



**Minutes of the Humberhead Peatlands Restoration LIFE+ Project  
14.00-16.00, 6<sup>th</sup> October 2014, Hatfield NNR Office**

**Present**

Tim Allen (North Lincolnshire Council), Jeff Bloor, Ken Knight (Doncaster East IDB), Paul Duncan, Sue Plaxton (Natural England), David Hinchliffe (Thorntree IDB), Helen Kirk (Thorne and Hatfield Moors Conservation Forum), Melissa Massarella (Doncaster MBC), Matt Blissett (Lincolnshire Wildlife Trust)

Apologies: Julian Small (Natural England), Caroline Steel (Lincolnshire Wildlife Trust)

**1. Minutes of Last Meeting and Matters Arising**

On behalf of JS, SP circulated the Common Provisions document on the day of the meeting. Unfortunately the whole bid document is too big to email.

**Action 1:** PD to send copies of the bid to partners on a CD. HK requested that actions from the minutes be undertaken quickly including prompt circulation of documents.

Standing orders - on the Agenda (item 3).

Deer management is being progressed by PD/JS in liaison with DH.

Recruitment – on the Agenda (item 4)

**6. Project Implementation Plan (item brought forward)**

This item was brought forward as JS joined the meeting briefly to present an outline of the interim implementation plan together with map showing the areas planned for habitat restoration.

**2. LWT membership**

SP had mistakenly thought LWT would not be able to attend any steering group meetings due to lack of time, but Caroline had arranged for Matt Blissett to attend in her place whenever possible.

**3. Terms of Reference**

SP put this on the Agenda as the document was not complete and she thought was not yet ready for sign off. Since the last meeting SP had include paragraphs relating to the Partnership Agreement and added Appendix 2



which outlined the 'Actions' to be delivered under the LIFE project (extracted from the bid). All agreed to the amendments. HK requested that standing orders also be added. **Action 2:** SP to ensure simple standing orders were added to the document. **Action 3:** JB to send SP an example of standing orders. KK suggested that stronger links with the Thorne WLMP should also be made. **Action 4:** KK to let SP know what he would like adding by supplying relevant text. **Action 5:** It was also suggested that Darren Whittaker should be invited to the next meeting to provide an update about the Thorne WLMP.

#### 4. Recruitment

No internal candidates had applied for the Monitoring Officer post but two internal applications had been received for the Project Manager post. Both candidates lacked the wide range of skills. The two jobs will now be advertised externally online (Countryside Job Services, Environment Jobs, Yorkshire Post and Gov.UK). **Action 6:** SP will inform partners when the adverts had gone live so that they may circulate them within their respective organisations.

Fourteen applications have been received for the Habitat Site Foreman and Estate Workers posts. Interviews will be held over the next two weeks.

The Admin Officer job was offered to the Civil Service candidate recently interviewed, however, she had turned it down. The job will be advertised within Natural England and wider Civil Service for the next 10 days and if no suitable applicants apply, it can be advertised externally.

#### 5. PR Launch

KK booked Hatfields and helped SP complete missing contact details from the invitation list. **Action 7:** SP to send the invitation letters and update partners on numbers of confirmations by 10<sup>th</sup> October. **Action 8:** JS to prepare info pack to include partner logos and info on each steering group member. **Action :9** JS to order mini buses and food.

Minibuses will transport people after the buffet to Jones' Cable, Thorne Moor, returning to Hatfields. Staff from the WLMP and/or NNR / Forum will be available on the minibuses and on site as informed guides.

#### 6. Partnership Agreement

JS had been unable to progress the Partnership Agreement due to other commitments, but was aware that it needed progressing. DE IDB is keen to have an Agreement in place and for it to cover any potential administrative



burden that the LIFE programme may demand. This was discussed in a preliminary meeting with NE and recorded in the minutes of 6<sup>th</sup> June. KK was aware that a reasonable agreement about administration needed to be reached. **Action 10:** JS to progress Partnership Agreement with KK.

## 7. Other project commitments

SP suggested that the next meeting should focus on progressing the Actions outlined in the bid. HK had a useful paper extracted from the bid (NATURE C2) which summarised key milestones. **Action 11:** HK to email a copy of the NATURE C2 document to SP.

The issue of whether or not to purchase or lease equipment for the restoration work was raised. It was suggested that using spare equipment that may be available from other sites may be another option. **Action 12:** PD and JS to assess the pros and cons of purchasing or leasing equipment and to investigate whether equipment was available from elsewhere that could also be used.

## 8. Humberhead Levels Partnership

SP mentioned that in the Humberhead Levels Partnership, other schemes were being delivered that could potentially add value to the LIFE project including the Nature Improvement Area and Isle of Axholme and Hatfield Chase Landscape Partnership Scheme. There is scope for developing new and complimentary projects as well as delivering joint ventures. For example, the Landscape Partnership Scheme also has to hold community events and design a website, as does the LIFE scheme.

## 9. AOB

SP stated that James Freeborough from the Environment Agency had asked to be copied into Minutes of the meetings. All agreed that this would be a good idea.

SP and JS are meeting Lynne Barrett, the LIFE Monitor on 7<sup>th</sup> November in York to discuss an extension of time for delivering the LIFE project and to clarify what is required in terms of administration and reporting.

- 10. Date of Next Meeting:** 14.00-16.00, 10<sup>th</sup> November 2014, Hatfield NNR office

## Summary of Actions:



1. PD to send copies of the bid to partners on a CD.
2. SP to including simple standing orders in the Terms of Ref.
3. JB to send SP an example of standing orders.
4. KK to provide text for Terms of Ref relating to Thorne Moors WLMP.
5. SP to invite Darren Whittaker to the next SGM.
6. SP to inform partners when the Project and Monitoring Officer adverts had gone live.
7. SP to send out PR launch invitation letters and update partners on numbers of confirmations by 10<sup>th</sup> October.
8. JS to prepare info pack to include partner logos and info on each steering group member.
9. JS to order mini buses and food.
10. JS to progress Partnership Agreement with KK.
11. HK to email a copy of the NATURE C2 document to SP.
12. PD and JS to assess the pros and cons of purchasing or leasing equipment and to investigate whether equipment was available from elsewhere that could also be used.