



Monday 31st July 2017, 10.30-12.30, Humberhead Peatlands, Natural England, Unit 1a, Green Tree Warehousing, Tudworth Road, Hatfield, DN7 6HD

Attendees: Helen Kirk (HK), Tim Kohler (TK), Melissa Masserella (MM), Andrew Clark (AC), David Hargreaves (DPH) and Matt Cox (MC)

Apologies: Cllr Sue Wilkinson (SW), Tim Allen (TA)

Discussions/Key Points	For Action By
<p>1. Welcome and Introductions - AC</p> <p>AC welcomed members to the meeting and noted apologies.</p> <p>Minutes of Last Meeting and Matters Arising – AC</p> <p>AC took members through the actions from the previous meeting and the following was noted:</p> <p><u>Action 1 – KPMG mid-term audit results</u> – DPH took the group through the recommendations paper that was circulated with the agenda. Not all the recommendations were relevant to this LIFE project.</p> <p><u>Action 2 – Radio tracking nightjars</u> – TK reported that this is still ongoing. He has had further discussions with the University of York on Intellectual Property Rights (IPR). It seems that there is no issue in releasing generalised information about Lucy Ryan’s work but it is the detail in the data that is causing concern. TK said that he would continue to pursue agreement on the level of data that can be released to suit all parties.</p> <p><u>Action 3 - End of Project Conference, steering group accommodation costs covered</u> – DPH clarified that steering group member’s accommodation costs could be covered by the project.</p> <p><u>Action 4 – Management Plan</u> The latest copy of Management Plan has been distributed by TK to all steering group members for comment.</p> <p><u>Action 5 - Management Plan feedback</u> Steering Group members’ feedback on the Management Plan has been sought by TK. It was acknowledged that this is a large document and would take some time to go through in detail. Therefore it was decided that TK would arrange an open meeting to discuss the content and circulate a date along with a series of short questions to prompt discussion. AC suggested that these could focus around the management activities that would be assessed under the HRA process to try and make this a more manageable discussion. It was suggested if arranged and targeted at the right people this might meeting might contribute towards Objective</p>	<p>Action 1: TK still to have further discussions with the University of York on the level of detail that can be released to suit all parties.</p> <p>Action 2: TK to set up a formal meeting in order to get feedback on the Management Plan.</p> <p>Action 3: DPH to confirm eligibility of Management Plan feedback meeting for</p>



<p>E1 'Planning for Real' community engagement events.</p> <p><u>Action 6 - Volunteer base</u> - TK confirmed the review of volunteer numbers was currently underway but no final tallies had been collated. It was thought that there were currently around 50 active volunteers on the NNR.</p> <p><u>Action 7 – Consents Action A3 from Performance Report</u> – DPH confirmed that Environment Agency require eel passes under the Eels Regulations on weirs at Hatfield Moors. Although the advice from EA offices appeared to be different the addition of passes was not a large undertaking.</p> <p><u>Action 8 – End of Project Conference suppliers</u> – AL has registered both venues as suppliers and raised purchase orders to pay the deposits.</p> <p><u>Action 9 – End of project conference music</u> LIFE Administrator to contact Ash Hill Academy, Hatfield reference Youth Orchestra performing at the Conference Dinner. Following Amanda leaving the project and due to the new LIFE Administrator not being in post action still to be completed.</p> <p><u>Action 10 – End of project conference film</u> – DPH and AL to identify what monies are available to provide a budget for a film. Two film companies approached and they were out of the budget for the film. Doncaster Movie makers have been subsequently approached and are to produce a film. Life project can fund reasonable out of pocket expenses as part of the engagement action of the project, but this will require volunteers to register with Natural England system.</p> <p><u>Action 11 – Drone provision for filming</u> - MC to forward drone contact details to PD and DPH. Still to be completed, action carried forward. Alternative options for sourcing an unmanned aerial vehicle (UAV) for filming may exist within Natural England. The Natural England Field Unit have a UAV and with enough notice might be able to lend this out for our use. Andrew Windrum (NE) would be a point of contact to investigate this opportunity should it be required.</p> <p><u>Action 12 – End of Conference Task and finish group</u> - AL to organise a date for the End of Conference 'task and finish' group to meet. Completed and latest meeting held 31st July 2017 at 9:30-10:30.</p> <p><u>Action 13 – IDB overheads</u> – As per previous steering group meeting, DPH reiterated that the IDB can draw down from the LIFE+ Project overheads and asked if a formal approach had been made on their requirements. DPH said that at the outset of the project this had been discussed with the IDB who had confirmed that they would require only</p>	<p>E1 target</p> <p>Action 4: DPH to advise new LIFE Administration Officer to contact Ash Hill Academy, Hatfield reference Youth Orchestra performing at the Conference Dinner.</p> <p>Action 5: MC to forward drone contact details to AC and DPH.</p> <p>Action 6: AC and DPH to seek clarity and confirmation on a ballpark figure from the IDB to cover their overhead costs.</p>
---	---



<p>a minimum payment. AC and DPH agreed to seek clarity and confirmation on a ballpark sum from the IDB to cover overheads.</p> <p><u>Action 14 – Associated Beneficiaries Doncaster East IDB – Covered in Agenda item 3</u></p>	
<p>2. Progress Update: Key Milestones/Operational Activities – DPH</p> <p>Project Performance Report</p> <p>DPH took members through the LIFE+ Project Performance Report for the most recent reporting period, providing an update on progress.</p> <p>It was reconfirmed that the project extension had been granted until the end of June 2018 and that the relevant paperwork had now been completed and formally confirmed.</p> <p>DPH informed the group that the next LIFE project report was due soon and that this was to be sent to the EU by then end of September.</p> <p><u>Action A3 – Consents.</u> See Action Point 7 above.</p> <p><u>Action C1-C2 – Scrub control.</u> DPH informed that we were well on schedule to complete the hectareage required and exceed it. It was noted that there was no additional money for contractors but that LIFE estates team will be out working on scrub control this winter.</p> <p><u>Action C3 – Rhododendron control.</u> HK raised the issue of impenetrable and large brash being left on the ground as a result of the clearance methods. Various methods to address this were discussed including using volunteers to break up the brash using the chipper over the winter.</p> <p><u>Action C4 – Install weirs on Hatfield Moors.</u> DPH to meet Geotechnics 1st August to go over outstanding work. An analysis of the data is required before final specifications for the weirs can be drawn up my Mott MacDonald.</p> <p><u>Action C5 – Peat plugs and bunds on Thorne Moors.</u> TK informed that a completed works map was required in order to properly assess any additional works that may still be needed under a revised WLMP.</p> <p><u>Action C6 – Construction of pumping station.</u> TK confirmed the pumping station was built. The telemetry system still needs to be completed and a training session for how to change the control settings needs to be set up.</p> <p><u>Action D1 – Radio-tracking nightjars.</u> DPH confirmed that Lucy had caught and tagged more than the target numbers required and was still</p>	<p>Action 7: TK to speak to Lucy regarding more optimal habitat for nightjar and develop a plan to ensure roost sites available in rhododendron brash.</p> <p>Action 8: DPH to feedback result of Geotechnics meeting and update on progress.</p> <p>Action 9: TK to look at original JBA contract to see what works had been contracted</p>



<p>looking to tag more if possible.</p> <p><u>Action E1</u> – Community Engagement. DPH explained that although the date for the end of the project had been extended the deliverables for the project had not been increased.</p> <p>DPH restated that the ‘Planning for Real’ events may be reduced to 6, but that the Management Plan meeting (Action 2) might contribute towards this target.</p> <p>DPH confirmed that purchased assets would stay with the project now it has been extended. These assets would then either be sold at the conclusion of the project (for those where NE are only recovering depreciations cost from EU) or retained by NE provided that they were used for nature conservation for a minimum of six years post project completion, where capital costs is being claimed from EU.</p> <p>DPH noted that informal feedback from the EU audit visit was positive. HK noted that wider representation from the steering group would have been appreciated on the day.</p> <p>Staffing</p> <p>AC confirmed that NE had offered the position of LIFE Administration Officer to the successful candidate at interview (conducted 19th July 2017) and that pre-employment checks were underway. The successful candidate had a one month notice period for their current role but NE would be seeking for them to start as the earliest opportunity. They would be starting on 3 days a week but should project demands change then this might be flexible, should more time be needed and the candidate is willing to increase their hours.</p> <p>AC informed members that the Team Leader role for the Humberhead Peatlands NNR was being recruited for the next year by NE and that a permanent TL would be appointed in the next couple of weeks.</p>	
<p>3. Financial update – IDB VAT status - DPH</p> <p>DPH provided an update on the VAT situation as per the documentation sent out prior to the meeting. This confirmed the IDB will be reclaiming VAT, therefore this portion of spend is not eligible for match funding.</p> <p>There is a meeting with the EU monitor in 2 weeks to discuss the possibility of using some of the money from Defra sustainability fund that NE has secured to build a new reserve base. As elements of the build will be for the support of university collaboration and public access, costs associated with these sections would be most</p>	



<p>appropriate to put forward.</p> <p>In addition to this there is a series of additional works that could be undertaken under the WLMP that if they could be agreed and successfully tendered and completed in time would be eligible for match funding.</p> <p>IDB did provide a letter stating in 2014, stating that they would not be claiming VAT back and this was how the SOE were completed to date. It is unclear due to a number of changes in the organisation if this was accurate at the time of submission.</p>	
<p>4. Overheads – IDB Claim – DPH</p> <p>As the Associated Beneficiary to the project the IDB were eligible to claim some of their Overheads from the project, whilst no set amount is stated within the terms of the grant from the EU it could be up to 50% of the 242,000 euros, based on 0.044% of the eligible expenditure. To date none had been claimed. Discussions by the Project Manager with the then SRM indicated that the IDB had said that their claim from the overheads would be negligible, perhaps a few thousand euros. It would be good to ascertain from the IDB if they intended to claim and if so how much, any monies remaining could be used as part of the identified match funding gap.</p>	
<p>5. Additional Works – TK</p> <p>It was noted that the additional works were approved at a previous meeting of the WLMP steering group. TK presented the priority list of works and described them.</p> <p>TK noted that if there was no control structure installed at Shearburn and Pitts drain then this would be something additional to that priority list and would probably slot in at number 2. How far down the list of work would depend on the costings associated with them and how much additional spend was required to achieve the correct match funding.</p> <p>Casson’s Gardens – it was suggested that if we are going onsite to do additional bunding work in Casson’s Gardens, could this be built into any contract around breaking up of the Rhododendron brash work identified under Action 7.</p>	
<p>6. Any Other Business – AC</p> <p>None</p>	



7. Date of next meeting - AC

The next meeting will take place at the Humberhead Peatlands office on Monday 2nd October 2017 from 10:30 – 12:30.

The meeting closed at 12:30