YORKSHIRE DALES
National Park Authority

PLEASE NOTE START TIME*

AGENDA

MEETING:	**YORKSHIRE DALES NATIONAL PARK AUTHORITY**
VENUE:	**The National Park Authority Office, Yoredale, Bainbridge**
DATE/TIME:	**Tuesday, 26 March 2019 at 1.00pm***

✧ **Please see the attached "*NOTES FOR MEMBERS OF THE PUBLIC AND AUTHORITY MEMBERS*"** ✧

BUSINESS

Part One - "Procedural" items		**Indicative Duration**	**Page No**
1.	Minutes of the meeting held on 18 December 2018		***1***
2.	Public Question Time		
3.	Exclusion of the public from the meeting during the consideration of Item No 17 on the agenda on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972		
4.	Apologies for absence		
5.	Declarations of lobbying		
Part Two – Items/Reports which require a decision from Members			
6.	Local Development Scheme 2019-2024	*(15 mins)*	***5***
7.	Attracting Younger People to live in the National Park	*(15 mins)*	***21***
8.	Modernising Committees and Member-Related Processes	*(15 mins)*	***29***
9.	Review of Partnerships	*(10 mins)*	***39***
10.	Budget 2019/20	*(10 mins)*	***47***
11.	Treasury Management and the Prudential Code for Capital Finance	*(5 mins)*	***69***

		Indicative Duration	Page No
12.	Scheme of Members' Allowances 2018/19	*(5 mins)*	***79***

Part Three – Items/Reports which are for Members to note

13	Local Government Ethical Standards: Report of the Committee on Standards in Public Life	*(5 mins)*	***89***
14.	Chairman's report	*(5 mins)*	***97***
15.	Report of the Chief Executive	*(5 mins)*	***99***
16.	Member Feedback on Partnership Representation and Member Champions Activities	*(5 mins)*	***101***

Part Four – Private Business - Items/Reports circulated to Members only

17. Review of National Parks' Partnership
Late Item – Report to follow *(25 mins)*

✧✧✧✧✧✧✧✧✧✧✧✧

18. Urgent business, where the Chairman has agreed that there are special circumstances

DAVID BUTTERWORTH
CHIEF EXECUTIVE

Yoredale
Bainbridge
Leyburn
North Yorkshire
DL8 3EL

14 March 2019

REMINDER: Please remember COMPULSORY PLANNING TRAINING at 10.30am on 26th March, prior to the Authority Meeting.

Tea and coffee will be available before and during the meetings. A light lunch will be served at lunch time, following the PDF discussion.

NOTES FOR MEMBERS OF THE PUBLIC AND AUTHORITY MEMBERS

1. Declarations of Interest:

Authority Members should make any declarations of interest at the start of the appropriate item.

2. Public Questions/Statements:

The National Park Authority has allocated up to 15 minutes at the start of meetings to allow members of the public the opportunity to ask questions and/or to make statements that relate to the work of the Authority or the appropriate Committee. Anyone wishing to ask a question or make a statement **must 'register'** that intention with the Chief Executive by 12 noon on the working day before the meeting. More detailed guidance is available from the Authority's Committees Officer. (This procedure is in addition to the opportunity to speak on planning applications at the Planning Committee.)

For anyone registered to speak at today's meeting – the Chairman will call you at the appropriate time – each Speaker will have up to three minutes.

3. Filming/Recording of Meetings:

The National Park Authority routinely records all full Authority and Planning Committee Meetings. Filming/recording of Authority meetings, Committee and sub-committee meetings is permitted provided it does not disrupt the smooth running of the meeting.
The Chairman reserves the absolute right to ask for filming or recording of a meeting to cease if, in his/her opinion, continuing to film/record would be disruptive to, or prejudice, proceedings. Ultimately the Chairman may suspend or adjourn the meeting.
Anyone filming a meeting is asked only to focus on those actively participating. Those attending National Park Authority meetings should be aware that they may be filmed and that attendance at the meeting signifies agreement to this.
The Authority cannot accept responsibility for the content of any recording made, once it has been taken away from the Authority's premises.

4. Health & Safety:

All members of the public **and** Authority members should sign the Visitors Book on entering and leaving the building – this is necessary in order that, if the building has to be evacuated, all persons can be accounted for.

In the event of the fire alarms being activated, all those present at the meeting should leave the building by the main entrance (if possible), go straight across the car park (with the central wall on your left) and assemble at the far right-hand side of the lower part of the car park by the Fire Assembly Point. Please go **straight** to the Assembly Point as not doing so may delay checks that everyone is accounted for.

5. Meeting Room(s) Hearing Loop:

As well as using a conference sound system at Authority and Planning Committee meetings, each of the rooms used for formal meetings of the Authority and its Committees has an induction loop system fitted.
If you have a hearing aid with a 'T' setting, please switch it to 'T'.

6. Agenda Papers:

The agenda and all public reports for meetings of the Authority (and each of its Committees) are normally available for public inspection five working days before the meeting. The papers are also posted on the Authority's website and a **limited** number of copies are available for reference at each meeting.

If you have any general enquiries/comments about the above or the way in which the Authority's decision-making processes operate, please contact the Committees Officer by post (to Yoredale, Bainbridge, Leyburn, DL8 3EL); telephone 0300 456 0030; or email: secretariat@yorkshiredales.org.uk.

Committee Membership and Member Champions
as at Dec 2018

Member	Appointing body	Planning	Audit & Review	Finance & Resources	Standards
M'ship/Quorum→		*17/7*	*12/6*	*13/6*	*5/3*
Blackie John	NYCC	✓		✓	
Clark Chris	SoS(P)	✓		✓	
Cotton Nick	CCC	S2		✓	
Donovan Judith	SoS		✓		✓
Foster Richard	CDC	S1		✓	✓
Heseltine Neil	SoS(P)	S1	✓		✓
Heseltine Robert	CDC	S2	✓		
Hutton Julie	SoS	S1		✓	
Ireton David	NYCC	S1	✓		✓
Kirkbride Allen	SoS(P)	✓	✓		S
Lis Carl	CDC	✓		✓	
Manners-Armstrong Jocelyn	SoS	✓		✓	✓
Martin Julie	SoS	✓	✓		
McPherson Ian	SoS(P)	✓		✓	
Mitchell Ian	SLDC	✓		✓	
Munday Jim	SoS	✓	✓		
Patterson William	EDC	✓		✓	
Pattison Margaret	LCyC	✓	✓		
Peacock Yvonne	RDC	✓	✓		
Quinn Gillian	NYCC	✓		✓	
Sedgwick Karin	NYCC			✓	
Swain Neil	SoS	✓		✓	
Thornton-Berry Caroline	RDC	✓	✓		
Towneley Cosima	LCC	✓	✓		
Welch Richard	NYCC	✓	✓		

CDC= Craven District Council; EDC= Eden District Council; LCyC= Lancaster City Council;
RDC=Richmondshire District Council; SLDC=South Lakeland District Council;
CCC=Cumbria County Council; LCC= Lancashire County Council; NYCC= North Yorkshire County Council;
SoS=Secretary of State; SoS(P)=Secretary of State (Parish);

CHAIRMEN AND DEPUTY CHAIRMEN		
Date elected	***Chairman***	***Deputy Chairman***
Authority (26/06/18)	Carl Lis	Jocelyn Manners-Armstrong
Planning (10/07/18)	Caroline Thornton-Berry	Julie Martin
Audit and Review (10/07/18)	Yvonne Peacock	Jim Munday
Finance and Resource (31/07/18)	Jocelyn Manners-Armstrong	Nick Cotton
Standards (07/11/17)	Jocelyn Manners-Armstrong	-

MEMBER CHAMPIONS		
Area of responsibility	***Member appointed***	***Term of appointment***
Natural Environment	Ian McPherson	Nov15 – Dec21
Cultural Heritage	Julie Martin	Sep17 – Sep20
Recreation Management	Nick Cotton	Dec16 – Dec19
Promoting Understanding	Judith Donovan	June17 – June20
Development Management	Jim Munday	June18 – June21
Sustainable Development	Chris Clark	Sept16 – Sept19
Corporate Management	Julie Hutton	Dec18 – Dec21

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 1**

Minutes of the meeting held at The National Park Authority Office, Yoredale, Bainbridge, on Tuesday, 18 December 2018.

Present:

John Blackie, Chris Clark, Nick Cotton, Richard Foster, Neil Heseltine, Robert Heseltine, Julie Hutton, Allen Kirkbride, Carl Lis (in the Chair), Jocelyn Manners-Armstrong, Julie Martin, Ian McPherson, William Patterson, Margaret Pattison, Yvonne Peacock, Gillian Quinn, Karin Sedgwick, Caroline Thornton-Berry, Cosima Towneley and Richard Welch.

COPIES OF ALL DOCUMENTS CONSIDERED ARE IN THE MINUTE BOOK

54/18 MINUTES

RESOLVED –

That the Minutes of the meeting held on 25 September 2018, having been printed and circulated, be taken as read and be confirmed and signed by the Chairman as a correct record.

55/18 PUBLIC QUESTIONS/STATEMENTS

No notifications of public questions or of the intention to make a statement had been received.

56/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Judith Donovan, David Ireton, Ian Mitchell, Jim Munday and Neil Swain.

57/18 DECLARATIONS OF LOBBYING

No declarations of lobbying were made at the meeting.

58/18 ADOPTION OF A YOUTH MANIFESTO

CONSIDERED - the report of the Chief Executive.

RESOLVED –

That the Europarc Youth Manifesto be adopted and that further consideration be given to the 27 actions/initiatives within the Manifesto for inclusion in the 2019-20 Action Plan.

59/18 ADOPTION OF EDEN LOCAL PLAN (2014-2032)

CONSIDERED - the report of the Head of Sustainable Development.

RESOLVED –

That the new Eden Local Plan (2014-2032) be adopted and used to guide decisions on development in the part of the National Park within Eden District.

60/18 LOCAL DEVELOPMENT SCHEME – THE NEXT REVIEW OF NATIONAL PARK PLANNING POLICY 2022-2040

[Yvonne Peacock and Richard Foster both declared a personal interest in the item as Leaders of constituent District Councils. They took no part in the debate and did not vote.]

CONSIDERED - the report of the Head of Sustainable Development.

RESOLVED –

That the Authority:

- commits in principle to a review of planning policy across the whole National Park; and,
- seeks the support of the constituent District ***and County*** Councils to commission an independent socio-economic 'state of the park' study to provide a baseline for future planning strategy and other socio-economic joint working.

61/18 CORPORATE PLAN OBJECTIVES 2019-20 ONWARDS

CONSIDERED - the report of the Deputy Chief Executive.

RESOLVED –

That the objectives set out in the Annex to the report be approved as the basis for planning the Authority's work and resources for 2019-20 onwards.

62/18 REVIEW OF DESIGNATED LANDSCAPES - SUBMISSION

CONSIDERED – the report of the Chief Executive.

RESOLVED –

That the comments set out in the Annex to the report be submitted as the Authority's response, with the following additions:

Reference be made to:

- the growth in 2nd homes ***and holiday lets;***

- the fact that local communities have taken on delivery of a large number of the services that used to be the responsibility of local authorities;
- the impact of right to buy and the subsequent loss of social housing.

63/18 INCOME GENERATION STRATEGY 2019-2022

[Carl Lis declared a personal interest in the item as a trustee of Yorkshire Dales Millennium Trust.]

CONSIDERED - the report of the Deputy Chief Executive.

RESOLVED –

That the Income Generation Strategy set out in and appended to the report as **Annex C** be approved.

64/18 APPOINTMENT OF MEMBER CHAMPIONS

CONSIDERED – the report of the Chief Executive.

RESOLVED –

That

(a) Ian McPherson be appointed Member Champion for Natural Environment; and

(b) Julie Hutton be appointed Member Champion for Corporate Management.

Each appointment to be for a period of 3 years.

65/18 NON-ATTENDANCE OF MEMBER AT MEETINGS

CONSIDERED – the report of the Chief Executive.

RESOLVED –

That

(a) Mr Blackie is not required to stand down from membership of the Finance & Resources Committee.

and

(b) It is not required to bring Mr Blackie's non attendance at the Finance & Resources Committee to the attention of North Yorkshire County Council.

66/18 VISITOR MANAGEMENT AND THE THREE PEAKS ROUTE

CONSIDERED – the report of the Director of Park Services.

RESOLVED –

That

a. the work undertaken to address the issue; and
b. the new Three Peaks Code of Conduct aimed at individuals and event organisers;

be noted,

And that

c. a web-based notification scheme aimed at small groups as well as large scale charity events be established.

67/18 CHAIRMAN'S REPORT

CONSIDERED – the report of the Chairman

RESOLVED –

That the report be noted.

68/18 REPORT OF THE CHIEF EXECUTIVE

CONSIDERED – the report of the Chief Executive.

RESOLVED –

That the report be noted.

69/18 MEMBER FEEDBACK ON PARTNERSHIP REPRESENTATION AND MEMBER CHAMPIONS' REPORTS

CONSIDERED - the report of the Committees Officer.

RESOLVED –

That the report be noted.

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 6**

Date: **26 March 2019**

Report: **LOCAL DEVELOPMENT SCHEME (LDS) 2019-2024**

Purpose of the report

1. To agree the Local Development Scheme.

RECOMMENDATION

2. That the Authority agrees:
   a. the attached Local Development Scheme (LDS) for the period 2019–2024 and publishes it on the website as the Authority's next programme for reviewing planning policy.
   b. the attached 'Statement of Community Involvement, January 2019 review' and publishes it on the website as the Authority's policy for public consultation and engagement in the local planning system.
   c. that the production of a new Local Plan by 2023 be included as an objective in the 2019 Corporate Plan.

Strategic Planning Framework

3. The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework.

Background

4. At the December Authority Members approved in principle the preparation of a new National Park-wide Local Plan, subject to discussions with the constituent local authorities covering the new area of the National Park. Members requested that a new Local Development Scheme, setting out the timetable for preparing such a Plan, be brought to the March meeting.

Consideration

5. Officers have met or have been in contact with each of the district and county councils about a new LDS. All are in agreement with the Authority's decision to prepare a single Park-wide Local Plan rather than undertake a piece-meal review of the multiple Local Plans inherited as a result of the boundary extension in 2016. They are aware that the new Local Plan will replace their older adopted development policies inside the Park,

and under the duty to cooperate they will work with the Authority on mutual cross boundary matters.

6. Accordingly, the proposed LDS is attached as an **Annex** to this report. It contains a timetable for the new Plan, and a description of the areas of policy that it is likely to cover. Appendix 1 contains a list of the 12 existing development plan documents that the new Local plan will eventually replace.

7. One of the roles of the LDS is to explain how cross-boundary planning issues will be co-ordinated. Since the abolition of the Yorkshire and Humber Regional Spatial Strategy in 2011, strategic planning matters such as minerals apportionment, housing market demand and infrastructure delivery, are now dealt with simply by cooperation between neighbouring authorities. The LDS explains that the Authority will enter into formal 'statements of common ground' with neighbouring district and county councils to clarify areas of agreement and potential disagreement.

8. In addition to planning policy, the LDS will also set out the Authority's intentions to review its planning guidance. This is the non-policy detail about issues such as design, use of materials and advertising. At this stage no decisions have been taken about which supplementary planning documents to review or prepare. It is anticipated that this will become clearer as the new plan progresses.

9. Appendix 5 of the LDS includes the latest review of the 'Statement of Community Involvement in Planning'. This sets out how the Authority will engage the public in planning policy and planning decision-making. It has been updated to apply to the new area of the National Park, and to comply with recent changes in National policy and government guidance.

10. Given the scale and breadth of the work involved in preparing a single Local Plan for the National Park, it is recommended that it should be added to the list of the Authority's Corporate Plan objectives, which were approved at the December Authority meeting.

Conclusion

11. A revised LDS has been drafted and is annexed to this report for Members to consider. The Authority's planning partners are in agreement that a single local plan for the whole of the extended National Park is the most logical course of action.

12. Part of the LDS includes the Authority's policy for engaging the public in Planning matters. The Authority's 'Statement of Community Involvement in Planning' has therefore also been revised to make reference to the extended National Park area and recent minor changes in Government guidance.

13. The preparation of a new Park-wide Local plan is a big project and needs to be included to the Authority's Corporate Plan for 2019/20.

Peter Stockton
Head of Sustainable Development
February 2019

ANNEX

YORKSHIRE DALES
National Park Authority

Yorkshire Dales National Park
Local Development Scheme 2019 – 2024

The Local Development Scheme (LDS) describes the planning policy framework in the National Park and sets out a programme for its review.

Local planning policy framework

Local Plans provide land use strategy for up to 20 years into the future. They are used to guide day to day decisions on planning applications and appeals. They set out when, where and how development should take place. This includes identifying needs such as new homes and jobs and setting out policies that enable sufficient land to be released to meet those needs. Local plans also contain policies to protect sensitive areas from harmful development and set out the standards that new development is expected to meet.

The National Park Authority adopted its last Local Plan in 2016. In August that year the government extended the boundary of the Yorkshire Dales National Park bringing in additional areas of Cumbria and a small part of Lancashire. As a consequence the Authority inherited a number of older local plans prepared by neighbouring district and county planning authorities. This has resulted in a suite of planning policy spread over eleven different documents, prepared at different times by different bodies (Appendix 1).

In addition to the local plans, the Authority has also inherited a number of supplementary planning documents that provide further detail on certain aspects of policy (Appendix 2).

Local Plan review

In December 2018 the National Park Authority took a decision in principle to prepare a single Local Plan for the whole of the Yorkshire Dales National Park (Appendix 3). A harmonized Plan will conform to the latest National Planning Policy Framework and enable a single set of strategies and planning polices to guide new development in the Park between 2023 and 2040. It will also tie in with the long term vision and ambitions for the National Park set out in the Management Plan and will replace out of date policies.

Strategic policies in the new Local plan will include a spatial strategy that describes where new development will be located, an indicative housing delivery figure and definitions of sustainability and development quality that are appropriate to the context of the National Park.

Detailed policies will be arranged into sections that cover the following topics:

- **community** - policies that allocate land for house building and control the release of unallocated 'windfall' sites. These will need to address housing affordability and tenure requirements including specialist accommodation for the elderly and

vulnerable adults. The community section will also contain policies about new and existing infrastructure and the use of land for waste management.

- **business** - policies about farm and estate development, employment land, commercial reuses of existing buildings, railway corridors and the safeguarding of existing business sites.

- **cultural heritage & landscape** - policies to conserve designated and undesignated heritage assets such as listed buildings, conservation areas and archaeological sites. This section will also cover mineral working and other landscape-scale issues such as the protection of open upland.

- **tourism** - policies about visitor accommodation and visitor orientated facilities.

- **wildlife** - policies that protect species and habitats including ecological networks, as well as policies that try to enhance biodiversity in new development.

The precise aim behind each policy will be explained in the Plan together with a detailed justification for it.

The plan would be illustrated by policy maps identifying areas of development opportunity and areas of development constraint. Given the large extent of the National Park there will be too many maps to print within a single document so they will be published online instead.

Appendices to the plan will list the Park's special qualities and contain other details of policy, such as the definition of affordable housing.

There will be a number of stages in the production of the Plan (see also timetable in Appendix 4)

1. *Evidence gathering (2019 – 2023)* – The plan will be based on objective evidence about the characteristics of the area, including population change, household formation, employment trends, landscape character, flood risk, infrastructure capacity and site availability. Studies will be commissioned throughout the process, to gather this information.

2. *Issues and options consultation (January 2020 - March 2020)* Once the initial evidence is in place the first consultation will be a discussion about the alternative options for responding to the Park's strategic development issues. This will cover the options around the number of new homes required, where these might be located and how the land might be released. From this stage onwards the Plan will be informed by an objective assessment of the sustainability of the various alternative options.

3. *Draft Plan (January 2021 – March 2021)* – a draft Plan containing detailed policies, justification and supporting maps, will be published for six weeks of informal public

consultation. The Authority will consider the responses and make changes. This will be a key opportunity for consultees to influence the Plan.

4. *Publication (October 2021 – December 2021)* – At this stage the Authority declares it has a 'sound' plan. Consultation bodies and the public are invited to make formal representations, but the Authority can only make minor additional changes, without going back a stage. Formal objections will then be referred to the local plan examination.

5. *Submission & pre-examination (April 2022)* - the Plan, together with all its supporting evidence and formal representations, is submitted to the Planning Inspectorate for independent examination.

6. *Examination & post-examination (October 2022 – April 2023)* – The Government appoints an Inspector to examine the Plan and decide whether it would provide a sound strategy and is legally compliant. If found sound, the Authority will then adopt the Plan and give it full weight in its development decision making.

7. *Implementation and Monitoring* – National policy encourages planning authorities to use their emerging plans in decision making. Parts of the new Local Plan that have attracted few objections are likely to guide planning application decisions from the publication stage onwards. Once the Plan is formally adopted all the policies will carry legal weight and become the main determinant in decision making. Annual monitoring reports published each summer will review progress against the Plan's objectives.

Duty to Cooperate

The National Park Authority is in regular dialogue with its neighbours. Officers co-operate on cross boundary strategic planning matters such as apportionment of housing demand, the economy, neighbourhood planning, minerals and flood risk. Members of adjoining planning authorities sit on the National Park Authority where they are able to scrutinise the production and delivery of the local plan.

The Authority works in partnership with district councils, county councils and many other organisations and bodies on a wide variety of projects set out in the National Park Management Plan. The Authority also works jointly to collect and share data.

In conformity with the Government's latest national planning policy framework, the Authority will agree statements of common ground with neighbouring authorities to confirm that strategic cross boundary matters have been discussed and to outline areas of agreement and disagreement.

Review of supplementary planning documents

The National Park Authority adopted its last Design Guide in 2017. This may be reviewed in the context of the extended National Park to provide more detailed guidance for

developers across the whole local plan area. The need for other supplementary planning documents will be considered by the Authority as the Local Plan progresses.

Neighbourhood development plans

Parish councils and other designated neighbourhood areas can now produce their own development plans. These need to conform to the strategic policies in the Local Plan and, if adopted, will provide guidance for planning applications at a more local Parish level.

The following designated Neighbourhood areas have land inside the National Park: Asby, Clapham, Crosby Ravensworth, Gargrave, Tebay and Upper Eden. Only the Upper Eden Neighbourhood Plan has so far progressed to adoption.

Procedural documents

Several procedural documents will accompany the local plan:

Statement of Community Involvement (Appendix 5)
This sets out how the Authority will consult the public during the preparation of the new Plan and its up to date arrangements for involving communities and other consultees, in the determination of planning applications.

Annual Monitoring Report
This is an annual review of development within the National Park. It contains an analysis of planning applications permitted and development completed during the year. It is published on the Authority website in early summer each year.

Contact

Enquires about planning policy, strategy, information and monitoring:

localplan@yorkshiredales.org.uk
Yorkshire Dales National Park Authority,
Yoredale, Bainbridge, Leyburn, North Yorkshire DL8 3EL
(01969) 652300

Adopted Local Plans, Yorkshire Dales National Park, February 2019

- *Yorkshire Dales National Park Local Plan 2015-2030, adopted December 2016.*
- *Eden Local Plan 2014-32, adopted by the Authority on the 18th December 2018*
- *South Lakeland Core Strategy 2010*
- *South Lakeland Land Allocations Development Plan Document 2013*
- *South Lakeland Community Infrastructure Levy 2015*
- *South Lakeland Local Plan (selected policies) 1997*
- *Lancaster Local Plan 2004*
- *Lancaster Core Strategy 2008*
- *Lancaster Development Management Plan 2014*
- *Lancashire Minerals & Waste Local Plan Core Strategy (2009) Part 1, Part 2 and key diagram*
- *Cumbria Minerals & Waste Local Plan 2015-2030*
- *Upper Eden Neighbourhood Development Plan 2012*

Supplementary Planning Documents, February 2019

Pre 2016 National park area

- *Design Guide* - adopted September 2017
- *Traditional Farm Buildings Toolkit* 2017

South Lakeland extension area

- *Cumbria Wind Energy SPD 2007*
- *Cumbria Landscape Character Guidance and Toolkit*
- *Kirkby Lonsdale Conservation Area Character Appraisal (in respect of the small part of that conservation area within the National Park)*

Eden extension area

- *Shopfront and Advertisement Design SPD 2006*
- *An Accessible and Inclusive Environment SPD 2007*
- *Housing SPD 2010*
- *Management of Conservation Areas SPD 2011*
- *Cumbria Wind Energy SPD 2007*
- *Cumbria Landscape Character Guidance and Toolkit 2011*
- *Farm Diversification Guidance 2005*
- *The Eden Design Guide Summary 1999*

Lancaster City area

- *Meeting Housing Needs SPD 2013*
- *Shopfronts and Advertisements SPD 2016*

Park wide Local Plan 2023 – 2040

Local Plan Timetable

Stage	2019												2020												2021												2022												2023							
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A
Evidence gathering																																																								
Issues and Options consultation																																																							
Preparation of full draft																																																							
Consultation on full draft																																																							
Prepare publication document																																																							
Publication																																																							
Pre-submission changes																																																							
Submission																																																							
Pre-examination																																																							
Examination & post-examination																																																							
Adoption																																																							

YORKSHIRE DALES
National Park Authority

Statement of Community Involvement in planning
Reviewed January 2019

This Statement of Community Involvement contains our policy for public consultation and engagement in the local planning system.

Our general principles
- We will be approachable, impartial, consistent, transparent, and proactive
- We encourage wider and diverse participation in our planning service
- We will seek views of interested and affected parties as early as possible
- We will choose the type of consultation by balancing effectiveness, cost and time constraints
- Our consultation documents will be clear and avoid jargon
- We will offer to maintain contact with people who respond to consultation.

Local Plan making
We prepare a Local Plan which contains development strategies, planning policies and supporting maps which indicate where certain policies apply in the National Park. The purpose is to guide predictable, consistent and effective decision making about new development, such as planning applications. The Local Plan is backed by evidence and is in general conformity with prevailing national policy and Government guidance. We will keep our local policies under review and when we make changes we will follow the legal regulations and consult the public and stakeholders from start to finish.
Government guidance on Local Plans

Who we will consult
- We consult Councils, infrastructure providers Government bodies and other organisations, as required by the regulations or as otherwise appropriate.
- We consult Parish Councils, Parish Meetings, local businesses, voluntary and other organisations.
- We consult the general public, including anyone who has expressed an interest in the Plan.

How we will consult
- We will contact organisations by email unless they request contact by letter.
- We will publicise consultations in the local press and through our website and social media, as appropriate.
- We will leave consultation documents on display at our offices in Bainbridge and Grassington and at Sedbergh library.
- Our planning consultation documents will always be available on our website
- If requested we will make reasonable numbers of printed documents available to Parish Councils, Parish Meetings and other community groups and organisations.

- Where appropriate we will organise or support additional consultation events, such as community based meetings, drop in sessions or specialist topic seminars.
- We will publish on our website comments received, or a summary of them after the end of consultation. We will explain how these comments have been taken into account as part of the local plan process.

When we will consult

- At the start of a new Plan we will invite discussion about the priorities the Plan should address and the range of policy options available
- We will invite information and evidence to support the policy options
- We will publish draft policies and draft land allocations and invite comment and discussion
- After consultation we will publish a final Plan so that the public may make formal representation to an independent local plan Inspector who will examine the soundness of the document.

Supplementary Planning Documents

As part of our planning policy responsibility we prepare Supplementary Planning Documents to give more detailed advice on matters such as design.

Supplementary Planning Documents are not subject to the same rigorous process as Local Plans but are required to be informed through public consultation. We will therefore consult statutory bodies, Parish Councils and local interest groups on our Supplementary Planning Documents as part of their drafting process.

Neighbourhood Planning

We encourage Parish Councils to discuss with us their proposals for forming neighbourhood groups, preparing or updating neighbourhood plans or considering neighbourhood development orders.

We will provide advice and evidence to neighbourhood planning groups in support of their plan preparations.

We will encourage neighbourhood planning groups to consult with those who live, work or operate businesses in their area and can advise on the statutory consultees that needed to be involved.

We will work with neighbourhood planning groups to help them take account of the issues raised through consultation.

Major Planning Applications

For major development proposals[1] or locally sensitive schemes, developers will be encouraged to carry out consultations before submitting a planning application. Prospective applicants should:

[1] Major development is defined as 10+ dwellings or 1000+ square metres floorspace, a quarry extension, a significant proposal that departs from adopted policy or which might potentially cause harm to national park purposes or have significant impact on a community.

- Engage with the Authority through its pre-application advice service
- Talk directly with statutory consultees to minimise technical objections
- Consult the Parish Council, Parish Meeting and neighbours that would be affected.
- Consider the advice of the Authority and the pre application consultation responses, and show how they have been taken into account as part of the design and access statement supporting the subsequent planning application.

Other planning applications

All potential applicants are advised to consult anyone likely to be affected by their proposal and consider their views before submitting an application. This may be as simple as talking over plans with a neighbour. The Authority operates a pre-application advice service and holds planning surgeries for National Park residents, in Bainbridge, Sedbergh, Orton and Grassington. Further details can be found on our website.

All submitted planning applications are advertised by site notice. Applications for major development will also be published in a local newspaper.

In addition, the Authority will:

- use its judgement to discern those neighbours most affected by a proposal and notify them by letter
- notify the Parish bodies and other statutory consultees about relevant planning applications
- Subject to data protection, make all new planning applications available to view on the Authority website or, by request, at its offices in Bainbridge and Grassington
- allow Consultees at least 21 days to submit comments
- where applications are referred to the Planning Committee, give applicants, objectors, and the relevant Parish body, a reasonable opportunity to speak at the Committee meeting.
- publish decisions on all planning applications on its website, and where appropriate, notify consultees who have made representations
- On request, email a weekly list of planning applications received, to interested parties

Planning and Development webpage

Contact

Enquires about planning policy, strategy, information and monitoring:

localplan@yorkshiredales.org.uk
Yorkshire Dales National Park Authority,
Yoredale, Bainbridge, Leyburn, North Yorkshire DL8 3EL
(01969) 652300

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 7**

Date: **26 March 2019**

Report: **ATTRACTING YOUNGER PEOPLE TO LIVE IN THE NATIONAL PARK**

Purpose of the report

1. To update Members on the development of an action plan for the 'Attracting Younger People' initiative, and agree that the Authority makes a financial contribution to delivering relevant aspects of the action plan.

RECOMMENDATION

2. That the Authority:
    a. agrees the contents of the initial 'Attracting Younger People' Action Plan;
    b. allocates a contribution of £20,000 towards the shared delivery of relevant elements of the Action Plan.

Strategic Planning Framework

3. The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework:

    Corporate Plan 2019-20
    Undertake a 5-year programme of measures to promote the National Park as a place to live for younger, working age households (18-44) to help halt the decline in their numbers

Background

4. Part of the shared 'Vision' for the National Park is that it should be:

    "*Home to strong, self-reliant and balanced communities with good access to the services they need*."

5. Members will be well aware – not least from the recent work to produce a new National Park Management Plan – of the demographic challenges facing the National Park and other remote rural parts of northern England:
    a. After growing steadily since 1971, the population of the pre-1st August National Park appears to have stabilised and may be starting to shrink

b. There is a severe imbalance between the proportions of people aged over 65 (26%) and the proportion aged under 15 (15%)

6. The National Park has the capacity to absorb more people and more development. So, it will be critical for the future that the Authority supports District and County Councils to develop and deliver a coordinated approach.

7. In 2017 Members approved an action to work with District Councils and other partners to promote the National Park as a place for working age households to live and work. This specifically included supporting the 'Great Place: Lakes and Dales' project led by South Lakeland and Craven District Councils, and which aims to retain and attract younger people and business to the rural corridor that links Skipton (Craven) in the south and Grasmere (South Lakeland) in the north by developing more creative and cultural opportunities. The delivery of this project – alongside other actions – developed into a potential wider initiative to attract younger people (18-44) to the National Park.

8. Following initial discussions between the Leaders of the 4 constituent district councils and the National Park Authority, a group was set up to develop specific objectives that could be delivered over a 5-year period. These objectives were then included in the National Park Management Plan 2019-24 – and so have already been subject to widespread consultation and comment. The objectives are set out in **Annex A**.

Consideration

9. Alongside developing the objectives, the group has also been working on a more detailed action plan (**Annex B**). The reasons for the decline in the number of younger people are varied and so the action plan tries to take a holistic approach – including measures relating to affordable housing; broadband; economic development; access to services; culture and marketing. Some of the actions are shared activities between partners but others are specific to individual partners.

10. A number of the actions are already underway, and it is intended that the action plan will evolve as actions are completed and new requirements and opportunities are identified. For example, it is expected that lessons learned from 'Great Place: Lakes and Dales' will then be rolled out to other parts of the National Park.

11. Whilst the focus has been on the core work of the District Councils and National Park Authority, it is acknowledged that the County Councils will also have a role to play in delivering particular aspects of the Action Plan. North Yorkshire County Council has been actively involved in advising on aspects of the Plan relating to e.g. mobile phone coverage, and has also agreed to contribute towards the cost of the socio-economic study of the National Park (Action 6).

Financial Implications

12. There will be the requirement for a budget to deliver some of the shared actions set out in the plan. It is proposed that each of the five principal partners make a one-off

contribution of £20,000 to a shared 'delivery fund' to support activities such as the commissioning of research, holding of workshops, and carrying out promotional campaigns.

13. Members will wish to note that the Action Plan and financial contributions have already been approved by Richmondshire, Craven and South Lakeland District Councils.

Legal Implications

14. Achieving the objectives will depend on some actions – undertaken by partner authorities – that would be *ultra vires* if undertaken by the National Park Authority. Allocation of the £20,000 contribution from the Authority will, therefore, be carefully managed to ensure it is limited to actions that fall within our statutory purposes and our statutory role as the local planning authority.

Conclusion

15. The demographic decline is symptomatic of much larger global and national trends, and the scale of the challenge should not be underestimated. The Action Plan sets out a range of practical and co-ordinated steps that can be taken by the participating Authorities to try to reverse the trend of families and young people migrating away from the National Park.

16. Subject to Members' approval today, relevant actions from the Plan will be included in the Authority's own detailed Action Plan for 2019-20.

Gary Smith
Director of Conservation and Community
March 2019

Attracting Younger People to the Yorkshire Dales National Park

Aim

To halt and then reverse the decline in the number of younger people (18 to 44 year olds) living in the Yorkshire Dales National Park.

Objectives by 2024

- Create at least 400[1] new dwellings in a range of tenures, sizes, types and prices
- Increase the number and quality of jobs, so as to increase gross value added (GVA) by 10%[2].
- Deliver at least one significant economic development project in each of Craven, Eden, Richmondshire and South Lakeland.
- Connect Grassington, Hawes, Reeth, Sedbergh, and their surrounding 'service villages', to fibre-to-the-premises broadband, and secure at least the Universal Service Obligation (10 mbps) for the rest of the National Park
- Provide basic mobile phone coverage across the National Park, and ensure 4G (or better) services are available on all networks in Grassington, Hawes, Reeth, Sedbergh and their surrounding service villages
- Seek to retain access to local services — like primary schools and GP surgeries — that are essential to the long-term viability of local communities.
- Undertake a 5-year programme of measures to promote the National Park as a place to live for younger, working age households.

[1] New YDNP target = 55 p.a. Added 10 p.a. for new area of National Park.
[2] Currently £400 million (Employment–based GVA estimates, 2016, Cumulus Consultants)

Attracting Younger People: Action Plan

Project		Action	Description	Times cale	Lead partner	Cost
Building more housing that is more affordable						
1	Implementing the Local Plan	Create a public register of allocated housing sites and extant permissions.	This is maintained and can be accessed here: Delivering-new-homes	Done	YDNPA	In house
		Identify key allocated housing sites where intervention is needed to deliver development.	YDNPA has written to owners of allocated sites to understand the reasons why there has been no progress. Now partners will work with Homes England and others to agree an approach to unlock each site.	Short	All DCs YDNPA	In house
		Explore Compulsory Purchase of undeveloped sites	Scope out the process and tests that would need to be passed in order to begin Compulsory Purchase of undeveloped sites	Short	RDC	
		Deliver housing schemes on allocated housing sites	Public sector and RSL direct delivery of some allocated sites such as Horton and Airton (CDC) and West Witton (RDC)	Med	All DCs	Site specific
2	Developing the local building industry	Interventions to support/boost capacity of small local building companies	Deliver an initial conference/workshop to support small local building companies to increase the housing delivery rate	Short	CDC	
		Study to identify options for reducing housing build costs	A piece of work to establish whether build costs are higher in the National Park area and whether there are options available to reduce those costs.	Med	RDC	£5-8k
3	Dales Community Housing	Investigate feasibility of establishing a Dales-wide Community Land Trust	Feasibility work would need to focus on whether a new CLT should be started from scratch or whether existing projects could be linked under one umbrella CLT in order to speed up community-led and self-build housing.	Short	RDC	£5-8k
4	Exception Sites	Identify viable 'exception sites' for affordable housing.	Carry out analysis to identify potentially viable exception sites for affordable housing development. Already completed for Richmondshire.	Short	YDNPA	In house
		Promote the development of identified exception sites through housing enablers	The list of identified exception sites will be incorporated into the Rural Housing Enablers' work plans to bring these sites forward in each District.	Med.	All DCs	
		Support small-scale housing development in villages across the Park	Develop proposals for a programme of support to deliver small-scale affordable housing in 25 (of the 100) 'service villages' over next 10 years using all means available to	Med	RDC	In house

			partners including direct delivery, CPO and exception sites.			
5	Future Dales Housing	Run a RIBA competition to design two innovative, flexible accommodation developments for young people.	Through the Great Place Scheme we are running a RIBA competition for the housing site in Horton in Ribblesdale plus one other.	Med	CDC, SLDC YDNPA	£60k
		Create a new Dales vernacular	Commission architects to design new 'vernacular' for modern housing – to include aims to reduce build costs; increase sustainability (energy use etc.), and be sympathetic to landscape character.	Short	YDNPA	£30k
6	State of the Park	Assess the socio-economic 'state of the Park'	Commission a detailed study into the current socio-economic conditions in the National Park to provide a baseline and inform future policies and action.	Short	YDNPA	£40k
7	Planning for future housing need	Review the five-year housing land supply.	The review of the five year land supply is aimed at ensuring there is sufficient to meet the housing targets. The timetable for review to be approved by the Authority in March.	Med	YDNPA	In house
		Assess the scale of the population and infrastructure needed to retain viable local primary schools in the National Park.	Working with Cumbria CC and NYCC we will produce an assessment of the minimum requirements to maintain a viable village school	Med	CDC, YDNPA	In house
Creating better jobs						
8	Removing barriers to Business	Carry out study into perceptions/barriers to 'footloose' businesses relocating to YDNP	Carry out a series of focus groups with businesses and agencies on the locational and start up barriers in rural areas.	Med	CDC	£5k
9	Better Business Development	Deliver 1 key regeneration project in each district. Potential sites (allocated/existing employment sites):				
		Threshfield Quarry	Craven Barnfield Regeneration Company is exploring the feasibility of creating an enterprise park in Threshfield Quarry.	Long	CDC	Site specific
		Former Linton Camp site	Planning application submitted for redevelopment of the site for tourist accommodation	Short		
		Langcliffe Quarry	Craven Barnfield Regeneration Company is developing a scheme that supports local businesses to locate to Langcliffe Quarry.	Short		Site specific
		Toll Bar, Sedbergh		Med	SLDC	
		Baliol School, Sedbergh		Med		

		Farfield Mill, Sedbergh		Med		
		Carrs Billington, Askrigg	These sites can all be identified as potential projects within the RDC Economic Action Plan but would need a range of different actions connected with promoting/delivering regeneration – ie feasibility work would be short term but implementation of a deliverable regeneration project would be long term in each case.	Long	RDC	Site Specific
		Yore Mill, Aysgarth		Long		
		Land north of Reeth Dales Centre		Long		
Retaining essential services and infrastructure						
10	Improving Digital Communication	Increase mobile phone coverage	Review 3 mobile 'not spots' to identify the best areas to build and costs to construct the proposed mobile infrastructure. NYCC Review currently underway. Sites are(A684 West of Leyburn near Sissy Bank; North End of Coverdale; Appletreewick)	Short	All DCs	
		Provide a National Non Domestic Rate 'holiday' for new rural mobile infrastructure where no mobile service is currently available	Relevant areas currently being identified/agreed with NYCC	Short	RDC	
		Accelerate roll-out of super-fast and hyper-fast broadband				
		Fibre-to-the premises in Grassington	Dependent on discussions/liaison with NYCC	Med	CDC	
		Fibre-to-the-premises in Hawes	Dependent on discussions/liaison with NYCC	Med	RDC	
		Fibre-to-the-premises in Reeth	Dependent on discussions/liaison with NYCC	Med	RDC	
		Fibre-to-the-premises in Sedbergh	Hyperfast ftp broadband being installed by B4RN.	Short	YDNPA	
11	Strengthening our Services	Maintain and improve the quality and range of services for residents and visitors	To support the improvement of services in and around the service settlements of Grassington, Hawes, Reeth and Sedburgh by working with partners to create sustainable models.	Med	CDC RDC YDNPA	In house
Promoting the National Park as a place to live						
12	Removing Barriers	Carry out research to identify the cultural, social and economic barriers to younger people living and working here.	Part of the *Great Place* project, the research findings will be used to inform the future development of the Action Plan	Short	CDC, SLDC, YDNPA	
13	Local Occupancy Housing	Promote 'YDNP 'local occupancy' housing,	Make clear that 'local occupancy' housing is available to people moving into the Park for e.g. work, education etc..	Short	YDNPA	In house
14	Marketing Living in the Dales	"Move to the Dales" events.	Develop and run a package of "get-to-know-the-Dales" events, Q&A sessions etc for people who might be considering moving into the National Park	Med	YDNPA	

		Develop a brand and marketing plan to attract families and businesses	Part of the *Great Place* project, development and delivery of a brand and marketing plan in 2019	Med	CDC, SLDC, YDNPA	
		Support the Dales Tourism Network's' '*Live, Laugh, Love*' project to showcase the benefits of living in the Yorkshire Dales	Project launched. Dales Discoveries - Live in the Yorkshire Dales	Short	YDNPA	£5k
15	Cultural Activities	Developing cultural events that are aimed at a younger audience	Part of the *Great Place* project this will be delivered throughout 2019/20	Short	CDC, SLDC, YDNPA	
		A series of small events in spaces and venues developed by younger people for younger people	Part of the Great Place project, this will be delivered throughout 2019/20	Short	CDC, SLDC, YDNPA	

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 8**

Date: **26 March 2019**

Report: **MODERNISING COMMITTEE AND MEMBER-RELATED PROCESSES**

Purpose of the report

1. To present options for moving to electronic-based (rather than paper-based) committee agendas, including upgrading the extranet provision of Member-related information.

RECOMMENDATION

2. That all committee agendas and accompanying papers will be provided in electronic format and that the Members' extranet or similar be redeveloped to host all information and documents relating to and supporting the work of Members, with these changes being introduced during 2019/20

3. It is also recommended that the change process be managed by a small Member / officer working group, chaired by the Member Champion for Corporate Management.

4. Please note that what is being sought here is an agreement in principle; the date for completing this change depends on the resolution of certain questions which are in turn dependant on the particular option chosen.

Strategic Planning Framework

5. The information and recommendation contained in this report are consistent with the Authority's statutory purposes and it's approved strategic planning framework, and in particular **Objective 26**: 'Operate corporate governance and financial arrangements that are fit for purpose'.

Background

6. The subject of moving the Authority away from paper based systems to a more effective and efficient use of developing technology has been an issue in this organisation for nearly twenty years. There are been a general acceptance that he question is not **whether** we should move to such a system but **when**.

7. In the past, Members have taken the decision not to progress this matter but it is felt that now is the time to make the change. This reflects three things: Improved technology; changes that have already taken place in a number of local authorities and national park authorities; and the changing membership at the YDNPA..

The current approach

8. All committee papers are provided in hard copy (paper) format, other than the detailed files for those planning applications which are being referred to the Planning Committee and which are uploaded onto the Members' Extranet. The additional cost for printing and then posting out committee papers is £5.5k.

9. In parallel with preparing and despatching hard copy paper, a pdf version of the agenda and papers is uploaded onto the Authority's website. This meets our statutory obligation to make public the business of each meeting. We e-mail all Members the pdf version of those papers, and a number of Members have already expressed their preference for papers in this format only.

10. The Members' Extranet hosts a very limited amount of current information, almost all of which is of an 'additional information' nature: background details of Sustainable Development Fund and Development Management applications, and other *ad hoc* material. The current Extranet is little more than a convenient vehicle for making such information accessible to Members in a secure way.

11. Although this approach works reasonably well and can be delivered with available staff resources, it isn't optimal. We could be providing more and better information to support Members via the extranet. Moving away from reliance on hard copy agendas to electronic copy would bring us into line with a number of our constituent local authorities.

The Options

12. We've spoken to a number of NPAs and constituent local authorities, and visited three authorities that already use electronic committee papers: North York Moors National Park Authority, Richmondshire District Council and North Yorkshire County Council. This research raised a number of practical questions linked to a move to electronic committee papers and which are listed – along with their likely solutions – at **Appendix 1**.

13. Three options have been identified and are summarised below. A more thorough comparison of the two 'e-papers' options (2 and 3) is included at **Appendix 2**.

Option 1. No change.

14. This would see us continuing with the current approach. But this option doesn't address changes to ways of working that are already underway, and doesn't offer the improvements associated with other options (including an environmental body 'going paperless'), and would simply be putting off inevitable change. But, in the short term at least, a 'no change' approach is easiest for officers!

Option 2. A Committee / Member Service system using existing technology

15. All committee papers would be made available electronically via the password-protected Members' Extranet, and routine printing and postage of hard copy papers would end; Members would view the papers through their own devices, including those provided to Members by other local authorities where those devices permitted general internet access.

16. The Extranet would be upgraded to contain all content relevant to Members requirements to carry out their role (including the handbook, calendar of meetings, expense claim forms and the register of interests), ensuring that Members always have access to current versions of such documents and so ending the process of sending out updates individually; work would be required to ensure that the specification picks up all the necessary and appropriate content and functionality.

17. This option can be developed and delivered in house, using existing systems and expertise, leaving the Authority in closer control of the management of the system and – as circumstances require – its future development. Costs would include some staff time and a small amount of hardware (some additional tablets) plus software licenses. Longer term this option may generate a small net saving or, at worst, a minimal cost increase.

Option 3. A Committee / Member Service system using bespoke content management and committee management technology

18. Committee papers would be accessed via a dedicated device (most likely an iPad), which would be issued to each Member and which would contain bespoke content management and security software pre-loaded onto that device. Both the device and software would be owned and maintained (i.e. updated) by the Authority.

19. The device would also permit general internet access, and a condition of its issue and use would be that Members sign up to the Authority's ICT Users policy, which sets out what is considered to be acceptable use of the internet.

20. The pre-loaded software provides the option to include relevant information within the application layout; this is a workable alternative to accessing it through a redeveloped extranet, although the design of such content might be more prescriptive.

21. This option would be comparatively expensive, potentially in the order of £15k start-up costs, with licenses at £8k PA. It might also be over-sophisticated for our requirements, and would require a more involved process to project-manage its introduction, with an ongoing requirement for additional IT support time. Those of our Members who have already been issued with devices courtesy of their membership of other local authorities may be unenthusiastic about being issued with yet another one.

<u>Changing to a new system</u>

22. We want any new system to work better than the current one, and to be designed so that it is 'future proof' and supports the Member role. It is recommended that a small working group be established, chaired by the Member Champion for Corporate Services, to make sure that what we develop is the best process for our requirements. The group would include the Website Officer, the IT Manager and the Committees Officer, and Members may (or may not) want to increase the Member representation on the group; participation of the Member Champion is seen as the minimum required involvement of Members.

23. The process of introducing the new system will be determined by which Option is chosen. Option 2 would be easier and quicker to introduce than would option 3, but both will take staff time, to develop Extranet content and to set up systems.

24. Under Option 2, we would need to establish what devices Members already own or have access to (e.g. provided by another local authority). Officers will also be required

to view papers electronically, so we will need to buy a small number of devices / software, and this may be a requirement for a small number of Members.

25. We would provide training on the use of the equipment, including how to annotate e-documents, and would also make IT staff available at the early meetings after any changeover, to support Members. We would also plan to produce a guide to accessing and making the best use of papers and the Extranet.

26. It would be misleading to propose a timetable at this early stage. Timings are likely to be dependant on factors including staff resources, procurement and installation challenges. Some patience may be necessary, particularly given that our Member Services team (one part time officer) is rather smaller than teams at other local authorities.

27. Whilst the change might appear as something of a challenge to Members (and officers!) who are used to paper-copy agendas, we already have a number of Members who are using their tablets or other devices at Authority meetings, without difficulty. For new Members joining after any changeover in systems, evidence from other local authorities is that those Members have taken to the various e-systems as a requirement of their Membership.

Conclusion

28. Moving to a more up-to-date system, and one which could provide better information and support to Members, would seem to be a modern logical development. If the decision is made to make the change now, then it is essential that all Members buy in to this process. We want to avoid having to find additional resources to run different systems. We will need to rely on the goodwill and support of Members to work through a process that will affect both Members and officers, and which might - inadvertently - be a little bumpy at first.

29. The officer preference is for Option 2, being more in line with the scale of the Authority, the likelihood that it would be largely cost neutral in the long term, and because that model is already being operated very successfully by other bodies.

30. Members should note that there is currently no budget for the proposed work, so, depending on the preferred option, more research into actual costs will be needed, followed by the creation of a dedicated budget; the latter would be an opportunity cost in relation to other activities.

Richard Burnett
Director of Corporate Services

7 March 2019.

Background Documents: None

Practical considerations of moving to electronic committee papers

Item / question	Proposed approach / solution
1. Is the proposed approach legal?	The Local Government (Electronic Communications) (England) Order 2015 allows a local authority meeting agenda to be delivered to an electronic address. Schedule 2 of the National Park Authorities (England) Order 2015 contains provisions relating to the calling of meetings, in particular in relation to whether the notice has to be sent by post. A member can by written request ask for papers to be sent to them electronically, so the proposal to move to fully paperless meetings requires the consent of all members on an individual basis.
2. Will this be the end of hard copy papers?	Not completely. We intend to continue to produce a small number of hard copies of sets of papers in-house, to ensure that – for a transition period at least - agendas are available in print form to any member of the public who may attend Authority or committee meetings; 'public' papers are already available on our website. There may also be special circumstances where we will need to supply hard copy to certain members, for example in instances where Members have only very limited broadband access, or for reasons of disability. The intention would be to keep the volume of hard copies to an absolute minimum. Otherwise, we will end up running both hard copy and electronic systems, with a consequent knock-on effect on efficiency and cost. At the moment, all printing of hard copy is undertaken externally; moving to a permanent situation where we had to print and compile sets of papers in house, albeit in small volumes, will require additional resources.
3. Will Members be required to use their personal devices to read papers?	Yes. Members of District and County Councils will, in many cases, already have been issued with devices by those authorities that have adopted electronic committee papers; in some cases, those councils are already 'sharing' devices. A majority of other Members are also likely to have their own devices (and their own particular demands and preferences). We are not proposing to buy additional or new devices for Members (though this is subject to ensuring that Members already have access to appropriate devices; if not, we will have to supply), because we don't want to: • duplicate what has already happened at district and County councils;

	• be prescriptive, not least to avoid an imposed solution that is unlikely to suit all Members; • take on responsibility for managing a set of standardised devices, as that would add significant cost to what is currently an inexpensive process, in terms of hardware, software and officer time. We want to move to a process that is cheaper and more efficient than the present one, not the reverse. This arrangement (Members' using their own devices) has been operating successfully at NYMNPA for some time now. Although this system represented a change for their existing membership when it was first introduced, new Members have taken immediately to this process as an assumed part of their role.
4. What are the security risks?	These are manageable. Early incarnations of electronic committees had identified Data Protection and security issues, and this had lead some Authorities to issue their own devices, solely for use in relation to the business of that Authority. However, these problems can best be addressed placing committee items (including private papers) in a password-protected extranet site. Members will need to download papers onto their devices ahead of meetings, so it would be necessary for all Members to sign up to our IT Users policy, including agreement to delete all such content after the relevant meeting. This action is designed to manage risks associated with the General Data Protection Regulation.
5. What happens if there are problems with IT systems during a meeting?	There may be occasions when technical assistance is required, so we would endeavour to ensure that a member if the IT team was available at least in the initial few meetings. There may also be occasions when a device fails, for whatever reason. The solution would be to maintain a small number of devices onto which the agenda of that particular meeting has been pre-loaded, by way of a back-up.
6. Do Members have the technical knowledge to be able to use electronic committee papers effectively?	On the face of it, yes. Members of Planning Committee already have access to (and use) e-papers in the form of detailed planning files uploaded to the extranet. As part of the process for introducing the new approach, Members would be offered training as required.
7. Will reading (and working on) the papers be more difficult?	Reading documents on screen rather than in hard copy can be more challenging for some people. Authors of committee papers would need to factor this in, in terms of the length and design of documents and agendas and the use of formats larger than A4. Bookmarking of reports, chapters and appendices will need to be accurate, to

	aid navigating large documents. Hyperlinks must also be checked to ensure they are live and accurate. Appropriate software will be introduced to ensure that Members can annotate and bookmark papers; training will be provided on that process.
8. How will I know that Agendas and papers have been published?	As already happens, all Members will be sent an e-mail as soon as each agenda and accompanying papers are available.

Options Appraisal

	Option 2: Develop existing systems	**Option 3: Purchase new content management system**
Ease of Use	Both options are very similar, except that Option 2 option leaves us with more control over designing the extranet interface and contents.	See left.
Robustness	Both options are likely to be equally robust.	
Duplication	The assumption that Members can use their own devices to access the internet (and therefore YDNPA-related content) needs to be fully tested, in that (i) so far, only two of our constituent local authorities have been asked have indicated this wouldn't be a problem and (ii) not all Members may have access to a suitable device.	If the system was made available through pre-loaded software, every Member would need a YDNPA device, thereby duplicating the current hardware issued by other local authorities. This wouldn't be the case if the system were accessed via the internet
Level of technical support	This would be provided in house; we already have this technical capacity, as our current IT Manager was instrumental in installing and developing the system now used at NYMNPA.	This would be a mixture of internal support plus assistance provide under the software contract
Proof of concept	This system works well at another NPA, so is capable of supporting very similar requirements to those we are likely to have.	This system works well at District and County Council level, and supports a much heavier volume of committee traffic than would be experienced at the NPA.

Cost	Over time, this is likely to be cost neutral or will make a small cash saving (being the current print cost of £5.5k, less some additional equipment). There would be an increase in officer time (IT Support; Committees Officer), at least in the early stages of the process, which may translate into cost, given the 'lean-ness' of those services. The cost of an iPad plus Apple pen (to annotate papers) was £408 per unit at the time of writing. Adobe are currently offering their reader software for free, and this allows highlighting, annotating and drawing on a PDF. For both options, there might be a call for the Authority to contribute to Members' broadband costs; these payments are an option at RDC (£15 / month), though few Members claim this allowance. If all 25 of our Members were to claim this cost, it would add £4.5k a year to our budget.	This would be in excess of current expenditure on Committees, and would require additional budget. The systems in use at RDC, introduced in 2015, cost £9k for hardware and £2k PA for software; that Authority is now looking at the ModernGov solution, which has indicative costs of £15k for software purchase and £7k per annum for hosting (on top of hardware devices). Because both RDC and NYCC have more officers working in these systems, it would not be clear until after introduction whether we might also require additional staff resources (or whether general committee workload is the sole determinant).
Future Proofing	This option is flexible, in the sense that, should a more developed system be required, we would be able to move to that without having to wait until the end of some pre-existing contract	A procurement exercise would be required, and a contract for the necessary software would lock us in for a set period (most likely, three years).

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 9**

Date: **26 March 2019**

Report: **REVIEW OF PARTNERSHIPS**

Purpose of the report

1. To report the outcome of the biennial review of the Authority's partnerships and seek Members' comments on the Authority's involvement in its range of partnerships.

RECOMMENDATION

2. That Members:
    a. consider and agree the revised list of strategic partnerships (Annex B)
    b. note the range and scale of current project partnerships (Annex C)
    c. approve the Authority seeking to enter into the White Rose Forest partnership; and,
    d. appoint a Member to represent the Authority on the NY LEP Infrastructure and Asset Board

Strategic Planning Framework

3. The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework:
    - ***Corporate Plan objectives***
      Plan and manage the Authority's work so as to make the most effective use of our resources, including generating sufficient income to maintain expenditure at the same level as 2014/15 in real terms across the extended National Park area

Background

4. Many of the Authority's objectives can only be delivered through strong, supportive partnerships. However, partnership working can be time consuming and resource intensive. It is, therefore, critical to ensure that the partnerships in which the Authority is engaged are really contributing effectively to achieving our objectives and targets.

5. For the avoidance of doubt, 'partnerships' is used here in a non-legal sense and encompasses the following:
    a. groupings of organisations that meet regularly to discuss matters of mutual interest ("strategic partnerships");

b. groupings of organisations working together to deliver specific initiatives or large-scale projects ("project partnerships").

6. The Authority has long-standing procedures in place for managing the volume and nature of the 'partnerships' into which it enters. These were established in 2003 and were driven primarily by the motivation to reduce the amount of time spent on 'partnerships' (for which read time spent in meetings), some of which were delivering little tangible benefit for the National Park or for our specific objectives.

7. The procedures comprise:
    a. Criteria to assess whether the Authority ought to enter a partnership (**Annex A**);
    b. A review every two years of all existing partnerships (this report); and,
    c. Regular consideration of the risks associated with each partnership and the extent to which those are being effectively managed (e.g. through the existence of clear terms of reference etc)

8. In the last few years, there have been a number of changes in circumstance that make it even more important that we review the effectiveness of the current approach:
    a. The budget cuts between 2011-2016, which significantly affected our capacity to resource partnerships;
    b. The extension of the National Park boundary, which increased the number of potential strategic and project partnerships;
    c. The drive to increase external funding, which has increased the number of project partnerships.

9. **Annex B** lists the 47 strategic partnerships with which the Authority is currently engaged, together with details of the partnership's representation, role and value (in terms of National Park purposes and associated duty).

10. **Annex C** lists the 16 current project partnerships, together with details of the partners, the project and the indicative annual costs to the Authority.

Consideration

11. Four strategic partnerships have been removed from the list since the last review was considered by Members in March 2017:

Name of Group	Reason for withdrawal
Yorkshire Dales LEADER Local Action Group	Programme closed in May 2018, with all funding allocated.
One South Lakeland	Disbanded
Cumbria Rural Forum	Disbanded
North Yorkshire Sustainable Development officers group	Disbanded

12. The following strategic partnerships have been added to the list since the last review:
    a. York, North Yorkshire and East Riding Heads of Planning group

b. Transport for the North
c. Cumbria Strategic Floods Partnership & Eden Catchment Management Group
d. North Yorkshire & York Cultural Strategy Group
e. YNYER LEP Infrastructure Programme Board
f. Attracting Younger People
g. Ripon Cathedral Rural Forum

13. The following project partnerships have also been added since the last review
    a. Our Common Cause
    b. National Trust 'Payment for Outcomes'
    c. Woodland creation
    d. River Wharfe SSSI Project
    e. Green Futures

14. In addition, it is recommended that the NPA considers an opportunity to join the White Rose Forest (WRF). WRF is a joint-venture between the local authorities in the Leeds City Region (which includes Craven District). Its aim is to increase tree cover in the City Region by a third. Along with other community forests, it is working in partnership with the Woodland Trust nationally to create the new Northern Forest. With the forthcoming merger of the Leeds City Region and York and North Yorkshire LEPs, the White Rose Forest will become an increasingly significant influence and source of funding for woodland creation in the National Park. There are no financial costs to the Authority arising from joining the partnership.

15. The Authority has now taken over (from the North York Moors) as the NPA representative on the YNYER LEP Infrastructure and Asset Board. Members are asked to appoint a representative to sit on the Board, which is attended by senior Councillor from the County and District Councils in North Yorkshire

Financial implications

16. Most of the strategic partnerships involve little in the way of financial contributions. However, Members – especially those on the Finance and Resources Committee - will be well aware of the significant financial commitment to, and dependency on, project partnerships to achieve our objectives.

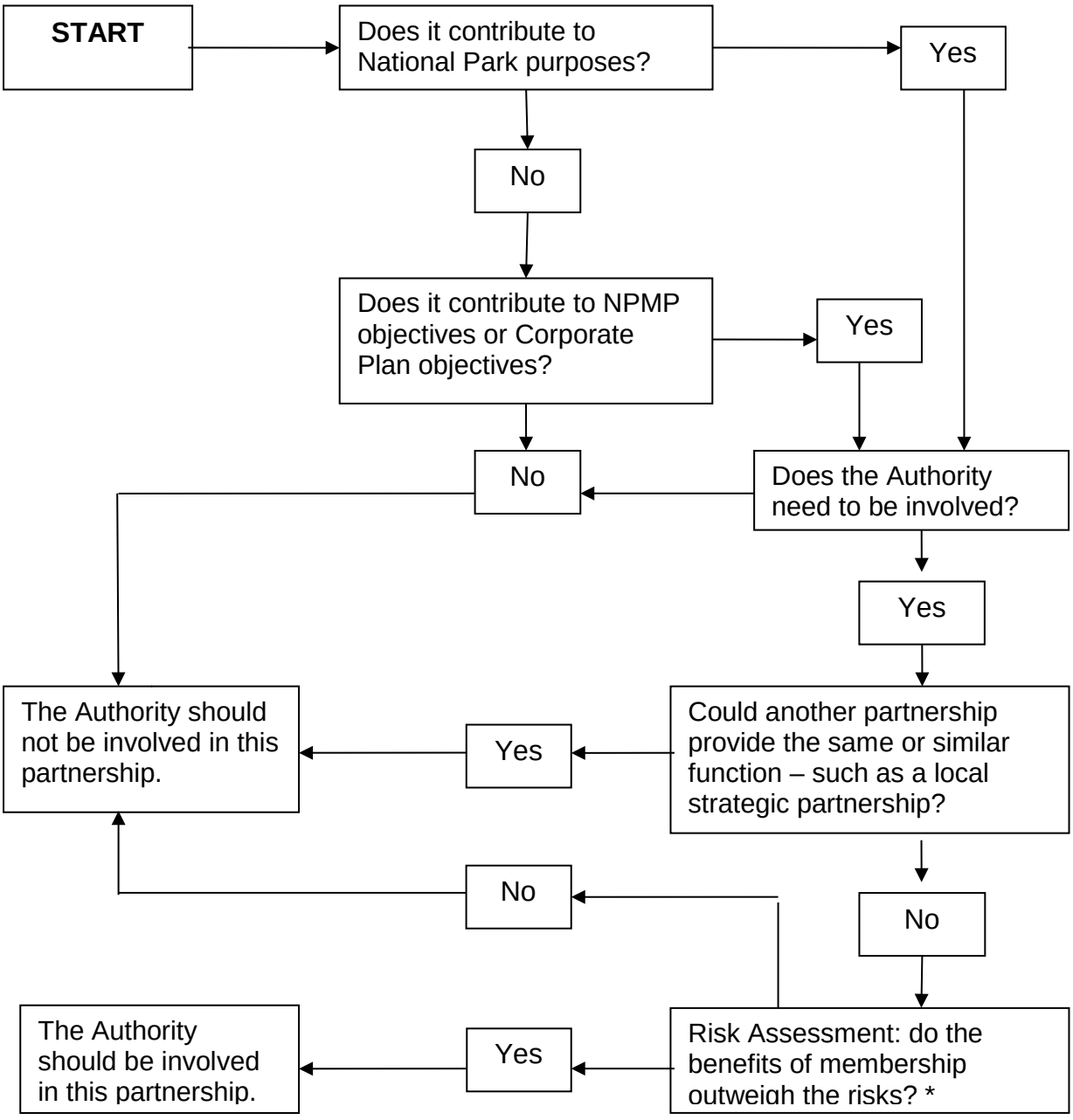
Staffing implications

17. Members should note that the current list of strategic partnerships represents a net increase of 6 partnerships since 2015. It commits the Authority to 371 FTE days per annum (officer: 311; Members: 60); an increase of 7%.

Gary Smith
Deputy Chief Executive
March 2019

Criteria for Partnerships

The following criteria to be applied when deciding whether YDNPA should become involved in a partnership, and also in monitoring and reviewing existing partnerships:



NB: The Authority should not commit to any new partnership, unless it has appropriate governance arrangements, which are properly documented.

* This assessment should include consideration of:

1. Does the partnership have clear terms of reference?
2. Is there an engagement and/or exit strategy?
3. Is it a task and finish group with a time limit?

	Partnership	Lead officer	Representative	Partners	Contribution to achieving Purposes/duty				Description and benefits for the National Park and National Park Authority	Costs (days per annum, FTE)			End date
					1st	2nd	Duty	Tot.		Off.	Mem.	Tot.	
1	National Park Management Plan Steering Group	GS	Chairman & Officer	NE, EA, HE, FC, DCs, YDMT, Farmers, landowners, tourism businesses	10	10	5	**25**	Group set up to develop, monitor and oversee implementation of the objectives in the National Park Management Plan. Ensures NPMP objectives are achieved	8	2	10	n/a
2	National Park Officers' Group (England)	DB	Officer	All NPOs in England	9	9	4	**22**	Develops all corporate policy for National Parks England. Development of NP policy. Sharing of Best Practice	50	0	50	n/a
3	National Parks England	DB	Chairman	All NPAs in England, Defra/CNP	9	9	3	**21**	Political grouping of English Chairs discussing and influencing NP policy nationally. Determines wider English NPA policy. Major source of influence on Govt	12	5	17	n/a
4	Yorkshire Dales Millennium Trust	GS	Officer	YDNPA / YDMT	8	8	4	**20**	To promote & ensure effecftive joint-working between the Trust and the Authority, and identify oppportunities for programmes and projects that will benefit the National Park and its communities. YDMT has provided over £20 million for projects in the National Park, and is currently funding several YDNPA projects (Dormice; young rangers; Muker Barns etc)	4	0	4	n/a
5	Yorkshire Dales Access Forum	RGr	MC for Recreation Management & N Heseltine	Park users and landowners	8	8	1	**17**	Statutory partnership to advise the authority on access and recreation provision and management. User and landowner involvement in recreation and access management	20	3	23	n/a
6	Yorkshire Dales National Park Tourism Partnership.	JMB	MC for Promoting Understanding & Officer	Agencies, NGOs, LAs, interest groups, individuals	4	8	5	**17**	Group developed to assist collaborative working and redue duplication across the 7 local authorities and 3 Destination Management Organisations all of whom are involved in the delivery of tourism within the Yorkshire Dales National Park. AONBs with a shared boundary with the National Park are also members, to help promote consistent messages, and joint tourism projects amongst protected landscapes	18	3	21	n/a
7	Yorkshire Peat Partnership	AS	Officer	YWT, NE, EA, NAONB, NT, Yorkshire Water, Pennine Prospects, NYMNPA	10	3	4	**17**	Multi-objective project to restore and ensure beneficial management of significant areas of degraded blanket bog and other upland peat land across north and west Yorkshire. Provides funding for: peatland restoration, improved water management, support for farmers and landowners, conservation of historic features etc	2	0	2	n/a
8	Campaign for National Parks	DB	J Martin	All NPAs, YHA, 40 other organisations covering a wide range of interests	7	7	2	**16**	Provides a corporate/voluntary sector voice on Nat Park matters and acts as an umbrella organisation for a range of national bodies interested in nat parks. Represents nat parks, acts as a conduit and effectively lobbies Govt and develops good relationships with key organisations	0	3	3	n/a
9	Europarc Atlantic Isles	DB	Officer	All UK NPAs and AONBs	6	6	2	**14**	A European Section established to share expertise and experience across the UK and wider Europe.	20	4	24	n/a
10	Northern Upland Chain Local Nature Partnership	GS & AS	Officer	NPAONB, NAONB, NNPA, NE, FC, EA, Moorland Assoc., NFU, YWT, RSPB, Rivers Trusts	8	4	2	**14**	Wide-ranging partnership set up to: conserve and enhance the natural heritage of the northern uplands; and sustain and promote the benefits that the NUC provides for society, including clean air and water, food, carbon storage and other services vital to the nation's health and well-being. Provides voice at regional level on nature conservation and its benefits to wider society, and has funded a range of projects.	10	0	10	n/a
11	Dales Woodland Forum	GG	MC for Natural Environment	FC, NT, landowners, farmers, forestry interests	6	4	3	**13**	Independent forum to advise the Authority on a range of woodland issues. Helps to secure wide ownership of Dales Woodland Strategy (public and private sector). It focuses on woodland in the Dales and allows discussion of priorities for the NPA.	4	2	6	n/a
12	Yorkshire Dales Biodiversity Forum	TS	MC for Natural Environment & Officer	Agencies, NGOs, LAs,	8	4	1	**13**	Advisory group for the Development, review and implementation of LBAP. Responsible for the content of the LBAP. Broad support for the LBAP. Partnership funding.	5	1	6	n/a
13	Dales to Vale Rivers Network (Ribble Life & Living Lune catchment partnerships)	AS	Officer	Yorkshire Dales Rivers Trust, Ribble Rivers Trust & Lune Rivers Trust	8	3	1	**12**	Identify the causes of why the Swale, Ure, Wharfe, Ribble & Lune catchments are failing to reach Good Ecological Status; produce improvement schemes; and implement actions with landowners to improve the river environment. Funding for habitat restoration and works to improve ecological river quality e.g. tackling invasive species, reducing agricultural pollution etc	12	0	12	n/a
14	Yorkshire Dales Green Lanes Advisory Group	KB	MC for Recreation Management	NYCC, CCC, LARA, TRF, NYTMAG, CLA, GLA, RA, individuals	4	6	2	**12**	Yorkshire Dales specific group looking at options for management of individual green lanes in the National Park which provides users an opportunity to give 'advice' on green lane management before the matter is considered by members. Provides users an opportunity to give 'advice' on green lane management before the matter is considered by members	1	1	2	n/a
15	Yorkshire Dales Historic Environment Group	MJ	Officer	Local societies, agencies and universities	4	5	2	**11**	Forum to discuss heritage issues, identify areas of concern and engender local support for initiatives. Provides mechanism for supply of HER info to NPA. Improved understanding and record. Wider awareness of work of NPA	4	0	4	n/a
16	National Parks UK	DB	Chairman	All NPAs in UK Defra/CNP officers in attendance	4	4	2	**10**	A body that promotes the value and wellbeing of National Parks in the UK. Provides opportunity to influence Government at a UK level, and share expertise and good practice between NPAs.	20	3	23	n/a

17	Farming and Land Management Forum	HK	N Heseltine	Farmers, landowners, NFU, CLA, NE, EA, FC etc	6	1	3	**10**	Forum to feedback whether YDNPA and partners are doing what we said we would in relation to the Management Plan objectives for farming and land management,; to hear opinions of the farmers and land managers in the National Park; and identify ways to work together more effectively to deliver NPMP objectives. Improved relationship with farmers and land managers. Expert input into policy making and development of external funding bids etc	20	2	22	n/a
18	Wensleydale Project	HK	Officer	YDRT,	4	3	3	**10**	A catchment-scale landscape project, aiming to work with local people to: support a thriving farming sector which demonstrates exemplary water and soil management; create a strong network of well connected habitats; have healthier, cleaner rivers and support more wildlife; and showcase the fascinating historic landscape, and its hill farming traditions. Potential for significant external funding to deliver programme of natural flood management and other measures	20	0	20	n/a
19	National Park Officers' Group (UK)	DB	Officer	All NPOs in UK and Defra	4	4	2	**10**	A group which promotes Nat Parks in the UK and identifies areas of joint working/good practice. Development of NP policy. Sharing of Best Practice	10	0	10	n/a
20	Yorwoods Steering Group	GG	Officer	FC, NYCC, NYMNPA, YDMT, Rural Development Initiatives	4	2	4	**10**	Initiative to maintain, enhance and extend woodlands and to provide a sustainable multi-purpose resource which contributes to increased economic activity and a better environment principally in North Yorkshire. Provides funding for woodfuel projects and training. Business advice to forestry businesses. Support to farmers/landowners for woodland management and planting.	2	0	2	n/a
21	Cumbria Strategic Floods Partnership & Eden Catchment Management Group	AS	Officer	CCC, EA, UU, District Councils, NPAs, NFU, Rivers Trusts, Highways England, Network rail etc	5	1	3	**9**	The partnership brings together Flood Risk Management Authorities (RMAs) and a wide range of representatives from other organisations and community groups who have an interest or responsibility for flood risk management. This approach is achieved through the work of Catchment Management Groups that embed collaborative working at a river catchment scale. We are partners in the Eden CMG led by the Eden Rivers Trust.	4	0	4	n/a
22	White Rose Forest Partnership	GS	Officer	All local authorities in West Yorkshire; FC, NE; YDMT; NT; Woodland Trust etc	5	1	3	**9**	WRFP is a Leeds Citiy Region-wide Community Forest, which is run as a Local Authority-based joint venture. Its primary purpose is to help the Leeds City Region increase its tree cover by 33% by 2036.	2	0	2	2036
23	North Yorkshire & York Cultural Strategy Group	KB	Officer	DCs, NPs, NYCC & City of York Council	2	4	3	**9**	A group formed of Local Authority partners in North Yorkshire to develop a new Cultural Strategy that will sit alongside work taking place in the City of York and across Leeds City Region. The strategy will focus on those sectors which are currently under represented in terms of funding and investment specifically the arts, heritage, and creative industries.	2	0	2	2019
24	Attracting younger people	GS	Chairman & officer	CDC, RDC, SLDC, EDC, (NYCC)	1	2	5	**8**	Group set up to develop and coordinate delivery of a 5-year programme of local action to support economic and community development in ways that help to halt the decline in the younger working age (18-44) population	8	2	10	2024
25	LGNYY Leaders' Board	DB	Chairman & Officer	Sub Regional Local Government Partners	2	1	5	**8**	Sub Regional Strategic Body responsible for interface with region. Powerful collection of Local Authority Leaders who determine policy at sub regional level.	3	3	6	n/a
26	LGNYY Chief Executive's Group	DB	Officer	NYCC, DCs, Police, Fire, Health authorities etc	2	2	4	**8**	Officer group that supports Leaders' Board and deals with relevant issues across the North Yorkshire sub-region. Closer working with public sector bodies. Sharing of knowledge/good practice	6	0	6	n/a
27	Local Government York, North Yorkshire & East Riding Housing Board	PS	Chairman (MC for Sustainable Development)	Local authorities, Home Builders Federation, Homes and Communities Agency, Health & Well Being Board, National Housing Federation.	2	2	4	**8**	Provides a co-ordinated approach to the provision of local needs/affordable housing across the region. The Board is currently Chaired by Cllr. Richard Foster from Craven District Council.	2	4	6	n/a
28	LGNYY Spatial Planning & Transport Board	PS	MC for Sustainable Development (MC for Development Management)	Sub Regional Local Government Partners	3	2	3	**8**	To promote effective elected member-led strategic work between local authorities in North Yorkshire & York on transport and spatial planning issues that are `larger than local'. All planning authorities working together strategically at sub-regional level in relation to national policy framework.	0	4	4	n/a
29	YNYER Heads of Planning	RG	Officer	All YNYER planning authorities, NYCC Highways, Highway Agency, LEP, Housing Board	3	1	4	**8**	Principally working to DoDs group on strategic planning issues and development management practise across the region. This gives the Authority a voice in strategic decisions affecting growth in the regional economy, decisions on infrastructure and environment, responding to Government agenda and on good practise in planning.	3	0	3	n/a
30	Undergrounding - Joint Working Group for Electricity North West England	TH	Officer	3 x NPAs; 4 x AoNBs; Electricity North West; Friends of the Lake District and Peak District	5	1	2	**8**	To oversee implementation of programme of works to place overhead power lines underground in those parts of National Parks and AoNBs whose electricity network is provided by Electricity North West. Removal of overhead power lines and enhancement of natural beauty of key parts of the NP landscape and village conservation areas.	2	0	2	n/a

31	National Parks Partnership Ltd	DB	Chairman	All 15 UK NPAs. Private Sector organisions appointed to Board of Directors.	3	3	1	**7**	The Board is a vehicle established by all 15 UK National Parks to develop commercial sponsorship for the equal and collective benefit of all Authorities. Development and co-ordination of National and international funding opportunities.	10	10	20	n/a
32	Grassington Moor Management Association	PR	N Heseltine	PC, NYCC, Graziers, Bolton Abbey Estate	4	1	2	**7**	Duties under the Commons Act CStion 9. Liaison with local community and land managers. Positive outcomes on both purposes. Reviews and Authority approval to continue	3	1	4	n/a
33	Sedbergh Economic Partnership	PS	Officer	CCC, SLDC, Sedbergh PC, Chamber of Trade	2	2	3	**7**	Set up to implement the conclusions and reccomendations of the Sedbergh Economic study which identifies the key economic challenges in the town and how they may be addressed. Embeds YDNPA priorities and programmes within a wider programme of activity and in doing so improves communication and co-operation between partner organisations.	3	0	3	n/a
34	Transport for the North	PS	Officer	Northern NPs, TftN road and rail,	2	2	3	**7**	Discussion of TFtN strategy to improve connections between the northern cities in order to improve productivity and economic benefits. Group considers NPs as important vsiitor destinations. Partnership advises NPAs about route corridors that are options for upgrading road and rail. Group has a remit to consider mitigation and using transport investment to deliver environmental enhancements. Input into TfN startegic plan and programme spending.	2	0	2	n/a
35	Undergrounding - Joint Working Group for Northern Powergrid (NEDL & YEDL areas)	TH	Officer	Northern Powergrid, NPAs and AONBs in Yorkshire, Lincolnshire and Northumberland	4	1	2	**7**	To oversee implementation of programme of works to place overhead power lines underground in those parts of National Parks and AoNBs whose electricity network is provided by YEDL & NEDL. Removal of overhead power lines and enhancement of natural beauty of key parts of the NP landscape and village conservation areas.	2	0	2	n/a
36	Cumbria Conservation Officers Group	MJ	Officer	LAs, English Heritage, NECT, IHBC	3	3	1	**7**	Sub regional forum to discuss Historic environment issues and share best practice, especially with regard to the built environment, identify areas of concern and engender local support for initiatives.	2	0	2	n/a
37	English Black Grouse BAP group	IC	Officer	EN, Game Conservancy, MoD, NPAs, RSPB etc	4	2	1	**7**	Considers issues relating to Black Grouse conservation in North of England, and promotes appropriate conservation action. Improved conservation of Black Grouse within the National Park.	2	0	2	n/a
38	North Yorkshire Conservation Officers Group	GR	Officer	LAs, English Heritage	3	3	1	**7**	Sub regional forum to discuss Historic environment issues and share best practice, especially with regard to the built environment, identify areas of concern and engender local support for initiatives.	2	0	2	n/a
39	YNYER LEP Inrastructure Programme Board	PS	Member	LEP area LAs, Moors & Dales NPs	1	1	5	**7**	Infrastructure Project Board (IPB) established as part of York, North Yorkshire & East Riding Local Enterprise Partnership to provide improved accountability for funding and delivery of YNYER LEP infrastructure agenda	0	2	2	n/a
40	North Yorkshire Economic Development Officers Group	PS	Officer	NYPU, LAs, NYMNPA	1	1	5	**7**	Partnership developing county-wide arrangements for, and content of, YF economic Development programmes. Important to be involved in the process to influence the contents of the economic programmes and to identify opportunities for funding.	1	0	1	n/a
42	Association of Local Government Archaeological Officers	MJ	Officer	Principal curatorial archaeologist in LAs in E,W,S	3	3	1	**7**	National and regional orgnaisation with specialist national committees and regional subgroups on which National Trust, Defence Estates, agencies etc are represented. Principal means of liaison with regional archaeological bodies regarding eg standards for fieldwork, research agenda. Provides examples of best practice and opportunities for peer review.	1	0	1	n/a
43	YNY&ER Directors of Development Group	GS	Officer	Sub Regional Local Government Partners	1	1	4	**6**	Provide leadership and coordination across sub-regional Local Authority partnership structures and public services generally, and to make recommendations for decisions to Chief Executive Officers and to Local Government North Yorkshire and York, with a view to supporting and further enhancing levels of economic growth and prosperity. Influences the decision and policy making of member organisations, whilst remaining collectively accountable to LGNYY.	3	0	3	n/a
44	Cumbria Planning Training Scheme	MC	Officer	All planning authorities in Cumbria	2	1	2	**5**	Jointly commissions training for professional planning staff. Economical & focused training for CPD purposes	1	0	1	n/a
45	South Lakeland Housing Advisory Group	PS	MC for Sustainable Development	SLDC, YDNPA, LDNPA, Registered providers, Private Sector Housing Bodies	0	0	3	**3**	Considers any housing issues related to the South Lakeland District including the Lake District and Yorkshire Dales national park areas of the District.. Provides advice and support to the South Lakeland Local Strategic Partnership on housing issues.	3	2	5	n/a
46	Ripon Cathedral Rural Forum	DB	MC for Sustainable Development	Cathedral Reps; Diocese of Leeds; NYCC; 3 DCs & YDNPA	1	1	1	**3**	To advise, identify and agree key rural issues for the Cathedral to act on; Support the cathedral in the messaging of and campaigning for issues; Assist the Cathedral in raising the profile of issues by helping the Cathedral to speak with insight and integrity as an ambassador and advocate in a different way and different places;	0	1	1	n/a
47	Swinden Quarry Trust	DGP	R Heseltine & J Manners-Armstrong	PCs, Tarmac, some individuals	2	0	0	**2**	To manage the investment of the trust fund for the long-term management of the site after the restoration of the quarry. S106 agreement in place to provide funding for site management once the quarry closes in 2020.	2	2	4	2020
									Total days	**311**	**60**	**371**	

	Project	Partners	Description/Effectiveness for NPA and Nat Park	Indicative Annual Costs				NPA Priority	End date
				Staff	Cash	Income	Net Total		
1	Westmorland Dales Landscape Partnership	FoLD, CWT, WT, CCC, EDC, ERT, FN, NE, LAS, CG	Set up to secure HLF funding and then deliver a £3.5m programme of works to enhance the landscape in the north west of the new National Park area. Includes funding for local communities and organisations to: restore important wildlife habitats; create woodlands; restore traditional fieldbarns, historic buildings and archaeology; improve physical access; encourage volunteering; develop formal and informal learning opportunities; and, provide training in	£95,000	£655,000	-£600,000	£150,000	1, 2,3	2023
2	Ingleborough Dales Landscape Partnership	YDMT, YD LRT, YWT, Horton PC, NE, Quarry Companies	Local partnership set up to secure HLF funding and then deliver a £2.5m programme of works to enhance the wider landscape around the quarries of Ribblesdale. Includes funding for local communities and organisations to: restore important wildlife habitats; create woodlands; restore traditional fieldbarns, historic buildings and archaeological	£2,000	£31,500	£0	£33,500	1,2,3	2020
3	Results-Based Agri-environment Payment Scheme	DEFRA, NE & YDNPA	Part of DEFRA's ELMS 'tests & trials' programme & continuation of the EU funded pilot Payment by Results. Delivery of results based agri-environment scheme within Wensleydale advising farmers, advising farmers, developing scheme assesment methodology, monitoring results, reporting back to NE & DEFRA on progress.	£42,000	£0	-£42,000	£0	1	2021
4	Lunesdale 'Slow the Flow' project	Lune Rivers Trust, EA & YDNPA	Project to deliver agreed Natural Flood management interventions in the Sedbergh & Tebay areas with EA funding involving landowner negotiations and working with contractors.	£7,400	£25,000	-£32,000	£400	1	2020
5	Upper Aire Land Management Project	Yorkshire Wildlife Trust; Environment Agency; Yorkshire Farming & Wildlife Partnership	The project works with farmers and landowners to tackle water quality issues by improving agricultural practices, reducing diffuse agricultural pollution, improving natural flood management and restoring habitats.	£400	£0	£0	£400	1	2019
6	Tees-Swale: Naturally Connected	NPA,AONB, NE, EA, farmers, landowners	Partnership established to secure funding for £8.5 million, 5-year programme to collaborate with farmers, landowners and environmental bodies to generate the behaviour change that will sustain our High Nature Value farming systems and important habitats across Teesdale and Swaledale on an unprecedented scale. New audiences will discover, explore, enjoy and understand our heritage and we will make this a place of high quality learning and training	£2,000	£50,000	£0	£52,000	1	2024
7	Ingleborough Access	Natural England	Partnership between Natural England and YDNPA to improve access especially on the Three Peaks route and restore fragile habitats on the Ingleborough National Nature Reserve. This project primarily improves Public Rights of Way but also improves adjacent habitats	£5,000	£60,000	-£60,000	£5,000	1	2022
8	NUCLNP Curlew Conservation Project	RSPB, NE, YDNPA, NNPA, Nidderdale, North Pennines & forest of Bowland AONBs	Partnership project with NUCLNP partners to improve the conservation of Curlew within the NUCLNP area, by improving the data on poulations, improving advice to farmers and landowners, better management of Curlew strongholds and increasing communication opportunities on Curlew.	£22,500	£1,000	-£16,500	£7,000	1	2019 (Dev't Stage)
9	Lower Wensleydale dormouse woodlands	Peoples Trust for Endangered species, YDMT & YDNPA	3-year project to plant/restore woodlands and hedgerows to link two dormouse release sites within lower Wensleydale.	£2,000	£27,000	-£18,000	£11,000	1	2020
10	Pennine National Trails Partnership	County and Borough Councils, NPAs & Pennine Prospects	Partnership set up to have collective responsibility for: providing well-managed and high quality national trails (Pennine Way and Pennine Bridleway) across the whole length of each trail and to support the economic and social well-being of communities along their length. YDNPA acts as Lead Authority for the Partnership and is accountable to Natural England for the management of the Partnership, Grant Funding and for reporting on the local delivery of the National Trail standards.	£110,000	£55,000	-£155,000	£10,000	1	n/a
11	Our Common Cause	Foundation for Common land, National Trust, NE, NFU, OSS, RSPB, Wildlife Trusts, YDNPA, LDNPA, DNPA, etc	The project is being developed to enhance the heritage of upland commons in four of England's cultural landscapes, including 3 commons in the YDNP. If the bid (to HLF) is successful, the project plans to collectively build skills, trial practical conservation, and through learning and volunteering, increase and celebrate ancient cultural practices and environmental assets.	£1,000	£5,000	£0	£6,000	1	2020 (Dev't Stage)
12	Woodland creation	Woodland Trust	Partnership to jointly fund a Woodland Project Officer Post in order to encourage additional New Native Woodland Creation within the Yorshire part of the NP.	£25,000	£0	-£15,000	£10,000	1	2020
13	Payment for Outcomes	National Trust	Work in partnership with the NT to help them develop and implement their 'payment for outcomes' trial with their farm tenants, provide technical support & advice to further the project.	£3,000	£0	-£3,000	£0	1	2023
14	River Wharfe SSSI Project	Natural England, YDRT, NT, EA	Project to improve the condition of the River Wharfe SSSI, including re-connecting the river with its flood plain and enabling natural processes to occur along the river. YDRT delivering action on the ground with land managers.	£600	£5,000	£0	£5,600	1	2020
15	Green Futures	YDMT; Field Studies Council; Bradford EES; Barnardos WYCS; Craven DEC	A 5-year programme, worth over £1 million, to reach up to 4,000 young people aged 11 to 24 in the Yorkshire Dales and surrounding area. Includes projects to: create and develop interest in the environment; promote and support practical action; develop environmental skills and leadership; create 'green mentors' and role models in the community.	£40,000	£2,000	-£29,000	£13,000	1	2020
16	Great Places: Lakes and Dales	CDC, SLDC, LDNPA, various local arts bodies	Set up to secure funding from the Arts Council and Historic England for a £1.5 m programme of research and investment focused on the rural corridor linking Skipton (Craven) in the south and Grasmere (South Lakeland) in the north, including the market towns and rural hinterlands, extending into both the Yorkshire Dales and Lake District National Parks. It aims to use culture as a means of rural regeneration and to attract younger people to the area.	£5,000	£5,000	£0	£10,000	2	2020
			Totals:	**£365,600**	**£936,500**	**-£980,500**	**£321,600**		

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 10**

Date: **26 March 2019**

Report: **BUDGET 2019/20**

Purpose of the Report

1. To seek approval for the 2019/20 budget; the budget as presented here was tabled at the Finance & Resources (F&R) Committee meeting on 12 February 2019, at which meeting Members agreed to recommend it for approval by the Authority.

Recommendation

2. That Members approve the 2019/20 budget as presented in the Annex.

Strategic Planning Framework

3. The information and recommendation contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework, and in particular Corporate Plan Action 24.4, 'Prepare the Medium Term Financial Strategy / Three Year Budget for 2019/20 to 2021/22'. The requirement that the annual budget be approved by the full Authority is set out in Financial Regulation 3.1.2.

2019/20 Budget

4. The F&R Committee met on 12 February 2019 to discuss the proposed budget for 2019/20 and indicative budgets for 2020/21 and 2021/22; a copy of the paper is attached as an **Annex**, excluding Appendix 4, which contains the detailed programme budgets; this is available on request as a background document. Appendix 1 within the Annex summarises the proposed budget for 2019/20, which is accompanied by the Reserves Strategy at Appendix 5.

Michelle Clyde
Head of Finance

15 February 2019

ANNEX

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 6**

Committee: **FINANCE AND RESOURCES**
Date: **12 February 2019**

Report: **DRAFT BUDGET 2019/20**

Purpose of report

1. To present the draft 2019/20 Budget for the National Park Authority ('the Authority'), accompanied by financial projections for the following two years (2020/21 and 2021/22) and the Reserves Strategy.

Recommendation

2. That Members approve the draft budget for 2019/20 and indicative budgets for 2020/21 and 2021/22 (**Appendix 1**) and the accompanying Reserves Strategy (**Appendix 5**), for submission to the Authority meeting on 26 March 2019 for final approval.

Strategic Planning Framework

3. The information and recommendations contained in this report are consistent with the Authority's strategic planning framework, and in particular with 2018/19 Corporate Action Plan 24.4, to prepare the Medium Term Financial Strategy / Three Year Budget for 2019/20 to 2021/22.

The Draft Budget

4. The budget set out in these papers has been drafted to support the delivery of the objectives and aspirations of the Authority, and in particular our four priority programmes:
    - Continue to deliver a high-quality development management service across the whole of the National Park, including more proactive monitoring and enforcement.
    - Deliver a high-quality rights of way network, focusing on improving the condition of footpaths in the new area of the Park to the same standard as the rest of the Park.
    - Expanding/increasing our work to make the National Park more accessible to a wider range of visitors.
    - Continuing to lead the development and delivery of new, externally-funded, approaches to supporting high-nature value farming, including projects to support natural flood management; 'payment by results', and new woodlands.

5. More detailed information, including all other programme and corporate activity budgets, is contained within the appendices listed below.

- **Appendix 1**: Draft Budget (Medium Term Financial Strategy 2019-2022).

  This shows the detailed budget for 2019/20 and projections for the following two years. Although not included here, income and expenditure has also been modelled for a further two years (to 2023/24) to ensure that our current plans remain viable in the longer term.

  Programmes are grouped according to their priority for 2019/20. Each program includes the cost of employing the officers directly involved in its delivery. Overhead costs are shown under the heading 'Corporate Employment and Central Costs'. Detailed programme descriptions are included at **Appendix 4.**

- **Appendix 2**: Budget assumptions, including staff costs..

- **Appendix 3**: Significant budget changes.

- **Appendix 4**: A full set of budget proposals, one for each programme.

- **Appendix 5**: Reserves.

  The draft budget makes some planned use of allocated Reserves in 2019/20, but it is also likely that some of the other allocated Reserves listed in **Appendix 5** will be used this year, for the purposes for which they were established. At this stage the timing of such spending is too uncertain to add it into the budget.

  However, when the allocated reserves do come into play, adjustments will be included (and highlighted as such) within the quarterly management accounts presented to this Committee.

- **Appendix 6**: Risks.

Our Income Generation Objective for 2019/20

6. The Income Generation Strategy for the next three years, agreed by the Authority in December 2018, has the objective of maintaining the *real* value of the Authority's gross expenditure (£/km^2) as measured by the baseline of 2014/15. Based on current inflation projections, achieving that objective would require the Authority to generate sufficient income to fund expenditure of **£7.92m** in 2019/20, rising to £8.08m in 2020/21 and to £8.23m in 2021/22.

7. The Medium Term Financial Strategy presented here shows that we are on course to achieve the above targets. Total planned expenditure within the draft budget for 2019/20 is **£8.14m**; the projections for 2020/21 and 2021/22 are £8.13m and £8.24m, respectively. The likelihood is that all of these figures will be revised upwards, as a result of further successes on income generation, and as some additional allocated reserves are used.

Equalities Impact Assessment

8. An Equalities Impact Assessment has been completed for this report and the proposals it describes, with specific reference to the protected characteristics prescribed by the Equalities Act 2010. This assessment concluded that the proposals have no adverse impact with respect to equalities.

Michelle Clyde
Head of Finance & Resources

28 January 2019

Medium Term Financial Strategy 2018-2023

	2018/19 BUDGET NET £000's	2019/20 BUDGET NET £000's	2020/21 BUDGET NET £000's	2021/22 BUDGET NET £000's
PROGRAMME BIDS:				
PRIORITY PROGRAMMES				
Staff Cost	668.1	681.5	700.2	723.6
Programme Cost	95.7	56.5	56.7	57.0
Income	(269.0)	(269.0)	(269.0)	(269.0)
Development Management Total	**494.8**	**469.0**	**487.9**	**511.5**
Staff Cost	542.3	592.9	551.3	532.2
Staff income	(83.6)	(113.6)	(84.0)	(31.0)
Programme Cost	213.7	213.1	254.7	220.7
Income	(78.7)	(80.9)	(35.0)	(26.0)
Land Management & Biodiversity Total	**593.7**	**611.4**	**687.0**	**695.9**
Staff Cost	406.4	434.9	457.9	471.9
Staff Income	(74.4)	(69.5)	(71.2)	(72.8)
Programme Cost	607.9	665.5	662.7	663.7
Income	(338.5)	(326.6)	(322.6)	(322.6)
Rights of Way Total	**601.4**	**704.3**	**726.8**	**740.2**
Staff Cost	131.5	138.1	136.6	119.0
Staff Income	(24.5)	(26.6)	(21.0)	0.0
Programme Cost	65.0	48.4	42.9	41.0
Income	(10.9)	(4.2)	(3.3)	0.0
Access For All Total	**161.1**	**155.7**	**155.3**	**160.0**
Total Priority Gross Cost	**2,730.6**	**2,830.8**	**2,863.1**	**2,829.1**
Total Priority Income	**(879.6)**	**(890.4)**	**(806.1)**	**(721.4)**
Total Priority Net Cost	**1,851.0**	**1,940.5**	**2,057.0**	**2,107.6**

	2018/19 BUDGET NET £000's	2019/20 BUDGET NET £000's	2020/21 BUDGET NET £000's	2021/22 BUDGET NET £000's
ADEQUATE PROGRAMMES				
Staff Cost	85.3	84.4	87.1	89.5
Programme Cost	112.4	128.5	118.6	162.3
Income	(70.9)	(74.9)	(72.9)	(72.9)
Dales Countryside Museum Total	**126.8**	**138.0**	**132.8**	**178.9**
Staff Cost	133.9	131.6	137.7	143.6
Programme Cost	54.6	60.7	60.8	100.9
Income	(26.5)	(35.0)	(35.0)	(55.0)
Historic Environment Total	**162.0**	**157.3**	**163.5**	**189.5**
Staff Cost	85.4	89.5	92.6	95.8
Programme Cost	37.0	75.0	75.0	50.0
Income	(30.0)	(20.0)	(20.0)	0.0
Development Planning Total	**92.4**	**144.5**	**147.6**	**145.8**
Staff Cost	0.0	0.0	0.0	0.0
Programme Cost	25.2	688.8	681.9	673.9
Income	(20.0)	(593.4)	(593.4)	(593.4)
Landscape Features Total	**5.2**	**95.4**	**88.5**	**80.5**
Staff Cost	219.7	226.9	223.9	244.6
Staff Income	0.0	0.0	0.0	0.0
Programme Cost	145.0	134.2	82.7	82.7
Income	(46.4)	(44.4)	(3.4)	(3.4)
Volunteers and Apprentices Total	**318.3**	**316.8**	**303.2**	**323.9**
Staff Cost	129.2	112.5	105.7	109.9
Staff Income	(9.6)	(11.5)	0.0	0.0
Programme Cost	75.5	40.0	100.0	30.0
Income	(40.5)	0.0	0.0	0.0
Tourism Total	**154.6**	**141.0**	**205.7**	**139.9**
Total Adequate Gross Cost	**1,103.2**	**1,772.2**	**1,765.9**	**1,783.2**
Total Adequate Income	**(243.8)**	**(779.2)**	**(724.6)**	**(724.6)**
Total Adequate Net Cost	**859.3**	**993.0**	**1,041.3**	**1,058.5**

	2018/19 BUDGET NET £000's	2019/20 BUDGET NET £000's	2020/21 BUDGET NET £000's	2021/22 BUDGET NET £000's
LIMITED PROGRAMMES				
Staff Cost	252.3	338.8	348.6	358.9
Programme Cost	297.8	381.4	334.0	337.6
Income	(261.5)	(352.7)	(299.5)	(299.5)
National Park Centres Total	**288.6**	**367.6**	**383.1**	**397.1**
Staff Cost	36.5	37.1	38.1	38.8
Programme Cost	175.0	175.0	175.0	175.0
Income	0.0	0.0	0.0	0.0
Sustainable Development Total	**211.5**	**212.1**	**213.1**	**213.8**
Staff Cost	69.6	66.5	62.4	65.2
Programme Cost	294.3	277.7	289.7	308.4
Income	(574.6)	(588.8)	(608.8)	(608.8)
Car Parks & Toilets Total	**(210.7)**	**(244.5)**	**(256.6)**	**(235.2)**
Staff Cost	105.7	110.6	116.1	119.6
Programme Cost	17.0	47.0	47.0	47.0
Income	0.0	(30.0)	(30.0)	(30.0)
Visitor Management Total	**122.7**	**127.6**	**133.1**	**136.6**
Total Limited Gross Cost	**1,248.1**	**1,434.1**	**1,410.9**	**1,450.5**
Total Limited Income	**(836.1)**	**(971.4)**	**(938.3)**	**(938.3)**
Total Limited Net Cost	**412.0**	**462.7**	**472.6**	**512.3**
PROGRAMME SUMMARY				
TOTAL GROSS PROGRAMME COSTS	**5,081.9**	**6,037.2**	**6,039.9**	**6,062.8**
TOTAL PROGRAMME INCOME	**(1,959.5)**	**(2,641.0)**	**(2,469.0)**	**(2,384.3)**
TOTAL PROGRAMME SPEND	**3,122.4**	**3,396.2**	**3,570.9**	**3,678.4**

	2018/19 BUDGET NET £000's	2019/20 BUDGET NET £000's	2020/21 BUDGET NET £000's	2021/22 BUDGET NET £000's
CORPORATE EMPLOYMENT & CENTRAL COSTS				
Conservation of the Natural Environment	107.4	113.8	120.1	123.8
Promoting Understanding and Enjoyment	101.8	107.4	113.5	119.1
Communications and Interpretation	162.2	171.1	174.4	179.1
Communications & Corporate - Ranger Services	67.3	68.8	70.4	71.7
Development Planning	28.3	29.7	30.5	31.1
Corporate Services	852.1	888.5	925.7	952.3
1% Vacancy Factor	(36.9)	(38.7)	(39.4)	(40.1)
Pension Deficit - Lump Sum	0.0	0.0	0.0	0.0
Other Employee Costs - Corporate Management	9.5	32.9	15.5	15.6
Other Employee Income - Corporate Management	0.0	(13.0)	0.0	0.0
TOTAL CENTRAL GROSS COSTS	**1,291.6**	**1,373.5**	**1,410.7**	**1,452.6**
TOTAL CENTRAL INCOME	**0.0**	**(13.0)**	**0.0**	**0.0**
Total Corporate Employment Costs	**1,291.6**	**1,360.5**	**1,410.7**	**1,452.6**
Support Services	210.1	210.3	182.4	190.4
Support Services Income	(25.0)	(106.1)	(49.6)	(54.5)
CEO Support	3.6	4.0	4.1	4.1
CEO Support Income	0.0	0.0	0.0	0.0
Legal Services	16.1	14.9	15.2	15.5
Legal Services Income	(20.0)	(17.0)	(17.0)	(17.0)
Office Accommodation	102.7	109.7	114.7	120.1
Office Accommodation Income	(9.7)	(9.7)	(9.7)	(9.7)
Office Buildings Maintenance	33.1	17.0	15.4	39.6
Health & Safety	5.1	7.8	7.9	8.0
Member Costs	115.3	116.8	117.8	120.7
IT Licences, Consumables and Support	111.6	118.7	124.0	129.4
Communications & Web Services	71.4	87.9	57.2	58.1
Communications Income	(0.9)	(19.0)	(0.4)	(0.4)
Training	30.1	40.1	40.1	40.1
Total Central Costs	**643.6**	**575.4**	**602.1**	**644.3**

	2018/19 BUDGET NET £000's	2019/20 BUDGET NET £000's	2020/21 BUDGET NET £000's	2021/22 BUDGET NET £000's
BUDGET SUMMARY				
DEFRA National Park Grant Income	(5,141.4)	(5,229.8)	(5,319.8)	(5,411.3)
Other Income	(2,015.0)	(2,805.7)	(2,545.6)	(2,466.0)
Total Income	(7,156.4)	(8,035.5)	(7,865.4)	(7,877.2)
Gross Expenditure	7,072.7	8,137.8	8,129.4	8,241.4
In-Year Deficit/(Surplus)	(83.7)	102.3	264.0	364.2
Opportunities Fund	83.7	60.0	60.0	60.0
In-Year Deficit/(Surplus) after Opportunities Fund	(0.0)	162.3	324.0	424.2
FUNDED BY:				
Matched Funding from Specific Reserves	0.0	(140.0)	(190.0)	(140.0)
Capital Funded from Reserves	0.0	0.0	(62.6)	0.0
General Balancing Reserve Movement	0.0	(22.3)	0.0	0.0
Deficit in year	(0.0)	(0.0)	71.4	284.2

Budget assumptions about costs and income

(1) Defra Grant

Defra announced a four year grant settlement for National Park Authorities in January 2016. 2019/20 is the final year of this settlement. The Authority will receive a grant of £5,230k.

For 2020/21 and beyond, it has been assumed that our Defra grant will increase at the same underlying rate of inflation as was applied within the 2016 settlement (1.72%). The long-term inflation position may be higher (which could increase the grant further); however, Defra may choose to allocate future grants on a different basis. We will take account of any changes in this assumed rate of inflationary increase once they are clear.

(2) Staff Costs

Staff costs have been modelled in detail across the three years of this Medium Term Financial Strategy. The projections include expected pay-band progression and employer Pension and National Insurance contributions. The staff 'vacancy factor' has been set at 1% (as last year); this anticipates a saving against staff costs of £39k, to be generated by temporary vacancies and other minor adjustments which arise during the year.

The impact of a series of changes has been to increase the overall staff budget and this in turn has increased the ratio of staff costs to gross income; the current projections for this ratio are:

	2019/20	2020/21	2021/22	2022/23	2023/24
% Salary Costs to Gross Income	**53.0%**	**55.1%**	**56.1%**	**56.7%**	**62.6%**

For 2019/20, the ratio is projected to be **53.0%**; although the Authority has set an indicative measure for this ratio of 50% - 55%, suggesting a potential problem from 2020/21 onwards, in reality these values are likely to fall if (~ when) we achieve further success in income generation. This assertion is supported by the change in the value originally calculated for 2019/20, estimated at 55% in December 2018 but which has subsequently fallen to 53% as a result of successful grant bids.

These calculations take account of the following factors:

(i) The national pay award for local government; Members agreed the approach to applying this award, including some changes to the Authority's pay structure, in December 2018.

The pay award comprised a complex response to the introduction of the Living Wage, with pay at the lower end of the pay scale increasing at varying rates above inflation but with all pay increments increasing by at least 2%. The award excludes the CEO post which is subject to a separate process; however, as that

process mirrored the general pay increase last year, we have budgeted for an increase of 2% each year. The same rate has been applied to Member Allowances, in line with current policy.

(ii) The addition of a small number of new posts and other staff costs, as follows:

a. An additional National Park Centre Manager post. The five Centres are currently managed by two part-time officers (= one Full Time Equivalent), an arrangement established as a response to the government cuts of 2011 but which has proved operationally challenging. The new post will help to promote the centres as visitor hubs, improve their effectiveness and efficiency, and encourage further retail activity. The contract is for eighteen months, and is linked to a targeted increase in retail income to cover part of its cost; extension of the contract will be dependent on the success of retail income generated;

b. a new two year contract to employ an additional Farm Advisor, to work on new externally-funded projects (and funded by that additional income);

c. Establishing the post of Trainee Planner as a permanent arrangement. This position has been running for a trial two-year period, and it is concluded that the arrangement is working well and enables us to train our own planners and to recruit in an otherwise very difficult market;

d. changing the function of the vacant (0.7 fte) Senior Policy and Performance Officer to support work on the development of the new Local Plan; this was agreed at the Authority meeting in December 2018;

e. the extension of the contract for our Destination Co-ordinator post, to September 2019. This matches the revised end-date for the RDPE-funded 'Destination Partnership: Moors and Dales' project.

- From 2020/21 onwards the projections for staff costs include a likely change in the **employer** contribution rate towards the Local Government Pension Scheme (LGPS). For 2019/20, this rate is 18.6%, but a consultation launched in January 2019 proposes slightly improved pension benefits, the most significant of which is a reduction in **employee** contribution rates for lower paid workers; the key change would be a reduction in contribution rate from the present 5.5% to one of 2.25% for employees paid less than £12,850.

The impacts of these changes won't be fully clear until the next triennial valuation of the Authority's share of the pension fund's assets and liabilities. The next valuation will take place during 2019, and will set employer contribution rates for the three years from April 2020. However, we estimate that the impact of the reduced contribution payments from employees who are paid less than £12,850 will generate a shortfall in overall (employer + employee) contributions of around £27,000 a year based on our current staff cohort. This will increase the employer contribution rate to at least 19.4%, so that value has been included in the budget model from 2020/21 onwards.

Because approximately 50% of our employees are either part time or in job-share arrangements, a relatively large number of officers will see their contribution rates fall.

(3) Overheads

Inflation on corporate overheads has been applied at variable rates depending on the particular item, with the intention of projecting as accurate a figure as possible for each area of expenditure.

(4) Earned Income

The current assumption is that bank interest base rates will remain at current levels for the next two years, increasing to 1.25% by 2020/21.

Other sources of ‘earned’ income (planning fees, net retail profits, car parking income, pre-application advice fees, renewables, DCM admissions) have been projected in line with the history of actual receipts.

Significant Budget Changes

The changes described here explain differences of £10k or more between the 2018/19 and 2019/20 budgets (see **Appendix 1**). A number of these differences had already been identified for 2019/20 within the three-year projection which formed part of the 2018/19 budget approved by this Committee in March 2018.

The detailed explanation for staff cost increases is included in **Appendix 2**. Not all programme budgets will be affected equally, as those for which the majority of staff have reached the top of their pay-scale have a much lower increase. Items over and above these increases are detailed below.

Development Management

Staff Cost. The post of Principal Planning Officer (Enforcement), which had been included as a temporary contract ending in November 2018, has been made permanent.

Programme Cost. The budget included a provisional one-off £42k for a new Planning IT System in 2018/19; this amount is likely to be carried forward into 2019/20 as the procurement process is still ongoing.

Income. Charging rates remain unchanged but projections for income likely to be achieved have been adjusted in line with actual results achieved over the past year.

Land Management & Biodiversity

Staff Cost. This increase includes a new two year post of Agri-Environment Admin Officer; the extra cost is funded by additional income.

Rights of Way

Staff Cost. Additional costs reflect (i) one National Trails officer had been budgeted as half-time in the previous year (the other part of their employment / cost being covered by their working for a neighbouring AONB); that officer has now been allocated full-time to the Authority; and (ii) the allocation of Ranger staff costs between Rights of Way and the Car Park programmes has been adjusted, following a move to contract out grass cutting in Car Parks, so that more Ranger time would be available for Rights of Way work.

Programme Cost. Compared to 2018/19, the cost has increased by £58k. The 2019/20 budget now includes the Ingleborough Access project (£60k a year until 2021/22; £180k payment from Natural England received in 2018/19, to fund the project over the next three years). Vehicle costs have increased with the introduction of a new fleet, by £10k, but there has been a decrease in the National Trails budget of £16k, matched by lower funding (see below).

Income. Funding from Natural England for the National Trails has been reduced by £16k.

Dales Countryside Museum

Programme Cost. The budget includes a new project, 'Marie Hartley: ink inspiration'. Marie Hartley was made a MBE for her life's work as an artist, writer and historian of the Yorkshire Dales life and traditions. Her collections form part of the fabric of the DCM and she is an extremely important figure in recording and preserving the history of the Dales.

The project will generate other events (community printing sessions, talks), a "stamp" trail for use within the Museum, a Marie Hartley trail linked to her books featuring Swaledale and Wensleydale, and the creation of an initial range of retail products incorporating selected designs. The project has a total value of £9.9k, of which £2k will be donated by the Friends of DCM and with £0.5k of coming from sponsorship.

Development Planning

Programme Cost: Costs linked to preparing a new Local Plan have been included at £45k, including commissioning a Landscape Character Assessment.

Income: The decrease of £10k is a reduction in the expected Self-Build Register grant compared to the £30k 2018/19 figure.

Landscape Features

Programme Costs. The Heritage Lottery Fund-supported (HLF) Westmorland Dales Landscape Partnership project will run for four years, of which three years-worth of expenditure and income is shown in this budget. The Authority is providing match funding of £280k.

Income. The £20k consultancy income shown in 2018/19 was a one-off, coming from Defra's Traditional Farm Buildings project. From 2019/20 onwards, the income line shows only the income relating to the Westmorland Dales project (coming from HLF funding and YDMT).

Volunteers & Apprentices

Programme Cost and **Income** have both reduced, with the Green Futures Apprentice Scheme ending in 2019/20. The 'Ingleborough Dales' apprentice expenditure increases by £11k, in line with the project profile for this final year of the project, and Volunteer expenses have been reduced, so that the budget better matches actual volunteer claims.

Although the apprentices schemes mentioned above are due to finish in 2019/20, the Westmorland Dales Landscape Partnership will provide a new scheme, with more places for apprentices; in addition, the Authority is continuing to fund four internal Apprenticeships.

Tourism

The decrease compared to 2018/19 matches the timetable for the Destination Dales project, which is scheduled to end part-way through 2019/20; the main element of this project is additional temporary staff cost (and matching income)

National Park Centres

Staff Cost. The budget has been increased to fund two additional part time Centre Manager posts (in total, one Full Time Equivalent post).

Programme Cost and Income. LEADER funding (and matching costs) for the development of the Grassington Hub has been included in in 2019/20. Retail sales and associated costs have been increased in line with performance on 2018/19, with the resulting additional net profit of £15k thereby matching off against part of the costs of the additional Centre Manager posts mentioned above.

Car Parks & Toilets

Programme Cost. Maintenance (refurbishment) costs are £21k lower than in 2018/19, in line with the five year Property Strategy.

Income. This has been increased by £14k, in line with actual results achieved in 2018/19 to date.

Corporate Employment Costs

Most lines have increased in line with changes to expected pay awards and employer pension contributions (see **Appendix 2**). 'Other Employee Benefits' includes the cost and expected delegate fees (= income) to be received for hosting the Society of National Parks Staff Conference in 2019.

Central Costs

Support services
2018/19 (£20k) and 2019/20 (£30k) include the one-off cost of hosting the UK National Parks Conference.

Support Services Income
This includes delegate fees for the Conference, together with sponsorship income. Interest income has also been increased by £17k in line with expected improved returns.

Office Buildings Maintenance
There is a decrease in line with the expenditure plans in the five year Property Maintenance Strategy.

Communications & Web Services
2019/20 contains the second year of the interpretation budget for the 'Dairy Days' project, at £32k; the budget for 2018/19 included £15k to pay for surveys.

Communications & Web Services Income
Income for 'Dairy Days' is included here.

Training
The budget has been increased by £10k in line with the Authority's commitment to develop its staff alongside, linked to the revised Investors in People Standard.

Reserves Strategy

The Authority holds Reserves for two key purposes:

- To help to manage budget risk, by providing:
    - financial 'insurance': having enough in the bank to cover contingencies such as a major legal cost or the interim funding needed to cope with a reduction in revenue support grant;
    - a buffer in case we get budget estimates wrong.
- To support delivery by:
    - funding investment requirements;
    - enabling us to take advantage of unexpected opportunities.

This Reserves Strategy covers the Authority's **Usable** Reserves. These are Reserves which are backed by cash and are therefore available to spend on the purposes for which they have been established. At the date of this report, the value of the Authority's Usable Reserves is **£2980k.** This figure is likely to change, dependent as it is on the year-end financial position for 2018/19.

The Strategy

It is proposed that the Authority's Reserves be maintained in line with **Table 1**, below.

	£'000
TABLE 1. USABLE RESERVES STATEMENT	
Earmarked Reserves	
1. Contingency	814
2. Carry Forward Budgets	0
3. Opportunities Fund	26
4. Property (Refurbishment)	124
5. IT (Replacement & Upgrade)	56
6. Broadband Loans	125
7. Access for All	50
8. Cumbria Rights of Way	90
9. Rights of Way Erosion	120
10. Tees Swale Project	250
11. Tour de Yorkshire 2020/21	50
12. Dales Countryside Museum Maintenance	240
13. Ingleborough Access Project	180
14. Yorkshire Wildlife Trust Loans	400
15. General Reserve	455
Total Current Useable Reserves	**2980**

The position at year-end (31 March 2019) will inevitably be somewhat different from that shown above, after taking into account the following events:

- Some of these allocated Reserves will be reduced, in line with planned spending during the remainder of 2018/19; this relates in particular to the Property, IT and DCM Maintenance Reserves.

- The Broadband Loan reserve will increase, after interest accrued during 2018/19 is added. It will also increase by the value of any further component loans that may be made before 31 March 2019; the money for such loans comes from the Authority's Sustainable Development Fund.

- A temporary reserve will be created to contain any carry-forward budgets that are required to complete activity started but not finished in 2018/19. The value of this Reserve will then be added to the 2019/20 Budget once that year has started.

- The General Reserve may be temporarily reduced, by up to £160k, after taking account of working capital loans to the Lune Rivers Trust. Note that these loans have not yet been requested.

- The General Fund will be modified by whatever the net 2018/19 year end financial balance is (after taking account of carry-forward budgets). This is likely to be an increase, as we are currently projecting a net surplus on earned income and there is a residual balance on the 2018/19 Opportunities Fund allocation.

Further details concerning the individual Earmarked Reserves follow.

1. Contingency Reserve. As for 2018/19, this is calculated at 10% of gross budgeted expenditure. This is in line with practice at other NPAs, and is a response both to the increased reliance the Authority places on sourcing additional external funding (and the increase risk associated with that) and the potential impact of any downturn in core income, specifically in terms of our Defra grant, and in 'earned' income.

As explained elsewhere in this report, the proportion of net income being spent on staff costs continues to grow. This means that the immediate impact of (for example) a cut to our Defra grant would now be more challenging than when a higher proportion of our income was allocated to discretionary non-staff budgets. This requires us to maintain financial 'self-insurance' at a higher level than would otherwise be necessary.

2. Carry Forward Budgets. As at January 2019, the value of this Reserve is nil. At year-end, it will contain the residual budgets allocated in 2018/19 for work that has started but not completed by 31 March.

3. Opportunities Fund. The residual balance on the allocation from Reserves to this Fund for 2018/19 stood at £26k at the date of this report. Future allocations to this Fund are budgeted at £60k a year for the next five years, and this allocation accounts for a significant proportion of the 'Current Predicted Deficits' line in Table 2 (please see below) and at the bottom line of the table in **Appendix 1**.

4. Property. This Reserve was agreed in December 2016, to cover additional expenditure identified by the five year Property Strategy, which runs until March 2022. This Strategy is now in its third year, so the value of the Reserve is the remaining balance after two years (out of 5) of planned expenditure. The figure shown here (£124k) will fall substantially by year-end, once the costs for current re-roofing works at our Colvend office have been accounted for.

5. IT Replacement & Upgrade. This Reserve was agreed in December 2016, to cover additional expenditure identified by the five year IT Strategy, which runs until March 2022. This Strategy is now in its third year, so the value of the Reserve is the remaining balance after two years (out of 5) of planned expenditure.

6. Broadband Loans. The Sustainable Development Fund (SDF) has supported a number of broadband schemes across the National Park, via a series of interest-bearing loans, the staged repayment of which is due to start in 2021.The total value of this Reserve includes income accrued to date, which will become payable at the end of the term of each loan.

7. Access for All. This reserve contains a private donation made towards the Authority's work on making Public Rights of Way more accessible. The donation was received in December 2017, and has been ring-fenced pending the development of suitable projects.

8. Cumbria Rights of Way. This reserve contains the residual value of a contribution of £120k, which Cumbria County Council made to the Authority on its taking over responsibility for rights of Way maintenance in the extended Cumbrian part of the National Park. The money is being applied over time to improve the standard of the Rights of Way in that area, at the rate of £30k a year for 5 years.

9. Rights of Way Erosion. This Reserve was agreed by Members in 2018, to cover a variety of potential erosion-related repair works to landholdings leased by the Authority for access purposes but where it is intended that such leases will end.

10. Tees Swale Project. An allocation of £250k, being the Authority's match funding contribution to a five year programme of expenditure on this project, which it is hoped will be funded by the Heritage Lottery Fund. The project, being lead by the North Pennines AONB, made it through to the 'development' stage in 2018, and was awarded significant funding to prepare the final bid proposals. Expenditure of this Reserve is dependent on a successful bid.

11. Tour de Yorkshire 2020/21. This allocation was agreed by members in 2018, to support a Tour de Yorkshire event, and will be moved from Reserves into that year's budget in due course.

12. Dales Countryside Museum Maintenance. This Reserve was agreed by Members in 2018, to address a variety of short and long-term structural maintenance and refurbishment issues over and above the budget available for routine maintenance. The sum shown is the current balance, after some work was undertaken in 2018/19.

13. Ingleborough Access Project. This reserve contains £180k granted to the Authority by Natural England, to be spent on accessibility work on the Ingleborough National Nature Reserve over the next three years.

14. Yorkshire Wildlife Trust Loans. This is a temporary reserve, covering loans made to YWT to provide the working capital requirements for peatland restoration works taking place over the next six months. When the loans are repaid in June 2019, this sum (£400k) will move to the General Reserve.

15. General Reserve. This is a balancing figure, being that amount of our Reserves for which we currently have no detailed spending plans.

There are a number of projects in the Authority's 'income generation pipeline' which may require significant match funding but for which no allowance has yet been made in the budget. This requirement for match funding is likely to be a continuing feature, assuming the Authority maintains its success rate in accessing grants, and the General Reserve will allow us to take advantage of such opportunities in the future.

The General Reserve may also be required to cover any major additional capital costs, including those that may be identified in future editions of the Authority's IT and Property Strategies; these are five year plans, the current versions of which have three years to run, after which period any further significant developments are as yet unfunded (because they haven't been identified*).*

Finally, the uncertainties around Brexit (see **Appendix 5**, item 1) may warrant maintenance of a general (uncommitted) reserve, to cover the potential contingencies which may arise from that event. The effects of Brexit will take some time to become fully clear, so maintaining Reserves may continue to be appropriate for some time, and potentially beyond 2019/20.

+++++

Looking forward, and extending the proposed 3 year Medium Term Financial Strategy to our longer term 5 year 'financial planning' time frame, it is anticipated that these various Reserves will be used as shown in **Table 2**. This projection shows that our current plans would see the Authority spending over 75% of its Usable Reserves over the next 5 years; it also suggests that, beyond March 2021, we may have a significant (and building) cost problem, where our full spending plans are increasingly reliant on dwindling Reserves, albeit that current Reserves are sufficient to cover the shortfall over the next five years.

However, this preliminary conclusion ignores the likelihood that there will be at least some net 'underspend' at the end of each of the next 5 years (which is likely in part to be as a result of additional 'unconditional' earned income) and which will in turn improve the Reserves projections over the period; this will be a necessary outcome if we continue to require a Contingency Reserve set at 10% of Gross Expenditure, as this projection suggests that, by 2024, our total Usable Reserves will have fallen below that level.

We will continue to monitor this long term projection carefully, such that should any remedial action be required, we will have ample time to implement any changes in delivery that might be necessary in a planned and constructive manner. This statement is no more

than a commitment to prudent financial planning, and is not meant to infer a long term structural problem with the Authority's finances: 2024 is a long way off, in terms of accurately projecting income and expenditure flows!

TABLE 2. PROJECTED USE OF RESERVES

No	Description	Balance	19/20	20/21	21/22	22/23	23/24	Balance March 2024
		£'000	£'000	£'000	£'000	£'000	£'000	£'000
1	Contingency Reserve	814	-	(1)	11			824
2	Carry Forward Budgets	0						0
3	Opportunities Fund	26						26
4	Property (Refurbishment)	124		(59)	(20)	(20)	(25)	0
5	IT (Replacement and Upgrade)	56		(4)	(20)	(20)	(12)	0
6	Broadband Loans	125			(85)	(30)	(10)	0
7	Access for All	50						50
8	Cumbria Rights of Way	90	(30)	(30)	(30)			0
9	Rights of Way Erosion	120	(120)					0
10	Tees Swale Project	250	(50)	(50)	(50)	(50)	(50)	0
11	Tour de Yorkshire 2020/21	50		(50)				0
12	Dales Countryside Museum Maintenance	240	(240)					0
13	Ingleborough Access Project	180	(60)	(60)	(60)			0
14	Yorkshire Wildlife Trust	400	(400)					0
15	General Reserve	445	400	1	(11)			845
	Current predicted deficits		(22)	(71)	(284)	(270)	(372)	(1019)
	Total Useable Reserves	**2980**						**726**

APPENDIX 5

Risks associated with the Draft Budget

Risk	Impact	Likelihood	Control / Mitigation
1. Brexit	Unknown	High	At the date of this report, uncertainties over Brexit were significant and we were in no better position to predict the impact than was anyone else. The more significant effects could include the following (this is not an exhaustive list) (i) a cut to our core grant; (ii) unknown inflationary costs on goods and services bought in; (iii) changes in tourism patterns (and therefore income); (iv) poor performance across financial markets, which could cause a significant increase in pension fund net liabilities. The main control for such uncertainties is the maintenance of sufficient unallocated reserves.
2. Staff costs in excess of budget	Moderate	Low	Staff turnover may not generate the saving from vacancies built into the budget, at £39k. However, a similar target for 2018/19 will be achieved, and the current experience of staff turnover rates supports the continuation of this approach. Beyond 2019/20, annual inflation-related pay awards are assumed to continue at the rate of 2%. This assumption appears reasonable at this time. Longer term, with higher rates of annual pay inflation, there may be a knock-on effect on employer pension contributions (relating to older liabilities). Any such effect is unlikely to be known until Autumn 2020 when the results of the next triennial valuation of the pension scheme are due. Future employer pension contribution rates may be higher than projected; the exact position will be confirmed late in 2019, with any subsequent changes affecting the Medium Term Financial Strategy from 2020/21 onwards.
3. Inflation greater than projected	Low	Low	Specific rates of inflation, appropriate to each overhead, have been used to prepare the budget. The situation will be monitored, with the potential for more substantial increases in inflation (particularly relating to energy costs and other purchases a possibility. The Authority's main 'people-based' service contracts (cleaning, cash collection) are continuing to operate under agreements reached last year. Longer term, so from 2020/21 onwards, the effects of the progressive introduction of the National Living wage and other salary-related inflation may push up the costs of those contracts.
4. Unidentified costs missing	Low	Low	Thorough budget process. Any significant problems could be managed through a call on General

from budget.			Reserves.
5. Failure to achieve earned income projections.	Moderate	Low	Achievement of targets is under continuous SMT review. Projections have been based on income levels achieved in 2018/19. Some anticipated grant income may not be achieved, in which case the related expenditure will not take place (so no net impact).
6. Failure to deliver objectives within Corporate Plan	High	Low	Closely managed process, with regular in-year review. Resources can be made available from the General Reserve where additional spending is required to achieve delivery, particularly in relation to new activity set out in the 2018 National Park Management Plan

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 11**

Date: **26 March 2019**

Report: **TREASURY MANAGEMENT AND THE PRUDENTIAL CODE FOR CAPITAL FINANCE**

Purpose of the Report

1. To seek approval for the Annual Treasury Management Strategy for 2019/20.

Recommendations

2. That Members approve the Annual Treasury Management Strategy for 2019/20 as set out in the **Appendix**.

Strategic Planning Framework

3. The information and recommendations contained in this report are consistent with Corporate Action Plan objective 24, 'Plan and manage all aspects of the Authority's business to make the most effective use of our resources'.

Background

4. This Report is a statutory requirement linked to the independent financial status of the Authority. It contains two substantive matters: the obligation to create the opportunity to borrow to fund capital spending, and setting our (cash) investment strategy. However, Members should note that we have no plans for any borrowing, and our investment activity is delivered under a contract with North Yorkshire County Council (NYCC).

5. The Authority's contract with NYCC is limited to the interest-earning investment of cash reserves and working capital balances. Our money is pooled with that of other bodies for which NYCC also undertakes this service (including two other National Park Authorities), with investment activity aimed at underwriting the security of capital and liquidity of investments, whilst seeking the highest return on its investments.

6. As at March 2019, the Authority has no loans (as debts) in place. Nonetheless, the possibility of borrowing is an option available to the Authority when making decisions on the optimum way to finance capital spending. The indicators proposed in this Strategy meet the ground rules that would allow a decision to be taken to borrow funds if that proves to be the optimum solution. Nothing in this report commits the Authority to a decision to borrow funds.

The Treasury Management Strategy for 2019/20

7. CIPFA regulations and guidance require that this Strategy covers a number of related areas:

    - **Prudential Indicators**, setting the context for any future borrowing the Authority might wish to undertake; these include the affordable borrowing limit, set at £372k for 2019/20.

    - The **Minimum Revenue Provision Policy.** This sets out the Authority's approach to repaying any capital borrowing over time.

    - **Treasury Management Practices** (TMPs) describe the manner in which the Authority will seek to control Treasury Management. As all the investment activities of the Authority are carried out by NYCC, it is necessary to adopt the TMPs used by NYCC to govern its own Treasury Management activities in so far as these relate to investment. A copy of the NYCC TMPs is available on request.

    - The adoption of NYCC's **Annual Investment Strategy** and **Approved Lending list**

8. In addition to the Strategy, the Authority is also required to have a **Treasury Management Policy Statement**. This is set out below, unchanged from previous years.

> The Authority defines the policies and objectives of its treasury management activities as follows:
>
> - Treasury management is the management of the Authority's investments and cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with these activities, and the pursuit of optimum performance consistent with these risks.
> - The successful identification, monitoring and control of risk will be the prime criteria by which the effectiveness of the treasury management activities will be measured. Accordingly the analysis and reporting of treasury management activities will focus on their risk implications for the Authority.
> - Effective treasury management will support the achievement of the business and service objectives of the Authority. The Authority is therefore committed to the principles of achieving best value in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.

9. CIPFA's Code of Practice on Treasury Management emphasises that the responsibility for risk management and control of Treasury Management activities lies wholly with the Authority and its officers.

Local Authority Investments and Annual Investment Strategy

10. Under Section 15 (1) (a) of the Local Government Act 2003, the Authority is required to have regard to Investment Guidance issued by the Secretary of State in respect of the investment of cash funds. This Guidance on Local Government Investments requires an **Annual Investment Strategy (AIS)** to be approved by Members.

11. Because investment activity is undertaken on behalf of the Authority by NYCC, the practical result of this is that we are required to adopt NYCC's AIS. A copy is available on request.

Treasury Management Reporting and Scrutiny Arrangements

12. The CIPFA Code of Practice on Treasury Management requires that each authority must receive reports on its Treasury Management policies, practices and activities, including as a minimum an annual strategy and plan in advance of the year, a mid year review and an annual outturn report after the end of the year. These requirements are included in the Authority's Financial Regulations (13.4) and are fulfilled by the current report, and by subsequent reports to the Audit & Review Committee.

13. Treasury Management performance and policy setting should also be subject to ongoing scrutiny: each Authority must delegate the role of scrutiny of treasury management strategy and policy to a specific named body. For YDNPA, this is the Audit & Review Committee.

Richard Burnett
Treasurer
4 March 2019

APPENDIX

TREASURY MANAGEMENT STRATEGY & STATEMENT 2019/20

INTRODUCTION

1. The production and submission to Members of this Treasury Management Strategy is a requirement of the Local Government Act 2003, as codified in the CIPFA Treasury Management Code of Practice in the Public Sector & Prudential Code. The Strategy covers:

- the Treasury Limits in force which will limit the treasury risk and activities of the Authority (paragraphs 2-3)
- Prudential Indicators (paragraph 4)
- the current treasury position (paragraph 5)
- the Borrowing Requirement and Borrowing Limits (paragraphs 6-8)
- Borrowing Policy (paragraph 9-13)
- prospects for interest rates (paragraph 14)
- the Borrowing Strategy (paragraphs 15-17)
- Minimum Revenue Provision Policy (paragraphs 18 -20)
- Annual Investment Strategy (paragraphs 21-23)

TREASURY LIMITS FOR 2019/20 TO 2021/22

2. It is a statutory duty under Section 3 of the Local Government Act 2003 for the Authority to determine and keep under review how much it can afford to borrow. The amount so determined is termed the **Affordable Borrowing Limit** (ABL); this covers loans and other forms of liability, such as credit arrangements. The ABL has to be set on a rolling basis for the forthcoming financial year and two successive financial years.

3. The Authority must have regard to the Prudential Code when setting the Affordable Borrowing Limit, which requires it to ensure that total capital investment remains within sustainable limits. In practice, it is equivalent to the Authorised Limit as defined for the Prudential Indicators (see paragraph 4 iv).

PRUDENTIAL INDICATORS FOR 2019/20 TO 2021/22

4. The Prudential Indicators are as follows.

(i) **Estimated Ratio of Capital Financing Costs to the Net Revenue Budget (Affordability)**

This indicator identifies the percentage cost of borrowing to the Authority (i.e. interest payments), net of interest earned on cash balances.

The estimated ratios for the current and future years, the actual figure for 2017/18 and the probable figure for 2018/19 are set out in the table below. Where the expected earned interest on working capital is predicted to exceed that of the

interest payable on possible borrowing as set out in the later indicators, the effective percentage is NIL. This is now the case for the years to 2021/22, as we are projecting working capital levels that would be likely to generate more interest income than the interest payments that would result from borrowing were we to fund capital spending from loans.

Year	Basis	%
2017/18	actual	0.00%
2018/19	probable	0.00%
2019/20	estimate	0.00%
2020/21	estimate	0.00%
2021/22	estimate	0.00%

(ii) **Capital Expenditure Plans (Actual and Estimated)**

This table shows total capital spending plans for the Authority. All the prudential indicators that follow are based upon the **possible** borrowing requirement were the Authority to fund all of this spending through loans.

Year	Basis	£k
2017/18	actual	299
2018/19	probable	20
2019/20	estimate	122
2020/21	estimate	80
2021/22	estimate	80

(iii) **Capital Financing Requirement and Forecast**

The Capital Financing Requirement defines the underlying need to borrow to pay for capital spending.

Date	Basis	£k
31 March 2018	actual	299
31 March 2019	probable	20
31 March 2020	estimate	122
31 March 2021	estimate	80
31 March 2022	estimate	80

The above figures provide the option for the Authority to consider funding capital purchases (including vehicle leases) by borrowing. However the level of debt outstanding needs to be adjusted for the Minimum Revenue Provision (MRP). Details of the make-up of this provision are included in paragraphs 18-20. This MRP applies to debt outstanding at the end of each financial year and therefore the MRP charge would be applicable from 2019/20 onwards and the capital financing requirement will be reduced accordingly. Note that there is no current outstanding debt, and so no current value to our MRP.

(iv) **Authorised Limit for External Debt**

This sets the limit beyond which borrowing by the Authority is prohibited, and is based upon the best estimate of increases in debt arising from the capital financing requirement plus a margin (£250k; unchanged from previous years) to allow some flexibility for unforeseen cash movements.

The limit is analysed between borrowing and other long term liabilities (such as finance leases) to show the actual debt owed by the Authority. The Treasurer has delegated authority to make changes between the separately agreed limits for borrowing and other long term liabilities, in accordance with option appraisal, value for money and other relevant factors.

The recommended Authorised limits for external debt are as follows:

Year	Borrowing Limit, £k	Other Long Term Liabilities, £k	Total £k
2019/20	372	0.0	372
2020/21	330	0.0	330
2021/22	330	0.0	330

The Authorised Limit is consistent with the Authority's current commitments and budget process.

Under **Section 3(1) of the Local Government Act 2003** the Authority must set an **affordable borrowing limit** for the coming year. The Authorised limit of £372k will act as this limit for 2019/20.

(v) **Operational Boundary for External Debt**

This is based on the probable external debt position during the year. It is not a limit and actual borrowing could vary around this boundary during the year. The difference between this indicator and the Authorised Limit is the £250k which provides headroom for unusual cash movements.

The operational boundary is analysed between borrowing and other long term liabilities separately. The Treasurer has delegated authority to make in-year changes to the operational boundary and its sub-categories.

Year	Borrowing Limit £k	Other Long Term Liabilities, £k	Total £k
2019/20	122	0	122
2020/21	80	0	80
2021/22	80	0	80

(vi) **Actual External Debt**

This Authority had no external debt at 5 March 2019, and this position is unlikely to change by 31 March 2019.

(vii) **CIPFA Code Compliance**

The CIPFA Code of Practice on Treasury Management in the Public Services was updated in November 2011 and adopted by the Authority on 27 March 2012.

(viii) **Interest Rate Exposures**

If the Authority were to borrow during 2019/20, it would follow the Borrowing Strategy as set out in paragraphs 15 – 17 of this document. Loans could be obtained from the Public Works Loan Board (PWLB), from the money market, or by borrowing against internal surplus cash balances. Any borrowing could be either at a fixed or variable interest rate, depending on the circumstances prevailing when any loan was taken out.

To allow flexibility this indicator sets an upper limit on fixed interest rate exposures for 2019/20, 2020/21 and 2021/22 of up to **100%** of the Authority's net outstanding principal sums. The upper limit for variable interest rate exposure is set at **40%** of net outstanding principal sums; this reflects the riskier nature of these types of loan. A maximum of 20% of cash balances can be invested for periods of longer than 364 days.

If the Authority does decide to borrow the Treasurer will manage fixed and variable interest rate exposures within the ranges below.

Borrowing	**% of outstanding principal sums**
Limits on fixed interest rate exposures	60 to 100
Limits on variable interest rate exposures	0 to 40
Investing	
Limits on fixed interest rate exposures	0 to 30
Limits on variable interest rate exposures	70 to 100

(ix) **Gross Debt and the Capital Financing Requirement**

Over the medium term, debt should only be used for a capital purposes. Therefore the Authority must ensure that debt does not, except in the short term, exceed the total of the capital financing requirement in the preceding year, plus the estimate of any additional capital financing requirement for the current and next two financial years. The Authority has met this requirement up to the present date; with no borrowing planned, no difficulties are anticipated for the period covered by this report up to and including 2021/22.

(x) **Maturity Structure of Borrowing**

Upper and lower limits for the maturity structure of borrowings are set to allow maximum flexibility:

Period	**Lower Limit**	**Upper Limit**
Under 12 months	0%	100%
12 months and within 24 months	0%	100%
24 months and within 5 years	0%	100%
5 years and within 10 years	0%	100%

10 years and above	0%	100%

(xi) **Total Principal Sums Invested for Periods longer than 364 days**

A maximum of 20% of funds available for investment will be held in aggregate in "Non-Specified investments" over 364 days.

THE CURRENT TREASURY POSITION

5. As at 31 December 2018, the Authority's Treasury position was as below

Item	Principal as at 31 Dec 2018 £k	Average return in 2018/19 to 31 Dec 2018 %
Debt Outstanding		
None	0	
Investments		
Managed by NYCC	3,422*	0.76

*This figure reflects the principal held as at 31 December 2018. The average daily balance from 1 April 2018 to 31 December 2018 was £4.072m.

THE BORROWING REQUIREMENT AND BORROWING LIMITS

6. The **Operational Boundary** is an estimate of the most likely, prudent scenario for external debt during 2019/20. The **Authorised Limit** is based on the same estimate as the **Operational Boundary** but includes sufficient headroom over this figure to allow for unusual cash movements.

7. The **Authorised Limit** is therefore the maximum amount of external debt which the Authority agrees can be incurred at any time during the financial year and includes both capital and revenue requirements. It is not, however, expected that the Authority will have to borrow up to the limit agreed.

8. The agreed **Operational Boundaries** and **Authorised Limits** for external debt up to 2021/22 are as follows:

	Item	2019/20 estimate £k	2020/21 estimate £k	2021/22 estimate £k
	Debt Outstanding at the start of the Year	0	122	80
+	Internal or External borrowing requirements	122	80	80
-	MRP + charged to revenue	-0	-122	-80
=	**Operational Boundary for year**	122	80	80
+	**Provision to cover unusual cash movements**	250	250	250
=	**Authorised Limit for year**	**372**	**330**	**330**

BORROWING POLICY

9. The policy of the Authority is that if external borrowing is required to finance capital expenditure, then loans will be sought from the PWLB or the money markets, over periods of up to 70 years which reflect the best possible value to the Authority and/or the life of the Authority's assets. Individual loans will be chosen depending on the perceived value of interest rates at the time of borrowing.

10. If borrowing were to be undertaken from the money markets then such loans should be limited to 30% of the total debt portfolio.

11. The Authority will look to borrow from the PWLB and money markets at the most advantageous rate.

12. The Prudential Code allows external 'borrowing for capital proposes' in advance of need within the constraints of relevant approved Prudential Indicators. There are risks, however, in such borrowing and the Authority has not taken any such borrowing to date and has no current plans to do so. The Authority will not borrow more than or in advance of need purely in order to profit from the investment of the extra sums borrowed. Any such borrowing in advance of need will only be considered where there is a clear business case for doing so.

13. The merits of internal capital borrowing from the Authority's surplus cash balances will be considered very carefully, should borrowing ever be anticipated.

PROSPECTS FOR INTEREST RATES

14. The current expectation is that bank interest base rates will remain at current levels for the next two years, increasing to 1.12% by 2021/22. This assumption has been built into future budgets (in terms of investment receipts), but interest rate prospects would be reviewed in much more detail if a decision to borrow externally were to be made.

THE BORROWING STRATEGY

15. New borrowing activity will take advantage of the lowest borrowing rates available from the PWLB. The choice of the loan period will depend not just on the required duration of any loan but also on the Authority's attitude to risk. Longer term loans with fixed interest rates provide certainty over repayments, but have higher interest rates attached to them because of that insurance. A series of shorter term loans could be cheaper, but would lose that certainty.

External versus internal borrowing

16. The Authority has its own cash balances. In 2018/19 to December 2018 the value for the average daily cash balance was £4.07m. This sum is made up of 'cash' items (including creditors), reserves, balances and provisions.

17. This borrowing policy provides for shorter term borrowing from the Authority's revenue cash balances, if that option is preferable to other alternatives. Because investment rates are normally below long term borrowing rates, using internal cash balances to finance new capital expenditure could be cost efficient.

MINIMUM REVENUE PROVISION POLICY

18. The Authority is required to set a prudent Minimum Revenue Provision (MRP) for the coming year, to enable it to redeem any debt liability over a period equivalent to the useful life of the capital asset being financed. An annual review of MRP policy is required, and forms part of this report (see below).

19. The policy for 2019/20 takes into account the fact that the Authority has no outstanding debt. The proposed policy is unaltered from last year, as follows.

> For locally agreed Prudential Borrowing on capital expenditure incurred, MRP will be calculated based on equal annual instalments over the estimated useful life of the asset for which the borrowing is undertaken. For finance leases, MRP will be equivalent to the annual rental payable under the lease agreement

20. The estimated life of relevant assets will be assessed each year based on types of capital expenditure incurred but in general will be 50 years for buildings (excluding DCM, for which 30 years is the estimated life), perpetuity for land, 5 to 20 years for vehicles, plant and equipment, and 5 years for IT equipment. This policy has been used, in respect of the requirement for capital expenditure, to calculate the provisions within the Prudential Indicators set out in paragraph 4 of this statement.

ANNUAL INVESTMENT STRATEGY (AIS)

21. The Authority's investment management arrangement with NYCC covers its investment requirements. The net return achieved will be monitored by the Treasurer, allowing the position relative to budget assumptions to be reviewed. NYCC continues to make all investments in accordance with the Local Government Act 2003, which requires an Annual Investment Strategy to be approved. The Authority has, therefore, adopted the Annual Investment Strategy approved by NYCC. A copy of the document is available for members on request. The information below outlines the strategy for investments.

22. The Authority's investment priorities are:

(i) To have regard to the Government Guidance on Local Government Investments and the CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes.

(ii) To ensure the security of capital (protecting the capital sum from loss); and to maintain liquidity (keeping the money readily available for expenditure when needed).

(iii) To seek the highest return (yield) on its investments provided that proper levels of security and liquidity are achieved.

23. The Authority's surplus funds are invested with NYCC's funds and therefore the investment interest earned by the Authority will be from a combination of different investments over differing periods. The current edition of NYCC's Approved Lending (= investing) List is available on request.

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 12**

Date: **26 March 2019**

Report: **SCHEME OF MEMBERS' ALLOWANCES 2019/20**

Purpose of the report

1. To recommend the adoption of the Scheme of Members' Allowances for 2019/20.

RECOMMENDATION

2. That the attached Scheme of Members' Allowances be adopted for 2019/20, including that the rate of change in allowances is aligned with the equivalent of Scale Point 28 of the new National Local Government pay spine.

Strategic Planning Framework

3. The information and recommendation contained in this report is consistent with the Authority's statutory purposes and it's approved strategic planning framework.

    - ***Objective 24:*** *Plan and manage all aspects of the Authority's business to make the most effective use of our resources.*

Background

4. The current version of the Scheme of Members' Allowances (which forms Section G of the Members' Handbook) was adopted by the Authority in 2011. The Scheme has been approved annually..

5. Before the beginning of each year, the Authority must 'make a scheme' for the payment of Basic Allowance (BA) for that year. The scheme must also make provision for other allowances, if the Authority intends to pay them - Special Responsibility Allowance (SRA), travelling and subsistence allowance.

6. Before a National Park Authority makes or amends a scheme, it must have regard to the recommendations made by any independent remuneration panels of any District or County Councils which nominate members to the Authority. The eight constituent authorities have all been consulted and their responses are detailed below:

    - **Craven DC** Increase to BA in line with Local Government Pay Settlement

- **Cumbria CC** Increase to BA in line with Local Government Pay Settlement
- **Eden DC** **I**ncrease to BA in line with Local Government Pay Settlement
- **Lancaster CyC** Increase of 2% to BA & SRAs in 2019
- **Lancs CC** Freezing of Allowance
  Removal of subsistence allowance
  Mileage to be paid for Lancs journeys only
- **North Yorkshire CC** Increase of 2.6% to BA
- **Richmondshire DC** Allowances likely to remain the same until at least July 2019
- **South Lakeland DC** 2% increase to BA in 2019/20

7. In 2011, the National Park Authority adopted a policy tying any increases in their allowances to staff pay increases. This is detailed in the Scheme of Members' Allowances; paragraph 8.4: *'Rates of BA and SRA will be updated annually, in line with the percentage change applicable to SCP 34 of the National Local Government pay spine.'*

8. The National Local Government pay spine has been substantially revised for 2019/20 and a new pay banding structure has been agreed for Officers starting on 1st April 2019. Within this new pay scale 'old' SCP 34 (which was the level at which Members allowances were judged) is equivalent to 'new' SCP 28. It is therefore recommended that Members agree that SCP28 is the appropriate comparator for identifying the annual rate of increase in Members' Allowances. For 2019/20, this would result in an increase of 2%.

9. The National Local Government Pay Settlement has been agreed at 2% overall, (although with higher rates of increase for lower paid workers, linked to the introduction of the Living Wage.) Members' Allowances would therefore be increased by the same percentage change from 1 April 2019.

10. Members will recall that travel and subsistence rates are also set at the same as those paid to staff (and change to match any changes which might be made to these rates). Members should also note that travel claims for journeys using public transport should be supported by the appropriate receipts. See Members' Allowances Scheme, para 8.1, appended to this report.

11. The table overleaf shows the revised BA and SRAs available to members, from 1 April 2019, taking in to account the National Local Government Pay Settlement.

	Annual allowance From 1 April 2019
Basic Allowance (available to all members)	**£3,181**
Special Responsibility Allowance [SRA] ♦ Chairman of the Authority (BA x 2) ♦ Deputy Chairman of the Authority (BA x 0.5) ♦ Chairman of the Planning Committee (BA x 0.75) ♦ Deputy Chairman of the Planning Committee (BA x 0.4)	 **£6,363** **£1,591** **£2,386** **£1,273**

11. The recommendation is that the scheme be adopted for 2019/20. A copy of the scheme is **attached** to this report.

Julie Payne
Committees Officer
1 March 2019

Background document:
The Local Authorities (Members' Allowances) (England) Regulations 2003

YORKSHIRE DALES
National Park Authority

SCHEME OF MEMBERS' ALLOWANCES

Approved March 2019 for the financial year 2019/20

1. INTRODUCTION

1.1 As required by the Environment Act 1995 and the Local Authorities (Members' Allowances) (England) Regulations 2003, the National Park Authority, makes a scheme for the payment of allowances to Members. The scheme provides for payment of the following allowances:-

- **Basic Allowance** - payable to each Member
- **Special Responsibility Allowance** - for certain members in recompense for additional duties undertaken as a result of their holding of various positions within the Authority
- **Travel and Subsistence** - payable for attendance at an 'Approved Duty' [see **Appendix A**], as agreed by the National Park Authority (NPA).

1.2 Details of the current rates for the various allowances referred to above are set out in **Appendix B**.

2. GENERAL POINTS

2.1 **A Member may choose to forego *all or* any part of their entitlement to an allowance by giving written notice to the Chief Executive (National Park Officer).**

2.2 All enquiries relating to Members' allowances should be made to the Committees Officer, on:

- telephone no. 01969 652364, or
- email: Secretariat@yorkshiredales.org.uk .

3. BASIC ALLOWANCE (BA)

3.1 **BA** is:-

- payable to all Members, unless they elect to not receive the payment.
- payable in monthly instalments, in arrears and apportioned for part year entitlements, where the term of office of a member begins or ends otherwise than at the beginning or end of a year. [As it is paid automatically, direct into a bank account, Members do not need to claim it.]
- subject to the deduction of Income Tax and National Insurance if necessary [see Paragraph 8.3].

3.2 **Definition of BA**

BA is payable in recognition of the time and resource devoted by Members to their work, including: dealing with correspondence; attendance at meetings; training, conferences and workshops, and incidental costs such as IT consumables, postage and private telephone use.

4. SPECIAL RESPONSIBILITY ALLOWANCE (SRA)

4.1 **SRA is:-**

- paid to Members who have specified special responsibilities, unless they elect not to receive payment.
- allocated on the basis of degree of responsibility and on the expected call on Members' time.
- paid monthly in arrears and apportioned for part year entitlements, where a member does not have throughout the whole of a year any such special responsibilities as entitle him / her to an SRA.
- if necessary, is subject to the deduction of Income Tax and National Insurance.

4.2 A full list of the posts that receive **SRA** and the current rates payable is set out in **Appendix B.**

4.3 **SRA** is in recognition of the duties over and above those of a "normal" member that relate to certain positions within the Authority, including: meetings with officers; dealing with correspondence; visits; meeting official Visitors to the National Park; official openings and familiarisation/fact finding visits.

4.4 **SRA** does **not** include an element for travel or subsistence. Claims for travel and subsistence **can**, therefore, be claimed for any duty that is covered by the payment of an **SRA.**

5. TRAVEL ALLOWANCE (TA)

5.1 **TA** is:-

- claimable for any **approved duty,** and for any duty covered by a **special responsibility payment**
- claimed monthly on the Members' claim form.
- payable at the rates set out in **Appendix B**.

5.2 **Notes**

- **Train Fares** are reimbursed at **standard rate**
  [NB - Members who regularly use the train for Authority business, and who are of State Retirement Age, may reclaim the cost of an appropriate Railcard.]
- If practicable, Members should use public transport and claim the fare(s) rather than the mileage allowance.
- Members should, wherever possible, share transport - an additional payment is payable for each passenger carried.
- Reimbursement of **Taxi Fares** may be made in exceptional circumstances.
- Reimbursement may be claimed for expenditure on **tolls, ferries, parking fees** etc.
- Any member who submits mileage claims for reimbursement must ask for and retain sufficient Value Added Tax (VAT) receipts for the purchase of fuel to support their claim. These receipts **must be retained by the member** for six years. These procedures are necessary to enable the Authority to recover VAT from HM Revenue and Customs (HMRC) on reimbursement of mileage claims.

6. SUBSISTENCE ALLOWANCE (SA)

6.1 **SA is:-**

- claimable for any approved duty or **SRA** duty exceeding 4 hours which spans the agreed meal time periods.
- claimable for the actual cost of the meal (*) or the overnight expense up to the maximum allowed.
- claimable monthly via the Members' claim form; receipts should be submitted whenever possible, to support expenditure (*).
- **NOT** claimable when the Authority provides food for Members at meetings.
- reimbursed at the rates set out in **Appendix B** (*)**.**

6.2 **Note:**

* - all claims for subsistence must be supported by receipts.

7. NON CLAIMABLE DUTIES

7.1 For the avoidance of doubt, the following duties are **not** approved for the purpose of claiming Travel Allowances and Subsistence Allowances:-

- single Member duties (unless sanctioned by Yorkshire Dales National Park Authority)
- Parish Council meetings
- attendance at a meeting of a committee, sub-committee, panel or working group on which you are **not** a Member, unless you have been specifically invited in advance by the Chairman
- outside bodies who pay expenses to Members
- duties relating to outside bodies that are not committee, sub-committee or working group meetings (please see "Approved Duties" – Appendix A.)

8. CLAIMS

8.1 **How to Claim**

- BA and SRA are paid automatically; monthly in arrears, direct into a bank account, after completion of initial details, and assuming a Member chooses to receive them.
- TA and SA must be claimed on the Members' Claim Form for allowances.
- In order to assist with the monitoring of the budget, members are requested to submit claims monthly, no matter how small. In order to try to ensure payment at the end of the following month, claims should be received by the Committees Officer (at the Bainbridge Office) at the latest by the 4th of the month following that claimed for. This allows all claims to be paid together on the last working day of that month.
- Claims should be submitted as soon as possible after the month end. If that is not possible, then they should be submitted within three months of a duty having been performed.
- A supply of claim forms can be obtained from the Committees Officer, or claims may be submitted electronically (in which case receipts obtained by members for subsistence or other expenses should be retained by the member for six years).
- Allowances must **not** be claimed where the Member is entitled to receive payment from another body.

8.2 **Partial Year Entitlement**

- A Member, who begins or ends a term of office or a SRA post during the course of the financial year, is entitled to an appropriate proportion of the BA or SRA for that year.

8.3 **Tax and National Insurance**

- BA and SRA are all taxable and are subject to national insurance.
- Members can request a PAYE code from HMRC for the taxing of payments. If no other tax code is supplied, Members will be taxed at basic rate.
- Some Members may be able to obtain an exemption card for national insurance from the Department of Social Security if they are over State Retirement Age.
- Some female members may be able to obtain a reduced rate certificate (married women or widows).

8.4 ***Other provisions***

- Rates of BA and SRA will be updated annually, in line with the percentage change applicable to SCP 28 of the National Local Government pay spine.
- Where payment of any allowance has already been made in respect of any period during which the member is not a member of the Authority, or for any other reason not entitled to receive the allowance in respect of that period, the Authority may require repayment of such part of the allowance.

APPENDIX A

YORKSHIRE DALES NATIONAL PARK AUTHORITY

APPROVED DUTIES

1. Attendance at any of the following is specified as an **approved duty**:

   (a) Any meeting of the Authority, or any of the Authority's Committees, Sub-Committees, Working Parties, Panels or other bodies of which they are a member specified in a list approved from time to time by the Authority.

   (b) Any other meeting the holding of which is authorised by the Authority, or a Committee or Sub-Committee, Working Party or Panel of the Authority, provided that attendance at the meeting is specified as an approved duty by a resolution of the body authorising it.

   (c) Any meeting or event (non-social) attended by a Member Champion (MC) in the performance of his/her duties as a MC and which is authorised by the Lead officer for that area of the Authority's work.

   (d) Any formal training event, conference or outside body at which the Member has been formally authorised to attend as a representative of the Authority.

   (e) Any formal meetings of the Local Government Association or the Association of National Park Authorities or the English National Park Authorities Association by the Chairman and/or Deputy Chairman of the Authority.

   (f) Any meetings or events (non-social), not covered elsewhere in the Scheme, on the official invitation of the Chief Executive

2. Allowances must **not** be claimed where the Member is entitled to receive payment from another body.

3. Attendance by the Chairmen and/or Deputy Chairmen at Authority/Committee/Sub-Committee briefings shall be deemed 'approved duty' for the purposes of the payment of Travelling and Subsistence Allowances.

APPENDIX B

SUMMARY OF RATES OF ALLOWANCES FOR MEMBERS

[Allowances and subsistence rates 2019/20]

CATEGORY OF ALLOWANCE	RATES PAYABLE Annual
Basic Allowance [BA] (available to all Members)	**£3,181**
Special Responsibility Allowance [SRA] ♦ Chairman of the Authority (BA x 2) ♦ Deputy Chairman of the Authority (BA x 0.5) ♦ Chairman of the Planning Committee (BA x 0.75) ♦ Deputy Chairman of the Planning Committee (BA x 0.4)	 **£6,363** **£1,591** **£2,386** **£1,273**
Travelling Allowance [TA] ♦ Up to 10,000 miles (HMRC rate) ♦ 10,000 miles and above ♦ Passenger supplement – (maximum 4 passengers)	**Per mile** **45p** **25p** **5p per passenger**
A single claim by a member for a duty shall be limited to a maximum of 150 miles (that figure to be increased by 150 miles for each passenger up to a maximum of 600 miles)	
Subsistence Allowances [SA] ♦ Breakfast allowance – more than 4 hours absence before 11am ♦ Lunch allowance – more than 4 hours and between 12 noon and 2pm ♦ Tea allowance – more than 4 hours including between 3pm and 6pm ♦ Evening meal – more than 4 hours ending after 7pm	 **£7.00** **£10.00** **£5.00** **£12.00**
Meals on trains ♦ If breakfast, lunch or dinner need to be taken on the train, the reasonable cost of the meals may be reimbursed in full, subject to the provision of appropriate receipts.	
Travel and Subsistence rates are the same as those payable to staff.	

If you have any queries about the Scheme of Allowances, please contact the Committees Officer on 01969 652364 or by email: **Secretariat@yorkshiredales.org.uk**

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 13**

Date: **26 March 2019**

Report: **LOCAL GOVERNMENT ETHICAL STANDARDS: REPORT OF THE COMMITTEE ON STANDARDS IN PUBLIC LIFE**

Purpose of the report

1. To provide Members with a briefing note on the recommendations from the Committee on Ethical Standards in Public Life

RECOMMENDATION

2. That the information in this report is noted.

Strategic Planning Framework

3. The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework:

Corporate Plan objectives:
Operate corporate governance and financial arrangements that are fit for purpose, as evidenced through the Annual Governance Statement, the Annual Governance Report, and an unqualified audit opinion.

Introduction: Legislative background

4. The Local Government Act 2000 introduced a standards regime consisting of a national code of conduct for members, a national regime administered by the Standards Board for England issuing guidance and a system for dealing with appeals to the Regulatory Tribunal.

5. Local authorities set up Standards Committees chaired by an Independent Member and had procedures in place for local investigation of complaints of breaches of the Member Code of Conduct.

6. In 2011 these procedures were abolished and the current regime was set up under the Localism Act 2011. The Act creates a duty to promote and maintain standards. Local authorities could choose their own local code based on the 7 Nolan principles and set up their own local arrangements to handle complaints. The role of the Independent Person was established, who had to be consulted in connection with decisions taken in relation to complaints.

7. The Act also introduced a criminal office for non registration and non declaration of interest.

The Committee on Standards in Public Life.

8. The Committee on Standards in Public life (the Committee) is an advisory non-departmental public body sponsored by the Cabinet Office, established in 1994 by the then prime minister with the terms of reference:

"*To examine current concerns about standards of conduct of all holders of public office, including arrangements relating to financial and commercial activities and make recommendations as to any changes in present arrangements which might be required to ensure the highest standards of propriety in public life*."

9. This review was prompted by the need to review the effectiveness of the current framework .particularly since the Localism Act 2011, to see whether the regime is conducive to promoting and maintaining standards expected by the public. Following a consultation exercise, 319 written submissions were received from a range of local authorities, representative bodies, stakeholder organisations, officers, councillors, and members of the public. The Committee published their full report in January 2019. The full report can be accessed at https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life For ease of reference, the recommendations in the report are included in the **Appendix.**

Some changes to highlight are:

Provisions of the Code

- The Local Government Association should create a new national model code;
- Parishes should have the same model code as the principal authority;
- The Interests provisions in the code need greater consistency;
- The code should apply when 'purporting to be a member'.
- Presumptions that public comments especially on social media are made in the role of a member and covered by the Code of Conduct;
- It is recommended that the disclosable pecuniary offence is abolished.

Sanctions

- There needs to be a power to suspend for up to 6 months;
- There needs to be clarification if authorities may lawfully bar members from council premises or withdraw facilities as sanctions. These powers should be put beyond doubt, if necessary by legislation.

Appeal

- Appeal against sanction to Local Government Ombudsman.

The role of the Independent Person (IP)

- Currently legislation states the authority must take account of the views of the IP on a matter under investigation;
- Member may also seek views of IP;
- Our arrangements provide for the IP to be consulted before initial decision, at the end of an investigation and at the standards committee hearing before taking a decision. The report recommends the IP should have greater powers in the interests of fairness; they should be involved in the initial assessment and views in relation to a decision on which they are consulted should be recorded in any decision notice or minutes;
- Views to be published;
- A sanction cannot be imposed unless 'signed off' by an IP;

- Term of office 2 years renewable once.

Standards Committee

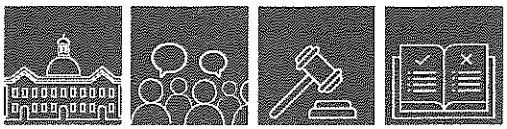
- Authorities should have a standards committee ;
- There should be legislation so that authorities may co-opt independent members (and parish representatives) with voting rights.

Conclusion

10. Many of these changes require amendments to legislation, clearly this will not happen for some time yet however following recent training it was considered appropriate for Members to be aware of the report and its recommendations.

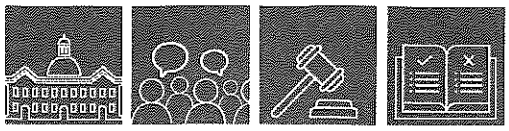
Gillian Cooper
Solicitor / Monitoring Officer
6th March 2019.

Background papers: None. The full Report of the Committee on Standards in Public Life is in the public domain.

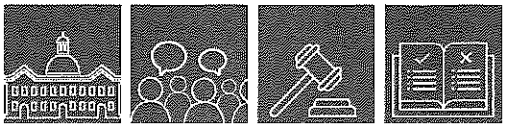


List of recommendations

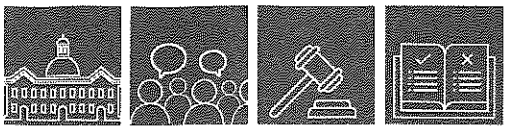
Number	Recommendation	Responsible body
1	The Local Government Association should create an updated model code of conduct, in consultation with representative bodies of councillors and officers of all tiers of local government.	Local Government Association
2	The government should ensure that candidates standing for or accepting public offices are not required publicly to disclose their home address. The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 should be amended to clarify that a councillor does not need to register their home address on an authority's register of interests.	Government
3	Councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly-accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.	Government
4	Section 27(2) of the Localism Act 2011 should be amended to state that a local authority's code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority.	Government
5	The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 should be amended to include: unpaid directorships; trusteeships; management roles in a charity or a body of a public nature; and membership of any organisations that seek to influence opinion or public policy.	Government
6	Local authorities should be required to establish a register of gifts and hospitality, with councillors required to record any gifts and hospitality received over a value of £50, or totalling £100 over a year from a single source. This requirement should be included in an updated model code of conduct.	Government



Number	Recommendation	Responsible body
7	Section 31 of the Localism Act 2011 should be repealed, and replaced with a requirement that councils include in their code of conduct that a councillor must not participate in a discussion or vote in a matter to be considered at a meeting if they have any interest, whether registered or not, "if a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your consideration or decision-making in relation to that matter".	Government
8	The Localism Act 2011 should be amended to require that Independent Persons are appointed for a fixed term of two years, renewable once.	Government
9	The Local Government Transparency Code should be updated to provide that the view of the Independent Person in relation to a decision on which they are consulted should be formally recorded in any decision notice or minutes.	Government
10	A local authority should only be able to suspend a councillor where the authority's Independent Person agrees both with the finding of a breach and that suspending the councillor would be a proportionate sanction.	Government
11	Local authorities should provide legal indemnity to Independent Persons if their views or advice are disclosed. The government should require this through secondary legislation if needed.	Government / all local authorities
12	Local authorities should be given the discretionary power to establish a decision-making standards committee with voting independent members and voting members from dependent parishes, to decide on allegations and impose sanctions.	Government
13	Councillors should be given the right to appeal to the Local Government Ombudsman if their local authority imposes a period of suspension for breaching the code of conduct.	Government



Number	Recommendation	Responsible body
14	The Local Government Ombudsman should be given the power to investigate and decide upon an allegation of a code of conduct breach by a councillor, and the appropriate sanction, on appeal by a councillor who has had a suspension imposed. The Ombudsman's decision should be binding on the local authority.	Government
15	The Local Government Transparency Code should be updated to require councils to publish annually: the number of code of conduct complaints they receive; what the complaints broadly relate to (e.g. bullying; conflict of interest); the outcome of those complaints, including if they are rejected as trivial or vexatious; and any sanctions applied.	Government
16	Local authorities should be given the power to suspend councillors, without allowances, for up to six months.	Government
17	The government should clarify if councils may lawfully bar councillors from council premises or withdraw facilities as sanctions. These powers should be put beyond doubt in legislation if necessary.	Government
18	The criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished.	Government
19	Parish council clerks should hold an appropriate qualification, such as those provided by the Society of Local Council Clerks.	Parish councils
20	Section 27(3) of the Localism Act 2011 should be amended to state that parish councils must adopt the code of conduct of their principal authority, with the necessary amendments, or the new model code.	Government
21	Section 28(11) of the Localism Act 2011 should be amended to state that any sanction imposed on a parish councillor following the finding of a breach is to be determined by the relevant principal authority.	Government
22	The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 should be amended to provide that disciplinary protections for statutory officers extend to all disciplinary action, not just dismissal.	Government



Number	Recommendation	Responsible body
23	The Local Government Transparency Code should be updated to provide that local authorities must ensure that their whistleblowing policy specifies a named contact for the external auditor alongside their contact details, which should be available on the authority's website.	Government
24	Councillors should be listed as 'prescribed persons' for the purposes of the Public Interest Disclosure Act 1998.	Government
25	Councillors should be required to attend formal induction training by their political groups. National parties should add such a requirement to their model group rules.	Political groups National political parties
26	Local Government Association corporate peer reviews should also include consideration of a local authority's processes for maintaining ethical standards.	Local Government Association

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 14**

Date: **26 March 2019**

Report: **CHAIRMAN'S REPORT**

ENGAGEMENTS

Since the last meeting of the Authority, the Chairman has been involved in the following:-

Events

- VisitEngland Awards for Excellence - 30th Anniversary Event in London
- Richmondshire District Council Civic Dinner held at Catterick Golf Club

Meetings

- Along with the Chief Executive, two meetings of the NPUK conference 2019 organising group
- At the invitation of Broadacres and along with the Deputy Chairman, a meeting with Kate Henderson, CEO of the National Housing Federation
- Along with the Chief Executive, a liaison meeting with counterparts in the North York Moors National Park Authority to discuss matters of mutual interest.
- Along with the CEO, a NPE Board meeting in the Peak District.
- Along with the CEO, a National Parks UK Executive Meeting in the Peak District.
- Chaired a meeting of the Member Champions
- A meeting of Local Government North Yorkshire & York in Leeds.
- A meeting with the Chair of NPE: Margaret Paren re the National Parks Partnership Ltd.
- Attended a meeting of the full staff body.
- Along with the Chief Executive, a visit to Swinden Quarry to discuss the next steps in preparation for the NPUK conference.
- Along with the Chief Executive and Deputy Chair, a meeting with The Leader, Deputy Leader and CEO of Richmondshire District Council.

The Deputy Chairman has attended the following on my behalf:

- The launch of the English National Park Experience Collection
- South Lakeland Partners' Network Dinner, held at Castle Green Hotel, Kendal

Carl Lis OBE
Chairman
Background documents: None
11 March 2019

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 15**

Date: **26 March 2019**

Report: **REPORT OF THE CHIEF EXECUTIVE**

ENGAGEMENTS

1. Since the last meeting of the Authority, the Chief Executive has been involved in the following:-

Media

- Interviews with local BBC radio station: Surrey/Sussex, Cornwall, Cumbria, Sheffield, York, Devon, Tees, on the Glover review.

Events

- Along with the Communications Apprentice, attended the Fellmongers Apprentice Awards Evening in Richmond.

Meetings

- A meeting with the Headmaster and officials of Sedbergh school to discuss the Tour de Yorkshire.
- A telephone call with Julian Glover to discuss the Glover Review
- A meeting with the Investors in People reviewer to discuss feedback on the recent assessment
- Along with the Chairman and Deputy Chairman, a liaison meeting with counterparts in the North York Moors National Park Authority to discuss matters of mutual interest.
- A meeting with York University to investigate their involvement in a socio economic study as part of the development of the Local Plan.
- A meeting with Mrs Peacock to discuss the Governance review.
- Along with the Chairman, a NPE Board meeting in the Peak District where the following were discussed: Executive Directors and Lead NPO report and Business Plan Update; Spending Review – NPE engagement; Delivery of the Policy Communication Role for National Parks England; 70th Anniversary – Policy and Parliamentary plans; National Parks and Health and Well-Being; NPE–Highways England Memorandum of Understanding; Engagement with MPs / Peers.
- A video conference with the CEO of Europarc to discuss: Europarc Youth Manifesto, Relationship with Europarc Atlantic Isles, Upland Farming proposals in the UK and lessons for Protected Areas in Europe, her presentation to the Staff Meeting in March, 2019 Europarc Sections meeting and Conference.
- A meeting with the CEO of Welcome to Yorkshire

- A meeting of the LGNYY Chief Executives Group where the following were discussed: County and city-wide CCTV provision; corporate parenting update; LEP Review; Report of the YNYER Directors of Development Group.
- An induction meeting for Mrs Hutton
- A liaison meeting with the RSPB and introduction to the new Regional Director (Northern England).
- A meeting of the Governance Review team.
- Annual appraisals for 3 officers.
- A welcome introduction for the first meeting of the YDNPA Youth Forum.
- A meeting of the English National Parks Officers [ENPOG] where the following were discussed: Feedback on discussions with Glover and Panel to date; Spending Review '19 – next steps; Rural Development in the English National Parks; Information exchange on Housing & Planning; Environment Bill; and Staff Induction
- Chaired a meeting of the full staff body.
- Attended a Europarc Atlantic Isles [EAI] Board meeting in Sheffield - agenda unknown at the time this report produced.
- Along with the Chairman, a visit to Swinden Quarry to discuss the next steps in preparation for the NPUK conference
- Along with the Chairman and Deputy Chair, a meeting with The Leader, Deputy Leader and CEO of Richmondshire District Council to discuss matters of mutual interest.

David Butterworth
Chief Executive

Background documents: None
7 March 2019

YORKSHIRE DALES NATIONAL PARK AUTHORITY **ITEM 16**

Date: **26 March 2019**

Report: **MEMBER FEEDBACK ON PARTNERSHIP REPRESENTATION AND MEMBER CHAMPIONS REPORTS**

Purpose

1. For Members to report back from meetings attended as representatives of the National Park Authority since the last Authority meeting.

RECOMMENDATION

2. That Members consider and note the reports from the Authority's representatives.

Background

3. Members represent the Authority on a wide variety of Partnerships and, in order to keep Members and Officers updated on this representation, formal reports are brought to each full Authority meeting.

4. This provides the opportunity to update members on the work of the various partnerships we are involved, a chance to question member representatives and a means by which we can continually assess the value of these partnerships.

5. Reports from Partnership meetings attended by Members this quarter are included in the **Appendix.**

Julie Payne
Committees Officer

5 March 2019

Appendix

List of Partnership Meetings Jan – Mar 2019

Title	Member	Date	Attended	Report
Destination Dales Group (Annual Tourism Forum)	M/C for Promoting Understanding	05/03/19	Yes	Attached
LGNYY Leaders' Board	Chairman	08/03/19	Yes	See Chairman's report
LG York, North Yorkshire & East Riding Housing Board	J Manners-Armstrong	18/02/19	No	-
National Parks England	Chairman	31/01/19	Yes	See Chairman's report
Yorkshire Dales Access Forum	N Heseltine & M/C for Recreation Management	05/02/19	*Meeting cancelled*	

The annual Yorkshire Dales National Park Tourism Forum 2019, took place at Sedbergh School, Tuesday 05 March 2019

Background

The speakers were chosen to provide more information about the new areas in the extended National Park. So we deliberately invited speakers who could update participants on the Westmorland Dales and Lune Valley.

We chose to locate the Forum in Sedbergh to showcase the area, hence providing free promotional space in the coffee area for Sedbergh TIC and local businesses, and offering the Sedbergh CIC the chance to host a tour to promote the town. To assist promotion, we also paid for the bags for the delegates which were supplied by the Information Centre

The venue Sedbergh School was chosen as an interesting location which we thought might attract people to attend. We understood that it was unusual to choose a non tourism venue for this event.

We invited the presentations from the local businesses because they have interesting stories to feedback to the other businesses and also because we are working with most of them on the All NP Discover England projects so they are benefitting from links with the NPs and this gave an opportunity for them to tell the other businesses about this area of work.

(Specifically – Unique Happy Days, Mountain Goat and the tour to the Black Bull)

Agenda

The Key Note speaker was:

1. Sarah Dunning OBE, Chairman of Westmorland Limited

With other presentations by:

2. David Evans, Development Officer The Westmorland Dales Landscape Partnership Project & Sally Hemsley, Tourism Manager, Eden District Council –The Westmorland Dales

3. Robin Sadler, Kirkby Lonsdale Chamber of Trade and Board member of Kirkby Lonsdale Community Interest Company - The Lune Valley Offer

4. YDNPA, Welcome to Yorkshire and Cumbria Tourism

   With local Business Case studies
   - Business 1 – Jennie Riding - Happy Days, Cumbria
   - Business 2 – Chris Grogan - Skyware Press
   - Business 3 – Lee Miles - Mountain Goat

After lunch the delegates had a choice of tours:

Tour 1: A round the town tour of Sedbergh to visit local businesses – Take a wander round England's official Book Town with staff from the Information Centre, as they take you to meet some of the town's fabulous and varied businesses.

Tour 2: A tour of the Black Bull – Meet local business owner, James Radcliffe and take an in-depth look at the beautiful and newly refurbished building in the centre of Sedbergh.

Tour 3: Tour of Sedbergh school – Join Katie de la Riviere (School Archivist) to learn about the fascinating history and heritage of the school.

Stats
The event was well attended with:

74 attendees booked on Sat pm.

(5 Apologies on Monday followed by 10 no shows on the day.

This resulted in
59 attendees.
25 were from Cumbria
15 were from Richmondshire, and
3 from the Craven area

(This left 16 unaccounted for – made up of YDNPA/AONBs/District councils, speakers and other people not from Craven or Richmond – eg other people who came along with speakers.)

Initial Feedback

We have received 28 feedback forms completed on the day of the forum and have sent an email to prompt delegates for more responses. The feedback received did not include the tours as these were submitted at lunch time, but the forms received were very positive on the whole.

The location of this event does appear to have had a bearing on where the delegates travelled from. This is unsurprising and there is a similar effect when an event is held in the south (ie Bolton Abbey) this would normally attract more Nidderdale and Craven businesses.

The feedback will be analysed and this will be used to inform future business events.

Judith Donovan
Member Champion for Promoting Understanding

Note of the meeting of Member Champions
Monday 25 February 2019

Present:	Carl Lis [CL]	(Chairman)
	Jocelyn Manners Armstrong [JMA]	(Deputy Chairman)
	Julie Martin [JM]	(Cultural Heritage)
	Jim Munday [JMy]	(Development Management)
	Ian McPherson [IMc]	(Natural Environment)
	Nick Cotton [NC]	(Recreation Management)
	Chris Clark [CC]	(Sustainable Development)
	Judith Donovan [JD]	(Promoting Understanding)
	Julie Hutton [JH]	(Corporate Management)

		Action
1.	<u>Welcome from Chairman</u> The Chairman welcomed Julie Hutton to her first meeting, and updated members as follows:- • Chris Clark (Sustainable Development MC) will be the YDNPA representative on Ripon Cathedral Rural Forum • All barn conversion applications will come before the planning committee so members can see the wider picture of what's happening, ie out of the 100 applications received, 90 have been approved. • Chairman attended the National Parks England Board (NPE) meeting, accompanied by Deputy Chairman which discussed: Spending Review – NPE engagement; 70th Anniversary – Policy and Parliamentary plans; NPE Communications Resource – Options for delivery; National Parks and Health and Well-Being; NPE –Highways England Memorandum of Understanding – this gives NPAs a seat at the table to discuss strategic plans at the earliest opportunity, where such plans may potentially impact on individual National Parks. • Chairman has been elected Chair of NPUK to oversee the wind-up of National Parks UK in its current form; whilst ensuring there is a UK wide strategy for communicating policy issues going forward and continuing the provision of member training. • All Chairs, the Lead NPO and Director of NPE are attending a second roundtable discussion with Julian Glover in London at end of April.	
2.	<u>Action points arising from notes of meeting on 26 November 2018</u> At IMc's request a meeting of the Future of Farming Group has been convened for Wednesday 27 March – calendar appointments will be sent out✓.	

		Action
3.	<u>Update on organisation of the UK National Parks conference (17-19 September</u> JD, JMA and CL are members of the working group, along with officers. JD reported things are progressing well; headline sponsorship has been secured, along with 4 associated sponsors (cash and in-kind). There will be a limit to 4 delegates per UK National Park. Communications will be drip fed throughout the conference. Theoretically the Glover report will come out in September – contingency has been put in place on the first day if this is announced prior to the conference. After dinner speaker has been booked and 8 members have come forward to co-host the planned tours on the Wednesday.	
4.	<u>Contingency Plans for a No Deal Brexit?</u> NC had requested a brief discussion on this topic as he was concerned there would be an immediate effect on farmers, especially in relation to export of lamb. It was acknowledged there is much confusion and that nothing is certain at the moment. CC feels it is the NPA's place to emphasise to farmers that financial support will be reduced post-Brexit. There doesn't appear to be any leadership from elsewhere raising awareness to farmers of the complexities and the huge impact on the future livelihood of hill farmers in the Dales. CC would like to have a page on the Authority's website – providing scenario planning on the particular impacts of Brexit. He offered to come up with some ideas on how we can reach out and communicate with farmers to raise awareness. **CC** to put forward ideas to the Chairman. CL reiterated that NPE have produced a 'future of farming' report in context to Brexit – this is a national report which will be refined to meet local needs within individual National Parks. The Future of Farming Group will be discussing this report at its next meeting on 27 March.	CC
5.	<u>Update on Comms & PR – informal task and finish group</u> JMy had canvassed views of Champions and compiled a list of issues from their initial feedback. The draft actions points are currently with Gary Smith and a final meeting of the group will take place on 6 March. JMy feels MCs should be more proactive in their roles and speak out more in support of officers. All **MCs** to look at their job descriptions in relation to media protocol. It is important the work MCs do has a beneficial effect on the Authority. Clarity was sought for consistency in reporting back, i.e. do they report on what MCs have been doing or the work of officers; and how is the effectiveness of MCs measured. CL requested that MC job descriptions are re-circulated in order for champions to examine and advise him if they feel any updates/revisions are required.	MCs CL
6.	<u>Updates from individual Champions</u>	

		Action
	Natural Environment (IMc) • Attended a meeting of the Biodiversity Forum on 13 Dec - looking at fresh terms of reference. Increasing feeling the action plan isn't working, so once the existing biodiversity action plan comes to an end it will be streamlined. • Alastair Driver had given a presentation at 18 December PDF on re-wilding Britain. This issue will be looked at post-Brexit - the whole emphasis moving from food production to land management. • He attended a presentation on High Nature Value Farming by the new manager of TeeSwale project. • Future of farming group meeting coming up at end of March - it could pick up getting engagement with farmers pre/post Brexit.	
	Cultural Heritage (JM) • Has provided help with the new landscape character assessment - discussed brief and commented on the draft. • GG has sought her advice on forestry schemes. • Met Miles Johnson for an update on the work of his team. • Chairing the Archaeology Day on 30 March at Giggleswick School. • A joint statement meeting involving all National Parks is taking place in May, hosted by the Yorkshire Dales. • Provision has been made within Westmorland Dales project to continue Historic Environment Apprenticeships • Completing conservation on Muker Barns • Natural England has revised consultancy process which for Moorland Restoration which will aid our success with applying for NE grants for moorland restoration. • The Cultural Heritage Strategy is due to be revised. • Recent Countryfile/Guardian piece highlighted the adverse impacts on moorland burning. Two of the estates within the Park are not adhering to the voluntary code.	
	Corporate Management (JH) Following her appointment to the role at the December NPA, JH has recently met with officers to look at potential areas of work she can pick up and provide assistance.	
	Promoting Understanding (JD) JD had circulated an update by the Head of Visitor Services on the work of the Tourism team. JD will be chairing the annual Tourism Forum on 5 March, being held at Sedbergh School. Keynote speaker is Sarah Dunning, Chair of Westmorland Farm Services. Attendance expected of 90-100 delegates which has sold out.	

		Action
	Recreation Management (NC) • Tour de Yorkshire – price tag of £100k if start or finish within the Dales. • (SLDC) Sedbergh economic initiative are looking at electric bike element again. NC circulated a leaflet of Weardale Chapel Challenge – as an example of a cycle route associated with a café and wondered if the YDNP could develop something similar promoting any of the cafes being linked to the start of a cycle tour. In addition local cafés/organisations could put themselves forward for provision of charging points for bikes. Would there be any opportunity for a cycle way to be developed on the railway line east of Garsdale, similar to the Lancaster canal scenario. • He has been litter picking which is a good way of being seen out and about. • He has been undertaking willow planting; and working with the West Area Manager. • A local resident of Sedbergh is purchasing a large field outside the town that will be available for use by travelers en route to Appleby Fair. This will alleviate roadside camping during the lead up to the Fair. • Tourism in the western area of the Park will be affected by the closure of Middleton Bridge for 6-8 weeks from June. The bridge is being replaced so the main road from Sedbergh to Kirkby Londsdale will be closed, meaning a long detour for larger vehicles.	
	Development Management (JMy) JMy is supportive of disused railway lines being used for walking/cycling. All barn conversion applications will come before the Planning Committee. He would like to include data at each Planning Committee on numbers received and approved. The annual monitoring report on planning statistics will be available in April and he would like media coverage on this. JMA had suggested to the Head of Development Management that it would be useful to include a checklist within barn conversation application reports (single page flowchart) as a checklist to remind people why it's a conservation policy. **JMy** will follow this up with the Head of Development Management.	JMy
	Sustainable Development (CC) CC had circulated the update on Sustainable Development Fund provided by the Sustainable Development Officer. There is still £10k-£12k remaining unspent within this year's budget. No LEADER meetings so nothing to report. CC will be the Authority's representative on Ripon Cathedral Rural Forum. Following consideration of the Local Development Scheme at December NPA, quotation briefs are being prepared in order to commission an independent socio-economic 'state of the park' study to provide a baseline for future planning strategy and other socio-economic joint working.	

		Action
7.	<u>Any Other Business</u> JD informed colleagues that she ceases to be chair of the Eden Project on 31 March but as of 1 Feb she became a trustee of the Science Museum Group, and in August she will take over chairing the Advisory Board for the Media Museum in Bradford.	
8.	<u>Date of next meeting</u> Monday 20 May at 2:30pm – Yoredale.	

SJP
5/3/19