

New Forest Higher Level Stewardship Scheme

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**RECORD OF DECISIONS OF THE NEW FOREST HLS SCHEME BOARD:
MEETING IN THE LIBRARY, QUEEN'S HOUSE, LYNDHURST,
1030HRS 17 JANUARY 2011**

Present	Initials	Appointment
Voting Members		
Oliver Crosthwaite Eyre	OCE	Official Verderer – Verderers of the New Forest (Chairman)
Alison Barnes	AB	Chief Executive – New Forest National Park Authority
Mike Seddon	MS	Deputy Surveyor of the New Forest – Forestry Commission
Non-Voting Members		
Rachel Bailey	RB	Team leader Hampshire & IOW – Natural England
Graham Ferris	GF	Chair – CDA
Chris Caswell	CC	NF HLS Scheme Programme Manager
Denise Eccles	DE	NF HLS Scheme Administrator (Minutes)

Item	Record of Decisions (RoD)	Action by
1. Minutes of Last Meeting	Approved RoD from 19 October	
2. Financial Summary	<ul style="list-style-type: none"> RB confirmed that there should be no reason not to expect the Second and final payment (for 2010/11) from RPA in first week of March 2011. Action: CC to meet with principal officers from Partners to check financial positions and identify what claims they will be making against HLS in order to meet their year end commitments. MS to be informed of FC position asap. OCE advised that Verderers have some flexibility in their spending commitments and could meet more of Beaulieu Rd Yard costs than expected, so taking the pressure of NPA to cover the spend until reimbursed fully by Verderers. 	CC
3a. 2010-11 Programme Register	Current position shows 0.8% overspend. CC not overly concerned as Projects may under spend or not happen.	

3b. Work In Progress	<u>Beaulieu Road</u> Contractors commenced works 17 th January 2011. Full VGS report on spend and wip presented to Board and accepted.	
3c. LIDAR Cost Increase	<ul style="list-style-type: none"> NPA seek additional c£5k to cover the costs of enhanced photographic outputs. Board Approved spend from Annual Payment. Action: CC to advise Project Manager. 	CC
4a. Proposals Seeking Approval (PCD's)	<u>Non-Native Plants</u> Sponsor: Forestry Commission Project Manager: Simon Weymouth Approved by Board. Action: CC to advise Project Manager. MS queried funding in future years and requested that CC discuss with HIWT whether they can reach the position whereby they can absorb this work into their own funding stream. Action: CC to discuss with John Durnell.	CC CC
	<u>Latchmore, Fletchers Water and Ditchend Brook (x 3 PCDs)</u> Sponsor: Forestry Commission Project Manager: Sarah Oakley GF sought confirmation that works will be implemented as per the agreement arising from site consultations, and not as per the PCD, which becomes out of date as the consultations progress. This was confirmed and therefore all PCDs Approved by Board. Action: CC to advise Project manger. Action: For all proposals, CC will ensure that the consultation lines on PCD's are fully completed, to state 'agreement' or 'approved' and supporting paperwork to be attached to files.	CC CC
	<u>Car-Free Ditching</u> Sponsor: Forestry Commission Project Manger: Gary North Original works agreed under Capital Payments Scheme. The extent of the works required (c109km) could not be paid for under that arrangement. This proposal is for 5 years funding from annual payments. Approved by Board. Action: CC to advise Project Manager <ul style="list-style-type: none"> GF to seek more information regarding the specification of the works. Action: GF to discuss with Gary North. 	CC GF

	<ul style="list-style-type: none"> • AB recommended comms / news release, as the works look stark initially. Action: CC to arrange. • [AFTERNOTE: Already underway, FC lead] • Action: Brief Consultative Panel (2 March). • OCE advised that as this contract will go past the 5 year Break point, that into the contract must be written that in the event of a Break being imposed and no further HLS funds available, the contract will be automatically ended CC to advise Project Manager.. 	<p>CC CC</p> <p>CC</p>
	<p><u>SAM Rabbit-Proofing</u></p> <p>Sponsor: Forestry Commission Project Manager Dr Michael Ndeze</p> <p>PCD was not passed at Working Group 3 for Board approval, but was presented to Board to inform Board of issues being discussed. CC explained that more information is sought regarding a proposed method.</p> <p>GF confirmed CDA position – CDA are not against the principle of the use of mesh providing a trial takes place in one area where the land is frequented by animals and people. After which CDA would make a judgement on whether further mesh work would take place. CDA does support rabbit control and suggested that ferreting or even beagling might be more acceptable..</p> <p>Action: CC to inform Project Manager to put forward a PCD to conduct a trial. In parallel, alternative options to be explored for a separate PCD.</p>	<p>CC</p>
<p>4b. Register 2011-12</p>	<p>Register projects an overspend. AB reminded that as the strong inference had been given that HLS was open to all within the Forest to bid upon, then these expectations should be better managed. That Parish Councils should be invited specifically to put forward ideas and that money needs to be set aside for this purpose.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Consider Parishes and propose which might be approached in the first instance (RB suggested those where there are existing HLS works). • [AFTERNOTE: 15 Parishes exist in Crown Land ie HLS area] • Board to agree in April how much to set aside (possible £50k - £150k). • CC to circulate a proposal paper to Board members prior to next meeting. 	<p>CC</p>
<p>5a. AOB: A31 Proposal</p>	<p>CC presented Options Paper prepared by NPA and confirmed that costs were for one side of the A31.</p>	

	<p><u>Main Discussion Points:</u></p> <ul style="list-style-type: none"> • Bunds deflect noise further away, not convinced that noise impact will be substantially improved. • Bunds (or other barriers) improve the visual aspect from the forest, and therefore the perception of intrusion also falls. • Works could be aligned with Open Forest works, not involving expensive landscape design works. • Sums involved, disruption and timescales puts it outside consideration for HLS funding, but modest scale improvements are worthy of greater consideration. • Focus on areas most visually impacted from the perspective of the forest. • Check whether Highways or NPA/FC/Verderers scheme. <p>Agreed Actions, CC to brief Sarah Kelly:</p> <ul style="list-style-type: none"> • Stage 1 only: Sarah Kelly to be asked to draw up a specification of potential Consultant tasks and deliverables and a list of potential Consultants to present through Working Group 2 on 16 March for the next Board 12 April. • Stage 2 will be to go to tender and to appoint a Consultant – but this stage is yet to be approved by next Board on 12 April. 	CC
<p>5b. AOB: 8 February Health Check</p>	<ul style="list-style-type: none"> • CC will produce a programme for Jim Seymour's visit. • Longwater was proposed as a project for review by him. • Agreed for OC-E to receive the de-brief on behalf of NPA, FC and CDA and to report back to Board. 	CC CC OCE
<p>5c. AOB: Remuneration</p>	<ul style="list-style-type: none"> • Discussion re: paying expenses for people to attend HLS working groups / meetings (who would otherwise be working). • Board not in favour but noted that there is a case for looking at who/ages of, attendees, as it may be that there are groups of people with whom HLS is not engaging. 	CC
<p>5d. AOB: Communications</p>	<ul style="list-style-type: none"> • CC presented media plan for Jan to Dec 2011. • CC presented web page layout, which was agreed with press officers in Partner organisations. • £250 payment per press release is available to each Partner, up to a maximum of 6 per partner, per annum. Requests for payment to be submitted to HLS Administrator, who will embed and allocate cost(s) to the project(s) to which they relate. 	All

5e. AOB: RPA Inspection Feedback	<ul style="list-style-type: none"> • RPA completed their inspection. Some discrepancies have emerged. RB is working on the figures to agree total hectarage for payment and to advise the Board and Programme Manager of outcome. • Once this is agreed, further additions and deductions go through the normal process of appeal via NE. 	<p style="text-align: center;">RB</p> <p style="text-align: center;">CC/DE</p>
5f. AOB: Banking Arrangements	<ul style="list-style-type: none"> • Under current facilities the Board was unwilling to sanction on-line banking arrangements for the Programme Manager. • [AFTERNOTE: A suggestion by GF that a control could be that CC could only make payment to three partners as payees from HLS Bank Account was investigated with Lloyds TSB, but found unworkable under current bank rules. Online banking rules for Lloyds TSB change in the summer which may permit more than one signatory to access/approve online banking. The issue can be revisited]. • Action: Wait until after Lloyds Bank change their on-line regulations in summer 2011 and revisit issue. 	<p style="text-align: center;">CC/DE</p>
	<p><i>Meeting closed at 1225 hrs</i></p> <p><i>Next Meeting Tuesday 12th April 1000hrs</i></p> <p><i>NB (1) Simon Weymouth (SW) to attend for MS</i> <i>(2) Last meeting with OCE as Chair</i></p>	

Electronically Signed

Chris Caswell
HLS Scheme Programme Manager