

Meeting Minutes			
Meeting	2nd executive group meeting 2017		
Date & time	27th April 2017		
Venue	The Bridges Room, Gateshead Civic Centre		
Chairman Vice Chairmen	Frank Major Geoff Hughes & Mike Pratt		
Actions	Please find summary at the end of the document		Actions complete
Attendees	Frank Major - Chairman	Andy Smith – Intimation	Mike Pratt – Northumberland WT
	Neil Wilkinson – Gateshead Council	Kate Culverhouse – Groundwork NE	Philip Baker – Banks Group
	Clare Steward – Environment Agency	Steve Bhowmick - DCC	Stuart Timmiss - DCC
	Jim Cokill – Durham WT	Geoff Hughes – Durham LAF	Jude Leitch – Northumberland Tourism
	Helen Ryde - NELNP	Claire Thompson - NELNP	
Apologies	Amanda Miller - RSPB	Dan Hattle – Sunderland Council	Mark Ketley – Northumberland Council
	David Feige – Northumberland Council		
Agenda item 1: Welcome and introductions (FM)			
<p>FM: Welcomed all executive members. Paul Black was not in attendance however he remains committed to supporting the growth of Investors in the Environment and the Capability Foundation. The working group is meeting monthly to review action plans and set targets which will be shared with the NEENP executive group. The Capability Foundation is a great opportunity but it is a long game.</p>			
Agenda item 2: Previous meeting minutes and matters arising from extra meeting 26th Jan 2017 (CT)			
Minutes accepted as correct and representative of discussions. Actions and matters arising from the January meeting are listed below.			
Item	Description		Owner
1	Follow up on funding agreements.	Done	CT
2	Defra attendance and support for 2017	Done	CS
3	Identify target companies and contacts for iiE Amend business plan and develop iiE action plan	Ongoing	CT
5	Charities Commission paperwork	Done	PBI
6	Work with executive to develop environmental growth strategy.	Done	CT/ HR
7	Governance arrangements and executive representation moving	Done	HR/ CT

	forward.			
8	Continue to recruit attendees for conference/ Share invitations with your wider networks	Done	ALL	
9	Provide HLF Landscape Partnership updates for the next executive meeting	-	JC/ MP/ KC/ CS	
10	Incorporate EDR suggestions and share updated by end of April	Done	MK	
11	To investigate the feasibility of an EDR on the Vaux site	Done	DH	
12	Share link to SEP launch event	Done	CT	
13	Keep executive informed about the Gateshead Riverside Park project as part of HLF landscape partnership updates.	Done	NW/ CT	
14	Balloon release and bigger North East Litter Free campaign	Done	HR	
Item 3: Financial update (JC)				
<p>There are no surprises in the financial position, thank you for the contributions to take us to the end of summer to finalise the transition work. Thereafter local authority contributions will form a central fund for operating costs, contributions to the Capability Foundation (CF) and to employ a senior manager to lead on growing the CF Fund.</p> <p>A payment of £3,500 is needed to secure the brand license for Investors in the Environment (iiE).</p> <p>ALL: Agreed to the iiE payment, the NEENP needing significant cash resource to grow and develop the business plan to become a sustainable organisation.</p> <p>NEENP has met with the neca 7 chief executives to share NEENP plans, vision and request financial support from local authorities to support the transition and be founding members of CF. All indicated their support to the proposed plans, to contribute financially and would give direction for this to be managed via directorates.</p>				
Actions 1. Invoice remaining local authorities				CT
Item 4: NELNP transition programme – executive consideration and approval (Officers)				
a) Vision for environmental growth				
Comments have been received relating to access and sustainable food. A revised vision will be produced and ready for launch on June 1 st .				
<p>Actions</p> <ol style="list-style-type: none"> 2. A press release will be prepared for w/c June 5th. 3. Share vision with partners for cascading in their organisations. 				
b) Governance and structure of NEENP				
<p>The existing Terms of Reference require updating and the following amendments are proposed:</p> <ol style="list-style-type: none"> 1. Revised organisational structure to incorporate the association with the NEENP 2. Executive representation <ol style="list-style-type: none"> a) Defra to have quarterly rotation b) Approach the National Trust to replace the RSPB c) Executive group members must attend 50% of meetings in person and send a replacement for those they cannot attend. 3. Executive group partners have responsibility to ensure NEENP vision, plans and updates are cascade in their organisations. 4. Address the absence of land owners, farmers, culture, education, climate change and sustainability and academia on the wider NEENP board. 				

<p>5. The Capability Foundation will be a Charitable Incorporated Organisation with an ‘association’ model giving founding members (local authorities who contributed to the transition and start up) voting rights in addition to the trustees. This affords member’s status and allows comment and influence on day to day activities for CF and its work to support the delivery of the NEENP Vision for environmental growth. A CIO using the ‘association’ model will have a wider voting membership who must make certain decisions (such as amending the constitution), will usually appoint some or all of the charity trustees (who will serve for fixed terms), and may be involved in the work of the CIO.</p> <p>The executive accepted the following proposed amendments; 1, 2b, 2c, 3, 4, 5. The executive rejected the following proposed amendment; 2a and agreed the following amendments:</p> <ul style="list-style-type: none"> • The Environment Agency to be DEFRA’s main representation at executive meetings with Natural England, Forestry Commission and Marine, Rivers Trust and Maritime Organisation required to attend a minimum of 1 meeting each in addition to the Environment Agency. • DEFRA to use their executive group role to share plans and provide updates to the executive group. This is to be recognised through an agenda item for each executive meeting. • DEFRA are required to proactively engage the NEENP in their strategies and plans on the role of the NEENP to support DEFRA with consultations, particularly for engagement strategies with DCLG and neca 	
<p>Actions</p> <ul style="list-style-type: none"> 4. Amend ToR with the accepted and revised amendments. 5. Invitation to Natural England to attend next executive meeting. 6. Agreement on an engagement strategy with the NEENP to strength DEFRA relationship and communicating consistent messages to wider audiences. 	<p>CT CS CS</p>
<p>c) Schedule & resources</p>	
<p>Executive accepted the schedule to develop iie business – operations and customer base. Additional resources were approved for IT equipment, intern placement and legal advice from local authorities for Capability Foundation. Durham County Council is considering a graduate apprenticeship (5 year contract) and can include work in the environment sector and NEENP as part of the scheme. Gateshead Council offered their legal services. Intimation agreed to continue to support NEENP and Capability Foundation marketing and communications requirements.</p>	
<p>Actions</p> <ul style="list-style-type: none"> 7. Purchase IT equipment 8. Initiate the process to find an intern and liaise with DCC. 9. Gateshead Council to provide legal services to review Capability Foundation documentation 	<p>CT CT/ HR NW</p>
<p>d) NEENP events</p>	
<p>Meeting dates for the executive group, board and natural environment group reviewed and approved. The next major event it a NEENP board meeting on October 19th.</p> <p>The executive expressed some concern over the workshop/ projects schedule given the resource required to grow Investors in the Environment and the Capability Foundation. The following workshops will proceed but will be under constant review from the Chairman:</p> <ul style="list-style-type: none"> 1. Forestry sector working group 	

<ol style="list-style-type: none"> 2. All iiE events 3. Naturally healthy by design 4. Natural infrastructure plan 5. North East Litter Free – Direction given that the NEENP will only facilitate meetings, focusing on the messaging and behaviour change gap with key stakeholders for them to deliver this project and promote #Nee Littering 6. Capability Foundation dinner <p>In all instances the role of the NEENP is to grow ideas and encourage discussion on the ‘art of the possible’. The development and growth of the projects relies on partners being responsible for the workstream.</p> <p>An innovative environmental sector workshop part 2 is paused until later in the year, likely Q2.</p>	
<p>Actions</p> <ol style="list-style-type: none"> 10. Refresh workshop and project commitments, distribute and update digital media. 11. Establish a working group to lead the Oct 19th board meeting and Capability Foundation event 	<p>CT CT</p>
<p>Item 5: Projects – executive consideration/ approval (Officers)</p>	
<p>a) Forum evaluation and plans for follow up</p>	
<p>The executive expressed thanks to Jude Leitch for chairing the first NEENP conference and to the officers for their contributions.</p> <p>Holding the North East England Nature Partnership inaugural conference marked a milestone in our transition to the new operating model. Given the investment financially and in staff time a review of the event will enable the Nature Partnership (NP) to celebrate success, identify and agree areas for improvement and plans for 2018.</p> <p>Conference review</p> <p>The objective of holding the conference was to have an event to celebrate our progress and share the journey the NEENP is about undertake. Overall the conference was a success as attendance was high, speakers were generally engaging and audience feedback was encouraging. This was the first significant event the NEENP has organised and obviously there are lessons to learn and areas for improvement but it has given us a platform from which to build. The different project themes and delegate feedback have been analysed and are available in the forum report.</p> <p>Success and improvements</p> <p>Analysis of delegate feedback and observations of the day from officers and partners indicated the event was an overall success. This gives us a good base from which to develop and grow as an organisation and future events.</p> <p>3 successes</p> <ol style="list-style-type: none"> 1. Great attendance – this suggest that there is an interest the environment and the plans for the NEENP. We need to maintain interest and build on this. 2. Coverage and support – support and promotion of the event from partners (NELEP/ NECC and Landscape Institute) and local media was strong. To create a monthly set of articles based on future plans and reflections is needed to develop this support further. 3. Opened up new contacts and networks – Church, RHS etc <p>3 improvements</p> <ol style="list-style-type: none"> 1. Duration and structure of event – next event will be morning or afternoon, run parallel speakers and include a breakout session. 2. Speaker content/ timing/ Voting - will restrict the number of slides to be used by speakers to 12 and give a 5 minute and 1 minute warning. If use EV again we’d ensure the 	

<p>purpose of the EV was stated in the invitation and on opening the event. More contributions from partners in creating the questions.</p> <p>3. Wider invitation list – Good support from NELEP and NECC but need to develop our wider contacts, this will come over time and through iiE. Again partners support is needed with this too.</p> <p>Conclusion The 2017 NEENP conference was a success and has helped to focus plans and raise our profile with existing and new partners. There is a real interest in the environment sector and in plans of the NEENP and importantly this is from those in other none environment sectors too. With refinements an improved event can be delivered next year however commitment to a date, objectives, partner support administratively is needed and work needs to start on this in early autumn. A good effort from all involved that reflected the variety of partners involved in delivering the NEENP Vision for Environmental Growth.</p>	
<p>Actions</p> <ul style="list-style-type: none"> 12. Circulate conference review to partners and make available online 13. Send links to iiE and Capability Foundation to attendees and media – starting to recruit our Capability business 300, Capability people 300 and iiE 300 , please let us know if you have suggestions. 14. Preparation for October board event and 2018 conference 15. Create a standard slide for all 3 NPs in the region to use to promote our NPs and collaborative work. 	<p>CT CT</p> <p>TBC CT</p>
<p>b) Forestry/ woodland hub project</p>	
<p>To agree the role of the NEENP and initial strategy in progressing a variety of ideas all relating to forestry/ woodland enhancement and associated commercial and health and wellbeing interests being discussed and developed across the North East.</p> <p>The North East has a woodland resource, especially of productive woodland, and considerable expertise in the forestry sector. The sector is ‘uniquely able to deliver substantial low carbon growth and contribute towards sustainable economic development across rural and urban communities. It is also in an unrivalled position to provide additional benefits such as flood alleviation whilst creating an attractive setting in which to live, work and play’.</p> <p><i>There is potential to develop a ‘centre of excellence’ in research, SME development, supply chain enhancement and best practice delivery of innovative woodland and forestry programmes.</i></p> <p>Political ambitions also exist to champion the creation of more forest/ woodland to enhance ecology, biodiversity and human health and wellbeing in more urban areas to protect greenbelt or prevent the merging of conurbations.</p> <p>Both interests represent an opportunity for the NEENP to demonstrate strategic leadership in creating a strategy and vision that delivers environmentally, economically and socially. We have led and facilitated discussions with the LEP on creating a North East England Forestry Hub. The ambition is to create 3 new forest/ woodland sites across the North East;</p> <ul style="list-style-type: none"> 1) North Tyneside into Northumberland, from Holywell Dene through SE Northumberland up towards Ponteland and west. 2) Greenbelt between South Tyneside & Sunderland/ Washington 3) West/ South West Durham <p>The sites would be a mixture of reserves, recreation and working forest/ woodland as appropriate to the landscape and local need.</p>	

<p>This is not a reboot of the Great North Forest however lessons learnt from this project will certainly be taken into consideration.</p> <p>The purpose of the NEENP is to strategically enable landscape scale enhancements which this project would certainly achieve. With good planning and marketing this project would raise the profile of the NEENP, engage local communities and demonstrate the partnership's strength in accessing decision makers.</p> <p>Next steps</p> <p>Checking the feasibility of land use change on the identified sites requires a cross sector working group to be established to:</p> <ol style="list-style-type: none"> 1. SWOT each site 2. Meeting with key stakeholders 3. Develop a vision and objectives 4. Lobbying function with wider influencers and land owner groups. 5. Create a fund raising <p>Ideally this project needs a person in post, could this be a seconded post or would it need to be a project funded post?</p> <p>Executive accepted the proposal in principle, that the lowlands is possibly the least contentious area for land use change and is a potential opportunity but acknowledge there is a lot of collaborative work to do in scoping the project and strategy development.</p> <p>Mike Pratt, Northumberland Wildlife Trust agreed to lead the working group.</p>	
<p>Actions</p> <ol style="list-style-type: none"> 16. Establish working group 	MP
c) Litter Free North East #Nee Littering	
<p>Litter is a challenge to all local authorities but especially costly to wildlife, from mammals to seabirds the impacts can be devastating. This is not a problem the NEENP can solve alone but through partnership working and a strong media and social media campaign and with modest funding a difference can be made.</p> <p>The North East England Litter Free campaign has been developed from the anti balloon release proposal suggested at the last meeting. Rather than tackle one problem in isolation it could be linked to a wider campaign and will help to make the message 'softer' in delivery but hopefully easier to understand.</p> <p>The aim is to achieve population behaviour change and for littering to no longer be acceptable in the North East. We will tackle the issue through each of our themes and use a mixture of humour and serious messages to address this problem.</p> <p>The aim is to influence behaviour and create a sense of care for where you live, work or play and the impact careless actions can have on the environment.</p> <p>Local press and effective social media engagement will be important to this campaign but we also wish to positively challenge behaviours that have become the social norm such as littering, balloon and lantern releases and the festival littering effect (it's okay to drop litter at outdoor events) and for these areas the support of local authorities is important.</p> <p>Our long term ambition is for the North East to embrace the circular economy, become zero waste and a simple step towards this would be the introduction of Reverse Vending Systems (can and bottle deposit recycling machines) at key locations, something we'd like to trial in this campaign.</p> <p>As an initial step we would like to see an end to balloon releases, with alternative activities promoted such the planting of remembrance trees. We are working with Durham Heritage Coast</p>	

<p>on this campaign to raise awareness of the impact litter and balloon debris can have on bird and marine life. Over the summer we will be running a competition for people to suggest alternatives to balloon releases.</p> <p>Cllr Kemp from Newcastle City Council and the Waste Commission have shown interest and are helping to refine this idea as he likes the approach of tackling the problem from different angles/ interests; nature, health, economy and education.</p> <p>In developing the action plan we will explore how we can share #Nee littering with as many groups/ venues as possible; workplaces, industrial estates, supermarkets, schools, driving test centres, community groups, sports groups and universities.</p> <p>The night time economy is also a cause of much city litter and is possibly a starting point for forming littering behaviour so this might be the right environment to adopt the Australian campaign, Don't be a tosser!</p> <p>If cost savings are made, can gain share for community wildlife projects with local authorities be considered/ introduced as a local incentive?</p> <p>Executive agreed with the sentiments but feel the NEENP should not lead but facilitate meetings, discussions and roll out and leave to local authorities to develop the idea further. There is clearly a gap in addressing North East litter challenges and the damage it does to habitats and wildlife and a behavioural and social media campaign is possibly it.</p>	
<p>Actions</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>HR CT</p>
<p>Item 6: Landscape partnership update</p>	
<p>BrightWater – NEENP wrote the application and BW is now in stage 2, we are having an enormous success because of the partnership approach. The stage 2 application will be submitted by the end of July 2018 and providing we are successful will begin delivery of a 4 year project in Jan 2019. This project is an example of where the NEENP adds value.</p> <p>Redesdale – Natural England are leading and this is working well, governance is shared with Nature Partnership and Wildlife Trust. The project is a very rural one with wildlife being the main beneficiary and it is trialling deep conservation solutions and rewilding.</p> <p>Land of Oak & Iron – Everything is going to plan and the fish pass project has had the best response. We will be undertaking a branding refresh exercise as we need partners to buy into the communication and community messages. On the board we have vacancies representing the private sector and Environment Agency. Good progress is being made on the Heritage Centre at Winlaton, funding was secured for this centre because of Land of Oak & Iron. Work will be starting on site July 2017 with plans to open spring 2018.</p> <p>The landscape partnership pipeline project is progressing and will be available in June, there has been a lot of data to collect and contributions to organise.</p>	<p>GH MP KC</p>
<p>Actions</p> <p>19. Share landscape partnership pipeline project</p>	<p>HR</p>
<p>Item 7: AOB</p>	
<p>a) Devolution</p>	
<p>It was the discussion of the Chairman to defer this item to the next executive meeting as this is most pertinent to North of the Tyne local authorities</p>	
<p>b) iiE and procurement</p>	

<p>To grow iiE and the opportunities to reduce the externalised costs of business (energy, water and waste) the support of partners is needed. Requested for local authorities to make introductions to procurement heads/ teams to demonstrate iiE as being a locally delivered but nationally recognised environmental credential. The executive agreed but requested a supporting text and introductory materials.</p>	
<p>Actions 20. Prepare procurement materials for iiE</p>	<p>CT</p>
<p>Item 8: Next meeting and close</p>	<p>FM</p>
<p>July 13th, Banks Group, 2-4pm</p>	
<p>SUMMARY OF ACTIONS</p> <ol style="list-style-type: none"> 1. Invoice remaining local authorities. 2. A press release will be prepared for w/c June 5th. 3. Share vision with partners for cascading in their organisations. 4. Amend ToR with the accepted and revised amendments. 5. Invitation to Natural England to attend next executive meeting. 6. Agreement on an engagement strategy with the NEENP to strength DEFRA relationship and communicating consistent messages to wider audiences. 7. Purchase IT equipment. 8. Initiate the process to find an intern and liaise with DCC. 9. Gateshead Council to provide legal services to review Capability Foundation documentation. 10. Refresh workshop and project commitments, distribute and update digital media. 11. Establish a working group to lead the Oct 19th board meeting and Capability Foundation event. 12. Circulate conference review to partners and make available online. 13. Send links to iiE and Capability Foundation to attendees and media – starting to recruit our Capability business 300, Capability people 300 and iiE 300. 14. Preparation for October board event and 2018 conference. 15. Create a standard slide for all 3 NPs in the region to use to promote our NPs and collaborative work. 16. Establish working group. 17. Balloon release policy for local authority sites . 18. Update on progress on engaging wider partners for the next executive group. 19. Share landscape partnership pipeline project. 20. Prepare procurement materials for iiE. 	