

North York Moors National Park Authority

27 June 2016

On the Record

1. **NPE Minutes**

The minutes from the National Parks England meeting held on 6 April 2016 are attached as **Appendix 1**.

2. **NPUK Minutes**

The minutes from the National Parks UK Executive meeting held on 11 February 2016 are attached as **Appendix 2**.

3. **Changes to delivery method of Payslips**

Officers are intending changing the way in which payslips are provided to all Members and staff. Currently payslips are emailed to individuals or, in a small number of cases, paper payslips are sent out. The revised system which will take effect later in the year will enable each person to securely log on to an account where future payslips can be viewed. This system is cost neutral financially, but will result in considerable savings in processing time. It will also provide historical information for Members/staff as over a period of time this will build into a 6 year record of payslips and P60s.

Full details will be communicated to Members in due course.

4. **National Parks UK - NPA Members National Induction Course**

The next Members National Induction Course is due to take place Tues 20 – Thurs 22 September 2016 and will be hosted by our National Park here in the North York Moors. For any Members wishing to attend and make the most of the opportunity on our doorstep, please contact Vanessa Burgess, Committees Officer for more information.

**NATIONAL PARKS ENGLAND
MEETING**

**Minutes of meeting held on 6 April 2016 between 11.00am-3.00pm at Local Government House,
London**

Items listed in order of discussion

Present		
<u>Directors</u>	<u>NPOs/ Chief Executives</u>	<u>NPAs</u>
Jacquie Burgess (JBU)	John Packman (JP)	Broads Authority
Peter Harper (PHr)		Dartmoor NPA
Andrea Davis (AD)	Nigel Stone (NS)	Exmoor NPA
Mike McKinley (MM)	Richard Leafe (RL)	Lake District NPA
Oliver Crosthwaite-Eyre (OCE)		New Forest NPA
Jim Bailey (Chair)	Andy Wilson (AW)	North York Moors NPA
Lesley Roberts (LR)	Sarah Fowler (SF)	Peak District NPA
	Trevor Beattie (TB)	South Downs NPA
Peter Charlesworth (PC)	David Butterworth (DB)	Yorkshire Dales NPA
<u>Contributors</u>	<u>Organisation</u>	
Paul Hamblin (PH)	National Parks England	
Amanda Brace (AB)	National Parks England	
Sophie Gledhill (minutes)	National Parks England	
Fiona Howie (FH)	Campaign for National Parks	

Item		Agreed Actions
1.	Welcome and introductions The Chair welcomed Sophie Gledhill, Meriel Harrison's maternity cover and all present.	
2.	Apologies Apologies were received from Margaret Paren (South Downs NPA), Glen Sanderson and Tony Gates (Northumberland NPA), Alison Barnes (New Forest NPA) and Kevin Bishop (Dartmoor NPA). David Butterworth was delayed and would arrive during the meeting.	
3.	Declarations of interest There were no declarations of interest.	
4.	Approve minutes from meeting held on 10 February 2016 The minutes were approved .	
5.	Matters arising <u>AGM date</u> MM referenced the AGM dates, and expressed that there previously had been no vote to confirm change of dates. After a discussion of benefits and negative implications of both June and October a vote was put to the Board to ascertain the most appropriate date for the AGM. It was agreed that the AGM should remain in June, in line with NPUK's AGM. <u>AOB National Park Boundaries</u> LR apologised for the delay in circulation of Case Law of National Park Boundaries, as she has only secured one source of information. LR stated that when she had obtained another source she would circulate them both to the Board, hopefully prior to the next NPE meeting.	LR

	<p><u>Housing and Planning Bill: key issues for National Park</u></p> <p>PH gave an update on the Housing and Planning Bill, as it continues its way through the Lords. Discussions continue on the implications for rural areas. The next stage of the Bill is report stage, and will be held over five days. Amendments are currently being tabled by Baroness Bakewell of Hardington Mandeville and Lord Cameron of Dillington who are specifically looking at the implications for rural areas and trying to remove rural exemption sites from the proposals on the Bill. The Lords would meet on 11th April and PH would seek to circulate a list of Peers speaking on the Bill and NPE Directors could feedback on the Bill. PH stated that he anticipates more amendments to the Bill being tabled.</p>	PH
6.	<p>Workshop - conclusions and next steps (oral)</p> <p>The Chair highlighted the importance of reviewing the NPE Business Plan. PH shared some early thoughts received by Directors in advance of the meeting that looked at whether there should be shifts in focus or in the strategic aims of the new Business Plan.</p> <p>The board and attendees then separated into three working groups, where an informal session was used to identify key strategic aims.</p> <p>The following points were made during discussion and the Board collectively concluded that:</p> <ol style="list-style-type: none"> 1) The business plan should last at least four years to link with the Parliamentary cycle – subject to an annual review 2) The existing Vision and three strategic aims – were supported but the Board wanted the language of the aims to be updated to take them further (eg. shifting from informing policy to leading it) and underpin them with better measures. 3) It would be important for NPAs to build their reputation and profile with Government, politicians, policy makers (and beyond Defra), and develop networks with a wider group of opinion formers (including the media). 4) NPE should be more proactive in the policy making process – leading and influencing policy rather than responding/ reacting to it - working as a collective across Government (using NPE and NPA resources). 5) NPE should raise the public profile of the work of NPAs, and enhance its own capacity to do so. 6) There was support to develop new sources of collective funding (BIG bid etc.) 7) We should develop how we work together to deliver our aims (being more collaborative, supporting collective and smarter working). <p>PH commented that NPE has a vital role in ensuring that National Parks remain prominent with politicians and decision makers. JBU reminded the Board that 2019 will be the 70th anniversary of the legislation that founded National Park Authorities and suggested planning for the celebration should commence this financial year.</p> <p>It was agreed that PH would compile all information gathered during discussion and share with attendees prior to the drafting of the new business plan.</p> <p>PH and TB will work together to write a strategic business plan to be presented at the next Board meeting in June.</p> <p>FH left the meeting.</p>	PH and TB PH
11.	<p>Appointment of a new director to NPPL to represent English national parks (PHr) (oral)</p> <p>PHr orally updated all regarding his position on the NPPL Board and that he will be finishing his term as a Secretary of State member of Dartmoor NPA in June 2016. The Board discussed whether he could or should continue to be a Director of NPPL.</p> <p>The Board understood that the articles of association were written such that a person is no longer eligible to be a member of the NPPL Board when the individual ceases to be an employee of a NPA. It was agreed that this was a matter for the NPPL Board in the first</p>	

	<p>instance and could not be determined by NPE.</p> <p><i>[Post meeting note: It appears that the final Articles do not prevent this from occurring]</i></p> <p>PHr agreed that he will make it clear at the NPPL Board meeting that the appointment was for NPPL to make, but would also encourage them to ask NPE to suggest a replacement Board member if appropriate. NPE will advocate a Chair to be on the Board if asked to assist with co-ordination.</p>	PHr
8.	<p>BIG Lottery bid – Update</p> <p>PH apologised in the delay in preparing the BIG Lottery bid. PH informed members that unfortunately whilst preparing the bid, BIG stopped receiving unsolicited bids. This would have been the preferred route of funding, instead we had been advised to go for BIG's Reaching Communities fund.</p> <p>The Steering Group has been established, made up of NPA officers and project partners (Campaign for National Parks, and Learning through Landscapes). Through a wider reference group, input of all NPAs was secured from those officers who lead on outreach and have expertise in the area of the Bid.</p> <p>The Steering Group met with a senior BIG official, and as a result NPE has commissioned various information gathering projects. This included a survey of the priorities of Health and Well-Being Boards around the country; of Clinical Commissioning Groups (CCGs); and an assessment of what each NPA was already doing in the area of health and well-being. There have been preliminary discussions with Public Health England.</p> <p>PH clarified to the Board that the bid would benefit from an indication of NPA support in kind, and that this didn't need to be a monetary gift. LR also wanted confirmation of what the other partners could bring in terms of support.</p> <p>PH confirmed that if the bid was successful NPE would have a Project Officer that would liaise with part time officers based in all NPA's to ensure that the project objectives are achieved. AD highlighted that the bid was still in the early stages, and there are numerous consultations and discussions needed prior to the confirmation of the bid.</p> <p>Directors agreed that the bid was worthwhile and should be pursued, and, in principal, to provide up to 25k support in kind over three years to support the bid. PH offered to talk to Northumberland NPA who were not in attendance.</p>	PH and all NPO's
9.	<p>Secretary of State Appointment Processes – Update and next steps Deputy Chairs (oral)</p> <p>JBu provided a verbal update to the Board of a recent meeting with DEFRA Officials on the subject. DEFRA had been receptive and further work is underway to improve the process.</p> <p>AD, PHr and NS left the meeting.</p>	
10.	<p>Reflections on the National Parks Plan</p> <p>PH invited the Board to reflect on the process of feeding information into plan preparation, any lessons to be learnt and the final content of the plan. TB highlighted that the paper is strongly supported by Elizabeth Truss, Secretary of State for Environment, Food and Rural Affairs, which should assist the distribution of the document across government departments.</p> <p>Directors gave an update around the table, sharing views on the paper and all were in agreement that NPA and NPE should ensure that the plan continues to receive coverage, and should remain on NPE Board meeting agendas. PH reiterated that the plan was to be a significant part of all NPE's strategic plans, and will increase collaborative working with numerous departments to deliver the aims.</p>	

	<p>It was agreed that the next steps for the NPA's would be to devise a plan to ensure delivery of the plan. It was agreed that all NPAs should share the plan with their members, and should be put on all park authority agendas.</p> <p>JBu asked whether all NPAs were hoping to reach all 8 points within the plan to an exemplary level. PH stated that different NPAs will be stronger on different elements of the plan but that we will not be able to achieve this individually and expressed the need for collaborative and cohesive work.</p> <p><u>For information</u> PHr reminded everyone that this was his last NPE meeting and thanked everyone for their knowledge and expertise.</p> <p>AD, PHr and NS left the meeting.</p>	<p>All NPO's and PH</p>						
<p>12.</p>	<p>Notes of E-NPOG Meeting 02.03.16</p> <p>The notes were received without discussion.</p>							
<p>13.</p>	<p>Any other business</p> <p><u>Accord with the Home Office</u> The Home Office have asked that we agree an Accord with NPE and NPA's to cover their Emergency Services Communications upgrade. JB advised that they will be using the same accord as the one previously agreed with the Mobile Operators Association.</p> <p><u>AONB's and the National Park Plan</u> JB suggested that NPE should meet with the AONBs to determine their position on the plan and future opportunities for collaboration.</p> <p>The Chair thanked everyone in attendance.</p>							
<p>14.</p>	<p>Dates of future meetings</p> <p>The dates were noted as:</p> <table border="0" data-bbox="284 1256 1091 1352"> <tr> <td>a) NPE Board and AGM</td> <td>Wednesday 8 June (Broads)</td> </tr> <tr> <td>b) NPUK Meeting and AGM</td> <td>Thursday 9 June (Broads)</td> </tr> <tr> <td>c) NPE Board</td> <td>Tuesday 18 October (London)</td> </tr> </table> <p>Note that NPE Board is Tuesday 18 October not Wednesday 18 October as listed in the agenda.</p>	a) NPE Board and AGM	Wednesday 8 June (Broads)	b) NPUK Meeting and AGM	Thursday 9 June (Broads)	c) NPE Board	Tuesday 18 October (London)	
a) NPE Board and AGM	Wednesday 8 June (Broads)							
b) NPUK Meeting and AGM	Thursday 9 June (Broads)							
c) NPE Board	Tuesday 18 October (London)							

	<ul style="list-style-type: none"> • The wording concerning the copyright section can be amended as proposed to make it less demanding on NPAs • NPP will tighten up on the regulations regarding meetings, including the quorum • NPP will tighten up on the rules concerning potential name change. • With respect to Designated Members for signing off on accounts – it was agreed that one representative from each nation would be acceptable • NPP, as an LLP, is not at this point set up to trade – Counsel’s advice has confirmed LLP can be established within our existing remit. <p>Now that the process to set up NPP as a legal entity is in its final stages, PD requested that those NPAs that haven’t as yet approved the LLP vehicle at board level please do so as soon as possible to avoid further delays.</p> <p>* TG queried the issue of equal distribution - PD responded that because the LLP will have been set up collectively by the 15 National Parks, any financial gain would be split equally by default. A clause can be put into the LLP agreement to substantiate this, but in general, NPP is committed to the ethos of equal contribution, equal gain. The only issue where an equal dividend could become complicated is if NPP request further investment and a particular National Park refuses to contribute. This would lead to an uneven level of investment that would allow this issue to arise.</p> <p>Where partnership opportunities are available for some but not all Parks then they will be handled on a case by case basis. (Post meeting note: The principle of consultation across all Parks in this circumstance was agreed and the mechanism for achieving this will be discussed and agreed by NPP and NPUK at the NPUK AGM).’</p> <p>It was suggested that some wording be added into the business plan as regards the option to hold an AGM, but to be more specific about the form and function, with the option to re-elect board members.</p> <p>For any National Park with staff/Members unclear on the position of NPP when negotiating partnerships at a local level, NPP will have a named contact point in each NPA (nominated by the CEO). This officer will provide input into NPP project development and facilitate an open and two way communication stream.</p> <p>The business plan was noted. The LLP agreement was agreed in principal, subject to approval from the individual Authorities yet to put it in front of their board.</p>	<p>PD to feed final amends to WH. KC to facilitate final draft for signing</p>
3	<p><u>Minutes of Exec / AGM June 2015</u></p> <p>No comments / queries arose. The minutes were approved as an accurate record. PH queried if the Feb 2015 minutes had been circulated. KC confirmed they had. KB asked if the final version including Dartmoor’s amendments had been circulated. KC to check status of 2015 minutes.</p>	<p>KC to check Feb 2015 mins</p>
4	<p><u>NPUK Joint Activities</u></p> <p>2015-16 Progress Report</p> <p>The board took the opportunity to officially congratulate and thank all Dartmoor staff for their magnificent conference. It was a hugely successful event, and the staff did a tremendous job in making the event run so smoothly.</p> <p>The National Photo competition does not currently maximise the potential of commercial spin-offs - something KC intends to address in the coming year. PeterH suggested this came within the remit of NPP – not NPUK. AB responded that this would not be something that can be capitalised on by NPP as LLPs are unable to trade. NPP was set up to handle sponsorship and commercial partnerships, so</p>	

	<p>trading is not, and never has been part of its remit.</p> <p>Congratulations were given to the NPUK team for the increase in media coverage. Increasing the profile of National Parks will have significant political benefit. A good working relationship with the All Parks Communicators Group has helped with this significant increase over the years.</p> <p>The website redesign project has been slightly delayed due to capacity issues however it is hoped the new design website will be made live imminently.</p> <p>PH/KB suggested that NPUK removes all reference to brand partnerships on the website and asked KC to confirm their status. KC confirmed that the AirWick partnership had finished in December and that Merrell, Green Traveller and Go Outdoors were mutually beneficial partnerships which continued to support the objectives of the NPUK work plan and therefore these needed to be dealt with sensitively as these were the brands which have helped promote BBS over the past 6 years. KC to discuss with NPP.</p> <p>Conference 2017</p> <p>TB explained that the 2017 Conference is scheduled to take place in the South Downs. In order for the conference to take place under one roof – Goodwood had been identified as the only venue capable of facilitating the number required. TB therefore asked for a firm financial commitment from the National Parks – suggesting a commitment to send 4 delegates at the cost of £2,500 per NPA should be agreed upon. This was unanimously agreed. There was a discussion about the NPAs not present who may have an issue with this level of commitment. It was suggested that these NPAs could sell their allocation on to NPAs that wanted to send more than 4 delegates, but this must be done on an ad-hoc basis and must not undermine the commitment that all Parks equally support the event.</p> <p>UK National Parks Awareness Survey</p> <p>KC explained that a very effective public awareness survey took place in 2012 which raised a lot of interesting data on the public’s knowledge and views of the UK’s National Parks. It was agreed at the time that this type of survey should be carried out every 3-5 years. The cost of this survey was £1k each. It was decided that before going ahead and commissioning this work, the board needed a little more information on the survey itself and how it can be used for both PR & political advantage. KC to circulate executive summary from the 2012 survey, to give board a chance to see the impact. Decision to be made at the June AGM</p>	<p>KC to follow up with NPP</p> <p>TB and SDNPA team to develop 2017 conference</p> <p>KC to circulate the 2012 summary and put on the June agenda</p>
5	<p><u>NPUK Review & Finances</u></p> <p>Anticipated Outturn 2015-16</p> <p>The board were asked to refer to the report provided. An anticipated break even position is expected at year end.</p> <p>PH/KB queried why the current spend for specific projects was so low, when the anticipated outturn still predicted a full spend even though it was so close to the year end. KC clarified that NPUK does not spend equally throughout the year. – giving the example of the Member Induction Course in March – which accounts for over half the budget. PH further queried staff development lack of expenditure – KC explained the invoice for this is being chased. It was suggested that these anomalies should be highlighted and explained in the document itself to avoid confusion.</p> <p>NP UK Review</p> <p>Richard Leafe referred the board to a report detailing possible options for the next 3</p>	<p>KC to include notes to clarify position</p>

	<p>years. External funding received from agencies has been slowly dwindling over recent years. Because of this and the loss of NPW contribution to overheads, a decision needs to be made on how NPUK overheads and staff costs are funded going forward – including how specific projects are funded ie the Members Induction course, as a substantial drop in Natural England funding has put its future in jeopardy.</p> <p>Following a discussion it was agreed that a years breathing space would be very beneficial in order to fully inform the review process and therefore it was agreed that F&GP further develop option 2 and subscriptions be held at £7,750 for 2016/17 financial year. Office accommodation would be investigated as part of the review which it was agreed would be completed by the nominated sub group within a year. It was pointed out that NPP may wish to buy services from NPUK and that this ‘transition year’ would give NPP time to establish itself and form a good working relationship with NPUK. It was also accepted that even once the Development Director if in place and the corporate vehicle established there will still be a reliance upon NPUK to provide many of the services and PR work that potential partnerships necessitate. NPP will source, negotiate and develop relationships; NPUK would support delivery of these corporate partnerships.</p> <p>It was also agreed that Option 3 - commissioning model be researched by the CEO sub group identified at the January JNPOG video conference. RL highlighted the risk that this model could well end up costing NPAs more rather than less – a view shared by TB who reiterated that this was a significant risk which should not be overlooked.</p> <p>After a lengthy discussion on the funding options, it was agreed that NPA subscriptions will be held at £7,750 for 2016-17. As funding has been maintained from NRW for the Member Induction Course it was agreed that the courses for 2016/17 go ahead and any English and Scottish members wishing to attend be funded through their NPAs Member Development budgets.</p> <p>Over the next 12 months, extensive research work will be put into the feasibility of options 2 and 3 - the board will expect a full report within 12 months.</p> <p>Budget 2016-17 & Work Plan 2016-17</p> <p>KC gave a brief summary of the budget and aligned work plan:</p> <ul style="list-style-type: none"> • To avoid increasing subscriptions, the budget will require £6k from the reserve to break even at year end – however the team will use their best endeavours to reduce this requirement • Natural Resources Wales has assured NPUK that the funding is as secure as it can be for the next 3 years. The offer letter is a legally binding document. • The current projects carried out by NPUK as part of its last work plan will be carried forward for 2016-17. • National Parks Workshop is due to take place in May 2016. It was agreed that there was not a great appetite to run the Workshop in 2016, so it would not be carried out in 2016 therefore giving space to tackle the ongoing review. <p>The budget & work plan for 2016-17 were approved.</p>	<p>KC and F&GP to develop option 2 in close liaison with NPP Board and Dev Director</p> <p>CEO sub group to develop option 3</p>
6	<p><u>Mosaic / CNP</u></p> <p>Sarah Wilson and Adam Philip-Phillips spoke to the board about the Mosaic Youth project, carried out by the Campaign for National Parks. There have been 5 National Parks involved in this project: Lake District, Exmoor, New Forest, Yorkshire Dales & Northumberland. The project aims to increase health, employability and citizenship for 18-25 year olds by engaging with National Parks through volunteer</p>	

	<p>work.</p> <p>Adam Philip-Phillips gave an impressive talk on the positive effects of the Mosaic project on young people.</p> <p>Thanks were given to Adam from the board for such an inspirational presentation. It truly brings home the potential for drawing upon the commitment and enthusiasm of youth for the benefit of the areas. Young people are very important for the future of National Parks, so a great deal of effort should go into engaging with them.</p> <p>Sarah Wilson explained the impacts that the Mosaic project had on CNP staff, the individuals and the National Parks themselves. CNP are able to offer training to NPAs on engagement with young people, to be delivered by Mosaic champions themselves, including ideas for potential avenues of engagement. The Mosaic project is ending, so focus drops back to NPAs to carry this forward.</p> <p>A number of CEOs highlighted their involvement in the project and the inspirational nature of engaging with young people, both through volunteering, and becoming involved in policy work. There is now a political will to engage with young people and encourage their involvement in National Parks and authority work. National Parks should really take this opportunity.</p> <p>There is a frustration regarding the time and financial limits imposed on continually running pilot projects. There is proof that these projects are successful. Hard work is put in to set up effective teams and gain valuable experience and relationships, only for the project to end and start again from square one. The challenge is to get these projects into the mainstream so that they can continue. National Parks Chairs need to lead from the front and push these kinds of projects forward.</p> <p>Paradoxically, it is relatively easy to raise money for these types of projects externally, so it is difficult to justify cutting other mainstream projects that may not be as successful in receiving external funding.</p> <p>Once again, thanks were conveyed to Sarah & Adam for their contribution and the Board agreed to go away and think about the challenges Sarah and Adam raised and how they might help sustain the positive progress made to date and advance the cause going forward.</p>	<p>Chairs / CEOs to think about how to sustain progress made to date</p>
<p>7</p>	<p><u>Country Matters</u></p> <p>National Parks England</p> <p>Paul Hamblin gave a brief summary of the written report.</p> <ul style="list-style-type: none"> • A favourable settlement for English NPAs. Budget protected for the next 4 years. DEFRA have a good understanding of the value of National Parks. • A National Parks Plan is currently being developed in government, and will be released in the spring 2016. • There are challenges to legislation currently going through Parliament on housing and planning. <p>Thanks were given to Paul Hamblin and his team for their work, and an offer of solidarity was made to Welsh & Scottish NPAs, even if it can be used as an example.</p> <p>John Riddle, the previous Chair of both Northumberland NPA and National Parks UK has just been awarded an OBE. It was agreed that the board should send a letter of congratulations to him.</p> <p>Scotland</p> <p>Grant Moir gave an update on Scottish matters:</p>	<p>KC to draft letter of congratulations</p>

	<ul style="list-style-type: none"> • A one year financial settlement has been agreed, due to the elections taking place in May. After these elections, a three year spending review will take place, where NPAs will have a better idea on their long term funding. • Both Scottish NPAs will be consulting on their National Parks Partnership Plan for the next 5 years. • Loch Lomond has recently had its camping by-laws approved by government. • No immediate plans for a further National Park in Scotland, although the Scottish Conservative party stated they would push for further NPAs if elected as part of their manifesto <p>National Parks Wales</p> <p>Tegryn Jones gave a brief summary of the provided report:</p> <ul style="list-style-type: none"> • National Parks in Wales are currently undergoing their 3rd review in as many years. A frustrating process that doesn't seem to ever reach a conclusion • Undergoing a Future Landscapes of Wales programme to produce a report for Minister. • There are elections due in May 2016, so there is hope for a supportive and vocal minister. 	
8	<p><u>All Party Parliamentary Group on National Parks</u></p> <p>The group needed to be reregistered after the General Election. The group is now able to be more proactive, but political balance and sensitivity is required.</p> <p>Due to the elections, some Members were lost, but Membership still sits at over 60 people.</p> <p>This is a UK group, with secretariat provided primarily by NPE with support from the CNP. If anyone knows of likely Members, please let Paul/Meriel know.</p>	Chairs to let MH / PH know of potential new Members
9	<p><u>Any other business</u></p> <p>A request from Dartmoor was made to move the dates of the AGM to a week later. Unfortunately, this request could not be facilitated as there were too many date clashes.</p> <p>A new Chair for NPUK will be required for the June AGM, so please pass any recommendations / nominations onto Kathryn Cook before the end of May please .</p>	Volunteers for NPUK Chair to put themselves forward to KC