



Department
for Environment
Food & Rural Affairs



Appointment of Secretary of State Members to National Park Authorities and Area of Outstanding Natural Beauty (AONB) Conservation Boards

Briefing pack for applicants

Closing Date: Noon on 13 May 2019



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Ministerial message to candidates

Dear Candidate

Thank you for your interest in becoming a Secretary of State appointed member of a National Park Authority and/or Area of Outstanding Natural Beauty (AONB) Conservation Board.

I am looking for passionate and committed individuals from all backgrounds who want to help shape the strategic direction of our National Park Authorities and AONB Conservation Boards. As a Secretary of State appointed member, you will have the opportunity to help conserve and enhance our most treasured landscapes now and for future generations. I welcome applications from people who have an understanding of and commitment to farming and land management, rural communities, the protection and enhancement of the environment, and making sure our finest landscapes can be enjoyed by everyone.

Our Secretary of State Members perform an important public service. This is an important time for Protected Landscapes, with the review of England's National Parks and Areas of Outstanding Natural Beauty, led by Julian Glover. This year marks the 70th anniversary since the era of National Parks and AONBs was ushered in by the 1949 National Parks and Access to the Countryside Act. This review will guarantee these wonderful places are fit for the future, taking forward the legacy of the last 70 years for the 21st Century.

Members will have an important role to play in delivery of review recommendations locally, helping to oversee the implementation of practical steps for improvements.

If you have the knowledge, skills, experience and enthusiasm required to contribute to the life of the nation's National Parks and AONBs, we very much look forward to receiving an application from you.

Lord Gardiner of Kimble

Parliamentary Under Secretary of State for Rural Affairs and Biosecurity



Defra mission statement

Defra wants Britain to be a great place to live. Our work plays a critical role in the wellbeing of everyone in the country through the creation of healthy environments, a world leading food and farming industry, a thriving rural economy and enhanced protection against floods and animal and plant diseases.

Appointing high-calibre people from diverse backgrounds with relevant skills, knowledge and experience to the boards of our public bodies will help us to ensure that our work is more effective, resilient and accountable.

Equal Opportunities

UK government has a policy of equality of opportunity. We aim to promote equal opportunity policies whereby no one suffers unfair discrimination either directly or indirectly, or harassment, on grounds such as race, colour, ethnic or national origin, sex, gender identity, marital status, disability, sexual orientation, religious beliefs or age.

Diversity

We recognise that existing Board appointees are not fully reflective of diversity in society. We want National Park and AONB Boards to better reflect the users they serve.

That's why we positively welcome applicants from all backgrounds. All public appointments are made on merit following a fair and open competition as regulated by the Office of the Commissioner for Public Appointments.

Disability

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each criterion, as well as meeting any of the qualifications, skills or experience defined as essential.



Introduction to NPA and AONBs

There are ten National Parks (including the Broads Authority), and thirty four Areas of Outstanding Natural Beauty, including two Area of Outstanding Natural Beauty (AONB) Conservation Boards in England. **The National Parks and Access to the Countryside Act (1949)** enabled the designation of National Parks and AONBs in England and Wales. The Countryside and Rights of Way Act 2000 permitted AONBs to form Conservation Boards to aid management, particularly in cases where AONBs cross several administrative boundaries. In 2004, Conservation Boards were created for the Chilterns AONB and Cotswolds AONB.

National Parks and Cotswolds and Chilterns AONBs are protected because of their natural beauty and the wealth of opportunities provided for outdoor recreation, being designated nationally and internationally important landscapes. This high quality environment supports vibrant local economies and communities.

National Parks are administered by individual National Park Authorities. The Chilterns and Cotswolds AONBs are each administered by a Conservation Board. Each National Park

Authority/AONB Conservation Board is managed by an executive of permanent staff with oversight from Members. Members make decisions about the actions that each National Park Authority/AONB Conservation Board should take to deliver its purposes. There are typically between 18 and 30 Members, either appointed by Defra's Secretary of State, or elected by local authorities or parish councils.

The executive carries out the necessary work to run the National Parks/AONBs and support and advise the Members. Staff include professionals such as ecologists, rangers, planners and education specialists

Defra encourages National Park Authorities/AONB Conservation Boards to maximise funding from a range of sources to supplement the grant they receive from Government.

Please see the vision statement of the National Parks in [Annex A](#) and the vision statements of the Cotswolds AONB Conservation Board in [Annex B](#).

The term of reference of the Glover Review are at [Annex C](#).

Statutory Purposes of the NPAs and AONBs

The statutory purposes of National Park Authorities are to:

- i) Conserve and enhance the natural beauty, wildlife and cultural heritage;
- ii) Promote opportunities for the understanding and enjoyment of the special qualities of National Parks by the public.
- When National Park authorities carry out these purposes they also have the duty to seek to foster the economic and social well-being of local communities within the National Parks.
- The Broads Authority has an additional purpose of protecting the interests of navigation, and in discharging its functions regard is to be had to the needs of agriculture and forestry and the economic and social interests of those who live or work in the Broads

The statutory purposes of AONB Conservation Boards are to:

- Conserve and enhance the natural beauty of the AONB.
- AONB Conservation Boards have a further responsibility to:
 - increase the public understanding and enjoyment of the special qualities of the area of outstanding natural beauty
- When AONBs carry out these purposes they also have the duty to seek to foster the economic and social well-being of local communities within the AONB.
- If there is conflict between the purposes for National Parks and AONBs they are both required by statute to place greater weight to conserving and enhancing the natural beauty, wildlife and cultural heritage of the park, a concept known as the 'Sandford principle'.

The role and person specification

We are looking to appoint nine Secretary of State Members to National Park Authorities and three to the Cotswolds AONB Conservation Board. The vacancies are shown in the table below:

National Park Authority	Confirmed appointment vacancies
Broads Authority	2
Lake District NPA	2
New Forest NPA	2
Peak District NPA	3
AONB Conservation Board	Confirmed appointment vacancies
Cotswolds AONB CB	3
Total	12

The overall role of a Member is to contribute to the leadership, scrutiny and direction of the National Park Authority/ Conservation Board and further the [statutory purposes](#). Members are not representative of any organisation or group and have a duty to act in the best interest of the Authority/ Conservation Board on which they serve. Certain [ineligibility criteria](#) apply to these posts.

The key functions of a Member are to:

- Be collectively responsible, with other members, for decisions and ensure the National Park Authority/ AONB Conservation Board furthers its statutory purposes;
- Contribute towards the overall strategic direction of the National Park Authority/ AONB Conservation Board. For National Parks this includes overseeing the production of the management plan and local plan for the Park;

- Guide the Authority/AONB Conservation Board through the development of policy, business plans and participation in various activities such as meetings, committees and working groups;
- Scrutinise the workings and policies of the National Park Authority/ AONB Conservation Board;
- Approve and monitor programmes to implement the National Park Authority/ AONB Conservation Board policies and plans;
- Influence externally, on behalf of the CB/NPA that is, acting as ambassador; promoting the objectives of the CB/NPA.
- Contribute knowledge and skills and provide advice from the national and local perspective.
- The successful candidates must abide by the Nolan principles of public service ([Annex D](#)).

Essential criteria

All applicants **must** demonstrate the following criteria:

- Commitment to protected landscapes and an understanding of the [statutory purposes](#) of National Parks/ AONBs;
- Ability to act as an ambassador for the National Park/ AONB, by influencing and working collaboratively with a wide range of stakeholders including farmers and environmental land managers;
- An ability to constructively challenge and influence within a leadership group; and
- Ability to think strategically and provide advice in ways which are impartial, creative and focused on finding solutions that take account of local and national priorities.

Completed applications should be emailed to publicappts@defra.gov.uk by the deadline of 12 noon on 13 May 2019 – please quote reference: APPT13-18. Please also specify for which National Park Authority and/or AONB Conservation Board you are applying.

Remuneration and time commitment

Appointments are made for a period of up to four years for National Park Authorities and three years for AONB Conservation Boards. The appointments are expected to commence in July 2019. Secretary of State Members are unpaid but may qualify for specific allowances. An appointee may resign at any time by giving notice in writing to the Secretary of State. The Secretary of State may terminate an appointment under certain conditions; these will be notified to the successful candidate on appointment. The three/four year term may be extended by the Secretary of State.

Broads Authority

The Broads Authority Board formally meets six times a year including two workshops/site visits per year for all members to attend, and conducts most of its business meetings at Yare House, 62-64 Thorpe Road, Norwich NR1 1RY. There are many other opportunities for members to become involved in the work of its committees and less formal meetings, site visits and briefings, and this can add up to a commitment of 2-3 days per month. All members qualify for a basic allowance of £1,046 per annum, and there are additional allowances for members who take on certain special responsibilities.

Lake District NPA

A basic allowance of £3,000 per annum is paid to each member. Special Responsibility Allowances are paid to the Chair and Deputy Chair. Members' business is conducted through meetings of the Authority and its committees; most meetings are held in the Authority headquarters in Murley Moss, Kendal. Members on average are required to commit at least 5 days a month, although this

varies from month to month. Costs incurred in relation to travel and subsistence can be claimed in compliance with the National Park Authority's Scheme of Member Allowances.

New Forest NPA

A basic allowance of £1,922 per annum is payable to each member. Special responsibility allowances are paid to members undertaking additional roles e.g. Committee Chair and Deputy Chair. Costs incurred in relation to travel and subsistence can be claimed in compliance with the National Park Authority's Scheme of Member Allowances. All meetings of the Authority and its committees take place at the Authority's offices in Lymington. Time commitment varies but is typically 2-3 days per month; candidates appointed to the Authority's Planning, Development Control Committee will be required to meet monthly and allocate additional preparation time. The Authority also requires its new members to attend the two day member induction course operated by National Parks UK which provides useful information relevant to carrying out the role.

Remuneration and time commitment cont.

Peak District NPA

A basic allowance of £2,300 per annum is paid to each member. Members are asked to commit 3-4 days a month, plus reading and preparation time, to the Authority's work. There are 6 Authority meetings a year and a further 6 training events and workshops, other work depends on the member duties e.g. Planning Committee Members meet 24 days a year (all held at Aldern House, Bakewell). Costs incurred in relation to travel and subsistence can be claimed in compliance with the Parks Scheme of Member Allowances. Special Responsibility Allowances are available but it is unusual to receive one in the first year.

Cotswolds AONB Conservation board

A basic allowance of £300 per annum is paid to each Board member. Special responsibility allowances are paid to members undertaking additional roles as defined by the Board e.g. Chair, Vice Chair and members of the Executive Committee. Reasonable travel and other expenses incurred on Board business can be reimbursed. Members, excluding those on specific working groups where the commitment might be slightly more, are asked to commit approximately 1-3 days a month to the Board's work. Those on Task and Finish groups have a degree of flexibility on how they achieve the outcome. Full Board meetings are held three times a year in Cirencester and 1 day a year in Northleach.

The recruitment process

The closing date for applications is **noon on Monday 13 May**. We expect to have shortlisted by the end of May, with panel interviews in June.

It is essential that your statement of suitability gives full but concise information relevant to the appointment, clearly demonstrating how you meet each of the [essential criteria](#). Please also specify for which National Park Authority and/or AONB Conservation Board you are applying.

At the shortlist meetings the Advisory Assessment Panels will assess each application against the essential criteria and decide who to invite for final interview. Candidates will be advised by email if they are invited to interview. The Panels' composition along with interview dates is outlined in the tables below.

Interviews are expected to last for approximately 45 minutes. Candidates will be advised by email of the outcome of the interview.

Ministers will be made aware of all candidates deemed appointable by the Panel. They will then decide who to appoint to the roles advertised.

You will be able to claim reasonable travel expenses incurred travelling to and from the interview (please note you may be asked to justify travelling costs if Defra considers the claims excessive). Please let Defra know beforehand if you are likely to claim, along with the approximate costs by contacting publicappts@defra.gov.uk and quoting reference number: **APPT13-18**.

Bristol Panel: *Defra, Horizon House, Bristol, BS1 5AH*

Interview dates	Defra Panel Chair	Organisation Chair	Independent Panel Member
24 June	Louise Morris	Cotswolds: Liz Eyre	Henry Robinson (Natural England Board Member)

London Panel: *Defra, Nobel House, SW1P 3JR*

Interview dates	Defra Panel Chair	Organisation Chair	Independent Panel Member
Broads: 17 June New Forest: 18 June	Sarah Severn	Broads Authority: Haydn Thirtle New Forest: Oliver Crosthwaite-Eyre	Sophie Churchill OBE (Agriculture and Horticulture Development Board Member)

Manchester Panel: *Natural England, 2nd Floor, Arndale House, Manchester, M4 3AQ*

Interview dates	Defra Panel Chair	Organisation Chair	Independent Panel Member
Peaks: 20 June Lakes: 21 June	Sarah Severn	Peak District: Andrew McCloy Lake District: Mike McKinley	Sophie Churchill OBE (Agriculture and Horticulture Development Board Member)

How to apply and submit your application

To apply, please send:

- a CV of no more than two sides of A4
- a supporting statement of not more than two sides of A4, setting out how you meet the [essential criteria](#) – make sure you refer to the contents of this document
- e-mail addresses for two referees
- Diversity monitoring form
- Conflicts of interest, conduct and political activity monitoring form (please note the

section on [conflicts of interest and due diligence](#) below).

- If you have any questions about the appointments process please contact Alex Reid, Public Appointments Team on 020 802 67248; alexandra.reid@defra.gov.uk
- For an informal discussion about the role please contact the NPA/AONB that you wish to apply to using the contact details below:

Broads Authority

Sandra Beckett: 01603 756062
sandra.beckett@broads-authority.gov.uk

Lake District NPA

Heather McClure: 01539 792637
Heathermcclure@lakedistrict.gov.uk

New Forest NPA

David Stone: 01590 646645
David.Stone@newforestnpa.gov.uk

Peak District NPA

Jason Spencer: 01629 816344
Jason.Spencer@peakdistrict.gov.uk

Cotswolds AONB

Martin Lane: 01451 862000
martin.lane@cotswoldsaonb.org.uk

Ineligibility criteria

You cannot be considered for Secretary of State appointments to a National Park Authority or the Broads Authority if you are:

- a serving Councillor of a local authority making appointments to that particular National Park Authority or the Broads Authority in the case of applications to the Broads Authority; or an employee of such a local authority;
- a serving Councillor of a parish council making appointments to the National Park Authority to which you are making an application;
- a serving employee of the National Park Authority or Broads Authority;
- a serving Member of Parliament;
- the holder of a politically restricted post in a local authority.

You cannot be considered for a Secretary of State appointment to an AONB Conservation Board if you are:

- a member of a local authority for an area wholly or partly within the AONB, or an employee of such an authority;
- a parish Councillor or chair of parish meeting for a parish wholly or partly within the AONB or an employee of such a parish;
- a serving employee of the Conservation Board to which you are making an application;

- the holder of a politically restricted post in any local authority;
- a person is also disqualified from becoming or remaining a member of the Board if s/he holds any employment in a company which would be under the control of the Board.

Additionally, you cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with creditors;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.

Conflicts of interest and due diligence

If you have any interests that might be relevant to the work of the National Park Authority/AONB Conservation Board to which you are applying, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Public Appointments Team.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory

Assessment Panel and provide details of the issue(s) in your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publically available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and Cabinet Office.

The Commissioner for Public Appointments

This appointment is regulated by the Commissioner for Public Appointments, to ensure that it is made on merit after fair and open competition. More information about the role of the Commissioner and the Governance Code on Public Appointments can be seen at:

<http://publicappointmentscommissioner.independent.gov.uk/>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

For full details of the complaints process for public appointments, please click on the following link which will take you to the Commissioner for Public Appointments website

<https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/complaints-and-investigations/>

Data protection

Defra is committed to protecting the privacy and security of your personal information and does so in accordance with data protection law including the General Data Protection Regulation (GDPR). All the information you

provide will be used to proceed with the public appointment listed in this information pack and in the case of diversity monitoring information may be anonymised and used solely for monitoring purposes.

Annex A – English National Park Authorities vision

By 2030 English National Parks and The Broads will be places where:

- There are thriving, living, working landscapes notable for their natural beauty and cultural heritage. They inspire visitors and local communities to live within environmental limits and to tackle climate change. The wide-range of services they provide (from clean water to sustainable food) is in good condition and valued by society.
- Sustainable development can be seen in action. The communities of the Parks take an active part in decisions about their future. They are known for having been pivotal in the transformation to a low carbon society and sustainable living. Renewable energy, sustainable agriculture, low carbon transport and travel and healthy, prosperous communities have long been the norm.
- Wildlife flourishes and habitats are maintained, restored and expanded and linked effectively to other ecological networks. Woodland cover has increased and all woodlands are sustainably managed, with the right trees in the right places. Landscapes and habitats are managed to create resilience and enable adaptation.
- Everyone can discover the rich variety of England's natural and historic environment, and have the chance to value them as places for escape, adventure, enjoyment, inspiration and reflection, and a source of national pride and identity. They will be recognised as fundamental to our prosperity and well-being.

Mission

"Government, partners and stakeholders understand, are inspired by, and value the work of National Park Authorities in England, and provide sustained support and resources to enable them to further National Park purposes and the Vision".

You can find out more at www.nationalparks.uk

Annex B - Cotswolds AONB vision

The Board has four ambitions which serve as key developmental priorities, they are:

- To promote the Cotswolds AONB as the Walking and Exploring Capital of England.
- To secure the local design and delivery of a Cotswolds package of agri-environment payments for public goods and services and rural development support.
- To ensure that communities and businesses within and around the AONB identify and celebrate being part of a nationally recognised landscape.
- To promote the case for the Cotswolds being designated as England's next National Park

You can find out more at www.cotswoldsaonb.org.uk

Annex C – Glover Review terms of reference

Introduction

In January 2018 the government published a [25-Year Plan for the Environment](#). It set out an approach to protect landscapes and habitats in England and committed to undertaking a review National Parks and Areas of Outstanding Natural Beauty (AONBs).

The publication of these terms of reference to guide that review is the next step.

At the outset, it is important to state one thing the review will not do: propose reductions in either the geographic extent or the protections given to England's designated landscapes.

The review aims not to diminish the character or independence of our designated landscapes, or to impose new burdens on them and the people who live and work in the areas they cover. Instead, its purpose is to ask what might be done better, what changes could assist them, and whether definitions and systems - which in many cases date back to their original creation - are still sufficient.

Scope

The review will consider National Parks and AONBs in England, including the role of these areas in relation to other places designated for environmental purposes. Landscapes in Wales and Scotland are under devolved administrations and therefore do not fall under the scope of this review.

The review will respect the cultural and visual heritage of people, farms and businesses in National Parks and Areas of Outstanding Natural Beauty.

Objectives

In the context of meeting both local and national priorities and wider environmental governance, the review will examine and make recommendations on:

- the existing statutory purposes for National Parks and AONBs and how effectively they are being met
- the alignment of these purposes with the goals set out in the 25-Year Plan for the Environment
- the case for extension or creation of new designated areas
- how to improve individual and collective governance of National Parks and AONBs, and how that governance interacts with other national assets
- the financing of National Parks and AONBs
- how to enhance the environment and biodiversity in existing designations
- how to build on the existing eight-point plan for National Parks and to connect more people with the natural environment from all sections of society and improve health and wellbeing
- how well National Parks and AONBs support communities

Expanding on work already underway, the review will also take advice from Natural England on the process of designating National Parks and AONBs and extending boundary areas, with a view to improving and expediting the process.

Annex C - continued

Roles and responsibilities

The review will be led by Julian Glover and supported by an experienced advisory group. The [members of the group have been announced](#) as Lord Cameron of Dillington, Jim Dixon, Sarah Mukherjee, Dame Fiona Reynolds and Jake Fiennes. Nicola Blackwood served as a panel member from 15 June 2018 to 2 October 2018.

The review will draw on existing evidence and that submitted by interested groups and individuals during the course of the review. The review team will also visit people and places in a range of designated landscapes.

This is a cross-government review, with Defra providing the secretariat and appointing a lead to undertake the review.

Recommendations will be made to the government. Implementation will be led by the Defra Secretary of State.

Timing

The review will report in 2019 (the 70th Anniversary of the 1949 National Parks and Access to the Countryside Act).

Between October and December 2018 we sought views and evidence in a [public call for evidence](#).

Background

Our National Parks and Areas of Outstanding Natural Beauty are a great success. England is a more beautiful and more diverse place because previous generations took the care to campaign for their creation.

In 1945, the government set up a committee under Sir Arthur Hobhouse, who recommended that Britain establish national parks to preserve and enhance their natural beauty and provide recreational opportunities for all members of the public. In 1949, the National Parks and Access to the Countryside Act established these national parks, which the minister of the day described as “the most exciting Act of the post-war Parliament.” That legislation created a statutory framework for National Parks and AONBs. In brief, National Parks’ purposes are to conserve and enhance natural beauty, wildlife and cultural heritage; and promote opportunities for the understanding and enjoyment of the special qualities of national parks. For AONBs, the primary purpose is to conserve and enhance the natural beauty of the area.

Now, as the oldest National Park approaches its 70th anniversary, comes a chance to renew this mission.

That is the context in which this review takes place.

Annex D - The seven principles of public life

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Annex E – Current Secretary of State Members

Broads Authority [bios](#)

Kelvin Allen
Louis Baugh
Jacquie Burgess
Matthew Bradbury
Bill Dickson
Bruce Keith
Greg Munford
Simon Roberts

Lake District NPA [bios](#)

Peter Allen
Michael Carter
Cathryn Hayhurst

New Forest NPA [bios](#)

David Bence
Oliver Crosthwaite-Eyre
Patrick Heneghan
Gavin Parker

Peak District NPA [bios](#)

Paul Ancell
James Berresford
Zahid Hamid
Robert Helliwell
Ken Smith

Cotswolds AONB [bios](#)

Nicholas Bumford
Jacqui Fenn
Catherine Le Grice-Mack
Garry King
Simon King
George Lambrick
Ed Macalister-Smith
Brenden McCarthy
Andy Parsons
Daniel Szor
David Thackray



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