

<b>Meeting Minutes</b>			
<b>Meeting</b>	<b>Extra executive group meeting 2017</b>		
<b>Date &amp; time</b>	<b>6<sup>th</sup> September 2017</b>		
<b>Venue</b>	<b>QEleven, The Hub, Quorum Business Park, NE12 8BW</b>		
<b>Chairman Vice Chairmen</b>	<b>Frank Major Geoff Hughes &amp; Mike Pratt</b>		
<b>Actions</b>	<b>Find summary at the end of the document</b>		
<b>Attendees</b>	Clare Steward – Environment Agency	Stuart Timmiss – Durham County Council	Jude Leitch – Northumberland Tourism
	Philip Baker – Banks Group	David Feige – Northumberland Council	Mike Pratt – Northumberland WT
	Geoff Hughes – Durham LAF	Claire Thompson - NEENP	
	Alister Scott – Northumbria University	Glyn Bateman - Natural England	
<b>Apologies</b>	Frank Major - Chairman	Jim Cokill – Durham Wildlife Trust	Steve Bhowmick – Durham County Council
	Andy Smith – Intimation	Helen Ryde - NEENP	David Gardiner – Public Health England
	Last minute apologies		
	Tim Crawshaw – Tees Valley NP	Chris Watson - GroundworkNE	Neil Wilkinson – Gateshead Council
	Dan Hattle – Sunderland City Council		
<b>Agenda item 1: Welcome and introductions (MP)</b>			
<p>Mike Pratt acted as meeting Chairman            MP: Welcomed the executive and led introductions. Thanked the Local Authorities for the support and being able to celebrate the achievement of creating the Capability Foundation.            A smaller executive group than planned due to holidays, illness and last minute cancellations.            Chairman wants to remember the executive of the importance of attendance at these meetings.            Chairman requested noting of appreciation and thanks to NEENP Chairman Frank Major and we wish him well in his recovery from illness.</p>			
<b>Agenda item 2: Previous meeting minutes and matters arising from extra meeting 27<sup>th</sup> April 2017</b>			<b>CT</b>
<p>July minutes accepted as an accurate record of discussions. Actions and matters arising from this meeting are listed below.</p> <ol style="list-style-type: none"> <li>1. Stuart Timmiss to discuss NEENP at LA meeting – Has been delivered through a series of 1:1 meetings with Claire Thompson. Will now review all LA senior decision makers and revisit with our messages and plans leader of the Council, Chief Exec, Director of Public Health, Economic Development, Ecology lead (as in North Tyneside) and lead councillors. This will ensure consistency of messages throughout LAs and allow them to see that they get out what they put in. Recalibrate our footprint message as being the same as NELEP.  <b>Action 1: CT &amp; ST develop a communications matrix and revisit LEP board member.</b></li> <li>2. Legal advice for Capability Foundation</li> <li>3. Forestry hub – arrange stakeholder, ecologist and decision maker meeting</li> <li>4. Progress Natural Infrastructure Plan across LA  <b>Action 2: CT to provide an update on the outcome of the Planning Framework meeting for</b></li> </ol>			<p><b>Done and on going</b></p> <p><b>On going</b></p> <p><b>On going</b></p>

<p><b>George Mansbridge to executive</b></p> <ol style="list-style-type: none"> <li>5. Invite Prof Alister Scott to next executive meeting</li> <li>6. Email out Landscape Partnership Update</li> <li>7. Meet with procurement lead at councils</li> <li>8. Arrange an extra executive meeting in early Sept</li> <li>9. Letter to new leader of NCC</li> </ol> <p><b>Action: Follow up this communication - CT</b></p>	<p><b>Done</b></p> <p><b>Done</b></p> <p><b>Done</b></p> <p><b>Done</b></p> <p><b>Done</b></p> <p><b>Done</b></p>
<p><b>Item 3: Financial update</b></p>	<p><b>CT</b></p>
<p>Summary is provided in the meeting papers.</p> <p>Have gained agreement from 6 of 7 Local Authorities, waiting on North Tyneside. Recent meeting with them was positive and we are hopefully they will join other Local Authorities in supporting our endeavours.</p> <p>Financially we are in a good position and from October officers need to focus on having the new structure established and developing iiE business to maintain a strong cash flow position.</p>	
<p>Action</p> <p>3. CT to provide a full update once all payments are received into the bank account.</p>	
<p><b>Item 4: NELNP transition programme – executive consideration and approval</b></p>	<p><b>Officers</b></p>
<p><b>Item 4 .1 Governance</b></p> <p><b>Item 4.2 Charitable business creation</b></p> <p>Establish a Limited by Guarantee Company, Capability North East, to grow iiE North East from October 2017, which will dedicate its surplus to the charitable cause of the Capability Foundation. The Trustees of the Capability Foundation will become directors of Capability North East to allow quick establishment of the charitable business. Financial oversight will be achieved for the transition process if DWT is willing to provide payroll and some banking services in the short term for an agreed fee. All policies and governance arrangements to be created over the coming weeks and agreed via email by executive group.</p> <p>A dashboard has been developed to share membership and financial progress of Capability North East with the NEENP.</p> <p>NEENP will pay a fee each year (£200) to Capability North East to provide secretariat services based on legal advice. It is proposed that £1000 from the funding that has been raised is retained by NEENP to cover this cost.</p> <p>Staff of NEENP hosted by DWT will be TUPED over to Capability North East to operate from Salvus House from October 2017. Executive support progressing with new office location and purchase of payroll and some financial/ banking support from DWT until end of 2017 or start of next financial year as this will allow some oversight of the transition process.</p> <p>The <b>TUPE</b> Regulations preserve employees' terms and conditions when a business or undertaking, or part of one, is transferred to a new employer. Any provision of any agreement (whether a contract of employment or not) is void so far as it would exclude or limit the rights granted under the Regulations.</p> <p><b>Costs</b></p> <ul style="list-style-type: none"> <li>• Capability North East Limited by Guarantee Company, application and asset transfer £500-750</li> <li>• Capability Foundation – structure, governance and application £750</li> <li>• IP applications for Trademarks £200 for first and £60 for subsequent, total £320</li> <li>• <b>Total £1570 - £1820</b></li> </ul> <p><b>Future</b></p>	

<ul style="list-style-type: none"> <li>• Option to transfer the assets of Capability North East to the Capability Foundation should this become the preferred way of operating. Retaining the business arm of Capability North East may also have advantages and remove the need to transfer staff again.</li> <li>• Opportunity to operate this model in other regions and expand the charitable cause of the Capability Foundation e.g. Capability North West.</li> </ul> <p><b>Executive actions</b></p> <ol style="list-style-type: none"> <li>1. Approved the creation of Capability North East Limited by Guarantee Company</li> <li>2. Approved proposed directors of Capability North East</li> <li>3. Approved the associated legal costs</li> </ol> <p>Chairman requested a thank you to the Trustees of the Capability Foundation and we are fortunate to have a skilled and committed group.</p>	
<p><b>Item 4.3 Metrics and reporting</b></p> <p>A variety of requirements to this from iiE members and associated activities, Capability Foundation progress, financial review and other projects.</p> <p>Agreed that a Capability North East dashboard as a standing item for executive meetings.</p>	
<p><b>Actions</b></p> <ol style="list-style-type: none"> <li>4. Proceed with establishing Capability North East &amp; Foundation using new model and proposed directors.             <ol style="list-style-type: none"> <li>a. Confirm payroll and banking support from DWT in short term</li> <li>b. Policies and procedures and approved Oct 2017</li> </ol> </li> <li>5. Engage Fiona Wharton at Ward Hadaway for Capability North East and Foundation work.</li> <li>6. Capability North East dashboard to be reviewed by NEENP.</li> <li>7. Thank you to the Capability North East Trustees and Directors and a request to meet with the executive group.</li> </ol>	
<p><b>Item 5: Natural England update</b></p>	<p><b>GB</b></p>
<p>Natural England's focus has been with ensuring internal staff are familiar with <b>Conservation 21</b> <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/562046/conservation-21.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/562046/conservation-21.pdf</a></p> <p><b>Conservation 21</b> (C21) is the government's ambition for England to be a great place to live, with a healthy natural environment on land and at sea that benefits people and the economy. This strategy sets out Natural England's thinking about what we need to do differently and how we need to work with others, to better deliver this shared ambition.</p> <p>The strategy's 3 guiding principles are to:</p> <ul style="list-style-type: none"> <li>• create resilient landscapes and seas – move to work at a landscape scale</li> <li>• put people at the heart of the environment - shared plans for people/ locally responsive</li> <li>• grow natural capital – planning for a better environment</li> <li>• Farmland conservation flexible delivery model</li> </ul> <p>Producing a summary document of NE plan and will share with wider partners in due course. To continue to work with NEENP is included in this as is work with LEP and Combined Authorities. Have done more with Tees Valley and need to consider more opportunities in NEENP area.</p> <p>Priorities are Catchment Sensitive Farming (improving our conservation around farmland), protected</p>	

sites, English coastal path, planning and marine work.

Key changes include reformed license and planning work, technical services team for NE plans and delivery to be more about partnership working.

DEFRA costs have been consolidated communication teams, as it is now a joint team. There is also a joint strategy for Nature Reserves and focus on linking more with visitors and local communities. NEENP executive group acknowledges this plan and how it will feed into NE work and strategy of Conservation 21 is not too different to NEENP's vision and strategy. There is clearly a role for NEENP in supporting the education and sharing of this plan with wider stakeholders and they make this offer to NE.

### **Northumbria Area Plan**

NAP sets out how NE will deliver C21 priorities in 2017/18 and beyond by developing proactive work in focus areas and also adopting an outcome based and more innovative approaches to day to day business.

The plan outlines **Focus Areas**, works that cuts across the areas and contributes to local delivery. LNPs are highlighted as important partners in FA work, landscape scale working linked to Biodiversity 2020, Defra bodies, LEP and Combined Authorities and influencing work around greenspace, access. Health and public engagement.

Changes include:-

- Reforms around NE licensing, planning and increased use of technical service teams so that advisers to increase their proactive advice and partnership working.
- Shared Services with Defra including communications.
- Increasing our income generation.
- Increased strategic leadership around greater enjoyment of the natural environment.
- New strategy for our NNRs to be exemplar sites in environmental management, drivers of natural, capital concepts, education and visitor offer and increased income generation.
- Estate Management Plans to develop long term plans with key customers that reflect our joint outcomes and how they will be achieved in a landscape scale approach.

**Estate Management Plans (EMP)**, are now being developed with identified landowners with the purpose of better understanding of the aims, actions, challenges and outcomes relevant parties are seeking. This is to be developed as an example of working together with landowners and in achieving a greater gain for the natural environment while supporting commercial activities.

- Executive requested a copy of an example EMP, how land and landowners have been identified, how is EMP delivery confirmed, timeline to develop an EMP and scope and ambition for implanting EMP in North East England (e.g. percentage of estates covered by EMP).
- Further details on the success of engaging with landowners and the value gained by engaging in EMP would be useful.

### **Focus Areas and leads**

- Northumberland Coast – Steve Pullan
- Durham Magnesian Limestone – Amanda Hunter
- Teesmouth – Glyn Bateman
- Upper Teesdale (Rush Management Trials) – Katherine Tonge
- Border Uplands Demonstrator Project – Christine Venus

- Redesdale – Lydia Speakman

There will be an opportunity for NEENP feedback on plans and the Landscape Partnerships Pipeline map and document will be used to guide future Focus Areas.

- Noted that only 2 Focus Areas are in the NEENP area, a request is made for another focus area in our patch and for this to be an urban priority area.
- A map of Focus Areas would be useful showing current FAs and future FAs and this could then be referred to as landscape partnerships/ projects are developed.
- NEENP request to flesh this out more so we know what this means in practice. Mag Lime has been done and we need to reinforce but should NE not be looking for future opportunities.
- Rivers Trust shouldn't be included as a charitable organisation.

**Area Integrated Plan** is where there is join up with FC/ EA, it is an internal plan to guide integrated working of EA/ NE/ FC. The outcomes relate to catchment and Landscape Partnerships and so link with NEENPs and River Trusts. This is a working document and still needs some refining and aligning with partners, Nature Partnerships and Catchments Partnerships in particular.

NEENP has contacts and links with neca/ LEP/ DCLG when sharing plans and message please use the NEENP as a conduit for meetings and events as we can ensure consistency of message and demonstrate that the environment sector operates as a coordinated and organised sector.

NEENP executive comments

**Habitat bank – Teesmouth as a model**

How have you developed that thinking behind this model and what is the role of the NPs in testing, developing and promoting this?

The NEENP have been working on something similar, it is important that we develop principles and models collectively to get the best buy in, the best outputs and avoid duplication of effort.

A steer is needed from NE when 25 year plan is expected and we suggest the NEENP needs to be involved early on to ensure strategic buy in.

Appears to be a lack of support from Natural England for the Bright Water Landscape Partnerships, the focus seems to be on the projects that are delivered by NE officers such as Reedsdale.

**Actions**

8. Defra family and NEENP to develop an agreement on ways of working moving forward. This will include how and what the ways of working looks like and acknowledgement that NPs aren't general consultees but represent the strategic voice for the North East. This document is to be ready for approval at the next executive meeting and to identify what this leads on to in terms of work programme and as a product to this meeting. Likely that an MOU is required for the role of Defra, identifying what they can do and we can do.
9. Area Action Plan and map to be shared with NEENP.
  - a. Role of NEENP in sharing key messages with wider stakeholders.
  - b. Focus Areas are in the NEENP area, a request is made for another focus area in our patch and for this to be an urban priority area.
  - c. Examples of an Estate Management Plan to be provided to NEENP.
10. NPs role in the 25 year plan and messaging for Environmental Growth.
11. Natural England to share their plans with NEENP to raise the condition of SSSI's.

**Item 6: Prof Alister Scott, Northumbria University**

A professor in environmental geography, previously working in Birmingham as a spatial and environment planning specialist. Interested in the changing nature of nature and to streamline it into policy and looking at ecological and spatial planning and at the connections to environmental and social justice.

A pracademic, taking policy and practice into communities and working on their agendas and challenges.

Led on the **UK National Ecosystem** work package 10 to develop a framework and package – interactive web portal NEAT TREE [neat.ecosystemsknowledge.net/](http://neat.ecosystemsknowledge.net/)

Interested in the rural urban fringe (NEENP priority) and has developed the game Participology <http://participology.com/> This is a resource that can help you engage people in a participative process leading to a plan or strategy. Using a board-game format, it's a resource that comes with guidance and templates that you can tailor to your needs. It revolves around using a board game format where players encounter questions/challenges as the dice throw dictates. The board, questions and rules of the game can be designed from scratch or existing templates can be adapted to your specific needs. Participation is most effective and rewarding when following some basic principles of good practice.

We encourage you always to pay attention to these.

**Urban Living Pilot**, part of the urban cities futures in Newcastle, where a SMART and natural city meet.

**Natural Capital Planning Tool**, this fits with master plans and individual applications. Plans and projects are scored and can use this to negotiate with developers and deliver improved outcomes. Was used in Birmingham for a 6,500 housing development and were able to use the tool as the basis to negotiate improved GIS outcomes. Allows mainstreaming of GIS into policy and decision making.

Industry partners include Tarmac and Skanska.

**Bioeconomy**

Holding a workshop on Thursday, 7<sup>th</sup> Sept. Bioeconomy is a popular term being used by government and focus of **Biotechnology and Biological Sciences Research Council (BBSRC)**. One of seven research councils that work together as Research Councils UK (RCUK), funded by the government's Department for Business, Energy and Industrial Strategy (BEIS).

Looking to design a research project that will elevate the role of nature and the multiple benefits it gives. For nature to be embedded in strategic plans and documents and to not be a bolt on. Need to rethink approaches to ensure those with the greatest deprivation and receive the fewest ecosystem services get the investment needed and the role of Enterprise Zones in this. It will cover the North East and be regional although the North East has lost its regional approach. In preparation for the meeting and several key themes, topic areas have emerged, including:

- Understanding the nature of urban and rural interdependency (better together)
- Delivering integration
- Micro politics
- Developing new governance knowledge
- Investing in forgotten places and spaces
- Need to manage change
- Need to manage uncertainty
- Transport and infrastructure changes

Will be a joint university bid and associated with N8 consortium of Russell Universities in the North East.

The group will work through 3 project groups to tease out the elements that will make a convincing research project and develop this with the industrial strategy in mind. It is about mainstreaming and identifying how we can work together on this and how do we make the science, academia and research meaningful.

<p>Excellent that NEENP is involved and it can capture all that we want to achieve. Overall there is a need to create a collective vision for the kind of places and society we want and need. Reconcile what policy makers want from the evidence that exists or can be created. Viability in the NPPF is restricting environmental gains that planners are trying to achieve. NPPF is being rewritten with a December deadline, can 'we' influence the environment and social community to reduce inequality and disconnection.</p>			
<p><b>Actions</b></p> <p>12. CT to formalise process of Northumbria Uni/ Prof Scotts involvement with NEENP via executive group.</p> <p>13. Arrange meeting with all local authorities and Prof Scott to identify opportunities to use some the models described above.</p>			
<p><b>Item 7: Tees Valley Nature Partnership</b></p>			
<p>This item was dropped from the agenda due to Tees Valley's Tim Crawshaw being unable to attend. There is a meeting in October to discuss and agree collaborative efforts of NEENP and TVNP. This will be rescheduled as an agenda item for the next executive meeting.</p>			
<p><b>Item 8: AOB</b></p>			<b>FM</b>
<p><b>8.1 North East Planning Delivery Framework aka Natural Infrastructure Plan</b></p> <p>The initial idea proposed by NEENP to neca Chief Executives and Housing Group has progressed as the North East Planning Delivery Framework and is being lead by George Mansbridge, South Tyneside Council.</p> <p>The framework will consist of 1) A policy 2) Investment plan 3) Mapping – all infrastructure to be represented. GM is comfortable with NEENP leading on the natural infrastructure mapping work. Plan being presented on Sept 13<sup>th</sup> to Chief Executives with a recommendation to develop all 3 sections. An update will be provided to the executive by late Sept.</p>			<b>CT</b>
<p><b>8.2 Northumbria Water Ltd – Thinking ahead strategy, Sept 27<sup>th</sup></b></p> <p>Please ensure that local authorities have senior and officer representation at this important meeting. This is a chance to influence priorities, projects and funding for future years.</p>			<b>CT</b>
<p><b>8.3 NEENP forum date</b></p> <p>Given the demands placed on the team for the transition process it is suggested that this is rescheduled for late Nov/ early December. New date to be arrange via availability poll.</p>			<b>MP</b>
<p><b>8.4 Vision for Environmental Growth</b></p> <p>If we are to achieve environmental growth it is essential that this ambition is shared within our organisation and with other stakeholders. If we don't use this concise document we will loose moment. In future this will be a checkpoint item on the agenda where partners will be asked to evidence how they have included VEG in their work, policies, plans and discussions with others and how they have promoted this holistic view of the role of the natural environment in our region.</p>			<b>MP</b>
<p><b>Actions</b></p> <p>14. An update will be provided to the executive by late Sept</p> <p>15. NEENP local authority representatives to ensure senior attendance at NWLtd Sept 27<sup>th</sup> meeting.</p> <p>16. Select a new date for NEENP forum event late Nov/ early Dec</p> <p>17. VEG checkpoint template</p>			
<p><b>Item 9: Next meeting and close</b></p>			<b>MP</b>
<p>December 7<sup>th</sup> – North of Tyne, venue tbc</p>			
<p><b>SUMMARY OF ACTIONS</b></p>			
	<b>Item</b>	<b>Description</b>	
	1	CT & ST develop a communications matrix and revisit LEP board member	ST/ CT

2	Thank you letter to the Trustees of the Capability Foundation and a request to meet with the executive group.	CT		CT
3	Provide an update on the outcome of the Planning Framework meeting for George Mansbridge to executive group.	CT		CT
4	Provide a full update once all payments are received into the bank account.	CT		CT
5	Proceed with establishing Capability North East & Foundation using new model and proposed directors. Confirm payroll and banking support from DWT in short term Policies and procedures and approved Oct 2017	HR/CT		CT
6	Engage Fiona Wharton at Ward Hadaway for Capability North East and Foundation work.	CT		CT
7	Capability North East dashboard to be reviewed by NEENP executive group	CT		CT
8	Defra family and NEENP to develop an agreement on ways of working moving forward. a. MOU	HR/ Natural England		CT
9	Natural England Area Action Plan and map to be shared with NEENP. a. Role of NEENP in sharing key messages with wider stakeholders. b. Focus Areas are in the NEENP area, a request is made for another focus area in our patch and for this to be an urban priority area. c. Examples of an Estate Management Plan to be provided to NEENP.	HR/ Natural England		
10	NPs role in the 25 year plan and messaging for Environmental Growth.	CS		CT
11	Natural England to share their plans to raise the condition of SSSI's.	HR/ Natural England		
12	CT to formalise process of Northumbria Uni/ Prof Scotts involvement with NEENP via executive group.	CT		
13	Arrange meeting with all local authorities and Prof Scott to identify opportunities to use some the models described above.	CT		
14	Planning Framework update will be provided to the executive by late Sept.	ST/CT		
15	NEENP local authority representatives to ensure senior attendance at NWLtd Sept 27th meeting.	ALL		
16	Select a new date for NEENP forum event late Nov/ early Dec.	CT		
17	VEG checkpoint template	CT		