

MOOR THAN MEETS THE EYE LANDSCAPE PARTNERSHIP BOARD

20 January 2016, Room 1, HMBC Princetown, 10am

Present:	Tom Stratton (Chair)	Duchy of Cornwall	TS
	Ally Kohler	DNPA	AK
	David Lloyd	DNPA	DL
	David Rickwood	Woodland Trust	DR
	Ian James	Devon County Council	IJ
	James Platts	South West Lakes Trust	JP
	Jenny How	Visit Dartmoor	JH
	Mark Allott	MTMTE Scheme Manager	MA
	Peter Exley	RSPB	PE
	Simon Lee	Natural England	SL
Attending:	Andy Bailey	Community & Events Officer, <i>MTMTE</i>	ABy
	Emma Stockley	Community Heritage Officer, <i>MTMTE</i>	ES
	Chrissy Mason	Community Ecologist, <i>MTMTE</i>	CM
	Ellie Fabiani-Laymond	Finance & Admin Officer, <i>MTMTE</i>	EL

1 Welcome

The Chair welcomed everyone to the meeting.

2 Introductions

No introductions were necessary.

Action: MA to remove introductions from agenda

3 Apologies

Apologies from Kevin Bishop (DNPA), Andy Crabb (English Heritage) and Andy Bradford (Dartmoor Farmers Association) were noted.

4 Minutes of the last *MTMTE* LP Board Meeting

The minutes of the meeting held on 07 October 2015 were agreed as a true record and have been approved.

Action: EL to upload approved minutes to the *MTMTE* website

5 Highlight Report Review

MA presented the content of the Scheme Highlight Report for Year 2, Quarter 1 of the Scheme.

The key points of the Highlight Report are as follows:

- The report covers the Scheme status as at the close of Year 2, Quarter 1 which ended on 30th November 2015
- All projects are now underway or 'live'
- Feedback from the HLF suggests that it is not unusual for Schemes to begin slower than expected and gather momentum over time
- Appendix A is the RAG (Red, Amber, Green) Summary of project progress up until the end of Y2Q1
- MA will re-work the Scheme baseline to track everything going forward against the position achieved at the end of Y2Q1. HLF will continue to track Scheme progress against the original forecasts. Any disparity/variances between the two schedules should have evened out by the end of the delivery phase and the Scheme is still expected to reach completion by the 2019 deadline
- Financially, the Scheme is £30k ahead of its forecasted spend for Y2Q1 which brings a slight improvement to the cumulative shortfall of the Scheme

In the previous meeting MA was asked to provide a progress update on the following projects:

- PB7 (In the Footsteps of the Victorians) – a resolution has been agreed in principle with the HLF to use part of the project funding to pay for support from the Community Heritage Officer in leading the project. The project outputs will need some revision/trimming in view of this re-allocation of funds, possibly using resources from other Partners to deliver some specific elements (for example, some help with interpretive outputs may be required)
- PC5 (Wray Valley Trail) – the project generated £30k of spend in Y2Q1 which helped improve the Scheme cumulative financial performance to date. The next significant section of work is due between April and July 2016 and is expected to generate approximately £400k of spend. The section of the trail between Newton Abbot and Lustleigh is complete but due to planning conditions, the trail cannot be publicized until it has been completed in its entirety. This condition was based on concerns over the general public trying to access the route and causing parking issues for local communities. IJ confirmed that DCC uses counters to gather data on trail usage

ACTION: EL to remind AK to check (with Andrew Watson) if counters are in place along the Parke section of the route

- PC8 (Postbridge Visitor Centre) – concerns were raised by the landlord over the proposed designs, however, there are wider proposals being developed which may still support the delivery of the project outcomes
- PD1 (Dartmoor Diploma) – an 'invitation to tender' has been prepared to recruit/appoint a training co-ordinator who will be responsible for developing modules/courses across three Dartmoor themed sectors/topics: tourism, vernacular buildings and countryside skills

Other issues discussed were:

- Scheme progress up to the end of Year 1 has been reported on both a formal and informal basis. A paper was submitted to the DNPA Authority meeting in

December 2015. A more informal presentation (slide show) was made available at the Seasonal Gathering at Brimpts Farm, which included guests from a number of interested parties and stakeholders and also a representative from the Heritage Lottery Fund (HLF). The informal event also highlighted the progress of project PC4 (Brimpts Tin Trail) and the outputs achieved by the volunteer led project to date

- PB8 (Pony Herd Identification) is behind schedule but has regained some momentum with the addition of several new volunteers to help in delivering the project outputs. Ideally, the project will be supported by the various Dartmoor pony groups and associations active on Dartmoor. The Pony Action Group (PAG) is due to meet on Friday 22 January and an effort should be made to encourage communication between the parties involved. Visit Dartmoor receive many pony-related queries from the general public and would be happy to make a pdf or other relevant information available via their website

ACTION: TS to email the Chair of PAG (Rob Steemson) to raise the matter

- In the short term, Scheme finances are 'in the black', however, problems may begin to occur towards the end of the delivery phase. The HLF impose a retention rate of 10%, withholding this portion of the funding until the Scheme has been signed off in its entirety. MA is looking at how best to deal with this retention rate and the problems that may be incurred by the delay in receiving the funds. With the exception of the lead partner (DNPA), all other partners are currently reimbursed for the full percentage of their HLF allocated funds on a quarterly basis (depending on what they have submitted for each claim). If this is applied to the remainder of the delivery phase, DNPA will be most affected by the retention rate and will carry most of the financial risk. Some thought needs to be given to how some of the 'bigger' partners (i.e. those with larger financial input into the Scheme) can help off-set or share in this risk
- The scope and benefits of the overall Scheme have not changed
- Appendix C is an extract of the top ten risks as identified by MA and based on the most recent round of project leader reports
- MA attended an HLF monitoring and evaluation workshop
- Project team appraisals are due in March 2016
- PB6 – the project initially developed a volunteer recruitment pack which has helped in generating a volunteer database of 80-90 people. ABy is working on matching their interests and aspirations to the various opportunities offered by the Scheme. Over 250 volunteer hours have been claimed to date – equal to a value of £25k – with another 5-600 additional recorded hours for various projects beyond the claimable target
- The next HLF mentor meeting is scheduled for Friday 29 January 2016
- PA8 (Ancient Boundaries, Modern Farming) has a new project leader in place. 4 of the 5 farms involved in the first cohort of work have been completed and are ready for quality inspections and final 'sign off'. The remaining one is near completion. Four applications have been received for the next phase of the project. There is some scope to bring the schedule of the project forward. Ideally, the participating farms would be displaying appropriate signage about the Scheme and funding. During phase 2 the farmers involved will be asked to

display an A board on site with some relevant information. There is an interpretive output for this project which will need to be addressed

- A programme of informal local stakeholder surgeries – ‘Have your say’ – is being planned and rolled out into the parishes starting with North Bovey on Tuesday 26 January 2016

Action: MTMTE TEAM - in addition to the planned publicity, send information about each ‘Have your say’ event to the relevant DNPA Member and Ranger responsible for the parish

- PB2 (Parishscapes) is progressing well. Due to the eclectic nature of the various projects, the scheduling is necessarily more fluid than forecasted. ES presented an annual progress report which will be circulated to the Board
- TS gave a brief summary of the situation relating to PC8 (Postbridge Visitor Centre). AK emphasised that it is important to deliver the outputs of the project even if the building elements cannot be delivered within the Scheme timetable
- A section has been added into the project leader reporting template for reporting against outputs. Future Scheme Highlight Reports to Board are to include a section on project outputs, identifying any specific areas of concern

Action: EL to circulate PB2 Annual Report to Board Members

Action: MA to include an outputs section in the Scheme Highlight report

6 Governance

The updated versions of the Memorandum of Understanding (MoU) and the Constitution require formal Board approval.

Action: EL to re-circulate the MoU and Constitution to Board Members

Action: LP Board Members are to confirm approval (or non-approval) by email

DR queried the lack of a formal agreement on the protocols of data sharing between Partners. This is an important issue for charitable organisations in the light of recent new regulations. The current MoU does not address this issue. A ‘catch-all’ clause needs to be included, or reference made to a separate document/agreement which will need to be drafted to cover this requirement.

Action: DR to identify the relevant regulation(s) regarding the required protocols for sharing data (i.e. contact details, email addresses etc) between partners and forward the information to AK

Action: Based on the information supplied by DR, AK will ask Chris Walledge (DNPA) to work up wording to address this and a recommendation will be brought to a future Board meeting as to whether it needs to be included in the MoU or requires another action

7 **Projects**

Project progress and the events update were moved to the end of the meeting.

8 **AOB**

Communications

The Chair requested that 'communications' be added to future Board agendas.

There is a risk of concentrating communications, promotion and publicity at project-level only without taking into consideration any links to the wider Scheme and the other partners involved. Communications could be improved by tapping into the various resources available and encouraging more cross-promotion under the Moor than meets the eye brand. The aim would be to bring projects together as a collective rather than dealing with communications and media solely on an individual basis. The following points were agreed:

- ABy will liaise with partners and project leaders to map out milestones for their projects and produce a bullet-point plan for key events. A list of the resources available will also be created
- There will be an annual plan for the Scheme and a list of targets/details provided
- Time and resources will be allocated for communicating these key events by the various channels available
- Smaller 'emerging' events will be linked in as they occur
- MTMTE will provide an annual feature for Dartmoor Magazine (Autumn issue)
- The Scheme should aim for at least one 'news' article per quarter

It was recognized that:

- A robust communications strategy requires a steady supply of information from all the partners involved
- Best practice is to keep news items short and snappy: for example, 2-3 photos and a maximum of 300-600 words
- It is possible to buy in cost effective resources
- It is important to link in with other projects in the area (for example, the Moretonhampstead Parishscapes proposal has links to another HLF project at Castle Drogo)
- Visit Dartmoor is an excellent conduit for promoting Scheme news and events and should be utilised as fully as possible

Action: MA to add 'Communications' to future Board agendas

Action: ABy to put together a communications plan and resources list

Resignation

Ben Philipps (Forestry Commission) has formerly tendered his resignation from the Board. The Forestry Commission will be asked if they would like to send another representative in his place.

Action: MA to contact Forestry Commission about representation on the Board

Project and Events Update

The meeting closed with a general update.

- 43 events have been planned for the year
- An Open day is scheduled for Saturday 12 March 2016 at Ilsington Village Hall
- An annual event will be scheduled for September each year
- ABy would like to create a 'Summer Events' leaflet
- All events can be uploaded to the Visit Dartmoor website or on the Devonshire Hub which services multiple outlets (including Visit Dartmoor)
- The Scheme has a monthly newsletter which requires content to be provided by the project leaders. It was proposed to use the Highlight Report to gather information for new items and planned events
- Higher Uppacott will be featured on television in 'Griff's Great Britain' on 25 January ITV at 8pm

[JP leaves the meeting]

- Verbal updates were given on each project

[PE and SL leave the meeting]

On behalf of the project PC6 (Heritage Trails) AK requested Partners to consider uploading suitable routes

Date of next meeting

13 April 2016, Room 1 HMBC Princetown, Room 1 at 10am.

There being no other business, the meeting concluded at 1.42pm.