

**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,  
1000HRS 19 JULY 2010**

<b>Present</b>	<b>Initials</b>	<b>Appointment</b>
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
Rachel Bailey	RB	Team leader Hampshire & IOW – Natural England
Emma Rigglesworth	ER	Head of Sustainable Development – New Forest National Park Authority
Simon Weymouth	SW	Head of Forest Planning and the Environment – Forestry Commission
Chris Caswell	CC	HLS Programme Manager
Denise Eccles	DE	Secretary

Apologies:  
Graham Ferris - Chairman CDA

<b>ITEM</b>	<b>Record of Decisions (RoD)</b>	<b>Action by</b>
<b>1. Minutes of Last Meeting</b>	Approved. Afternote: RoD to be placed on Verderers web page for public access.	CC
<b>2a. Financial Summary</b>	(1). Too many Projects are near the end of the financial Year. Board requires spend to be brought as far forward as possible. (2) A £155K underspend identified that requires Working groups up and running swiftly to identify Proposals for spend within year. (3). Afternote: For future Board meetings AB asked for CC to produce Quarterly a review of Actual versus Projected Spend.	CC  CC  CC
<b>2b. HLS Spending</b>	OCE requires from NE the actual wording of DEFRA standard 5 Year break clause (referred to in the actual Agreement but not quoted verbatim).	RB

<b>3a. Programme register</b>	Process proposed by HLS Scheme Manager approved by Board	CC
<b>3b. Working Groups</b>	<p>(1) Themed Working Groups to be reduced from 6 to 3 to consist of Numbers:</p> <ul style="list-style-type: none"> <li>• <b>1 Grazing</b> – lead is Verderers, no change.</li> <li>• <b>2. Landscape Management, Bio-diversity, Resource protection and landscape;</b> lead FC</li> <li>• <b>3. Access, Interpretation, Education and Historic Environment</b> lead NF NPA</li> </ul> <p>[Afternote: Partners to confirm Chairs to HLS manager by 26Jul]</p> <p>Monitoring to be a management group. The Chair is to be HLS Manager, to oversee monitoring of the whole programme. Those 'Monitoring' Projects identified in Nov 09 are to be reassigned to other relevant Working Groups</p>	MS AB OCE, AB,MS  CC
	<p>(2) The work of Monitoring management group is to:</p> <p>a. Manage completion of mandated monitoring tasks as per HLS Agreement</p> <p>b. Identify examples of success and HLS best practice for wider publicity and communication.</p> <p>c. Identify RPA requirements (ie monitoring principles and methodology) and to ensure adherence. RB is to establish with RPA their approach to landscape scale monitoring, as opposed to individual field parcel monitoring as expressed in the HLS Agreement.</p>	ALL  RB
<b>4a. Project Approval</b>	All Projects brought forward from previous Board meetings and also from Out of Board approvals, are now registered on the new HLS Scheme Programme Register. The Board gave blanket approval confirming their status as HLS projects under the new process.	ALL
<b>5 Work In Progress (WIP)</b>	<p>(1) <b>Beaulieu Road Yard.</b></p> <p>(a) Confirmation required from VGS on progress with Southern Water.</p> <p>(b) Concern raised by MS of whether all Forest permission had been sought (ie from Verderers, NE and planning permission from NPA. CC to ask VGS for a detailed Project plan (ie a Project Control Document) to confirm the above and all timelines.</p>	OCE  CC
	<p>(2) <b>LIDAR.</b> Spend on contract is on schedule for February, but weather may prevent flying. NE stated that as long as funds are committed to a 'Spend' they will be accepted by NE as funds spent. For next Board NPA to confirm exact Project dates to HLS manager by update of PCD.</p>	ER CC

	(3) <b>Land Rover Fleet Replacement.</b> VGS approved a whole fleet renewal of the Agister's Land Rover fleet before the new 20% VAT rate arrives in 2011. HLS programme to note.	CC
<b>6a AOB: Board Attendees</b>	Only Partner 'Chief Executives' to attend future Boards (plus 2 x non-voting Board members); Preparation and operational level business to be conducted between HLS Scheme Manager and principal staffs of Partners as set out and explained by HLS manager at meeting.	ALL
<b>6b. AOB Meeting frequency</b>	(1) The Board will meet Quarterly, with the next meeting due 19 October. An 'ad hoc' Out of Board (OOB) approval process is available to fast track simple, small and swift Proposals to be come Projects.	ALL
	(2) <b>7 Sep next meeting of Board.</b> CC contact Jim Seymour (NE Regional Advisor) to arrange a programme and Agenda for a meeting at 1500hrs with all Board members to discuss NF HLS Scheme progress. 3 Agenda Items proposed <ul style="list-style-type: none"> <li>• Monitoring. Landscape scale monitoring versus RLR parcel approach.</li> <li>• Early Benefits. Identify and capture benefits from NF HKS Scheme for Jim to take to Europe.</li> <li>• Good Practice. Any other operations that would be seen as strong practice.</li> </ul> By 6 Aug Partners asked to submit key questions for CC to collate and submit to Jim Seymour by 12 Aug.	CC  ALL CC
<b>6c HLS Manager's Future Work programme</b>	(1). Complete setting up of Banking ready to receive HLS Annual payment in first week of September. (2) Each Working Group to meet by 1 October, CC to brief Chairs nominated by Partners and coordinate. (3) Based upon VGS Update, Board agreed that OCE should brief Verderers Court on 21Jul at which a Press Release should be available. AB agreed that NPA Press Office will provide a simultaneous Press Release, creating an HLS template for future use. NPA to make contact with Graham Ferris CDA to collect a comment on behalf of the Commoners before issuing the Press Release. (4) VGS Update to be provided by CC to FC and NPA Press offices to produce their own Releases.	CC CC OCE AB CC
	<b>Meeting closed at 1130hrs</b>	

*Electronically Signed*

Chris Caswell  
HLS Scheme Programme Manager