NEW FOREST NATIONAL PARK AUTHORITY

AUTHORITY MEETING – 28 MARCH 2012

APPOINTMENTS TO EXTERNAL ORGANISATIONS AND COMMITTEES, AND THE RECORDING OF PUBLIC MEETINGS

Report by: Julia Mutlow, Senior Solicitor and Monitoring Officer, and David Stone, Manager of Business Services

1. Member appointments to Resources and Performance Committee and external bodies

1.1 In accordance with its Standing Orders, the Authority is required to appoint members to its committees and as representatives to external organisations at its Annual meeting, and a full report will accordingly be brought to the June Authority meeting on member appointments.

1.2 However, it is necessary to make interim arrangements in order to provide for replacements in respect of Roger Heape’s appointments, as he will be standing down as a member with effect from the end of March. Roger Heape is a member of the Authority’s Resources and Performance Committee, the NPA’s representative on the New Forest Ninth Centenary Trust Executive Management Group for the New Forest Centre, and is the reserve representative to the Bournemouth International Airport Consultative Committee. Volunteers are now sought to take on these roles. The pro formas in respect of the appointments to the Ninth Centenary Trust and the Bournemouth International Airport Consultative Committee are attached as Annex 1.

1.3 Members are also asked to consider the NPA’s representation to the Hampshire and Isle of Wight Local Government Association. Ted Johnson, the NPA’s current representative, has advised that he wishes to stand down from this appointment and officers have accordingly approached Maureen Holding, the NPA’s reserve appointment, who has confirmed that she would be willing to take on this role. Members are asked to ratify this appointment, and a volunteer is sought in respect of the reserve position. The pro forma in respect of the appointment to this organisation is attached as Annex 2.

1.4 Finally, members are asked to ratify John Sanger’s replacement of Peter Frost as the NPA appointee to the New Forest Business Partnership, as Peter Frost has advised that he wishes to stand down from this appointment and John Sanger is the current alternate appointment. Volunteers are also sought in respect of the alternate appointment. The relevant pro forma can be found at Annex 3.

2. Vacancies on the Planning Development Control Committee

2.1 This report also asks Members to consider the membership of the Planning Development Control Committee. This Committee comprises 15 seats (8 local authority members and 7 Secretary of State members) and is currently carrying two vacancies for local authority appointed members. Members are reminded that the legislation relating to the NPA requires it to appoint members to Committees as nearly as possible in proportion to the balance of local authority and Secretary of State appointees to its full membership, and
therefore it is not thought prudent to carry these vacancies indefinitely. The relevant provisions are set out in Articles 13(3) and (4) of Schedule 7 to the Environment Act 1995 and Article 4 of the New Forest National Park Authority (Establishment) Order 2005. The current membership of the Committee can be found in Annex 4 to this report; the names of Secretary of State members are in italic type.

2.2 Brian Dash and David Harrison have now volunteered to fill the two vacancies for local authority appointees, and members are asked to ratify these appointments.

3. Recording of public meetings

3.1 As Members will be aware, meetings of the NPA and its Committees that are held in public have been recorded since the establishment of the Authority in 2005. In the past, some Members have informally expressed a preference that meetings should be recorded, whilst others are not in favour of the practice. This matter was briefly discussed at the last Resources and Performance Committee meeting where it was suggested that it be raised at the Authority meeting to enable Members to express their views on the continued recording of meetings.

3.2 The recordings are used for two reasons: to assist the minute-taker, and on occasion to clarify the debate or events at a meeting where, for example, a complaint has been made about a Member by a member of the public. The recordings are deleted once the minutes are confirmed at the subsequent meeting. Officers have found the recordings useful for clarification and accuracy and the practice assists in promoting public confidence in the NPA’s accountability and transparency.

3.3 There is no ongoing cost to the NPA arising from the recording of meetings; the recording is carried out using New Forest District Council’s microphone system installed in the Council Chamber, into which a digital recording device is plugged (which belongs to the NPA). Members of the public have on occasion asked to listen to recordings and some Freedom of Information requests have been submitted in this regard. These have been accommodated where at the time of the request the relevant recording still exists and has not been deleted following approval of the minutes.

3.4 Officers have approached other NPAs and local authorities to establish whether they record meetings, and have received a mixed response (although not all Parks have responded). Exmoor National Park Authority does record meetings of the NPA and Committees, but a number of the other English NPAs do not do so. Brecon Beacons responded that this is currently a topical issue as they have just received notification of a grant from the Welsh Government Information Office to fund rental of recording and filming equipment for a pilot scheme; a number of their members were in favour of this initiative in the interests of openness, transparency and accessibility. Hampshire County Council has very recently upgraded its audio system in the Council Chamber to introduce video and web streaming facilities through its website as part of its drive to increase transparency. Members of Wiltshire Council are likely to be asked next year to make a decision as to the live webcasting of their meetings. Test Valley Borough Council and New Forest District Council do not currently record their meetings.

3.5 Members are now asked to make a decision as to whether they wish to continue this practice at the NPA.
Recommendation:

1. To seek volunteers and confirm appointments in respect of the Authority's Resources and Performance Committee, the New Forest Ninth Centenary Trust Executive Management Group for the New Forest Centre, and the reserve representative to the Bournemouth International Airport Consultative Committee, for the period from 1 April 2012 until the Annual meeting of the NPA in June 2012;

2. To ratify Maureen Holding’s appointment as the NPA’s representative to the Hampshire and Isle of Wight Local Government Association and to seek a volunteer in respect of the reserve appointment, for the period until the Annual meeting of the NPA in June 2012.

3. To ratify John Sanger’s appointment as the NPA’s representative to the New Forest Business Partnership and to seek a volunteer in respect of the alternate appointment, for the period until the Annual meeting of the NPA in June 2012.

4. To appoint Brian Dash and David Harrison to the NPA’s Planning Development Control Committee for the period until the Annual meeting of the NPA in June 2012.

5. To discuss and make a decision on the recording of public meetings of the NPA and its Committees and to authorise officers to make the necessary amendments to the NPA’s Standing Orders.

Paper:

NFNPA 403/12: Cover paper
NFNPA 403/12 Annex 1: Pro formas in respect of the appointments to the Ninth Centenary Trust and the Bournemouth International Airport Consultative Committee
NFNPA 403/12 Annex 2: Pro forma in respect of representation to the Hampshire and Isle of Wight Local Government Association
NFNPA 403/12 Annex 3: Pro forma in respect of representation to the New Forest Business Partnership
NFNPA 403/12 Annex 4: Current PDCC membership

Contact: David Stone
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BOURNEMOUTH INTERNATIONAL AIRPORT CONSULTATIVE COMMITTEE

Frequency of meetings

Three meetings per year.

Terms of reference/ brief description of aims and objective

The Consultative Committee is established to enable the management team at Bournemouth International Airport Ltd to take into account the views of interested parties when making decisions concerning the management, operation and development of the Bournemouth International Airport, and to keep those parties informed of matters affecting them. The aim is to provide an effective forum for the discussion of all matters concerning the development or operation of the Airport, which have an impact on the users of the Airport and on people living and working in the surrounding area. The Committee fulfils the requirements of Section 35 of the Civil Aviation Act 1982 (as amended) for the Airport management to provide adequate facilities for consultation.

Status of Authority involvement and any specific requirements for member involvement

Representation.

Knowledge of transport policy and aviation issues would be an advantage.

Name of current representative

Roger Heape
Alan Rice (reserve)

| Contact details | | External organisation |
|-----------------|---------------------------------|
| **Lead officer** | **External organisation** |
| David Illsley  
Policy Manager  
david.illsley@newforestnpa.gov.uk  
01590 646672 | The Chairman  
Bournemouth International Airport  
Consultative Committee  
Bournemouth Airport  
Christchurch  
DORSET  
BH23 6SE  
01202 364114 |
NEW FOREST NINTH CENTENARY TRUST – EXECUTIVE MANAGEMENT GROUP OF THE NEW FOREST CENTRE

Frequency of meetings

As required, but at least twice a year to coincide with the main Trust meetings.

Terms of reference/ brief description of aims and objective

The Executive Management Group has representatives from the New Forest Ninth Centenary Trust, the Authority and New Forest District Council, and directs and monitors the role of the New Forest Centre Manager. The following are the Terms of Reference:

1. To approve the Financial and Business Plan (“the Plan”) for the New Forest Centre (and seek the endorsement of the Trustees of the Trust and the Authority’s Resources and Performance Committee).

2. To receive performance and budgetary management information from the Centre Manager. The frequency of reports will be determined by the Group.

3. To monitor the effectiveness of the marketing elements of the Plan.

4. To review visitor satisfaction reports.

5. To resolve issues arising from the activities of the three organisations with membership of the Group.

6. To carry out reviews, as frequently as the Group sees fit, of all matters which form the subject matter of the collaboration between the Parties.

7. To report the Group’s activities in furtherance of this Agreement to the Trust and the Authority.

8. The Group has the power to defer or extend the time limits for any or all of the key elements set out in the Plan.

9. The Group will consider the information provided to it as part of the reports and review process defined in this Schedule and provide guidance to the Centre Manager on the basis of that information.

Status of Authority involvement and any specific requirements for member involvement

Authority representation on the Group comprises one officer and one member who, jointly, represent the interests of the Authority in supporting the work of the Centre and also ensuring that the Association contributes to the delivery of the National Park purposes. The member should have a sound knowledge of financial and business planning and a wider interest in interpretation and education.

Name of current representative
Roger Heape

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<th>Contact details</th>
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<tr>
<td><strong>Lead officer</strong></td>
<td><strong>External organisation</strong></td>
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| Alison Barnes, Chief Executive  
[Alison.barnes@newforestnpa.gov.uk](mailto:Alison.barnes@newforestnpa.gov.uk)  
01590 646633 | Hilary Marshall, Centre Manager, New Forest Ninth Centenary Trust  
[hilary.marshall@newforestmuseum.org.uk](mailto:hilary.marshall@newforestmuseum.org.uk)  
023 8028 6159 |
HAMPShIRE AND ISLE OF WIGHT LOCAL GOVERNMENT ASSOCIATION

Frequency of meetings

Quarterly or less frequent.

Terms of reference/ brief description of aims and objective

- To provide a means for facilitating co-operation between the constituent authorities and with the association;
- To promote the interests of local government in Hampshire and the Isle of Wight;
- To assist the member authorities and the association in the effective performance of their duties and functions; and
- To pursue issues of common concern to member authorities and the associations and to represent their joint interests to other bodies.

Status of Authority involvement and any specific requirements for member involvement

The Authority is an associate member. Not all issues discussed are relevant but the Association provides a very good framework for keeping abreast of local government issues and people in Hampshire, and of putting forward National Park issues when necessary.

Decisions are taken on a general consensus of opinion, but where this is not possible the Authority has one vote (as associate member).

Experience of local government would be an advantage.

Name of current representative

Ted Johnson
Maureen Holding (reserve)

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<th>Contact details</th>
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<tbody>
<tr>
<td><strong>Lead officer</strong></td>
<td><strong>Civic Offices</strong></td>
</tr>
<tr>
<td>Alison Barnes, Chief Executive</td>
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</tr>
<tr>
<td><a href="mailto:alison.barnes@newforesnpa.gov.uk">alison.barnes@newforesnpa.gov.uk</a></td>
<td>Eastleigh</td>
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<tr>
<td>Tel: 01590 646633</td>
<td>Hampshire</td>
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<td>SO50 9YN</td>
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<td></td>
<td>02380 688431</td>
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<td></td>
<td><a href="mailto:hiow@estleigh.gov.uk">hiow@estleigh.gov.uk</a></td>
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NEW FOREST BUSINESS PARTNERSHIP

Frequency of meetings

Eleven meetings per year (the second Tuesday of each month except August, commencing at 15:00 hrs)

Terms of reference/ brief description of aims and objective

To improve relations between commercial organisations and local government; promote better business-to-business relationships; build a stronger economy and to bring greater prosperity to the local community.

The Partnership acts as a forum for local business people to express their views, share their knowledge and experience, network with potential clients and suppliers, and help make changes that will benefit their business.

Status of Authority involvement and any specific requirements for member involvement

Representation. The Authority joined the Partnership Board to help create a closer working relationship between the Authority and the business community. Members are invited to appoint one representative and one substitute.

Name of current representative

Peter Frost
John Sanger as reserve

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<tr>
<td><strong>Lead officer</strong></td>
<td><strong>External organisation</strong></td>
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<tr>
<td>Claire Gingell, Project Delivery Manager <a href="mailto:claire.gingell@newforestnpa.gov.uk">claire.gingell@newforestnpa.gov.uk</a> 01590 646664</td>
<td>Matt Callaghan, Business Support Officer New Forest District Council Appletree Court Lyndhurst Hampshire SO43 7PA Tel: 023 8028 5371 E-mail: <a href="mailto:matt.callaghan@nfdc.gov.uk">matt.callaghan@nfdc.gov.uk</a></td>
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### PDCC MEMBERSHIP AS AT 28 MARCH 2012

<table>
<thead>
<tr>
<th>Plannning Development Control Committee (15 Members)</th>
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<tbody>
<tr>
<td>Richard Frampton (Secretary of State appointee, Parish)</td>
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<td>Peter Frost (Secretary of State appointee)</td>
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<td>Tony Gentle (local authority appointee)</td>
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<td>Maureen Holding (local authority appointee)</td>
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<td>Ted Johnson (Secretary of State appointee)</td>
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<td>Clive Maton (Secretary of State appointee, Parish)</td>
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<td>Bob Morris (Secretary of State appointee, Parish)</td>
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<td>Vicky Myers (Secretary of State appointee)</td>
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<td>Leo Randall (local authority appointee)</td>
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<td>Alan Rice (local authority appointee)</td>
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<td>Barry Rickman (local authority appointee)</td>
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<td>John Sanger (Secretary of State appointee, Parish)</td>
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<td>Pat Wyeth (local authority appointee)</td>
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<td><strong>Two vacancies</strong></td>
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