

**MINUTES OF THE MEETING OF THE CHARNWOOD FOREST REGIONAL PARK
BOARD MEETING HELD IN ROOM 907 IN ANSTEY FRITH HOUSE
ON THURSDAY 4TH OCTOBER AT 2.00PM**

PRESENT

Cllr Huw Williams, H&BBC	Cllr HW
Cllr Christine Radford	Cllr CR
Cllr E Vardy, CBC (Chair)	Cllr EV
James O'Brien LCC	JO'B
Vicky Cormie, LCC	VC
Fiona Walker, LCC	FW
Claire Install, Leicestershire & Rutland Wildlife Trust	CI
Kate Fenney, NWLDC	KF
Dr Julie Attard, National Forest Company	JA
Roy Denney, Leicestershire Local Access Forum	RD
John Everitt, National Forest Company	JE
Matt Bradford, CBC	MB
Martin Peters, Leicestershire Promotions	MP
Neil Rudge, Natural England	NR
Peter Tyldesley, Bradgate Park Trust	PT
Sam Lattaway, National Forest Company (Vice-Chair)	SL
Helen Smith, National Forest Company	HS

1. APOLOGIES

Cllr Trevor Pendleton, NWLDC	Cllr TP
Chris Traill, CBC	CT
John Howells	JH
Ian Nelson, NWLDC	IN

2. ELECTION OF CHAIR AND VICE-CHAIR

Cllr EV asked SL to lead on this item. SL informed the Board he would be stepping down as Vice-Chair and re-election is needed for both roles. SL proposed Cllr EV to continue as Chair for the Board. He asked the group if there were any other proposals for the role. There were none so Cllr EV happily accepted and was re-elected as Chair.

Cllr EV then asked the Board if there were any nominations for the role of Vice-Chair. VC proposed PT for the role, Cllr HW seconded. PT was happy to accept the nomination and the Board were all in favour that PT would become the new Vice-Chair.

3. MINUTES OF MEETING - 24TH NOVEMBER 2017

Cllr EV pointed out that the previous minutes were when they were a Steering Group, so this was a new meeting now they have become a Board. The minutes were agreed and accepted as a true record of the meeting.

4. **MATTERS ARISING**

There were no matters arising.

5. **CHAIRMAN'S REPORT**

Cllr EV began the Chairman's update by saying that the Board was entering an exciting time with the beginning of the development phase of the bid and that JA had prepared a presentation that would show how this phase is going to be brought together. He said that the project was going well but it's vital that the partners continue to co-operate to support the bid. The Chairman also gave thanks to Paul Tame for all his hard work as he has now retired from his position within the partnership and is being replaced by Simon Fisher.

6. **TERMS OF REFERENCE**

FW presented this item. FW talked the Board through the new terms of reference, highlighting the amendments. The name has changed due them now becoming a Board. The amount of time the Chair must serve has now changed to 3 years and the Relationship with the Landscape Partnership Scheme Steering Group is a new item.

PT asked if they should make a provision for the new Chair of the Steering Group on the Board, or should this be kept separate.

Cllr EV asked for everyone's thoughts on this.

The Board discussed the pros and cons of inviting the new Chair to attend the Board meetings. The majority thought that the new Chair should be given the option to attend and if anything was being discussed that was confidential, or there was a conflict of interest, they could leave the room for that item.

Cllr EV asked the Board if they were all in favour of inviting the newly appointed Chair to attend the meetings. The Board were all in favour and once the Chair is appointed they will be added to the Membership.

7. **HLF BID (Presentation)**

JA was asked to present her presentation regarding the HLF Bid. She pointed out that there were some decisions needed during the presentation, Cllr EV said he would pause the presentation and ask for decisions when required.

JA began the presentation by talking about the Development Phase and Contracts. The second phase bid for funding is due to be submitted at the end of September 2019. This will be evaluated at national level, not regionally, as was previously the case. JA asked JE if he had anything to add regarding the bid.

JE said that this submission had to be the best it could possibly be to improve its chances of being successful, due to the funding being more competitive, but he believed they were in a strong position to be granted funding.

JA went on to say that she and SL were due to meet with the Environment Agency regarding the natural flood management contract. It is hoped that they will add to the delivery phase match funding. JA had had some contact with VAL (Voluntary Action

Leicester) but they weren't quite getting what they wanted from them, so they need to make sure they are committed.

JA then discussed the Landscape Conservative Action Plan (LCAP). She will begin writing the LCAP in the next few weeks and will be contacting partners with specific requests for short contributions. SL said that it was important to keep these minimal to around 500 words.

JA explained that some input was needed from partners around the 'Built from Volcanos' projects and asked whether partners could help to identify buildings on the at risk register, ideally in publicly accessible locations, which might benefit from limited repairs. This could also include stretches of dry stone walls.

JA informed the Board that the Steering Group have scheduled a one-day workshop on 20th March 2018 where the LCAP will be read in full and discussed. .

The next area JA covered was regarding match funding from Partners. Match funding commitments from partners must be confirmed before submitting the bid.

JA asked the Board if their organisations could provide a firm commitment to the match funding.

VC said she would speak to the teams providing match funding for projects and confirm budgets.

Cllr HW said that HBBC's budgets are agreed around August/September time, so he would put a request in to see if funding could be confirmed for the delivery phase.

MB said their budget is put together around October/November so they will build it into next year's budget.

Most of the partners had not yet confirmed their match funding commitments. JA asked if everyone could provide confirmation, as match funding was crucial to the success of the bid.

Cllr EV asked the partners to all agree to take this away and have a look at their budgets and communicate their funding to JA. Cllr EV asked JA to remind partners of their original commitments and when they need approval, and asked partners to confirm that the financial commitments they have agreed will be included in their future budgets. First year (2020-21), at a minimum, budget commitments need to be confirmed with JA by April 2019.

JA asked for 2 decisions to be agreed: -

- Do partners agree, as a minimum, to the timescale for secured funding for the first year and in principle funding for years 2-5? Agreed.
- Will partners agree to look at their budgets to identify whether they can bring in any additional match funding? Agreed.

The next part of the presentation was regarding Governance. The closing date for applications for the post of Chair of the Steering Group is the 16th October, JA would like the Board to approve the panel. The panel is to consist of Julie Attard, Sam Lattaway and Chris Traill of CBC. RD suggested they nominate a reserve panel

member. PT was nominated and accepted the role to be the reserve panel member. The Board agreed the panel.

The next slide was regarding outcomes of the Landscape Partnership Scheme. These were the elements needed to measure the progress. The Board discussed the different outcomes. Cllr EV thought it would be a good idea to include a standing agenda item regarding the outcomes. The Board agreed the outcomes although some amendments and additions were required. JA said she would make the amendments and make sure HLF outcomes were included.

8. DATES FOR FUTURE MEETINGS

The Board agreed that the next meeting should be around April/May 2019. JA to set date.

9. AOB

Cllr EV asked for AOB.

Cllr HW commented on how there was a distinct lack of young faces at the Stakeholder Event and no BME attendees. The Board discussed this and how they could engage younger and BME residents. JE said the VAL outreach work should engage a larger variety of communities and the Charnwood Youth Council was suggested. JOB also offered to pass on the details of the County Youth Council contact to JA.

The meeting concluded at 15.40.