Bassindale (West), David Smith (South), Naomi Green (North) and Bernie McLinden (Coast).
- Four Maintenance Rangers will work alongside the Senior Rangers namely Gerard Marshall, John Foster, Martyn Williams and Matt Fitzgerald.
- This will of course reduce capacity to carry out practical work on the ground, particularly to the rights of way network. Whilst rights of way will remain a priority, it will be necessary to encourage all parties to carry out their statutory responsibilities and to engage landowners and local communities in carrying out more work.

Concern was expressed by the group as to the loss of highly skilled people in the Ranger Service and the reduced capacity to maintain PROW. More help will be needed from land owners to keep PROW tidy and in good maintenance as this is in everyone's interest.

(c) **Planning**

- Planning policy team are now reduced as Sarah Housden and Andrea McMillan have secured other employment.
- Julie Cavanagh will also take redundancy resulting in the enforcement team being reduced. There will be a reduced staffing resource in the Building Conservation team.
- Planning will receive the York Potash application today.

(d) **Corporate Services**

- The Director of Corporate Services, will reduce hours by half a day. The IT team will lose one officer. Administration capacity will be lost in the Customer Services team with two part time staff leaving.
- All Authority assets are under review.

Members commented on how staff had retained good morale given the difficult decisions which have had to be made. This may not be the last round of cuts and more volunteer help will be needed.

18/14 **Partner Updates**

**National Trust**

Kevin Dessoy started as the new General Manager for the Trust in June looking after the N York Moors, Yorkshire Coast and Durham Coast and other properties. Previously General Manager for the Trust at Nostell Priory, near Wakefield for 8 years. Looking forward to working with the NPA.

**National Farmers Union**

Agriculture in hill areas is in a disastrous state. Sheep and suckling cows are not viable and are sold off. If the main use of land within the NP is preserving countryside then it needs radical change or farming will diminish.

There is an embargo in Russia on milk co-operatives which will have a worldwide effect. The power of major supermarkets has diminished the role of the small farmers who cannot compete in this market.

For more information:

<http://www.nfuonline.com/sectors/dairy/nfu-working-for-our-dairy-farmers/>

David Renwick reminded the group that if approved, the new LEADER Programme can potentially support individual and clusters of farm businesses to diversify and increase productivity. Discussion of initial ideas with the Programme is encouraged.

**Forestry Commission**

**Roots to Prosperity**

Working with partners (Confor, UK Forest Products Association and Local Authorities) to develop a sector growth plan. Report and action plan were formally launched by Guy Opperman MP on 4<sup>th</sup> August.

All documents are available on the Confor website:

<http://www.confor.org.uk/NewsAndEvents/Listings.aspx?pid=29&id=2720>

### **NELMS / Farming and Forestry Productivity Grant**

Work with NE on the development of NELMS has included supporting the local validation events and targeting statements. Work continues with Defra on the development of the farming and forestry productivity grant which should be available in 2015. Forestry businesses are also eligible for support in developing their businesses through a facilitation service offered through a consortium of forestry specialist advisors.

For further information contact: Richard Pow [richard.pow@forestry.gsi.gov.uk](mailto:richard.pow@forestry.gsi.gov.uk)

### **LEADER**

Forestry and economic growth are two specific themes within the LEADER Programme. An opportunity exists for forestry businesses to secure support from LEADER with potential themes including collaboration, innovation and wider business development.

### **Plant Health**

To date there are still no confirmed infections in Larch of *Phytophthora ramorum* in the North York Moors. The disease continues to extend its range in the North West (Cumbria / Lancashire) and it was important that land owners / woodland managers continue to monitor their woodlands and look to develop contingency plans.

Survey work had identified a number of new Chalara (ash dieback) disease around the original environment infections. The current concentrations of the disease were based in Northumberland, East Yorkshire and the western area of North Yorkshire (including the Yorkshire Dales National Park).

For further information visit: [www.forestry.gov.uk/chalara](http://www.forestry.gov.uk/chalara)

FC (Forestry Commission) was investigating a potential outbreak of Great Spruce Bark Beetle (*Dendroctonus micans*) in the YDNP. If this is confirmed the FC will provide an update on the current control methods and advice on minimising the impact of the pest.

### **Natural England**

Validation has taken place on NELMS and data is being investigated. A targeting statement is being drawn up for 19 Dec 2014 and invitations will start from Jan 2015 with first agreement from 01 Jan 2016.

### **Confor**

Forestry needs to be protected and encouraged. Management needs to be made simpler and more home grown production is needed for the UK. (See Chairman's report).

### 19/14 **Any Other Business**

Members asked what the advantages and disadvantages to Fracking? Is the gas conventional or non-conventional? Will exploratory fracking investigations happen in the national park? Could a professional from the fracking industry be invited to talk to the group to provide more information? The group expressed a need for increased informative debate.

### **Date of Next Meeting:**

10.00am Tuesday 28 April 2015 at Helmsley.

**Members Present:**

Jim Bailey	Member, NYMNPA
Eleanor Baxendale	National Trust
Martin Burt	National Farmers Union
Malcolm Bowes	Member, NYMNPA
Kevin Dessoy	National Trust
Ron Foster	National Farmers Union
Peter Greenwood	Confor (Confederation of Forest Industries)
Alan Eves	Forestry Commission
Janet Frank	Member, NYMNPA
James Holt	Confor (Confederation of Forest Industries)
Julie McLinden	NYMNPA
Rachel Pickering	NYMNPA
David Renwick	NYMNPA
Christine Robertson	Natural England
Hawson Simpson	Member, NYMNPA
Robert Sword	CLA (Country Business & Land Association)
Herbert Tindall	Member, NYMNPA
Crispin Thorn	Forestry Commission
Richard Thompson	Member, NYMNPA

## **Extranet Training Presentation**

### ***What is an Extranet?***

An Extranet is an Intranet that is partially accessible to an organisation's partners. Whereas an intranet sits behind a firewall and is accessible only to people who are members of the same organisation, an extranet provides various levels of accessibility to external partners. You can only access an extranet if you have a valid username and password. An extranet is a more efficient way of giving authorised users access to the same data in the same format.

### ***Why have a Members' Extranet at NYMNPA?***

The Authority is going through a period of change. Reductions in staff and cuts in funding will mean the need for changes in working practices and how we conduct business. The introduction of a Members' extranet will mean:

- Savings - both in time and resources i.e. printing, posting, copying, and disseminating.
- Cutting duplication and ensuring consistency, information will only need to be amended/updated once, centrally.
- Secure shared area to store information, no need to post/e-mail.
- Members self-sufficiency – ability to access information, more readily, 24/7.

### ***Pilot Scheme***

Seven Authority Members helped pilot the new extranet site. Comments received back from the pilot focused on three main areas:

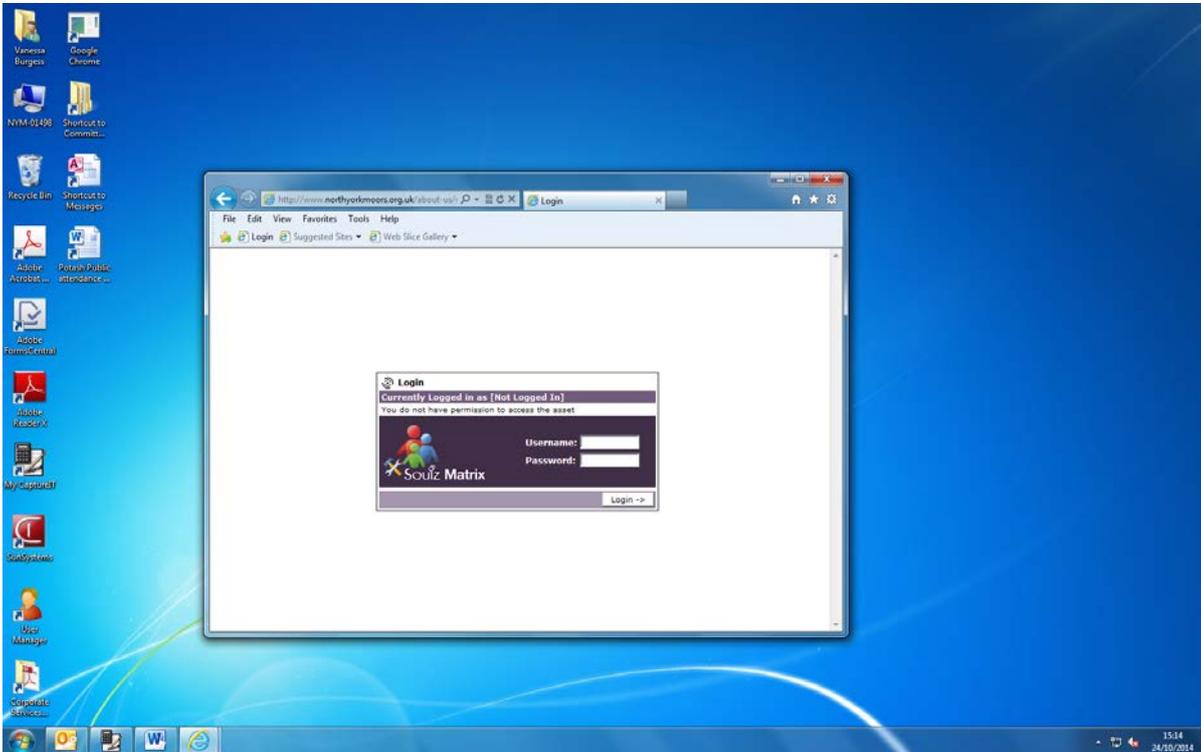
- Speed of page loading, needs to be faster.
- Need for agenda to be accessible as one whole PDF, rather than single reports
- Latest/News items to appear first on opening page, so Members can see the latest information at the opening page.

## The NYMNP A Members Extranet – a tour of site

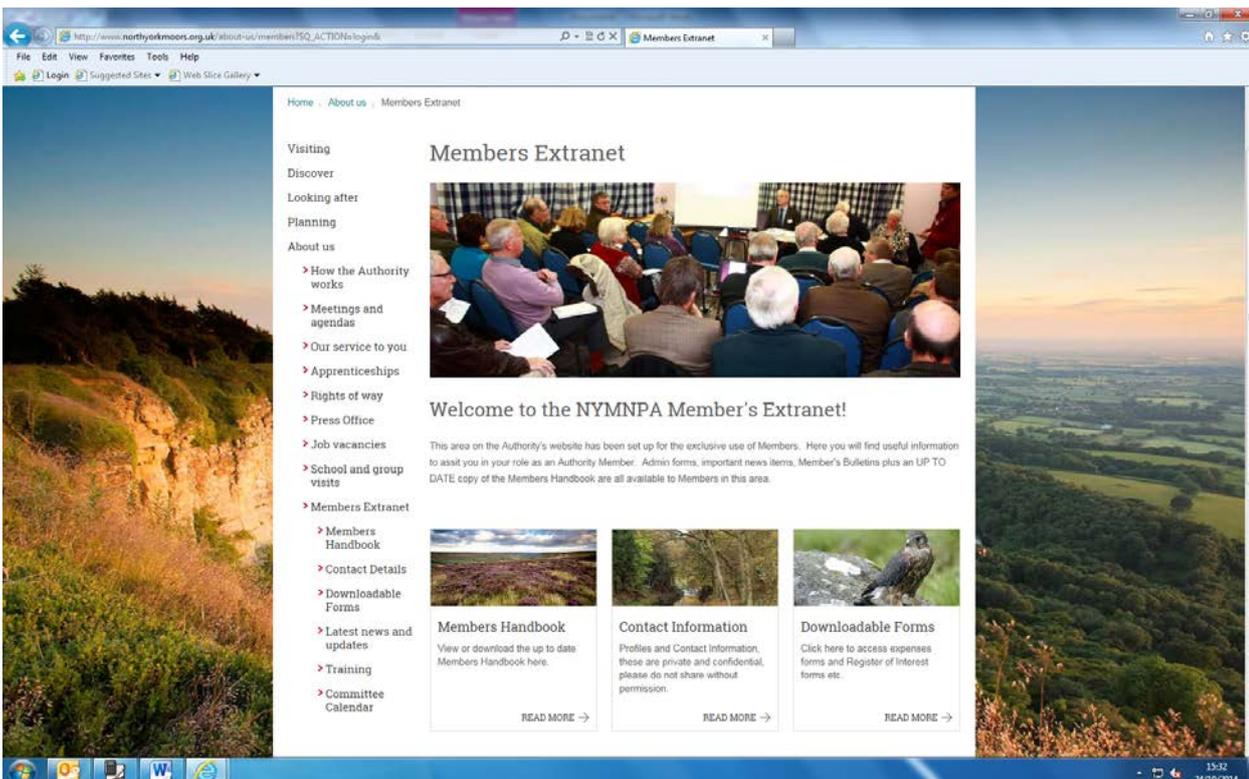
The weblink to the extranet is:

[www.northyorkmoors.org.uk/membersextranet](http://www.northyorkmoors.org.uk/membersextranet)

At the login screen prompt, enter your login and password and click on the login button



This will take you to the main page of the Members extranet

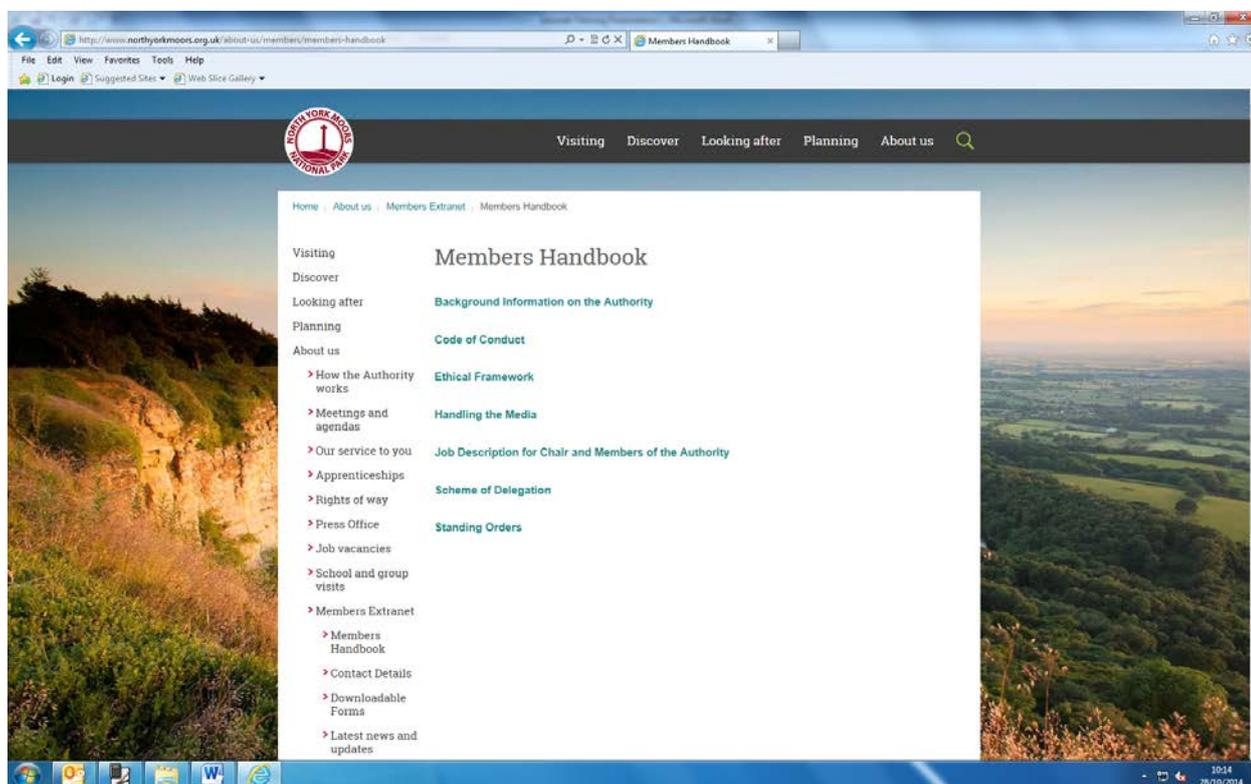


Once on the main page, Users can navigate around the site in two ways, either using the navigation bars down the left hand side of the page or via the large square navigation buttons across the centre area of the page. The navigation choices are:

- Members Handbook
- Contact Information
- Downloadable Forms
- Latest News and Updates
- Training
- Committees Calendar

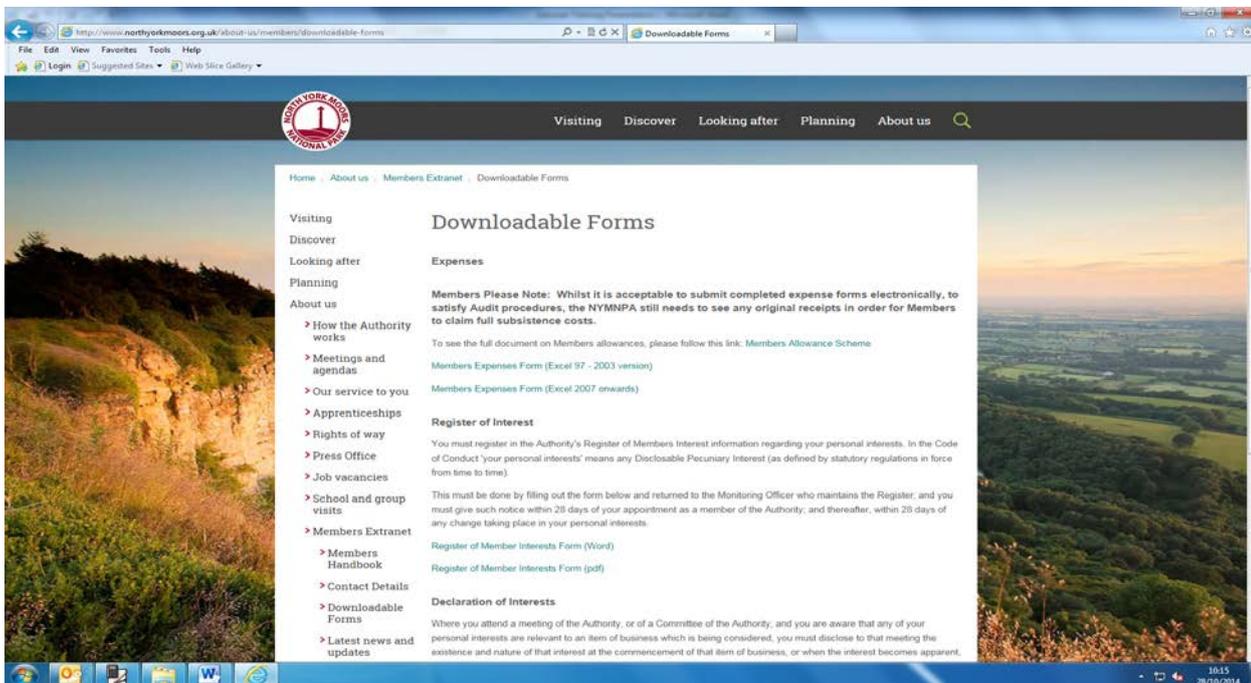
By clicking on the desired navigation bar Users can access information relevant to that area as follows:

**Members Handbook area** – as the title suggests, this section includes information currently found in the hardcopy Members Handbook, such as Scheme of Delegation, Standing Orders, Ethical Framework and Code of Conduct. By clicking on the relevant links Users are taken to the relevant information pages.



**Contact Information area** – this section gives Users access to other Members' contact information including home addresses, telephone numbers and direct links to e-mails.

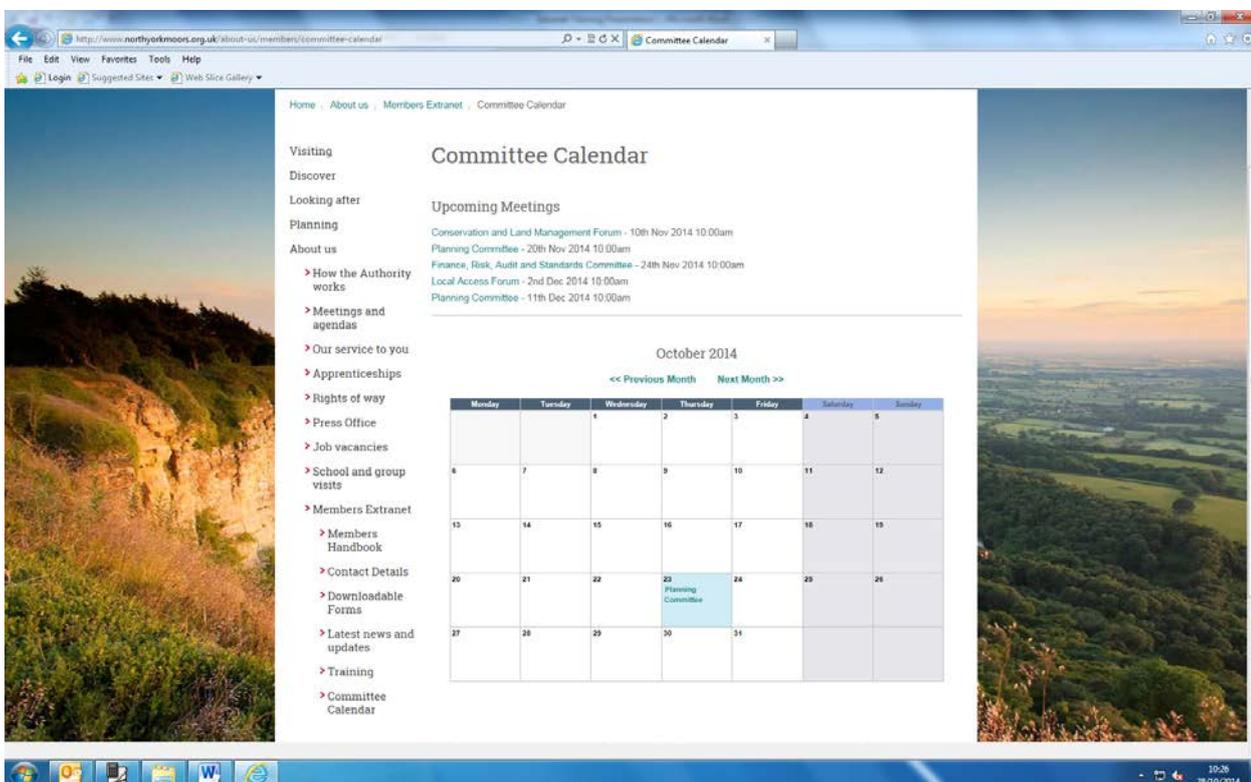
**Downloadable Forms area** – One recurring request from Members has been for expense forms to be available for completion on-line. This is now possible within the Downloadable Forms area of the Extranet. Members should note however that, ***whilst it is acceptable to submit completed expense forms electronically, to satisfy Audit procedures, the NYMNPA still needs to see any original receipts in order for Members to claim full subsistence costs.***



**Latest News and Updates area** – This section of the Extranet will be used as a kind of bulletin board, to disseminate important snippets of information to members such as: arrangements for Members Christmas lunch!

**Training area** – The training page gives information about forthcoming Authority training days/events and links to other training opportunities which may be of interest to members.

**Committees Calendar** – Probably by far the most useful section of the members' extranet



The page shows a month on month calendar, populated with relevant committee dates and links to the agenda papers. There is also a useful upcoming meetings list at the top of the page, which lists the next five meetings, with dates and times. The calendar can also be populated with other significant dates such as Member training days, evening seminars, Chairs briefing dates etc.