



Thursday 14th June 2018, 10.30-12.30, Humberhead Peatlands, Natural England, Unit 1a, Green Tree Warehousing, Tudworth Road, Hatfield, DN7 6HD

Attendees: Robert Burnett (RB), Matt Cox (MC), David Hargreaves (DPH), Helen Kirk (HK), Tim Kohler (TK), Helen Laycock (HL), Melissa Massarella (MM), Martin Oldknow (MO), Neil Pike (NP), Cllr Sue Wilkinson (SW) *from 11.30am*

Apologies: Tim Allen (TA), Tony Devos (TD), Catherine Leonard (CL), Tammy Smalley (TS)

Discussions/Key Points	For Action By
<p>1. Minutes of Last Meeting and Matters Arising – NP</p> <p>NP took members through the actions from the previous meeting and the following was noted:</p> <p><u>Action 1 – Management plan feedback meeting</u> – TK proposed a date of 16th August 2018.</p> <p><u>Action 2 – Lab equipment list</u> – To carry forward.</p> <p><u>Action 3 – Steering Group member conference registration</u> – Complete.</p> <p><u>Action 4 – Publication of invertebrate monitoring results</u> – To carry forward. HK has not heard from RS.</p> <p><u>Action 5 – Update on IDB match funding shortfall</u> – DPH reported that the EA has given its approval for the IDB to transfer the funds to NE to complete the works but the transfer has not taken place yet. DPH has drafted the terms of the agreement with the IDB under the guidance of NE’s solicitors. There is still a £200k shortfall of match funding, which NE will make up with funds from the deferred income account. This will increase the total amount of match funding being provided to the project by NE and decrease the amount being provided by the IDB. HK raised serious concerns about the use of public money to bridge the funding gap resulting from the withdrawal of the IDB from the project. This was noted but the Steering Group agreed that it was the best course of action under the circumstances.</p> <p><u>Action 6 – Conference invitation to councils</u> – HL confirmed that Doncaster, Hatfield, Thorne and Crowle Councils had all been invited but only Doncaster Metropolitan Borough Council was present at the conference.</p> <p><u>Action 7 – Conference registration link to MM for circulation</u> – Complete.</p>	<p>Action 1: TK to circulate an up-to-date version of the Management Plan prior to the 16th August meeting.</p> <p>Action 2: DPH to circulate the list of potential equipment to be purchased for the lab.</p> <p>Action 3: NP to follow up on publication of invertebrate monitoring results with RS.</p>



<p><u>Action 8 – Conference promotion via Y&NL Twitter account – Complete.</u></p> <p><u>Action 9 – Date of meeting amendment – Complete.</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><u>Actions C1-3</u> – Scrub clearance and rhododendron control. DPH reported that all works have been completed.</p> <p><u>Action C4</u> – Hatfield Moors weirs, dams and bunding. DPH reported that the contractor is currently on site installing tilting weirs with completion due mid-July. There will be additional bunding and structures to be installed and DPH will work with Defra procurement on these contracts in due course.</p> <p><u>Action C5</u> – Thorne Moors plugs, bunds and weirs. DPH reported that the funds transferred from the IDB will cover additional works. Once the funds have been received, DPH will work with Defra procurement but the existing EA framework contract should speed up the process.</p> <p><u>Action C6</u> – Thorne pumping station. DPH reported that there are still snagging issues with the pump so it has not been signed off by the IDB. They will notify NE when they are happy with it and, following an independent engineer inspection and a 9-month period, the pump will then be formally handed over to NE.</p> <p>HK asked if there was a need for the project steering group to meet to progress the situation. TK confirmed that he is in regular contact with the contractor JBA but that their contractual agreement is with the IDB not NE. RB reported that the IDB are withholding payment from JBA until the situation is resolved and that JBA have ordered the necessary parts. Therefore, everything is heading in the right direction so a meeting is not necessary. However, NE would certainly attend a meeting but would not chair it. MO reported that the IDB have commissioned an internal audit. NP flagged that there is a time pressure as the asset transfer needs to be completed before the end of the project and JBA needs to be aware of this.</p> <p><u>Actions D1-4</u> – Monitoring. DPH reported that Richard Smith, Project Monitoring Officer, is currently awaiting the final reports. As part of the project extension contract, an additional year of nightjar monitoring and water level monitoring data will be collected and an addendum</p>	<p>Action 4: TK to make JBA aware of the need to complete the pump asset transfer before the end of the project.</p>



<p>will be added to the final monitoring report. Given the project extension, the final monitoring report will not be due until June 2019 but DPH would prefer for it to be available in time for the autumn 2018 project progress report. RS is moving roles but has delayed his transfer to allow time to complete his reporting.</p> <p><u>Actions E1-4</u> – Communications. DPH reported that Janet Canning will continue to hold public engagement events. Given the project extension, the project will need to hold an additional end of project celebration event in May/June 2019. This will be a one-day event aimed at a local audience of volunteers, residents, councils and the IDB and will be held at the new office base. DPH will produce proceedings for the end of project conference followed by the Final, Layman’s and Technical Reports, which will all be made available on the project’s website. Moorspace 9 will be produced in the autumn and a final tenth edition summarising the project will be produced in the spring of 2019 if funding can be found. The project website must be maintained for up to 6 years after the end of the project but this can be paid for up front. A national NNR website is currently under development and will be linked to the project website.</p> <p>TK stated that all raw data collected by the project should be made available to allow others to carry out further analysis as there is little opportunity for NNR staff to do so. RB suggested that universities may be interested in access to the data in return for the use of the sites and the lab. NP reported that he is investigating how Notts WT have developed just such relationships with universities at the Idle Valley reserve and he will share his findings with the Steering Group.</p>	<p>Action 5: NP to report back to the Steering Group on how Notts WT have developed data sharing with universities in return for the use of their facilities.</p>
<p>3. Project Extension Update – DPH</p> <p>DPH reported that the project has applied to the EU for an extension to the end of June 2019. If successful, this will be signed off officially before the end of June 2018 but the EU has unofficially expressed satisfaction with the application. NE is waiting for the IDB to confirm the exact figure being transferred before it can commission the additional works. DPH will report to the Steering Group once the figure is confirmed.</p>	<p>Action 6: DPH to report to the Steering Group on the figure being transferred from the IDB when this is known.</p>
<p>4. End of Project Conference Report – DPH, HL</p> <p>HL reported that the end of project conference had taken place on 15-16th May 2018 with 100 delegates booked on the first day and 80 delegates on the second day. A total of 99 delegates actually attended across the two days. The conference dinner was attended by 55 of the 59 delegates who booked. Feedback received so far has been very positive but a survey of delegates will be distributed shortly</p>	



<p>to collect formal feedback. The presentations given at the conference will be made available on the project's website, along with accompanying notes as many presentations are largely photographic. The AV technician hired to support the event took an audio recording, which will allow conference proceedings to be produced by DPH with support from colleagues. Permission would be required from presenters to make any of this recording available on the website. HL is currently producing articles about the conference for the following outlets: NE intranet, project website, NE Area Team newsletter, IUCN Peatlands International newsletter, BogLIFE, Moorspace.</p> <p>NP thanked DPH, HL, TK and all project and NNR staff and volunteers for contributing to the success of the conference.</p>	<p>Action 7: DPH to produce conference proceedings by 31st October 2018 with support from colleagues.</p>
<p>5. AOB</p> <p>NP reported that this would be HL's final Steering Group meeting as she has secured a new role within the Area Team working on protected sites and agri-environment scheme casework. NP thanked HL for her contribution to the project.</p> <p>NP reported that the new office building has been lifted into place and NE is currently discussing with Keir temporary security arrangements until the boundary security fence is erected. The office move is planned for mid-September and a formal opening event will be linked to the usual reserve opening day in the autumn. This will consist of a two or three day event in early October.</p>	
<p>6. Date of Next Meeting</p> <p>There are no further meetings scheduled as this would be the final Steering Group meeting if the project ends in June 2018. HL asked how frequently the Steering Group would like to meet during the project extension period if the application is successful. If the quarterly format is continued, this would involve four further meetings. The Steering Group agreed that this was appropriate and MO and SW agreed to continue attending meetings after the IDB funds have been transferred. Members discussed the future role of the Steering Group and felt a change in focus was needed, shifting away from project management towards ideas and future directions. RB and NP expressed that NE appreciates the time given by Steering Group members and finds their input and oversight useful. The project is a partnership rather than an NE project and continuing to include the partners as the project draws to a close and its achievements are celebrated is important. NP suggested rotating the Chair role and having themed meetings to make them more inclusive. Members agreed to meet in late September at the new office building and to</p>	<p>Action 8: HL to put a date in the diary for a Steering</p>



bring ideas on the future of the Steering Group and what they want it to achieve to this meeting.

The meeting finished at 11.45am.

Group meeting in late September 2018.

Action 9: ALL to bring ideas to the next meeting on the future purpose of the Steering Group.