

MOOR THAN MEETS THE EYE LANDSCAPE PARTNERSHIP BOARD

25 April 2018, Meeting Room, Parke, 10.30am

Present:	Ally Kohler (Chair)	DNPA	AK
	David Rickwood	Woodland Trust	DR
	Helen Booker	RSPB	HB
	Mark Allott	<i>MTMTE</i> Scheme Manager	MA
	Nik Ward	Natural England	NW
	Simon Avery	CSG Representative	SA
	Tony Clark	CSG Representative	TC

Attending:	Adrian Wade	Finance and Admin Officer, <i>MTMTE</i>	AW
	Andrew Bailey	Community & Events Officer, <i>MTMTE</i>	AB
	Emma Stockley	Community Heritage Officer, <i>MTMTE</i>	ES

1 Welcome

AK welcomed the attendees and confirmed that she would be chairing the meeting as James Platt (JP) was unable to attend.

2 Apologies

AK noted that JP has advised that he may struggle to attend future meetings on a regular basis and has therefore indicated that he wishes to stand down as Chair.

It was suggested, in line with previous discussions, that it would be preferred if the replacement Chair was not a DNPA employee. It was not known if the Chair had to be a LPS Board member or whether someone connected with a project was entitled to stand.

ACTION: AW to consult Constitution and establish criteria for standing as Chair

ACTION: All to consider nominations for Chair

Pamela Woods (PW) had sent her apologies and indicated that Wednesdays would be difficult for her in future. In light of the value of her attendance, it was agreed that the quarterly meetings would be rearranged to take place on the Thursday after the currently scheduled dates. The first of these, now to take place on 12 July, would be in the afternoon, but future meetings would continue to be held at 10.30am subject to meeting room availability.

ACTION: AW to rearrange LP Board meeting dates

Apologies also received from Ian James (IJ), Jenny How, Kevin Bishop, Layland Branfield, Tom Stratton and Phil Hutt.

Andy Bradford and Andy Crabb were noted absent.

3 Minutes and Actions of the last Landscape Partnership Board meeting

The Minutes of the meeting held on 24 January 2018 were agreed to be a true record and were approved.

The actions detailed in the minutes were considered in turn, with the action 'to promote the Wray Valley Trail' carried forward. MA is meeting with IJ on Friday 4 May 2018 to discuss.

ACTION: (carried forward): Promote Wray Valley Trail once the project is complete and planning conditions are discharged.

The remaining actions have been completed or are dealt with in the items below.

4 Highlight Report Review for Year 4, Quarter 2

a) General Overview

MA presented the Y4Q2 Highlight Report. The Scheme generally is doing well, with the overview report being predominantly green. The PC8 - Postbridge Visitor Centre project is discussed below.

On a pro-rata basis, the Scheme's overall expenditure is approximately where it should be, though Y4Q1 and Y4Q2's claims were down on forecast by ~£360k (60%), which has an impact on pulling cash into the Common Fund. Accurate forecasts are increasingly important as the Scheme end date approaches, with just six quarters remaining.

There are three key projects impacting upon this at present:

- PB1 - Bellever and Postbridge Trails
- PC1 - Discovering the Dartmoor Story
- PC8 - Postbridge Visitor Centre

MA was asked whether any contingency arrangements were in place with HLF in the event of late completion. MA confirmed that discussions had taken place in relation to PC8; strictly speaking, this should be completed by 31 December 2019 but in the event of unavoidable delay, the absolute deadline is 31 March 2020 – to be agreed with in advance by the HLF. If any delay is anticipated, the earlier HLF are approached, the better.

Six projects have forecast expenditure in the final quarter of the Scheme, and in theory all expenditure should be complete by the end of the penultimate quarter. These are believed to be forecasting errors, with the exception of PD5 (Conservation Apprentices), as this is a legitimate forecast relating to apprentice salaries. There will be face to face discussions with every project lead in the near future to discuss forecasts line by line to ensure that these are as accurate as possible.

In the last quarter, various projects were re-scoped with the approval of HLF. The last quarter has seen a number of high profile events and activities, including a *MTMTE* exhibition at Princetown Visitor Centre, the Wild and Wondrous Region exhibition at RAMM, and a number of other activities.

It has been another good quarter in relation to volunteering, and the Scheme is well on its way to achieving its target. Two key projects have still to deliver their planned volunteering commitments: PA1 - Moorland Birds and PB4 - Engaging with the Nature of the Bovey Valley. Overall the Scheme is doing very well.

The Board's attention was brought to Appendix C of the report, which includes a timeline of tasks and activities to implement the Interim Monitoring & Evaluation Report's recommendations.

Legacy

There was a discussion in relation to whether 18 June 2018 was a little late to establish the 'Legacy Working Group' (LWG). It was clarified that this was seen as a final date for this task to be completed, and the actual date of formation will depend upon the potential for the group's membership, formation and their availability.

It was agreed that Terms of Reference would be needed for any LWG and also a Legacy Strategy, including a timeline, and confirmation of the objectives. It is expected that these will be developed in the legacy workshop. At the outset of the workshop, it will be important to establish what is already in place, what the Scheme's commitments are, and what HLF expect.

ACTION: MA to circulate a position paper to CSG, Board members and the workshop attendees before 9 May 2018. This should outline what is currently in place regarding legacy, what the Scheme's commitments are, and what HLF expectations are.

ACTION: MA to check the balance of representation at the workshop is appropriate and address the balance if required.

ACTION: AW to check who was invited to the workshop .

ACTION: MA to prepare a draft legacy plan for consideration at the next meeting of the Board in July.

Communications

The first reports have come in from Project Leads for the Communications Plan, but 17 out of 29 Projects had not identified any communications opportunities. This is discussed further below in b).

Central Team communications are going well. Twitter is up 40%, with around 750 views a day, and Facebook numbers are increasing. The Bronze Age video has had in the region of 2,000 views.

HLF are very pleased with communications and acknowledgement and at the last meeting expressed the view that *MTMTE* is one of the highest performing Landscape Partnership Schemes in this respect.

TC noted that the CSG members were concerned that some of the partners in the Scheme had not taken the opportunity to publicise their part in *MTMTE* as far as they could have or as far as they agreed to.

MA noted that there had been a great deal of printed publicity this quarter, including *Enjoy Dartmoor*, *Dartmoor Magazine*, and various local publications. A folder containing clippings is now available in the Parke Meeting Room.

The next HLF Monitoring Meeting is 10 May 2019.

b) Issues

NW was invited to provide an update on PA4 and PD2:

In relation to the Natural England (NE) projects, NW noted that the meeting to discuss budgets last week had been very productive. NW will learn what his NE budget will be in May. He is reasonably confident they will be in a position to deliver but noted that it was difficult to say with certainty until the budget is published.

NW is aware that claims against PD2 are almost at the HLF cap, but NE will continue to fund the co-ordinator and the trainees. There will be another recruitment drive for trainees in September. The project aim had been 20 trainees over the course of the Scheme, but it is more likely to be 17 or 18. NE will put a proposal forward for HLF's consideration once their budget is known.

In relation to PA4, the reservoir element appears to be in hand. This again is subject to budget. An underspend is expected, with the possibility of transferring any unspent budget to PD2.

ACTION: MA to invite HLF to visit Yarner Wood in July to observe the work of the Conservation Assistants.

ACTION: NW to assess the value of the Conservation Assistants' work in monetary terms.

There are currently five trainees, with three leaving in May. One has already obtained employment, and the others are expecting to obtain employment imminently. It has been a very successful project.

AK noted that we need to inform HLF that the project may not reach 20 Conservation Assistants, but we also need to highlight the very positive outcomes of the project.

ACTION: MA to notify HLF that the project may not reach 20 Conservation Assistants.

ACTION: MA to consider the risks to the Scheme if we cannot deliver the reservoir element of the project.

MA noted that there had been adjustments in this quarter's financial claim submission, which HLF have approved.

The Communications Plan has several gaps (only 12 out of 29 Projects had any planned communications opportunities) following the return of the reporting forms by Project Leads. It was noted that some of the projects actively and very effectively publicise their activities in various media, but have not completed the Communications Plan form. It was clarified that the communications reporting forms should include the plans for the next quarter.

ACTION: AW to resend the Communications Plan reporting form to the Project Leads where there are gaps

ACTION: MA to clarify what is required of the Project Leads in relation to the completion of the Communications Plan reporting forms.

Progress on outputs was discussed, and MA highlighted the pie chart contained within the report. At this stage, 29 of approximately 250 outputs are either at risk of not being completed, or have insufficient information provided by Project Leads for an assessment to be made. Almost 90% of outputs are therefore on track or completed already.

ACTION: AW to add 'Outputs' to the next Agenda as a standalone item

ACTION: MA to produce a report outlining any areas of concern and, after discussion with Project Leads, highlight any actions that may be required to ensure delivery.

Some projects (for example PA8 - Ancient Boundaries, Modern Farming) are looking for spare funding within the Scheme. This is something that can be looked at later in the life of the Scheme when an accurate assessment of underspends in other Projects can be assessed.

It was noted that the Scheme's central overheads are forecast to be overspent, and have been almost since the beginning of the Scheme.

5 Financial Review

a) Project Budgets

These points had been covered above.

b) Scheme Finance Overview

These points had been covered above.

6 Scheme and Project Queries

a) PA1 - Moorland Birds

The moorland bird survey has now been published on the *MTMTE* website. Fiona Freshny (FF) has talks planned to share the outcomes of the survey, and is undertaking advisory work with farmers in relation to matters such as managing habitats. FF has been working on the project for 10 months, and has developed lots of connections in the *MTMTE* area and beyond.

Within the *MTMTE* area, the Duchy Newtake has huge potential, with the current focus being on curlew and snipe, but has scope for work with other species.

HB noted that the design of the interpretation has now been agreed.

ACTION: HB to send a copy of the design to the Board members.

It is anticipated that volunteers will be used to assist with the production of the interpretation. TC recommended that the commoners are involved if possible. FF is working with volunteers elsewhere, and training them to assist with the surveys. Overall, volunteer engagement is increasing.

Training events are planned with the Dartmoor Rangers, and RSPB is working with NE on new equipment (e.g. the flailbots which were recently successfully demonstrated).

A moorland birds interpretation panel is been designed for Haytor Visitor Centre and will reflect the Dartmoor Story branding.

In terms of communication, the team are learning to use Twitter. An article is planned in the RSPB magazine, and there is a dedicated website page planned for The RSPB website. MA continued to offer the Scheme's central communications channels in the interim.

ACTION: HB will consider how volunteers could be utilised and communicate this with MA.

There was a discussion on how bird species are recorded. It was agreed that this would be discussed as an update at the next meeting.

Action: HB to provide an update at the next meeting on species recordkeeping.

b) PC1 – Dartmoor Story

AB's view is that The Dartmoor Story was the 'glue' to interpretation for the whole Scheme. Brand guidelines had been agreed at the start of the Scheme, and lots of interpretation has already been produced among various projects which has been branded accordingly.

A key element to the Dartmoor Story is the website. This will be maintained by DNPA after the Scheme ends. The website is now live, with the nature of the

content and the practicalities of hosting the site having been established. There will be several items of video content within this site, with the key one being a 'welcome story' video. AB is looking at options, and the intention is that this will be a slightly humorous and animated film series.

ACTION: AB to provide examples of the type of video which he has in mind.

AB gave a very brief demonstration of the website to the Board. While the initial content will focus on the *MTMTE* area, the website is flexible, and will eventually grow to cover the whole of Dartmoor.

TC noted that this was a very good contribution to the legacy of the Scheme.

In addition to the Dartmoor Story website, a number of Dartmoor Story events and activities are planned.

[As an aside, AK queried whether DR was comfortable with the planning permission elements of the interpretation boards planned in PB4, and in particular the size. DR had made enquiries with DNPA, but the response had not been definitive

(Post Meeting Note: After the meeting it was established that WT have permission for the boards where required).]

c) **PC8 - Postbridge Visitor Centre**

The intention is to submit a bid to the Rural Growth Fund which could result in 100% funding for the capital cost of a new build.

This will not impact on the *MTMTE* outcomes. The interpretation planned will have a very specific brief, in that it must be appropriate for the existing visitor centre, outreach activity and any replacement visitor centre.

The scheme will deliver what was originally planned under this project. It will be ready by August 2019.

This has been shared with the HLF. It was noted that HLF have asked that reconstruction of the roundhouse is completed as part of the Scheme.

In relation to any new visitor centre, the use of a Duchy architect reduces the risk in relation to obtaining Duchy agreement to any proposals, though this does not eliminate the risk completely. It was noted that there is no risk to *MTMTE* as this will be a new, separate project.

7 CSG Feedback

TC provided feedback and noted that CSG had had a good meeting. There were two potential new recruits, and TC asked Board members to refer any interested potential members of CSG to MA or TC.

The Parishscapes celebration was "incredible". The range of enthusiasm and variety of projects was very impressive.

The Dartmoor Story webpages had been discussed at CSG and the view was that it was very good. CSG they were pleased to note that DNPA are hosting this. Since that meeting TC has had a good look at the website and is very impressed.

CSG had discussed the Communications Plan input. The concerns raised had already been referred to above.

There is a Local Heritage Day on 19 May 2018, which ES is attending. TC noted that he was pushing the history groups to think about the people of Dartmoor and the moor itself rather than focusing solely on the buildings on the moor.

Legacy had been discussed, and the draft plan had been seen. This is CSG's main focus at this stage.

8 Decisions

PB2: Parishscapes: extend ES support from 31 August 2018 for approximately 7 months at 1 day/week

A proposal had been sent with the Agenda.

AK noted that the Parishscapes day had demonstrated a really impressive variety of both projects and people. It will be a considerable challenge to pull all of these elements together in the evaluation of the project.

AK invited ES to summarise the nature of the proposal sent to the Board.

ES summarised her current working pattern and contractual arrangements. Effectively, she is currently full time until the end of August 2018.

All 14 parishes have been engaged in Parishscapes. There has been a very high number of volunteers involved. Some of the parishes have had more than one project, and accordingly there have been over 30 projects in total. Some of these projects have only just started.

In terms of outputs, there has been a high number and lots of variety, which includes books, exhibitions, events, videos etc.

ES said she could complete her work in her core role at three days a week, but the proposed extra day would enable the production of a legacy video and contribute to a much more in-depth evaluation and legacy planning.

<ES left the room>.

AK said that the proposal would be to reallocate an underspend on the Parishscapes project to pay for ES' time. AK is confident that ES does not believe this will impact on the projects. Travel expenses would, however, need to be included in the funds allocated. This work could be extremely valuable in preparation for a potential Parishscapes legacy project.

The sum involved is £4,500 including travel and expenses. The end date of this arrangement will be calculated to take into account the funds available, including estimates of travel costs.

Each of the members confirmed their firm approval of the proposal. It was noted that Parishscapes was the 'biggest surprise' of the Scheme, and one that most people associate with the Scheme. It was also noted that ES had had experience of writing effective evaluations. TC noted that the complexity of the 14 Parishscapes project as a whole could not be overstated.

RESOLVED: The members unanimously approved the proposal to extend PB2 contract for an additional period beyond 31st August 2018.

<ES returned to the room>

ES was verbally notified that the proposal had been accepted.

9 Communications

These points had been covered above.

10 AOB

a) Project Spotlight suggestions

- PD4 - Heritage Skills Training: David Attwell will be invited to the next meeting.
- PA4 - Discovering the Nature of the Bovey Valley: NW offered to update Board at the next meeting.

b) A Board representative was requested at CSG on 4 July 2018. TC summarised the purpose of CSG. DR noted that he could attend.

c) MA noted that work is being done in relation to GDPR and its impact on the Scheme.

d) HLF are visiting on 10 May 2018, and site visit suggestions were invited from the Board.

e) AB explained that an End of Scheme Celebration is being planned. A number of projects have events envisaged at the conclusion of their Projects, and the suggestion is to combine these into one large celebration with around 200 attendees.

ACTION: AB to submit an End of Scheme Celebration proposal to Board at the next meeting on 12 July 2018.

11 **Date of Next Meeting**

The next meeting is TBC but provisionally scheduled for the afternoon of 12 July 2018 with time to be confirmed, subject to meeting room availability.

There being no other business, the meeting closed at 1pm