

## **MOOR THAN MEETS THE EYE LANDSCAPE PARTNERSHIP BOARD**

08 July 2015, Room 1, HMBC Princetown, 10am

<b>Present:</b>	Tom Stratton (Chair)	Duchy of Cornwall	TS
	David Lloyd	DNPA	DL
	David Rickwood	Woodland Trust	DR
	Kevin Bishop	DNPA	KB
	Mark Allott	<i>MTMTE</i> Scheme Manager	MA
	Simon Lee	Natural England	SL
Attending:	Andy Bailey	Community & Events Officer, <i>MTMTE</i>	ABy
	Emma Stockley	Community Heritage Officer, <i>MTMTE</i>	ES
	Ellie Fabiani-Laymond	Finance & Admin Officer, <i>MTMTE</i>	EL
	Jenny How	Visit Dartmoor	JH

### **1 Welcome**

The Chair welcomed everyone to the meeting.

### **2 Introductions**

TS welcomed Jenny How to the meeting and introduced her to those present. Visit Dartmoor is being proposed as a new partner on the Board to replace the Dartmoor Partnership. JH then gave a brief introduction to the Board about Visit Dartmoor.

### **3 Apologies**

Apologies from Ally Kohler (DNPA), Ben Philipps (Forestry Commission), Ian James (Devon County Council), James Platts (SWLT), Layland Branfield (Dartmoor Commoners' Council), Peter Exley (RSPB), Phil Hutt (Dartmoor Preservation Association) and Chrissy Mason (*MTMTE* Community Ecologist) were noted.

A question was raised about the number of Board Members required to attend for the meeting to be quorate. There is an inconsistency between the current Constitution and the Memorandum of Understanding (MoU) in how the quorum is described (one states 75% of members, the other states 5 members). The LSG (Local Stakeholders Group) is also included in the scope of the Constitution. On this basis, the meeting will make recommendations only and circulate items requiring approval to the members who are not present. The issue of attendance at Board meetings was raised.

**Action: TS to write to Board Members regarding attendance at meetings.**

### **4 Minutes of the last *MTMTE* LP Board meeting**

The minutes of the meeting held on 29 April 2015 were agreed as a true record.

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

## 5 Highlight Report Review

### a) Look Back

MA presented the content of the Scheme Highlight Report for Year 1, Quarter 3 (Y1Q3) of the Scheme.

The key points of the Highlight Report are as follows:

- 20 projects out of 23 have now started. Appendix A shows the status of each project.
- Overall, the Scheme is heading in the right direction in most areas, with the exception of cost, which is heading in the 'worse' direction.
- The HLF claim for quarter 2 was submitted at the beginning of April. There has been a delay in receiving payment due to several factors: late submission of Q1 resulted in delayed access to the portal for the Q2 submission. Following Q2 submission there was a changeover of HLF finance officer and additional clarification requests by HLF were exacerbated by overlapping annual leave. Notification of payment has now been received. Quarter 3 is ready for submission when the portal is released again.
- Q3 claim is £110k which should unlock a £55k HLF payment.
- Shortfalls in project spend and the effect on cashflow is the main concern. So far the Scheme has spent £438k which is one third of the original forecast. A large part of the shortfall is due to delays in PC5 (Wray Valley Trail) with the remaining £200k shortfall arising from other projects.
- MA presented the exhibition/event banners produced by the DTRG for the PC4 (Brimpts Tin Trail) project as an example of the 'Discovering the Dartmoor Story' branding.
- The *MTMTE* website is now live at [www.moorthanmeetstheeye.org](http://www.moorthanmeetstheeye.org). The content from the Wordpress site has been transferred across. ABy advised that the website is a valuable portal of information for project leaders, landscape partnership partners and the public and will require plenty of content to keep it current and vibrant. The events schedule will be featured.

**ACTION: ABy to email project leaders to keep them up to date with website developments and to ask for appropriate content.**

- MA presented Appendix B spreadsheets which illustrate short and long term forecasts for the Scheme.
- Appendix C illustrates, at project level, how each is performing in Earned Value project management terms.

### Project Updates

Several projects are significantly behind their spend profile/schedule:

- PA6 (Higher Uppacott) has been delayed due to the extra requirements (photographic survey) to fulfil planning conditions. The replacement windows and re-thatching work will be undertaken in quarter 4.

- PB1 (Believer and Postbridge Trails) is £25k under the forecasted spend.
- PB8 (Pony Herd Identification) was delayed due to the project leader dropping out, however, MA is happy to report she is now back on board.
- PC1 (Discovering the Dartmoor Story interpretation) is £36k underspent and will need to be brought back onto plan.
- PC5 (Wray Valley Trail) has been delayed by continued land negotiations. There could be a significant further delay to the project resulting in serious cashflow implications for the Scheme.

**ACTION: KB to write to Heather Barnes at Devon County Council regarding the delay to the PC5 project and the impact on Scheme delivery.**

- PC8 (Postbridge Visitor Centre) is experiencing delays due to design and planning issues.
- PD1 (Dartmoor Diploma) is a priority for MA. He will be going back to Duchy College by the end of next week to discuss some ideas, specifically funding, training endorsement and sharing the role of a full time training co-ordinator.
- The spend profiles for these projects will be updated in consultation with the project leaders and efforts made to bring them back into line.

Some projects are on or slightly ahead of schedule:

- PA1 (Moorland Birds), PB9 (Moor Boots) and PD2 (EcoSkills).
- All projects are expected to complete by September 2019.

Specific project issues:

- PB7 (In the Footsteps of the Victorians) is currently under-resourced due to Moretonhampstead History Society's withdrawal from the project. There are not enough volunteers to cover all 17 research topics intended for the planned book. The project leader agreed to undertake a recruitment drive to bolster volunteer numbers. MA has a meeting with the project leader at the end of July to discuss the results of the recruitment on delivery of the project. *MTMTE* have been providing training in historical research for other projects and may be able to help PB7 in training their new volunteers. There are also outstanding issues to be resolved relating to potentially indemnifying the project from book sales and the sourcing of sponsorship.

Risk:

- The Risk Register is shown in Appendix D. Changes made since the last Board meeting are highlighted in blue.
- Since the last Board meeting MA has closed down 8 of the listed risks identified on the register, amounting to a notional cost of £30k. This has improved the direction of travel for this area of the Scheme.
- PC7 (Improved Fernworthy Access) has had to re-scope construction work several times: to acknowledge a reduced project budget and deal with

permitted development. The deviations from plan may result in a delay in the quarter 4 expected spend.

- The Scheme is carrying ~£300k of notional risk and re-scoping PC7 will help to reduce this figure.

#### b) Look Ahead

- Planned activities, past and present, are listed in Section 2 and 3 of the report.
- The next project leader meeting is scheduled for Thursday 22 October.
- Project Leaders have been asked to update their spend profiles to take into account the various issues and circumstances that have arisen to date. The information will be fed back into the master cashflow forecast to provide a robust start to Y2 on which to monitor progress.
- Further work is required on the role of the LSG during the delivery stage of the Scheme.
- The *MTMTE* team visited the Exmoor Landscape Partnership project team on Thursday 11 June.
- There will be a *MTMTE* celebratory event at Bonehill Rocks on Tuesday 14 July followed by a press day on Thursday 16 and an open day at North Hall Manor dig on Saturday 18 July.
- The monitoring and evaluation plan is due from Resources for Change and this will be circulated to project leaders.
- The Scheme governance documentation requires further review incorporating revision from the Partners' feedback. Stella West-Harling of the Dartmoor Partnership has confirmed that she wishes to step down from the Board and Visit Dartmoor has been proposed as a new member. There is also a query over English Heritage attendance.

## 6 Governance

### a) Vice Chair Appointment

James Platts is currently considering the position of Vice-Chair and will advise the Board of his decision at the next meeting.

**ACTION: JP to advise on position of Vice-Chair.**

### b) LP Board Membership and Governance impacts

The Constitution and MoU were circulated prior to this meeting with several partners providing feedback and suggestions on improvements. In addition to the feedback already received, some further revision is required to bring the Constitution and MoU up to date to reflect progress into the delivery phase of the Scheme and to address inconsistencies between the two documents. After further scrutiny, several more amendments were noted for inclusion in the final draft.

A discussion followed about the optimum composition of the Board, about the number of LP Board Members in total and the level of attendance required to ensure meetings are quorate and able to approve decisions.

**RECOMMENDED:** it was generally agreed that a quorum of 6 members would be sufficient to enable board meetings to approve decisions on behalf of the Landscape Partnership, with no stipulation on how the composition of the 6 is made up.

**RECOMMENDED:** the updated Constitution and MoU is to include an additional sheet (an addendum) for Board signatories to complete and sign, following approval and adoption of the new documents.

**ACTION: MA to review and amend the existing Constitution and MoU, incorporating the comments and suggestions made to date. The documents will then be circulated to members for further review prior to presenting at the next Board meeting for approval and sign off.**

c) Local Stakeholders Group (LSG)

A discussion ensued about the role and future of the LSG during the delivery phase of the Scheme.

In recognition of the importance of community engagement to the Scheme, it was felt that:

- Opportunities for raising community awareness and providing information about the landscape partnership and the *MTMTE* projects should be made as accessible as possible to the widest possible target audience.
- The aim is not to limit representation to a few dedicated volunteers reporting to the Board. It was felt a more inclusive method of communication was required for the delivery phase of the Scheme.
- To create a more open avenue for direct dialogue and feedback, it was proposed that the *MTMTE* project team instigate a programme of open days/meetings to be held within the *MTMTE* communities.
- Avenues for feedback and comment could be encouraged by inviting members of the community to drop into the open meetings, learn more about the projects in their area and share their thoughts, comments and concerns.
- Meetings could be targeted for designated areas and the projects which have an impact on them; for example, Postbridge.
- Where appropriate, *MTMTE* could have a presence at bigger community events to improve visibility and accessibility.
- The timing of the meetings could be tied into project events or milestones and planned well in advance.
- Resources for Change (R4C) have identified a similar community-based 'street stall' idea as part of the monitoring and evaluation programme for the Scheme.
- An annual open meeting for the Scheme as a whole could be included in the events programme.

**RECOMMENDED:** The above to be formally adopted in place of the previous LSG.

**ACTION: Minutes and approval of recommendations required to be circulated to Board Members for feedback and/or consent. A deadline for feedback is to be given to Members – MA/EFL**

**Any Board approved changes to the LSG are to be conveyed to the relevant parties - MA**

## **7 Projects**

### PD1 (Dartmoor Diploma)

- In its current form the project is dependent upon the Diploma generating £80k in candidate fees; therefore, it has to offer an attractive and affordable training option for the consumer. Potentially, the Diploma could offer a 'pick and mix' training package from which candidates can tailor their training options according to their specific interests and needs. There are existing modules available from various, well-respected providers which could be incorporated. Duchy College could arrange endorsement for the modules instead of paying for individual accreditation.
- There is potential to co-fund a full-time training co-ordinator post in collaboration with Duchy College and the next MoorSkills initiative. This would entail re-scoping the project and submitting the changes to HLF for approval.

**ACTION: MA to produce a proposal by 10 August.**

### Events update

- There has been a mix of events advertised on the website, largely comprising of events held by the Woodland Trust, Natural England and the DNPA open days for the Higher Uppacott longhouse.
- A *MTMTE* year celebration involving schools is scheduled for Tuesday 14 July at Bonehill Rocks (Widecombe) as part of the PC1 (Discovering the Dartmoor Story) project.
- Bellever Day has been scheduled for Saturday 25 July and is linked to project PB1 (Postbridge and Bellever Trails) with an emphasis on Bronze Age heritage and linked activities.
- A Devon Historical Services training day has been organised for 20 July with another in September for volunteer historical researchers as part of the PB3 (Moor Medieval) project
- MED Theatre will be presenting the open air production of the Whitehorse community play on 19 and 20 September.
- The importance of gathering volunteer feedback was emphasised for HLF monitoring and evaluation purposes.
- JH illustrated the benefits of using #MTMTE and #DartmoorHour (Tuesday evenings) on Twitter as a useful way to tag and distribute information. Partners can also utilise the Visit Dartmoor website to promote events.

**8 AOB**

HLF payment timescale

This was addressed earlier in the meeting – see section 5.

**9 Date of next meeting**

7 October 2015, Room 1 HMBC Princetown, Room 1 at 10am.

There being no other business, the meeting concluded at 12:38pm.