

Meeting Minutes				
Meeting	Extra executive group meeting 2017			
Date & time	13th July 2017			
Venue	Salvus House, Aykley Heads, Durham			
Chairman	Frank Major			
Vice Chairmen	Geoff Hughes & Mike Pratt			
Actions	Please find summary at the end of the document			Actions complete
Attendees	Daniel Hattle – Sunderland City Council	Andy Smith – Intimation	Mike Pratt – Northumberland WT	
	Jude Leitch – Northumberland Tourism	Chris Watson - Groundwork NE	Philip Baker – Banks Group	
	Clare Steward – Environment Agency	Steve Bhowmick – Durham County Council	Geoff Hughes – Durham LAF	
	Jim Cokill – Durham WT	Paul Black – Riverfoss	Claire Thompson - NELNP	
	Helen Ryde - NELNP			
Apologies	Stuart Timmiss - DDC	Mark Ketley – Northumberland Council	David Gardiner – Public Health England	
	David Feige – Northumberland Council	Neil Wilkinson – Gateshead Council		
Agenda item 1: Welcome and introductions (MP)				
MP acted as meeting Chairman MP: Welcomed the executive and led introductions. Last minute apologies from Neil Wilkinson and David Feige.				
Agenda item 2: Previous meeting minutes and matters arising from extra meeting 27th April 2017 (CT)				
April minutes accepted as correct and representative of discussions. Actions and matters arising from this meeting are listed below.				
1. Invoice remaining local authorities.				Done
2. Revise business case including cash flow, governance amendments and action plan for delivering iIE for next executive meeting				Done
3. A press release will be prepared for w/c June 5 th .				Done
4. Share vision with partners for cascading in their organisations.				Done
5. Amend ToR with the accepted and revised amendments.				Done
6. Invitation to Natural England to attend next executive meeting.				Done
7. Agreement on an engagement strategy with the NEENP to strength DEFRA relationship and communicating consistent messages to wider audiences.				Done
8. Purchase IT equipment.				
9. Initiate the process to find an intern and liaise with DCC.				
10. Gateshead Council to provide legal services to review Capability Foundation documentation.				Done

<p>11. Refresh workshop and project commitments, distribute and update digital media.</p> <p>12. Establish a working group to lead the Oct 19th board meeting and Capability Foundation event.</p> <p>13. Preparation for October board event and 2018 conference.</p> <p>14. Circulate conference review to partners and make available online.</p> <p>15. Send links to iiE and Capability Foundation to attendees and media – starting to recruit our Capability business 300, Capability people 300 and iiE 300.</p> <p>16. Create a standard slide for all 3 NPs in the region to use to promote our NPs and collaborative work.</p> <p>17. Balloon release policy for local authority sites.</p> <p>18. Update on progress on engaging wider partners for the next executive group.</p> <p>19. Share landscape partnership pipeline project.</p> <p>20. Prepare procurement materials for iiE.</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
Item 3: Financial update (JC)	
<p>Situation is there is funding until transition period is to begin. Durham Wildlife Trust is hosting the NEENP and funding that has been agreed by Chief Execs at LA 7 meeting needs to be paid so the NEENP has cash flow to deliver the transition plan. Funding needs to be received by end of August 31st. Jobs and progress are relying on current and future plans. Stuart Timmiss is raising this at the LA 7 housing heads meeting.</p> <p>Payment updates</p> <p>Payments in process – Durham, Gateshead, Northumberland, Sunderland and South Tyneside</p> <p>Payments outstanding – Newcastle and North Tyneside</p>	
Action: Invoice all outstanding Local Authorities again and arrange meetings as needed	CT
Item 4: NELNP transition programme – executive consideration and approval (Officers)	
<p>All discussions for item 4 relate to the transition plan business case and financial planning.</p> <p>4.1 iiE – Links to finance discussion as planned agreed move to Salvus House for Sept/ Oct 2017 to operate iiE and associated services (Environment design review and other consulting). Cost is £500/ month all rates, fees, office furniture for 4 staff and broadband access. Site is located with other businesses and is a good central setting for an environmental organisation. Jude Leitch offered office space North of the river at the Ashington office of Northumberland Tourism.</p> <p>Discussion about Salvus House being the right place and the appropriate moving schedule. Durham offered council office space but it was agreed that the organisation needs to be considered as independent from Local Authorities.</p> <p>Mike Pratt (Chairman) recommended we maintain our current position and need to move on and develop the new organisations identity. All agreed and accepted offer from Northumberland Tourism for office base in the north of the area.</p> <p>iiE preparation – target companies list, contact with procurement and sustainability leads for Local Authorities and meet with NEPO.</p> <p>Agreed the 1:Many approach for SME's is the most efficient way to target this member base.</p>	
Actions: iiE preparation – target companies list, contact with procurement and sustainability leads for Local Authorities and meet with NEPO.	CT
<p>4.2 Capability Foundation – 3 trustees have agreed to responsibility to establish the Capability Foundation (Kate Welch – CEO of Acumen Social Enterprise, Ian Brown (details given previously) and Paul Black, inception trustee). First meeting is on 27th July 2017, where</p>	

<p>the proposal for structure and governance will be reviewed and then developed further with legal advice from Gateshead Council or Ward Hadaway.</p> <p>Questions relating to:</p> <ul style="list-style-type: none"> - Charitable Incorporated Organisation (CIO) and relationship with NEENP? - Can members be from NEENP? - Can NEENP appoint and vote on trustees? - Need to ensure the constitution should NEENP cease to exist <p>Confirmation will be given after discussion with solicitor and recorded in the next meeting minutes.</p>	
<p>Actions: Arrange legal advice for governance and structure Final application submitted to Charities House</p>	<p>CT PB</p>
<p>4.3/ 4.4 NEENP – Secretariat will be provided by the Capability Foundation from Oct 2017. Staff will be TUPE transferred for Sept/ Oct 2017 the actual date is dependent on when funding is received. Details to be arranged via DWT and Jim Cokill.</p> <p>Website for Capability Foundation (http://capabilityfoundation.org.uk/) iie North East (https://www.iie.uk.com/regions/north-east/) have been set up and BAP information has been transferred to NEENP also the BAP homepage redirects to NEENP.</p> <p>Refresh NEENP web pages to reflect forthcoming changes</p>	<p>JC CT</p>
<p>Item 5: Projects – executive consideration/ approval (Officers)</p>	
<p>5.1 Forestry/ woodland hub (MP) – The NEENP is keen to understand what priorities can be agreed for this, what resources could be available and how it can help to facilitate positive change in this regard as part of its strategic focus over the next few years, taking into account of course the wider Forest Strategy for the North East. There appears to be a political momentum building and new opportunities around the agenda to plant more commercial tree crops for the future in some areas and also to create tree'd landscapes to promote ecological and recreational connectivity, encompassing a wide range of land uses and open space and habitats as well as tree related habitats within woodland frameworks. A meeting has been arranged for October 4th to have an initial talk through the issues and opportunities and then agree actions we can share with a wider range of influencers and organisations that might get involved in promoting and implementing a new woodland concept for the North East over the longer term. We aim to build on the experience of the past and current approaches and very much focus on utilising trees and woodlands as a means of furthering the sustainable needs of the region into the future.</p> <p>A second meeting is planned for October 11th where Local Authority ecologists will review and build on the outputs of this meeting and identify suitable opportunities in the landscape for forestry/ woodland creation for commercial and community purposes.</p> <p>Need to engage landowners early to understand their motivations and the influential advisors. Could do this via RICS land group and NFU contacts and so we will be holding a landowners and then senior decision makers meeting to get strategic agreement to final proposal by the end of 2017.</p>	<p>MP</p>
<p>Action: Create and distribute packs to support meetings</p>	<p>MP</p>
<p>5.2 Elected Members Guide (HR) – This is progressing well although there is a lot of work to condense the evidence into a 50 page guide. Ian Simmons has been commissioned to write the first draft based on framework information provided by officers, this will be reviewed, then animated and issued for review and comment to partners. The guide will be launched at a series of Elected Members events, to planning committees with a press release.</p>	

<p>5.3 Landscape Partnership Pipeline (HR) – Final report is now available online after HLF approval. This is a strategic overview of opportunities in the landscape, a snap shot in time, needs partners to feed in to keep the details up to date and will therefore be reviewed annually via an NEENP task and finish group, first review is due May 2018. The role of the NEENP from this work is to promote the opportunities and funding available at a senior level and approve Nature Improvement Areas to achieve our Vision for Environmental Growth.</p>							
<p>5.4 Natural Infrastructure Plan 2.0 (HR) – Biodiversity Net Gain is development that leaves biodiversity in a better state than before. CIEEM, CIRIA and IEMA are developing new guidance to help professionals and UK industries address this challenge and to achieve ‘Net Gain’ targets for biodiversity. Good practice principles for development have been established and guidance for following these principles is due to be published in early 2017. A Natural Infrastructure Plan can be a way of facilitating net gain, and there are examples of this working in practice in different LNP areas in the country. The Net Gain approach is being driven by industry. The Biodiversity Net Gain Principles and subsequent guidance on putting these principles into practice is being funded by Berkeley Group, Barratt Developments PLC, Carillion, Gatwick Airport, Kier, Land Securities, National Grid, Nestle, The Wildlife Trusts and WSP. Industry is recognising their obligation to biodiversity but requires support from stakeholders such as NEENP partners to achieve successful delivery. Net Gain is an approach whereby developers work with stakeholders to support their priorities for nature conservation. We need to define what these priorities are to help achieve biodiversity net gain. NEENP can take a role in pulling together these priorities across the region to ensure that plans are communicated at a strategic level and opportunities for natural infrastructure delivery are recognised across boundaries. Biodiversity continues to decline at an alarming rate with potentially serious consequences for the resilience of ecosystem functions on which humans depend. Securing no net loss does not halt decline, to prevent further losses now is the time to be more ambitious. Net gains are an integral part of sustaining our future and making better places. Potential role for NEENP</p> <ol style="list-style-type: none"> 1. Lead on developing a region wide Natural Infrastructure Map as an evidence base to facilitate net gain 2. Lead on assessing successful delivering of net gain as an independent auditor for the region, separate from Local Authorities and Developers. <p>The following was agreed:</p> <ol style="list-style-type: none"> 1. NEENP should lead on promoting a requirement of net gain for biodiversity 2. Development of a Natural Infrastructure Plan is a priority for NEENP 3. Arrange a meeting with Alistair Scott, Professor in Environmental Geography, Northumbria University, who is leading on a natural capital planning tool that values ecosystem services and green infrastructure within development scenarios. 4. Identify a project lead – Proposed Mark Ketley as Northumberland (Geoff Paul) is pressing on with mapping work. 	<p>CT</p> <p>HR</p>						
<p>6. Landscape Partnership Update</p>							
<table border="1"> <tr> <td>Project name</td> <td>Land of Oak & Iron</td> </tr> <tr> <td>Phase of project</td> <td>Delivery</td> </tr> <tr> <td>Chairman</td> <td>John Rundle</td> </tr> </table>	Project name	Land of Oak & Iron	Phase of project	Delivery	Chairman	John Rundle	
Project name	Land of Oak & Iron						
Phase of project	Delivery						
Chairman	John Rundle						

Project manager	Karen Daglish
Start date	December 2015
End date	December 2019
Budget	£2,891,098 (not including volunteer and in-kind i.e. cash only)
Budget spent	£688,802 to March 2017
Project progress	
Most successful activities	<p>Fish pass built, came in under budget with potential to improve fish easement at Shotley Bridge.</p> <p>Partnership working with Forestry Commission and Woodland Trust to engage private woodland owners in sustainable management.</p> <p>Shibdon Meadow bought, site investigations ongoing.</p> <p>20,000 trees planted at Allensford with the Woodland Trust.</p> <p>Regular volunteering sessions - woodland management, river restoration, wildlife surveys, oral history.</p> <p>Access improvements complete at three sites, with work scheduled during 2017.</p> <p>Community Archaeology dig uncovered a smithy on a waggonway.</p> <p>Education workshops in 5 schools</p> <p>18 community grants made</p> <p>Intensive work was done on developing a Land of Oak & Iron brand, based on authentic heritage.</p>
Issues of challenge concern	<p>PR and Comms: the team has limited capacity and expertise for strategic communications. Proposing a PR retainer to address this.</p> <p>Two board vacancies for representatives from the private sector, difficult to fill.</p>
Variation to project since phase 1,2 or commencement	No variation
Level of media coverage and links to coverage	<p>Successful social media coverage.</p> <p>No recent print media coverage, except to promote Chopwell WoodFest - our event on 9 July.</p>
Progress of project legacy activities	<p>Developing a brand and 'purpose' is integral to the legacy of Land of Oak & Iron. Our belief that the best way to see the past is as purely and authentically as possible needs to be adopted by the local community and a core group of people who will take the Land of Oak & Iron to its next phase post December 2019. We are at the beginning of the process of identifying what this may be.</p> <p>Groundwork has secured the funds needed for a new heritage centre at Winlaton Mill. This will be a focal point for ongoing delivery and community engagement in the Land of Oak & Iron.</p>

Any other comments	None.
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Project name	Revitalising Redesdale
Phase of project	Development
Chairman	Christine Venus
Project manager	Lydia Speakman
Start date	January 2018
End date	December 2022
Budget	£2.8 million
Budget spent	Non- at application stage
Project progress	Full application due to be submitted July 21 st 2017 and HLF decision November 28 th 2017
Most successful activities	
Issues of challenge concern	Securing sufficient match funding and addressing VAT issues
Variation to project since phase 1,2 or commencement	More community engagement and art based interpretation planned
Level of media coverage and links to coverage	Relatively moderate- appropriate to development stage
Progress of project legacy activities	Not applicable
Any other comments	

Project name	Tyne Tees, Shores and Seas. "Seascape"
Phase of project	Phase 1 application submitted 30 May
Chairman	TBA
Project manager	Niall Benson
Start date	Phase 1 if successful December 2017
End date	January 2023.
Budget	£3.8million
Budget spent	£0
Project progress	Phase 1 application submitted 30 May
Most successful activities	Strength of Partnership Promotion of #Seascape via Social Media
Issues of challenge concern	N/A
Variation to project since phase 1,2 or commencement	N/A
Level of media coverage and links to coverage	Twitter #Seascape
Progress of project legacy activities	N/A
Any other comments	Appraisal visit to Souter Monday 3 rd July.

Item 7: AOB		
<p>7.1 – Agreed that a climate change plan should be developed by NEENP. Include or consult with Adrian Hilton if this is possible as he has been a regional lead for a while.</p> <p>7.2 Agreed that all Local Authority partners will facilitate iiE and procurement introductions</p> <p>7.3 Proceed for now with October forum however depending on progress of transition plan may need to reschedule to November.</p> <p>7.4 Partners need to submit biography and photo before the next executive meeting.</p> <p>7.5 Northumberland County Council have a new leader Peter Jackson, Chairman to write a welcome letter introducing him to the work of the NEENP.</p>		MP
Item 8: Next meeting and close		FM
Extra executive meeting added for Sept 6 th as next executive meeting is not until Dec 7 th due to forum meeting planned for October.		
SUMMARY OF ACTIONS		
Item	Description	
1	Stuart Timmiss to discuss NEENP at LA meeting	Done
2	Invoice all outstanding Local Authorities for transition funding	Done
3	iiE preparation – target companies list, contact with procurement and sustainability leads for Local Authorities and meet with NEPO.	Done
4	Legal advice for Capability Foundation	Done
5	Final application submitted to Charities House – Oct 2017	On goir
6	Forestry hub – arrange stakeholder, ecologist and decision maker meeting	Done
7	Create and distribute packs to support meetings	tbc
8	Progress Natural Infrastructure Plan across LA 7	Done
9	Invite Prof Alister Scott to next executive meeting	Done
10	Email out Landscape Partnership Updates	Done
11	Meet with procurement lead at councils	On goir
12	Arrange an extra executive meeting in early Sept	Done
13	Natural Infrastructure lead	tbc
14	Letter to new leader of NCC	Done