

**East Hampshire  
Association of Parish and  
Town Councils**

**Winchester District  
Association of Local  
Councils**



# **Memorandum of Understanding**

**South Downs National Park Authority**

**And**

**The Associations of Local Councils within  
the South Downs**

## Memorandum of Understanding

This Memorandum of Understanding provides a framework through which the South Downs National Park Authority (SDNPA), and the Associations of Local Councils within the South Downs – comprising The Hampshire Association of Local Councils and Sussex Associations of Local Councils – (The Associations), can retain their independence whilst developing a relationship of trust and mutual understanding that leads to a constructive approach to delivery that benefits the South Downs National Park – the landscape, wildlife, heritage and the people that live in, work in and enjoy the area. This Understanding involves voluntary commitments and is not legally binding. For the purpose of this Memorandum, the term Local Councils does not include District Councils, Borough Councils, County Councils or Unitary Authorities.

### To achieve this working relationship the South Downs National Park Authority will:

1. Meet regularly with members of The Associations to understand their views in relation to the National Park and provide relevant information;
2. Consult The Associations on strategic issues relating to the National Park and the development of the South Downs National Park Management Plan;
3. Provide adequate time for The Associations to respond to consultations (8 weeks minimum where possible, or longer for consultations that span August or Christmas);
4. Invite The Associations to nominate individuals to represent the diversity of Local Councils across the National Park on a range of forums, activities and projects relating to the development and delivery of the South Downs National Park Management Plan;
5. Provide regular information on progress, issues arising, opportunities and events that may be of interest to Local Councils and their communities;
6. Respect that The Associations' representatives' time is valuable and ensure that meetings, workshops and events are efficiently run;
7. Advise The Associations of any major concerns the SDNPA may have regarding The Associations' actions, and seek to resolve any concerns with The Associations at the earliest opportunity, where possible before issuing public comment; and
8. Consider making financial contributions for specific undertakings.

### To achieve this working relationship The Associations will:

1. Ensure that the representative members are informed and able to represent the diversity of the Local Councils throughout the whole South Downs National Park area and those adjacent to it;
2. Nominate individuals who are able to represent the perspectives of Local Councils and actively participate (through regular attendance and action) in a range of forums, activities and projects relating to the development and delivery of the South Downs National Park Management Plan;

3. Ensure The Associations' representatives report information from meetings, and circulate relevant information from the SDNPA to Local Councils or draw their attention to it;
4. Wherever possible involve the wider membership in issues and discussions relating to the SDNPA, including arranging meetings for all Local Councils within the National Park at least twice a year;
5. Meet regularly with Members of the SDNPA to exchange views and information in relation to the National Park;
6. Ensure that all or relevant members of The Associations have the opportunity to participate in Authority consultations and events;
7. Use best endeavours to provide timely responses to the SDNPA's consultations;
8. Advise the SDNPA of any major concerns The Associations may have regarding SDNPA actions, and seek to resolve any concerns with the SDNPA at the earliest opportunity, where possible before issuing public comment; and
9. Facilitate elections to the National Park Authority.

A review of any or all terms of this Memorandum of Understanding can be initiated with three months' notice by any Chair signing this agreement, or at any other time by mutual agreement.