

North York Moors National Park Authority

3 October 2016

On the Record

1. **NPE AGM Minutes**

The minutes from the National Parks England AGM held on 8 June 2016 are attached as **Appendix 1**.

2. **NPE Minutes**

The minutes from the National Parks England meeting held on 8 June 2016 are attached as **Appendix 2**.

3. **National Parks UK AGM and Executive Meeting – Draft Minutes**

The minutes from the meetings held on 9 June 2016 are attached at **Appendix 3**.

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

The next Members National Induction Course will now take place in March 2017 and will be hosted by our National Park here in the North York Moors. More details will be provided in due course for any Members wishing to attend and make the most of the opportunity on our doorstep!

5. **Members Expenses 2015/16**

For Members' information, **Appendix 4** shows a breakdown of expenses received between 1 April 2015 and 31 March 2016.

6. **Committee Dates Jan-Dec 2017**

A copy of the Provisional Committee Meeting dates January-December 2017, for Members' approval appear at **Appendix 5**. Members are also asked to note the dates shown in red, which may or may not be used for training/information sharing purposes.

7. **Member Development Scheme – Discussions 2016**

The current Member Development Scheme was approved by Members in December 2009 and implemented in 2010. It was designed to offer Members elements of training and development both mandatory and optional. After a brief discussion at FRASC on 7 September 2015, members decided that whilst the annual development discussion was considered an important element of good governance, they would opt for that element of the process to take place once every two years rather than yearly, although members, particularly newer members, were encouraged to chat through issues/concerns as and when they arise. **Appendix 6** shows details of the amended element, including a revised table indicating Discussion leads and their allocated Members for the coming year. This information is now being forwarded on to all Members having been agreed at FRASC on 5 September. **Leads should arrange for discussions to take place before Christmas 2016, with feedback to Members taking place in the New Year, any concerns/issues should be raised with Senior Officers thereafter.**

8. **Corporate Wear**

One or two members have enquired about the possibility of purchasing a NYMNPA Fleece and/or Polo shirt to wear on corporate days/site visits. For any members who are interested please contact Vanessa Burgess. Costs are currently £14.95 for a fleece and £10.95 for a Polo Shirt.

9. **Miscellaneous Items**

a) **Emergency/Temporary Closure of Public Footpaths**

1. Public Footpaths 205 Newby & Scalby and 10 & 205 Everley due to engineering works to repair a significant landslip on the northern bank of the Sea Cut for up to 21 days from 5 September 2016.
2. Public Footpaths 1 Newby & Scalby and 204 Suffield cum Everley due to planned engineering works expected to last 3 weeks to repair two landslips on the southern bank of the Sea Cut.

An alternative route was available on the opposite bank during both operations.

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**NATIONAL PARKS ENGLAND
AGM**

**Minutes of meeting held on 8 June 2016 between 9.00-9.30am at the Broads Authority,
Yare House, Norwich**

Present			
<u>Directors</u>	<u>NPOs/ Chief Executives</u>	<u>NPAs</u>	
Jacquie Burgess	John Packman	Broads Authority	
	Richard Leafe	Lake District NPA	
	Alison Barnes	New Forest NPA	
Jim Bailey (Chair) NPA	Andy Wilson	North York Moors	
Glen Sanders NPA	Tony Gates	Northumberland	
Lesley Roberts	Sarah Fowler	Peak District NPA	
Margaret Paren	Trevor Beattie	South Downs NPA	
Peter Charlesworth NPA	David Butterworth	Yorkshire Dales	
<u>Contributors</u>	<u>Organisation</u>		
Paul Hamblin	National Parks England		
Amanda Brace (AB)	National Parks England		
Sophie Gledhill (minutes)	National Parks England		

AGM

Item		Agreed Actions
1.	Welcome and introductions The Chair welcomed all present to the meeting.	
2.	Apologies Apologies were received from Andrea Davies, Peter Harper, Oliver Crosthwaite-Eyre, Michael McKinley, Nigel Stone, and Kevin Bishop Acting as Alternate Director It was announced that Alison Barnes and Richard Leafe were acting in an Alternate Director capacity for their Chairs. Proxy votes It was also announced that in the event of any votes being held, Lesley Roberts held Proxy votes for Peter Harper and Andrea Davies.	
3.	Declarations of interest There were no declarations of interest.	
4.	Approve minutes of the last AGM The minutes were approved .	

<p>5.</p>	<p>Approve NPE's Accounts 2015/16</p> <p>PH introduced the covering paper and noted that the accounts and internal audit demonstrated effective financial management of the Unrestricted Fund and the two Restricted Funds. NPE staff continue to look for financial savings. Some budget lines were below that forecast, whilst others were over. Though the Accounts look favourable in terms of external sources of income generated, this income is already committed to an Ecosystem Services Report. The two Restricted Funds will be exhausted in 2016/17 and it is anticipated will not appear in future accounts.</p> <p>The accounts were approved and will be submitted to Companies House.</p> <p>PH thanked the North York Moors NPA and its staff for their continued assistance and provision of financial services to National Parks England.</p>	<p>PH</p>
<p>6.</p>	<p>Approval of Moulds & Co. as our Auditors</p> <p>Moulds & Co. continued to be our auditor for National Parks England. They were familiar with our accounts, and had the necessary certificates. Their close proximity to the North York Moors is also a positive. The recommendation to agree the continuation of Moulds & Co. as auditors for the accounts was agreed. PH noted that the arrangement would be reviewed to ensure continuing value for money.</p>	<p>All NPOs</p>
<p>7.</p>	<p>Election of Chair for National Parks England</p> <p>PH took the Chair for this item only. He explained the voting process and invited candidates for the position of NPE Chair to come forward.</p> <p>Peter Charlesworth nominated Jim Bailey to continue as the Chair and Margaret Paren signalled her willingness to stand. Each candidate gave a two minute presentation which was followed by a secret ballot of all Members. The first ballot was a draw and the vote was repeated. The second ballot saw Margaret Paren elected as Chair by a majority.</p> <p>The entire board passed on its many thanks to Jim Bailey for his hard work over the last three years. LR stated that Jim Bailey has been marvellous and this should not go unrecognised.</p>	
<p>8.</p>	<p>Election of Deputy Chair(s) for National Parks England</p> <p>Mike McKinley was elected as Deputy Chair.</p> <p>Glen Sanders was also elected Deputy Chair.</p>	

**NATIONAL PARKS ENGLAND
MEETING**

**Minutes of meeting held on 8 June 2016 between 9.30am-1.00pm at Broads Authority,
Yare House, Norfolk**

Items listed in order of discussion

Present		
<u>Directors</u>	<u>NPOs/ Chief Executives</u>	<u>NPAs</u>
Jacquie Burgess	John Packman	Broads Authority
	Richard Leafe	Lake District NPA
	Alison Barnes	New Forest NPA
Jim Bailey	Andy Wilson	North York Moors
NPA		
Glen Sanders	Tony Gates	Northumberland
NPA		
Lesley Roberts	Sarah Fowler	Peak District NPA
Margaret Paren (Chair)	Trevor Beattie	South Downs NPA
Peter Charlesworth	David Butterworth	Yorkshire Dales
NPA		
<u>Contributors</u>	<u>Organisation</u>	
Paul Hamblin	National Parks England	
Amanda Brace	National Parks England	
Sophie Gledhill (minutes)	National Parks England	

Item		Agreed Actions
9.	Approve minutes from meeting held on 06 April 2016 The minutes were approved .	
10.	Matters arising <u>Meeting NAAONB Chair</u> PH and JB hosted a meeting with the NAAONB Chair, Philip Hygate and Howard Davies, which was centred on cementing a positive relationship with the NAAONB family after the publication of the Government's 8 Point Plan and the signing of our Joint Accord. The meeting was productive and resulted in two areas that we agreed to work on together: <ul style="list-style-type: none"> • Agreed to work together in the run up and during the 70th anniversary celebrations • Agreed to collate examples of NPA and AONB projects that promote health and wellbeing to review these and promote best practice. It was agreed that it was worthwhile collaborating in the future given our common cause.	
11.	The New NPE Business Plan and Resources PH introduced the paper and proposed that discussion should be separated into three parts- the Business Plan, the Vision, and Resources.	

NPE Business Plan

The Business Plan was discussed. This incorporated edits suggested by the Board following the Workshop in April, and from the E-NPOG meeting (12/05/16). Reflecting this feedback, the steer implies continuity in NPE functions but with a shift in some approaches. These are summarised below;

- Seeking to more proactively influence rather than reacting to policy
- Promoting the work of NPAs to highlight the best practice to the media and wider public rather than just to officials and Ministers
- Improve our collective work as a network and consider how we can maximize the effectiveness of the NPAs resources through collaboration.

A wide ranging discussion followed and a number of specific recommendations for amendment were **agreed**:

- a) Add collaborative working to Aim 1
- b) Add public engagement to Aim 2
- c) Aim 3 should focus on smarter and more collaborative working.
- d) Add the importance of collaborative working with NP-UK in the Foreword and in aim 1 and prepare a follow-up paper on the mechanisms for wider public engagement and how NPE will work with NP-UK in a positive joined up way.

PH
All

The meeting approved the Vision and Strategic Aims of the business plan with these changes.

PH welcomed the raised ambitions for NPE but highlighted that the organisation had limited ability to to extend significantly beyond the present level of activity and that the adoption of proactive new positions that NPE did not have the resources to deliver could potentially lead to some reputational risk. TG stated that all NPAs are in a similar position and that NPE and the NPE directors should continue collaborative working.

TG asked what the implication of the new business plan would be on our working partnership with NP-UK, and how the two link together as our influence has implications across all National Parks not just the 10 NPE represents. PH agreed that the next business plan will acknowledge the linkage between NPE and NP-UK and NPPL to reflect the discussions by the Board.

PH

The NPE Vision

The Business Plan contained the collective Vision for National Parks, that is included in the Government’s National Parks Circular. NPE had invested a lot of time and effort in preparing the Vision (that ran to 2030). It was acknowledged that not all Directors were on the Board when this was approved. The intention was to follow the existing Vision, but to prepare to review it in 2019 as part of preparations for a new Government, and to enable discussions on this to be part of our 70th Anniversary of the 1949 Act. This was agreed.

All

Resources - Financial

The third area of discussion was around the four financial options presented for 2017/18 onwards. GS stated that the Board should have a discussion in September/October to determine how extra money will be spent, as this would allow for budget settings. It was **agreed** that Option C was chosen (an increase in the subscription of £1,140 for 2017/18-2019/20) and that it was delinked from the LGA Membership.

All

Resources – Human

TB

	<p style="text-align: center;"><u>DRAFT MINUTES – National Parks UK AGM and Executive Meeting</u> <u>Monday 9th June 2016 – 9am – 1pm</u> <u>Yare House, Broads National Park</u></p> <p>Attending – NPAs</p> <p>Brecon Beacons Melanie Doel, Chair; Julian Atkins, Director of Countryside & Land Management</p> <p>Broads Jacquie Burgess, Chair; John Packman CEO</p> <p>Cairngorms Peter Argyle, Convenor; Murray Ferguson, Director of Rural Development</p> <p>Lake District Richard Leafe CEO</p> <p>Loch Lomond and the Trossachs Willie Nesbitt, Vice Convenor; Gordon Watson CEO</p> <p>New Forest Alison Barnes, CEO</p> <p>North York Moors Jim Bailey, Chair; Andy Wilson CEO</p> <p>Peak District Lesley Roberts, Chair; Sarah Fowler CEO</p> <p>Pembrokeshire Coast Mike James, Chair; Tegryn Jones CEO</p> <p>Snowdonia Emyr Williams, CEO (Lead Officer NPUK)</p> <p>South Downs Margaret Paren, Chair; Trevor Beattie CEO</p> <p>Yorkshire Dales Peter Charlesworth, Chair; David Butterworth CEO</p> <p>Attending – observers, speakers and guests</p> <p>Kathryn Cook UK Director, National Parks UK</p> <p>Paul Hamblin Executive Director, National Parks England</p> <p>Naomi Conway National Parks Partnerships</p> <p>Steve Curl National Parks Partnerships</p> <p>Helene Rossiter Director of Corporate Services, South Downs NPA</p> <p>Apologies</p> <p>John Cook, CEO Brecon Beacons</p> <p>Grant Moir, CEO Cairngorms</p> <p>Peter Harper, Chair Dartmoor</p> <p>Kevin Bishop, CEO Dartmoor</p> <p>Andrea Davies, Chair Exmoor</p> <p>Nigel Stone, CEO Exmoor</p> <p>Mike McKinley, Chair Lake District</p> <p>Linda McKay, Chair Loch Lomond & the Trossachs</p> <p>Oliver Crosthwaite Eyre, Chair New Forest</p> <p>Glenn Sanderson, Chair Northumberland</p> <p>Tony Gates, CEO Northumberland</p> <p>Caerwyn Roberts, Chair Snowdonia</p>	
Item	PART ONE - AGM BUSINESS	Agreed Actions
1.1	<p>Peter Charlesworth (PC) welcomed participants to the meeting and thanked the Broads National Park team for hosting then handed over to Kathryn Cook (KC) to explain the voting protocol for his successor as NPUK Chair.</p> <p><u>Election of National Parks UK Chair</u></p>	

	<p>KC informed Chairs that Peter Harper had nominated Lesley Roberts (Peak District NPA Chair) and asked if there were any other nominations. Jacquie Burgess – Broads National Park Chair – was nominated by Peter Charlesworth. No further nominations were forthcoming. JB and LR were invited to give a short pitch following which a secret ballot was held. KC and Emyr Williams collected and counted the voting slips. KC announced Jacquie Burgess as the new NPUK Chair by a majority of two votes. KC congratulated JB and thanked LR.</p> <p>Jacquie Burgess was elected as new National Parks UK Chair for 2016/17 term. JB took over the chairing of the meeting at this point.</p> <p>KC thanked PC for his support as NPUK Chair as he had done a sterling job and informed the Board that he will also be standing down later in June as a Chair of YDNPA.A.PC thanked KC and the NPUK Team and wished NPUK well for the future.</p> <p><u>Ratification of Lead Officer – Emyr Williams 2016-2018</u></p> <p>KC reminded Chairs that a schedule had been put in place back in 2014 and that Emyr Williams had taken the NPUK Lead Officer reigns from Richard Leafe in April 2016. Chairs were asked to ratify Emyr Williams as Lead Officer of NPUK. This was approved. KC thanked RL for his support for the past 2 years. Chairs reiterated this.</p> <p><u>Ratification of Deputy Chairs for National Parks UK</u></p> <p>KC explained that as NPUK is being Chaired by an English National Park Chair the Deputy Chair roles therefore come from Scotland and Wales respectively. In Wales the representative is the Lead Chair of National Parks Wales and the Scottish Parks decide between themselves who to put forward.</p> <p>KC asked Chairs to ratify the Deputy Chairs for the 2016/17 Term as follows:</p> <p>Deputy Chair for NPUK (Wales Rep) – Melanie Doel</p> <p>Deputy Chair for NPUK (Scotland Rep) – Peter Argyle</p> <p>Both representatives accepted their Deputy Chair role. This was ratified by the Executive.</p>	<p>KC to update NPAs re new Chair / deputies & update website & contact details table</p> <p>KC to update Companies house with new Chairs</p> <p>KC to contact all NPAs to ensure alternate directors in place</p>
1.2	<p><u>Introductions and apologies for absence</u></p> <p>KC noted apologies as listed on the agenda plus a late apology from Mike McKinley received earlier that morning.</p>	
1.3 1.3.i 1.3.ii	<p><u>Minutes of the last meetings</u></p> <p>NPUK Executive February 2015</p> <p>KC referred Chairs to item 1.3.i showing Dartmoor’s requested amendments in tracked changes. KC explained that Jersey NP are now fully operational and asked Chairs if they wished to invite the Jersey NP team to a future meeting. Chairs agreed to invite Jersey NP to a future meeting to give a short presentation and discuss future participation in NPUK.</p> <p>The minutes were approved with no further comments. KC to circulate a final version without the tracking with the minutes.</p> <p>NPUK Executive AGM June 2015</p> <p>When reviewing the actions there were two items of note:</p> <p>F&GP Chair - Members of the Board were notified that at the last F & GP Committee meeting it was decided that the Lead Officer should continue to chair the F&GP Committee and an annual review clause was included in the Terms of Reference.</p>	<p>NPUK to invite Jersey NP to the Feb Exec or AGM 2017</p> <p>KC to circulate final Feb 2015 version</p>

<p>1.3.iii</p>	<p>This was approved by Chairs.</p> <p>Article 26 - Winding up Clause - KC referred Chairs to page 6 of the minutes – point 4 of the action list - which tasked KC/RL with looking into inserting a dissolution clause into the articles with regard to Article 26 - Winding up clause which is currently ‘Not used’. KC explained that she had followed this up with Liam from Ward Hadaway who had explained that the current position was that Chairs had ultimate discretion over how any funds would be distributed if they decided to wind up the company. Liam had further explained that the only reason for inserting a dissolution clause would be to narrow the terms of distribution. Should Chairs decide to insert this clause exact wording would need to be agreed and a written resolution signed to amend the Articles.</p> <p>Chairs agreed that it was preferable to have total discretion over the division of funds on winding up and therefore didn’t have an issue with not having a dissolution clause. Therefore no change to the articles was required.</p> <p>The minutes were approved without further comment. KC to circulate final version for NPA records.</p> <p>NPUK Executive February 2016</p> <p>EW explained that he would look at the Commissioning Model from July onwards as hasn’t had the chance to do this yet due to other priorities. EW suggested it would be useful for CEOs, Chairs and Convenors to email him a list of their top 3 priorities from NPUK and also any suggestions for the theme for the NP Conference 2017, which had been confirmed for 25-26 October 2017 at Good Wood in the South Downs.</p> <p>There were no matters arising and it was noted that all other actions points had been followed up.</p> <p>The minutes were approved with no further comment.</p>	<p>KC to circulate final record</p> <p>EW to progress Comm. model</p> <p>KC to circulate approved version of minutes</p>
<p>1.4.</p>	<p><u>NP UK Work Programme 2015–16 - Highlights Summary & Full Annual Report</u></p> <p>JB asked Chairs to note the considerable achievements of the NPUK Team in spite significant staffing and financial challenges over the past year.</p> <p>KC informed Chairs that in future they would receive this full report once a year at the AGM - as well as Milestone reports and monthly updates to keep them updated on NPUK progress</p> <p>The Board Members welcomed the new reporting structure and thanked KC and Richard for their support.</p> <p>It was suggested it would be helpful if the milestone report could be presented against the future priorities once these had been agreed.</p> <p>The Board noted the report without further comment.</p>	<p>KC to continue monthly reporting and issue milestone reports at future meetings btwn AGMs</p>
<p>1.5</p> <p>1.5.i</p>	<p><u>Year End Accounts</u></p> <p>NPUK End of Year Accounts 2015-16</p> <p>KC referred Chairs to the NPUK Accounts prepared by MWR accountants.</p> <p>KC explained that as an unincorporated association we weren’t subject to any strict reporting requirements however, now we are a CLG our reporting requirements fall under the Companies Act 2006 and we therefore have to adopt a standard reporting format.</p> <p>KC further explained that as this is the first year of our operation as a CLG there isn’t</p>	

<p>1.5.ii</p> <p>1.5.iii</p> <p>1.5.iv</p>	<p>anything brought forward for the new company and any surpluses/deficits from previous years are shown in the balance sheet and note 5. Essentially anything in the income and expenditure account must reflect the financial performance in that year only. Therefore the £18,291 surplus from 2014/15 which was carried forward to our 15/16 working budget would have increased the reserve pot hence why a deficit of £10,246 was shown when in actual fact a surplus of £8,045 was made which is reflected in the reserve figure. The accountants have confirmed there is no corporation tax payable because of the deficit.</p> <p>The NPUK End of Year Accounts were approved. JB to sign accounts and KC to forward copy to accountants for filing with Companies House.</p> <p>Portal Accounts 2015-16</p> <p>Charlotte Westney (CW) presented the Portal accounts and highlighted that the current budget was exceptionally tight which meant that they would have to review their membership packages. It was further mentioned that the hosting model for next year would change from a model where they owned the service to a model where the service would be rented.</p> <p>The Portal Accounts were approved without further comment.</p> <p>Updated Budget 2016/17</p> <p>KC presented the updated budget for 2016/17 and referred Chairs to the notes in the accompanying report. The amended budget was approved.</p> <p>KC clarified that there was still an outstanding balance of AirWick royalties which she was chasing up as a matter of urgency.</p> <p>Indicative budgets 17/18 and 18/19</p> <p>KC presented the 17/18 and 18/19 indicative budgets which included 1% salary increase and NRW Funding (secured for 2017/18 but unsecured 2018/19).</p> <p>Chairs noted the Reserve requirements for 17/18 and 18/19 and agreed that the reserves were substantive enough to warrant taking from them if necessary in order to avoid an increase in subscriptions.</p> <p>KC explained that the accountants reserve figure of £98,064 was higher than the 'working reserve' figure carried forward in the budget and agreed to contact the accountants to clarify the position as a matter of urgency. KC to report back to F&GP.</p> <p>The Indicative Budgets were approved.</p>	<p>JB to sign / KC to forward copy to MWR for filing at Companies House</p> <p>KC to clarify reserve figure with MWR</p>
	<p>MEETING PART TWO – GENERAL EXECUTIVE BUSINESS</p> <p>NB Item 2.3 was taken first to allow NC and SC to catch their train.</p>	
<p>2.3</p>	<p><u>National Operational Strategy</u></p> <p>Helen Rossiter (HR) gave a presentation outlining the collective potential of Income generation/fund raising and shared services.</p> <p>It was highlighted that National Parks were a strong and well respected brand receiving a lot of public interest but it was acknowledged that generating income requires significant investment up front. It was further pointed out that a lack of charitable status restricts the parks' ability of receiving funding so it was necessary to consider how to overcome this. Finally it was stressed that marketing the need for funding and support was essential and as fundraising was an expertise new to NPs,</p>	

	<p>skilled resources were required.</p> <p>It was demonstrated that working together more efficiently was high on the agenda and it was explained how shared services which were not demographically sensitive, like pay roll, could be serviced remotely.</p> <p>A discussion ensued the main points of which are summarised as follows:</p> <ul style="list-style-type: none"> • There was great enthusiasm to take forward the shared services agenda and it was agreed that we should tackle this at a UK level • Although it was acknowledged that in the past, shared services didn't always make financial sense and that a local approach worked more effectively, there was currently a general consensus that Shared Services and procuring services differently was the way forward and agreement that "Shared Services" should be agenda priority for NPUK. • It was recognised that the NP's reputation should now include expertise in management and having good business sense. • It was acknowledged that the approach should be flexible – not all parks will have to do the same thing at the same time • The National Parks Portal was acknowledged as a great example of how this approach works effectively in practice • It was agreed that the Airwick balance of funds should be put towards this project. However it was accepted that more financial input would be necessary therefore it was important to establish actual costs early on. • It was suggested that the Defra Shared Services Model could be used as a benchmark. • It was agreed that this project wasn't appropriate for consultancy but that it should be managed by our own specialist officers. • Scope – it was important that the project didn't try to tackle too much. • NC offered information available to her through The Management Centre whose research into fund raising had revealed that trust and foundation fund raising and legacy and major donor work would get better results than membership schemes. • It was agreed that a steering group would take this forward. Trevor Beattie; David Cameron (Scotland) and John Cook (Wales). • Steering group to liaise by email and Video conference to establish a Terms of Reference to determine scope, focus, the role and the a governance structure. It was also important to determine costs early on. • It was agreed to establish a second working group (representative of the 3 countries) to tackle income generation, including membership schemes was suggested. SF proposed the Peak District's Commercial Director. Wales and Scotland TBC. It was understood that this would be a slower moving group as the priority was Shared Services 	<p>Shared Services Steering group to agree a ToR to be circulated to the NPUK Board</p>
<p>2.4</p>	<p><u>National Parks Partnerships Ltd – Progress Report</u></p> <p>Steve Curl (SC) and Naomi Conway (NC) gave a presentation.</p> <p>SC thanked Kathryn Cook, Peter Dixon and Rachel Bowen for their support in establishing the LLP.</p> <p>It was explained that when approaching possible partners flexibility is key in</p>	

	<p>facilitating engagement. However potential partnership opportunities have been identified as follows:</p> <ul style="list-style-type: none"> • Active Parks Partner • Automotive / Transport Partner • Apparel Partner • Parks Volunteer Partner • Greener Parks/Climate Partner • Parks Discovery Partner <p>NC to circulate a monthly prospects / leads listing which will include all the organisations the NPP team have approached.</p> <p>NC/SC raised a number of challenges:</p> <ul style="list-style-type: none"> - the issue of data and visitor insights as current NP data is inconsistent / unreliable. - potentially missing a trick by not being a charity – recently approached by a bank who said they would like to give but can only do so to a charity - currently have enough funds to carry on for another year but generating income for the future is important - NC reiterated that communication needed to be two-way – NC will continue to feed through information but really would like parks to communicate back to NPP to close the circle. - NC stressed the need for a speedy turnaround when a partnership is on the table. If blockage occur there needs to be a direct line from Naomi to the CEO. In order to nail the problems early.. - National Parks is a lovable brand but we need to make it saleable. Potential for some agency pro bona work on brand research showing that people love NPs. <p>JB asked NC to identify the headline data NPP really need. Sarah and Amanda to work with the Sustainable Tourism Officers group and Visit Britain/Visit England.</p> <p>JB thanked NPP for the work they are doing and acknowledged that the Board have heard their plea for the NPAs to more responsive and to help get the data NPP need to 'sell' the NP Brand.</p>	<p>NPAs to work on two way communication</p> <p>NPP to work with STOs group via AB / SF to nail visitor data issue</p>
2.1	<p><u>NP UK Work Programme 2013-16 – Joint Activities Progress Report</u></p> <p>KC referred Chairs to the new milestone report tabling progress against each of the work plan projects. KC circulated copies of the new Mission: Explore National Parks book; gave a brief overview of the development process and highlighted plans for the launch and sales / marketing strategy.</p> <p>SF asked if there were plans to develop a longer term business plan. KC agreed that this was a priority now a new Chair was in place. Chars agreed that JB/KC/MD/PA /EW would develop a 3 year business plan over the coming months with input from NPP for approval at the February 2017 meeting. SF suggested that Data, Communication, profile raising and collective working on shared business objectives were important issues which should be included</p>	<p>KC/JB/PA /MD/EW to draft 3 yr business plan for approval in Feb 2017</p>

<p>2.2</p>	<p><u>National Park Awareness Survey 2016/17</u></p> <p>KC referred Chairs to the briefing note and full 2012 survey and outlined the proposal to run the survey again before the end of the financial year (March 2017). KC emphasised that the 2012 Survey had produced some very powerful data, great media coverage and great political leverage and explained the cost of the last survey was £1k per NP.</p> <p>JB asked for feedback and a clear steer from Chairs as regards: 1) whether it is timely to run the survey again; 2) what areas the survey should cover; 3) how the survey will be funded</p> <p>A discussion ensued which JB summarised as follows:</p> <ul style="list-style-type: none"> ▪ The board agreed to run with a 2016/17 survey ▪ It was agreed that we need to think carefully about when is the best time to launch it ▪ There was also commitment to re-run the survey in 2019 ▪ NPUK will consult with NPP; NPE; NPA Communications Teams and Sustainable Tourism Officers to develop the 2016 question areas but will leave the phraseology to the experts. ▪ Core questions from 2012 to be maintained in order to effectively benchmark progress ▪ It was recognised that it was important to include 8 point plan priorities and health and well being of future generations agenda plus to 'drill down' into key areas such as visitor attitude, satisfaction and awareness - the feedback from which will help us develop our future strategic plans and decide where to commit resource ▪ Important to ensure the survey is large enough to be robust. ▪ Chairs agreed that the Survey would be paid for from NPUK reserves. ▪ NPUK to ensure the language used in the survey is appropriate for Scotland, Wales and England. ▪ JB suggested she work with Kathryn with input from her vice chairs and NPP/NPE to pull this together and then circulate by email for approval. 	<p>KC / JB / PA / MD to work with NPP / NPE to agree question areas</p>
<p>2.5</p>	<p>Country Reports</p> <p>National Parks England – Paul Hamblin</p> <ul style="list-style-type: none"> • NPE elected a new Chair - Margaret Paren and vice chairs Mike McKinley and Glenn Sanderson at the NPE AGM the previous day. • NPE are moving offices in July but would still be London based and focussed on engagement with Westminster and Defra. • NPE signed off a 3 year business plan at the AGM, which will take them to the next general election. NPE will focus on: <ul style="list-style-type: none"> ▪ enhancing reputation and profile of NPAs ▪ engaging with variety of policy issues – 25 year plan, 8 point plan ▪ income generation <p>A new legislative program was set out, and the bill they would focus on was</p>	

	<p>neighbourhood planning which would include Wales in some respects as well.</p> <p>Scotland – Gordon Watson</p> <p>GW gave a brief update on the Scottish elections which meant they have a NP representative in cabinet for the first time. They now also have two rural portfolios in Scottish government - Rural environment portfolio and a rural economy portfolio - which is a concern so they have to focus on making sure they work towards both portfolios. Both Scottish NPs are working on new National Park Partnership plans.</p> <ul style="list-style-type: none"> • Independent panel review for the planning system in Scotland. • Working on biggest joint project between the two parks, the Mountain People Project, which is a £6 million program restoring the most heavily used mountain pass. <p>National Parks Wales – Julian Atkins</p> <ul style="list-style-type: none"> • 5% funding cut has now been confirmed for 2016/17. Funding towards access improvements has been given, but this is a drop in the ocean to lost revenue grant and its retrospective nature means it is difficult to maximise the potential of this funding. No indication of future funding prospects beyond 2016/17 • Review of designated landscapes (Future Landscapes) – 4 working groups under development: Vision; Governance; Resourcing; Economic Development • Final presentation to be made to a Working Group (attended by Chairs of PCNPA and BBNPA) on 20 June. • Following elections, Labour have established a minority Government. Kirsty Williams, the only Lib Dem elected, has joined cabinet as Education Secretary. • NPAs now sit in Environment and Rural Affairs. The Cabinet Secretary is Leslie Griffiths which is beneficial as it comes under same portfolio so only reporting to one minister. A paper is being prepared around case studies of how NPAs in Wales deliver against the 7 Well-being Goals under the Well-being of Future Generations ACT. 	
2.6	<p>All Party Parliamentary Group on National Parks</p> <p>Chairs were asked to encourage local MPs who are not already members to join the APPG, in particularly Scottish MPs. Rory Steward invited to future meeting. Plans afoot for Autumn meeting around health and wellbeing.</p> <p>It was commented that the absence of Scottish MPs is apparent.</p>	<p>Chairs to promote membership of APPG</p>
2.7	<p>Any other business</p> <p>EUROPARC – EW flagged up the integration of EUROPARC with Fedenatur and raised concern about a shift towards nature conservation and away from the focus of the UK National Parks which includes heritage and culture. EW has been charged by his Members with writing to EUROPARC to remind them of the wider brief of the UK Parks and seek clarification and reassurance on the wider cultural heritage agenda. EW asked should he draft that letter on behalf of NPUK as well. This was agreed. EW to action.</p> <p>National Park City – Chairs to note the new Major of London Sadiq Khan has supported a bid for London to become the first National Park City.</p> <p>AGM timing – It was suggested that the NPUK AGM should be held after all the NPAs have held their own AGMs. KC to look into September timing for 2017 AGM.</p>	<p>EW to draft letter & circulate any response to NPUK Chairs/CEOs.</p>

	<p>JB thanked Peter Charlesworth again and wished him well for the future. This was reiterated by Chairs.</p> <p>PC thanked everyone for their support in his year as Chair NPUK and thanked the Broads for a lovely few days. PC reiterated his thanks to KC for all her support and hard work and to the wider NPUK team.</p> <p>AB extended thanks to Rachel Bowen and Rachel Oxenham for their support.</p> <p>JB thanked everyone for making the journey to the Boards and to John Packman and the Broads team for hosting.</p>	<p>KC to look into Sept 2017 AGM plus venue? South Downs?</p>
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National Park Authority Expenses 1 April 2015 – 31 March 2016

Members	Total Basic Allowance	Total Mileage Claims in Miles	Total Mileage Claim in £	Total Special Responsibility Allowance
L Atkinson	1517.07	380	£171.00	
J Bailey	2211.12			4422.96
M Bowes	2211.12			1658.28
D Chance	867.80	468	£210.60	
G Coulson	1444.36			
E Dent	1517.07	335.5	£150.98	
M Dick	1658.34			
A Fisher	2211.12			
J Frank	2211.12			
B Griffiths	2211.12	654	£294.30	
D Hugill	2211.12	649	£292.05	2211.12
D C Jeffels	2211.12	1382	£621.90	274.63
C Massey	2211.12	1589.8	£715.41	
J Mitchell	737.04	62	£27.90	
H Moorhouse	2211.12	165	£74.25	
S Oswald	2211.12			
C Patmore	2211.12			
E Sanderson	2211.12	1588	£714.60	
A Scott	2211.12	2046	£920.70	
G H Simpson	700.19			
B Suthers	552.78			
R Thompson	700.19	704	£316.80	
H Tindall	772.70	134	£60.30	
J Walker	2211.12			547.30

January	
Planning Site Visit	Friday 6 January
Planning Committee	Thursday 19 January
February	
Planning Site Visit	Friday 3 February
FRAS Committee	Monday 6 February
Planning Committee	Thursday 16 February
March	
Planning Site Visit	Friday 3 March
Members Training Day	Wednesday 8 March
Planning Committee	Thursday 16 March
NPA	Monday 20 March
April	
Planning Site Visit	Monday 3 April
CLM	Monday 10 April
PLUG	Thursday 13 April
Planning Committee	Thursday 20 April
ARB Forum	Monday 24 April
Members Evening Seminar	Tuesday 25 April
May	
Planning Site Visit	Friday 5 May
Planning Committee	Thursday 25 May
Members Evening Seminar	Monday 22 May
June	
Planning Site Visit	Friday 2 June
FRAS Committee	Monday 5 June
Local Access Forum	Tuesday 13 June
Planning Committee	Thursday 15 June
NPA/AGM	Monday 26 June

July	
Planning Site Visit	Monday 3 July
Members Training Day	Wednesday 5 July
NPA Scrutiny	Monday 10 July
CLM	Thursday 13 July
Planning Committee	Thursday 20 July
August	
Planning Site Visit	Friday 4 August
Planning Committee	Thursday 17 August
Members Evening Seminar	Wednesday 23 August
September	
Planning Site Visit	Friday 1 September
FRAS Committee	Monday 4 September
Planning Committee	Thursday 14 September
RAF Fylingdales	Tuesday 19 September
NPA	Monday 25 September
PLUG	Thursday 28 September
Planning Site Visit	Friday 29 September
October	
ARB	Monday 2 October
Members Evening Seminar	Wednesday 11 October
Planning Committee	Thursday 19 October
Members Training Day	Wednesday 25 October
Planning Site Visit	Friday 27 October
November	
CLM	Monday 6 November
Planning Committee	Thursday 16 November
FRAS Committee	Monday 20 November
December	
Local Access Forum	Tuesday 5 December
Planning Site Visit	Friday 1 December
Planning Committee	Thursday 14 December
NPA	Monday 18 December

Member Development Discussions – Guidance Note

At the FRASC meeting in September 2015 it was agreed to carry out Member Development discussions once every two years. This note provides information about the process and advice about preparing for your discussion.

The meeting involves a discussion between the discussion leader and one of his/her allocated Members. The discussion should follow a specific list of topics but, of course, you can raise any other matters during the meeting. The leads in this process are the Authority Chair and Deputy Chair and the Chairs of FRAS and the Planning Committees. Members have been allocated as follows:

Discussion Leads	Allocated Members
Jim Bailey	Christopher Massey, Janet Frank, Heather Moorhouse, David Jeffels
Malcolm Bowes	Guy Coulson, Ena Dent, Sarah Oswald, Caroline Patmore
Jeremy Walker	Michael Dick, Alison Fisher, Clive Pearson, Ted Sanderson,
David Hugill	Les Atkinson, John Ritchie, Andrew Scott, Vacant

The purpose of the discussion is to give Members the opportunity to comment about the performance of the authority, our future plans and your role as a Member. These discussions are confidential.

Meetings should include discussions on the following:

- What has been your main contribution to the Authority during the past year?
- What has gone well during the past year?
- What could have been done better?
- What training would you like to be involved in?
- What would you like to achieve next year?

Members are encouraged to prepare a few notes on these topics before their 1:1. At the end of the discussion the Discussion lead and the member he/she is meeting should agree:

- The main conclusions from the discussion.
- Any conclusions or suggestions to feed back to other Members.
- The main actions arising from the discussion and the person responsible for taking forward these actions.

When all meetings have been completed, the discussion leads will meet to discuss the main issues which have arisen and report back to Members.

Discussion leads to arrange meetings with each of their allocated members before Christmas 2016, with feedback to Members taking place in the New Year and any concerns/issues raised with Senior Officers thereafter.