

## Yorkshire Derwent Partnership

### Minutes of Delivery Group (DG) meeting – 13<sup>th</sup> December 2016, EA Office, Coverdale House, York

#### Attendees:

Karen Saunders – Yorkshire Derwent Partnership	(KS)
Don Davies – Ryedale District Council	(DD)
David Renwick – North York Moors National Park Authority	(DR)
Liz Bassindale – Howardian Hills AONB	(LB)
Duncan Fyfe – Environment Agency	(DF)
Ian Cowx – East Yorkshire Rivers Trust	(IC)
Brian Lavelle – Yorkshire Wildlife Trust	(BL)
Jenny Craven – Natural England	(JC)
Rachel Pickering – North York Moors National Park Authority	(RP)
Liz Small – North Yorkshire County Council	(LS)
Emily Mellalieu – North Yorkshire County Council	(EM)
Jeremy Walker – Partnership Chair	(JW)

#### Apologies:

Petra Young, Jim Smith – Forestry Commission  
 Sarah Woolven – Natural England  
 James Copeland – National Farmers Union  
 Jeremy Pickles – East Riding of Yorkshire Council  
 Andrew Walker – Yorkshire Water  
 Tim Burkinshaw – Scarborough Borough Council

#### Summary of Actions:

No.	Action	Who?
1	Ensure draft budget for the Partnership is reviewed at the February DG meeting	KS
2	Circulate the updated set of objectives to the Delivery Group.	KS
3	Contract sub-group to refine the roles and responsibilities and progress recruitment.	Sub-group
4	NYCC, YWT and NE to develop an employment proposal, including any in-kind contribution to supporting overhead costs and outlining the necessary job evaluation/recruitment process	BL, JC, LS
5	IC to canvass River Trust contacts to establish the salary range for this type of post in other Partnerships.	IC
6	Delivery Group members to suggest any additional ideas for potential 'add-on' work for NYCC consultants to EM by 15 <sup>th</sup> December	DG
7	JW to contact Professor Dan Parsons the University of Hull as well as Durham University to explore potential in submitting an application for the River Derwent.	JW
8	IC to draft a short note for the Delivery Group on the planned work, scope etc. of the Catchment Action Plan.	IC
9	KS to progress completion of the CaBA requirements, working with the Delivery Group, as needed.	KS/DG
10	KS to draft a letter of support from the Partnership for EYRT to approve confirming £2000 in match funding for the development phase of the Ryevitalize project.	KS/IC
11	KS/IC to draft a letter outlining some issues/questions for the Project Board to consider in relation to Howsham weir.	KS/IC
12	Delivery Group members to volunteer or send nominations to JW for Chair of the Delivery Group.	All
13	IC to speak with Jon Trail to see if he would be able to attend Delivery Group meetings on behalf of EYRT.	IC

## **1. Welcome**

JW welcomed people to the meeting and thanked the EA for hosting the meeting. There was a round of introductions and apologies were noted.

## **2. Minutes of last meeting and matters arising**

The minutes were accepted as a record of the previous meeting. There is one outstanding action on the DG to review/update a draft budget for the Partnership. This will be included as an agenda item for the next meeting in February 2017.

## **3. Catchment Wide Discussion**

### **a. Feedback from Partnership Board Meeting – November 2016**

JW gave some brief feedback from the October Board Meeting. Overall it was a positive meeting, but Board members were agreed that the Partnership needed to clearly provide added value to organisations. If there was no perceived added value, this would raise questions about the need for a three tier structure (Board, Delivery Group, Sub-catchment Groups). Board members took an action to set out the area in which they thought there was 'added value' for their individual organisation. The Board agreed that the overall objectives for the Partnership could be reduced to five through a process of combining and/or rewording the original set of seven different objectives. The Board also discussed the status of Board meetings and confirmed that individuals could be invited to attend – they were not closed meetings.

**ACTION:** KS to circulate the updated set of objectives to the Delivery Group.

### **b. Officer Recruitment**

KS introduced the item on officer recruitment and JW gave some initial feedback from the Board. They agreed that there was a need for continued support. JW has spoken with both NYCC and YWT who have each confirmed, in principle, that they may be able to act as employer. This does not rule out other partners from volunteering to take on the role. There was agreement that, subject to funding, we should aspire to employ 1FTE for a period of at least 2 years.

BL noted that the role needs to add value to the work already being done by Partner organisations and provide support to the Partnership. The Delivery Group supported the aspiration to appoint for a two-year period and agreed that the focus of the post should not be on project delivery 'on the ground' i.e. physically doing work, but could facilitate/co-ordinate and monitor delivery projects, while potentially leading on some of the 'soft' projects such as engagement activities, progressing work on the Catchment Plan, developing funding proposals and securing on-going funding for the Partnership. It was agreed that the recruitment process needed to start as soon as possible and the contract sub-group would lead on the work. JC also noted that NE could be a potential employer, but further discussions would be needed before committing. Although there is a clear preference for employing someone, it was noted that this may depend on the overall costs, as overhead costs can be significant. JW asked YWT, NYCC and NE to draft a proposal for the post, and in particular to consider the extent to which in-kind support could be used to cover some of the overhead costs associated with employing staff in order to minimise the funding required from the Partnership. Whichever recruitment model was eventually used, there

was consensus that the post would work for, and must be seen to work for, the whole Partnership and not any one organisation.

**ACTION:** Contract sub-group to refine the roles and responsibilities and progress recruitment.

**ACTION:** NYCC, YWT and NE to develop an employment proposal, including any in-kind contribution to supporting overhead costs and outlining the necessary job evaluation/recruitment process.

**ACTION:** IC to canvass River Trust contacts to establish the salary range for this type of post in other Partnerships.

The Delivery Group asked IC for confirmation of the latest financial position in relation to the current Officer contract and the CaBA funding. IC confirmed that £5000 was allocated to the Officer costs in 16/17 and NYMNPA had contributed £2000. LS/KS confirmed that the existing officer contract had been extended until the end of March and it was agreed that NYCC would invoice EYRT for £7000 to cover the salary costs. (Note: this figure was later reduced to £5000 to release £2000 as match-funding for CaBA related project development on the Ryevitalise HLF project – see item 5a). (Post meeting note: the actual CaBA hosting allocation for the Officer contract is £5500 in 16/17, so invoice from NYCC would be £5500).

**c. Funding the Partnership – General update and focus on the RFCC bid**

The Partnership bid to the LEP is still outstanding, but in addition to the CaBA hosting grant and contribution from NYCC to the Officer contract, the RFCC have awarded a two-year grant of £31,000 per year to the Partnership. KS ran through the main deliverables submitted as part of the RFCC proposal, which include Officer costs. The Delivery Group needs to scope out the work required in more detail, so that the money can be allocated accordingly and work can progress as soon as possible. There is a potential opportunity to use some of the money to secure additional modelling work from the contractors NYCC have employed to undertake a modelling assessment of flood risk from surface water drainage in the Rye catchment. These ‘add-ons’ would need to be identified and agreed as soon as possible, so that they can be incorporated into the relevant contract documents. One possibility identified was to see if there is scope to do some analysis of sediment sources in the catchment to help identify priority areas for sediment reduction work or to do some more detailed Water Quality modelling. DR asked if it would be possible to brief the consultants on the Partnership’s objectives and ask them to scope a proposal for the Partnership to consider. NYCC are meeting the consultants later in the week. DF will be attending, and LS suggested that the Ecologist at NYCC could also attend to feed in to discussions, particularly around natural capital.

**ACTION:** Delivery Group members to suggest any additional ideas for potential ‘add-on’ work for NYCC consultants to EM by 15<sup>th</sup> December.

The Natural Environment Research Council (NERC) has also called for bids to a new £6m fund to support innovation in natural flood risk management. Whilst bids must be from academic institutions there may be potential to be a partner to a University interested in doing the work. IC mentioned that the University of Hull were considering applying for this in relation to the Hull and East Riding Catchment, but potentially could consider the Derwent.

**ACTION:** JW to contact Professor Dan Parsons from the University of Hull as well as Durham University to explore potential in submitting an application based on the River Derwent.

**d. CaBA update**

**Catchment Partnership's Meeting** - KS gave a brief update on the Catchment Partnerships' meeting, held at the EA's office in York on 21<sup>st</sup> November. The meeting included presentations from all the Yorkshire Catchment Partnerships, as well as presentations from the national CaBA Support team, information on a septic tank campaign for Yorkshire and an update from the EA on work related to NFM, which is being led by Adam Mullen.

**CaBA hosting money** – following feedback from Alan Mullinger at EYRT, KS confirmed that, although the hosting money had been allocated for 16/17, no significant payments had been made yet. £5500 has been allocated to the officer contract and £5000 for preparation of the Catchment Action Plan. NYMNPA had also transferred £2000 to pay for the Partnership Officer. KS advised the group that under item 5a, the Partnership has been asked for a potential contribution of £2000 to the project delivery phase.

**Catchment Action Plan** - As part of the CaBA requirements for the hosting money, the Partnership needs to produce a Catchment Plan. The national CaBA team is holding some workshops in early January 2017 for Partnerships in order to provide some guidance on the Plans and has just released some guidance on the content and preparation of Catchment Plans. IC told the group that EYRT have commissioned the Hull International Fisheries Institute at the University of Hull to prepare a draft Catchment Plan that would then be shared with the Delivery Group and could be used as the basis for wider stakeholder engagement. This is being done as part of a major project funded by the Canadian Government and would essentially be produced as an on-line resource. Having reviewed the CaBA guidance, he was confident that their proposed structure fit with the guidance and that the team had all the relevant information. The project was working on a plan for both the Derwent and the Hull and East Riding catchments, based around identifying the problems, possible solutions and expected outcomes. IC expected that a version would be available for review early in the New Year, but could take 2-3 years to finish to a very detailed level. The group thanked IC for the update and noted that it sounded like an exciting piece of work, which could be of real value, but requested more detailed information on the scope and content of the work being done.

**ACTION:** IC to draft a short note for the Delivery Group on the planned work, scope etc. of the Catchment Action Plan.

IC also reminded the group of the other requirements of the CaBA funding, which are reproduced below from the original CaBA guidance and it was agreed that KS should progress these before the end of March:

- i) Work with the Defra group, (in particular the Environment Agency, Natural England and Forestry Commission) to develop and agree a shared set of priority places for the catchment partnership that are based on environmental data, investment programmes and local data and information. Catchment Partnerships should share evidence, knowledge and experience to support this work to agree priorities for local delivery.
- ii) Participate in a joint evaluation of the catchment partnership to identify capability and capacity across the country.

Initial discussions have taken place among the Defra group and KS has also reviewed a potential self-evaluation questionnaire, created by the National CaBA support team a few years ago for Partnerships to assess their strengths and identify areas for development.

**ACTION:** KS to progress completion of the CaBA requirements, working with the Delivery Group, as needed.

#### **4. Upper Derwent**

##### **a. YWS Biodiversity Fund Application – Filey Flood Alleviation Scheme**

KS gave a brief overview of the application to include some environmental enhancements as part of the planned Filey Flood Alleviation Scheme. The proposal involves the Filey Birds Observatory Group (FBOG) as a potential delivery partner and Scarborough Borough Council submitted the application on behalf of the Partnership. A decision is expected before Christmas.

#### **5. Rye**

##### **a. Ryevitalise HLF Bid**

DR gave a brief presentation to give all members of the Delivery Group an overview of the Rye HLF bid, which has just been awarded £275,000 for the Stage 1 Development phase of the project. A second stage bid will be submitted in October 2018 for a four-year delivery stage. The immediate next steps involve obtaining formal permission to start from the HLF and then recruiting 2 FTE to support the development phase. The formal permission to start is conditional on match-funding. The project team had originally hoped that this would come from the LEP bid, but there was now a short-fall as a decision on the LEP bid was still outstanding. Some partners have increased their match-funding, but there is still a £2000 shortfall and the Delivery Group was asked if CaBA hosting money could be used. After discussion, the Group confirmed that provided the money was used to develop project proposals linked to CaBA (which covers the majority of the Rye HLF work), they would support £2000 being used as match-funding. IC as Chair of EYRT, which is the Partnership host, also supported the decision. This led to a further discussion about the £5500 originally allocated in 16/17 to the Officer salary costs and the £2000 contribution from NYMNPA. It was agreed that £5500 would still be transferred to NYCC for the officer costs (made up of £3500 CaBA/£2000 NYMNPA contribution) and the remaining £2000 of the CaBA money allocated for Officer salary would be reallocated to the match-funding.

**ACTION:** KS to draft a letter of support from the Partnership for EYRT to approve confirming £2000 in match funding for the development phase of the Ryevitalise project.

#### **6. Middle Derwent**

##### **a. YWS Biodiversity Fund Application – Norton Ings**

A second application has been submitted to the YWS Biodiversity fund, with EYRT as applicant on behalf of the Partnership. The proposal is to restore wet fenland habitat at Norton Ings on a small area adjacent to the River Derwent and main railway route from Malton to Scarborough. The land is owned by Ryedale District Council. As for the Filey application, we will find out before Christmas if the application has been successful.

##### **b. Howsham Mill Consultation Update**

KS attended the second engagement event, on behalf of the Partnership on 23<sup>rd</sup> November. This was the final meeting to discuss proposed changes at Howsham weir, as part of the EA's

Doing More for the Derwent Project. KS confirmed that, subject to final approval of the Project Board at their next meeting in 2017, the EA was likely to install a fish pass at the southern end of the weir near the hydropower turbine, but there was no clear agreement as to whether a second fish pass was needed at the northern end of the weir to facilitate fish passage, although it is believed that migrating fish split roughly 50/50 to both ends of the weir. The setting at Howsham weir is complex as there are a number of competing demands, but the Delivery Group emphasised the clear WFD failure associated with the weir acting as a barrier to fish migration. IC suggested that, although the consultation period had closed, the Partnership should still consider drafting a letter to send to the Project Board, asking if they had considered a number of issues. This was supported by the group. It was also suggested that it would be worth the EA Project Manager possibly doing a presentation for the Partnership Board at a future meeting.

**ACTION:** KS/IC to draft a letter outlining some issues/questions for the Project Board to consider.

## **7. Lower Derwent**

### **a. Lower Derwent Modelling work**

The EA project manager for the Lower Derwent has changed. Work has progressed on the modelling work that started in 2016, but progress is slow, due to the complexity of inter-related factors in the Lower Derwent. The model has been simplified, and draft reports are expected in spring 2017.

### **b. Other updates**

BL said that YWT were starting a study in the Lower Derwent into the decline of breeding waders and was working on a potential HLF bid for Wheldrake Ings. YWT are currently doing some GIS mapping of land ownership in the Lower Derwent and part of BL's remit within YWT is to focus on securing funding for work in the Lower Derwent.

## **8. AOB and items for next meeting (February 2017)**

- a. Appointment of Delivery Group chair** - we need to appoint a chair for the Delivery Group. EYRT had previously taken on this role, but now the Board/Partnership was formally established IC suggested that a new chair should be elected. IC also suggested that, due to his work commitments and voluntary role for EYRT, he would see if Jon Trail would be able to represent EYRT on the Delivery Group. IC would continue to attend Board meetings.

**ACTION:** Delivery Group members to volunteer or send nominations to JW for Chair of the Delivery Group.

**ACTION:** IC to speak with Jon Trail to see if he would be able to attend Delivery Group meetings on behalf of EYRT.

- b. YWS Biodiversity Fund** – DF advised the group that, in addition to the bids for Filey and Norton Ings, YWT were also submitting a separate bid in relation to marine litter, with a focus on the Whitby and Scarborough areas.

### **c. Date of Next meeting**

**ACTION:** KS to canvass availability for a DG meeting in February 2017. Items for the agenda to include the Catchment Action Plan and Partnership budget.

**Karen Saunders, Partnership Facilitation Officer – 19<sup>th</sup> January 2017**