

Summary of CNP Interim Working Group (IWG) Meeting

Date of meeting: 10th March 2015

Venue: Royal Jersey Agricultural & Horticultural Society HQ, Trinity

Present: Jim Hopley (JH), Mike Stentiford (MS), Ken Thomson (KT), David Hambrook (DH), Andrew Terry (AT), Nick Aubin (NA), Marc Woodhall (MW), John Pinel (JP)

Apologies: Dan Houseago (Dan), Doug Richardson (DR), Bob Tompkins (BT)

1) Update on minutes and progress since last meeting:

Meeting minutes from 9th February 2015 had already been approved by the IWG and can be reviewed by the broader stakeholder group @:

[Jersey Coastal National Park Working Group meetings](#)

John Pinel (JP) Chief Officer of the Jersey Voluntary & Community Sector was welcomed to give his views on options for governance and the practicalities of set-up, given his experience in this area in Jersey. JP was in attendance at the invitation of the IWG.

Progress on Action Points from 09/02/15:

- TDF grant award - JH & DH to gather a small group together to draw up the business plan. **JH, DH & JP have met to discuss the business plan. JP had provided a template and DH had drafted a document which he circulated amongst the IWG members for consideration**
- CES Grant Award. **The application made to the CES by the IWG was successful and an award of £12.5k was made, to match funding from the TDF.**
- MW to make enquiries within the DoE & EDD about holding and administering the TDF & CES funds on behalf of the CNP until something more permanent is established. **The position is clarified with both the TDF & CES. They require organisations in receipt of grants to settle funds direct with 3rd parties and then submit invoices to the respective administrators for re-imburement. Neither the TDF nor CES want to be involved in managing the awarded funds on behalf of the CNP. An alternative will need to be found. (See section 2)**
- Branding & awareness project. MW to draft a project brief for review by the IWG by the next meeting. **MW has drafted a document using a template provided by JP which has been circulated amongst IWG members for consideration.**
- To assist development of the brief MW to contact John Garton at Genuine Jersey. AT to ask Durrell marketing team if they can provide advice. **MW spoke to both John Garton & David de Carteret (both of whom as stakeholders identified themselves as being able to offer advice in this area). It was suggested by both that the IWG consider using a professional to draft the brief. This would ensure clarity in terms of what was expected by the IWG, but also consistency of submission to allow the IWG to assess more easily, the tender submissions. It was further suggested that using someone, independent of those likely to tender, would be preferential in drafting such a brief. MW passed on this information to the IWG (See section 3)**
- AT to review the example of the Kvarken Archipelago World Heritage Site in respect of governance and how that could look for the Jersey CNP. **To complete.**

- MW to circulate draft management plan to the IWG. All comments to be sent to MW for collation by the w/e 28th February 2015. Comments to be supplemented with solutions as required. Based on the outcomes of comments the IWG will consider how they engage and disseminate the plan with the broader stakeholder group. **No comments submitted.**
- Dan to forward paper on the discussions with NP and ANPA officials to IWG. Dan to confirm whether he will be briefing the DoE Minister prior to inviting UK officials. Dan to confirm whether resources for travel in such circumstances will need to come from any grant monies obtained or from within DoE. **To complete.**

2) *Funding Applications & Grants:*

TDF (Tourism Development Fund) & CES (Countryside Enhancement Scheme):

The allocation of grant awards from both funds means that a total of £25k is now secured to further the branding project. To confirm, the grant award is to be spent by the 30th November 2015 otherwise the money will be lost. The business plan is a requirement of the terms of the TDF and this has now been drafted. Once the tender brief is finalised details of this can go into the business plan for submission to the TDF and for consistency, the CES.

The draft business plan has been developed using a template provided by JP, (as has the branding project tender brief – see section 3)

The issue of how to accept and manage the administration of funds from the grant awards was raised and the options discussed; opening a bank account, or requesting an existing stakeholder to act as a 3rd party to administer and receive funds. Both options raise issues that were highlighted and this led on to a discussion about governance. (see section 4). It was agreed that it may be prudent to formally approach both funding bodies to release a percentage of the grant awards in advance, to put working funds into an account.

3) *Branding Project Brief:*

Draft tender brief has been produced using a template provided by JP. To add context to the discussion MW summarised conversations he has had on the development of a brief with David de Carteret (DdC) and John Garton. Both have suggested that it may be wise to use a professional in this area to help draft a brief that ensures clarity, defines funding and allow comparatives to be made of tender submissions. In making these comments it has been suggested that engaging someone independent (of possible tendering agencies), but with knowledge of the local issues might be useful. DdC did suggest the name of a contact who would be willing to look at this. In terms of the draft brief produced by MW, JP has offered to show the draft to his contacts at Orchid for comments. **Action: MW to request CV of freelance marketing agent with a possible view to drafting brief. MW to forward electronic copy of draft to JP. JP to show draft to contacts at Orchid for comment.**

4) *Governance:*

JP took the time to highlight what he thought would be the most appropriate governance structure, given his understanding of the CNP and the IWG Group. This provided more detail to the information given by JH at previous meetings. JH advised that given the difficulties in accepting and managing the grant funds and the need for the IWG to make some progress on its objectives, there was a need to progress the issue of governance as a priority. JP and others agreed that at the very least there were some early steps that needed to be taken;

- Registering with the JFSC as a non-profit organisation
- Apply to the tax office for tax exempt status. This is important for 3 reasons: firstly it will mean any income (donations, grants, commercial activities), will as far as the profit/income is applied for your charitable purposes, be exempt from income tax; secondly and donations received at £50 or above will entitle a claim back from tax (adding 25% to the donation) if the donor/sponsor is a Jersey tax payer, and thirdly GST (5%) can be claimed back on any goods and services purchased.
- Apply for membership of the AJC. This allows access to their advice and newsletters as well as ability to apply for grants (up to £30k p.a.).
- Consider becoming a 'company limited by guarantee'. This requires clarification of charitable objectives.

A Business Plan is needed to complete these steps but this is now started in draft. In addition completing these steps will allow the set-up of a bank account which will certainly be needed at some point and could take several months.

JP also confirmed that it might be useful to get some clarification on the legal aspects of the CNP as several members were asking what the legal liability might be with an established governance structure. JP offered to approach Chris Renouf who has helped with the JVCS. He also suggested possibly approaching the Law Officers Dept of the SOJ. MW confirmed that he could provide any information that was required regarding the background to CNP and its formation process.

At the end of discussions it was agreed by the IWG members present, that this was a good route to follow especially as it would allow the set-up of a bank account. It was also agreed that for the purposes of facilitating action and specifically within the lifetime of the IWG that:

JH would act as Chairman, DH would act as secretary & KT would act as Treasurer of a formerly agreed structure. All three agreed to hold these positions up to the point that the IWG / CNP transitioned to a more permanent arrangement.

AT confirmed that he also hoped to bring forward his paper on governance options as it is recognised that the way the CNP work has progressed to date (as a stakeholder led initiative) is not a common route.

Action: JP can assist in providing documents and defining the process to the IWG who will need to complete the relevant documents. NA to liaise with JP and look at options for a constitution.

5) Management Plan:

Draft Management Plan completed. Finalising the plan is an important goal for the IWG and it will certainly be one of the key steps around awareness and brand development.

No comments have been received from the IWG and progressing the draft will need to be discussed.

6) Discussions with UK NP agencies

MW was able to confirm a number of issues having spoken to Dan prior to the meeting. Dan will be circulating a paper on early discussions held with the Association of National Park Authorities (ANPA), but to confirm he has been invited to present a case for affiliation to ANPA. At their previous meeting when Jersey was discussed it was felt that there were some issues that might prevent the Jersey CNP becoming a member. Dan has also received offers of support for meetings with a number of key National Park officials in the UK to discuss the CNP and he feels it might be useful to hold these prior to an

ANPA meeting. This could include showing visiting officials around the CNP. Dan has also confirmed that he is yet to have a specific discussion with the DoE Minister about the CNP but that will happen.

Action:

a) Dan to forward paper on these discussions to IWG

7) Any Other Business

MW pointed out that due to internal changes within the DoE this would be the last meeting he would attend. Dan has confirmed that the DoE is committed to providing support to the IWG and the CNP more broadly and that he would be writing to the IWG to confirm future arrangements. **Action: Dan to contact IWG members with proposals for ongoing support to IWG and the CNP project.**

Date set for the next meeting to be held at RJA & HS, Trinity:

- **Monday 13th April 2015 6.00pm – 8.00pm**