

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

12 July 2017, Meeting Room, Parke, 10am

<b>Present:</b>	Ally Kohler	DNPA	AK
	Andy Crabb	Historic England	AC
	David Rickwood	Woodland Trust	DR
	Helen Booker	RSPB	HB
	James Platts (Chair)	South West Lakes Trust	JP
	John Clark	CSG Representative	JC
	Mark Allott	<i>MTMTE</i> Scheme Manager	MA
	Pamela Woods	DNPA Member	PW
	Phil Hutt	Dartmoor Preservation Association	PH
	Simon Avery	CSG Representative	SA
	Tom Stratton	Duchy of Cornwall	TS
	Tony Clark	CSG Representative	TC
<b>Attending:</b>	Andrew Bailey	Community & Events Officer, <i>MTMTE</i>	ABY
:	Ellie Fabiani-Laymond	Finance & Admin Officer, <i>MTMTE</i>	EL
	Emma Stockley	Community Heritage Officer, <i>MTMTE</i>	ES

### **1 Welcome**

The Chair welcomed everyone to the meeting and introduced Pamela Woods as the newly appointed DNPA Member who replaces David Lloyd on the Board. It was also noted that Natural England will now be represented by Nik Ward.

### **2 Apologies**

Apologies were noted from Andy Bradford (Dartmoor Farmers Association), Ian James (Devon County Council), Jenny How (Visit Dartmoor), Kevin Bishop (DNPA), Nik Ward (Natural England) and Chrissy Mason (*MTMTE*).

### **3 Minutes of the last *MTMTE* LP Board Meeting**

The minutes of the meeting held on 25 April 2017 were agreed as a true record and have been approved.

There are two outstanding action points.

**Action: ABy to arrange Communications meeting including Jenny How, Savannah Jones and members of the CSG. This is to be actioned as a priority and reported to Board at the October meeting.**

**Action: MA to arrange a visit for LP Board members to Higher Uppacott in September. Note: this will need to be arranged around the internal works schedule.**

## 9 Communications

- a) ABy gave an events update. The main summary points were:
- A Woodland Festival was held in May
  - There was a series of woodland lectures attended by a total of 80 people
  - There was local school participation in the John Muir Award scheme
  - A Meadow Makers Conference was held on 1 July with 150 people in attendance
  - A Meadows family fun day attracted 200 participants
  - There will be a two day archaeological test-pit training event for volunteers on 18 and 19 July at North Hall, Widecombe
  - Parishscapes project, Granite Elements, has been delivering a number of events since its inception and the project will culminate with several exhibitions later this year
  - *MTMTE* will also be attending several partner events such as Magnificent Mires and the Ashburton medieval festival
  - There will be a programme of summer events for the school holiday period and the annual lantern event will be held at Beck Falls this year
- b) The project team continues to publicize activities with support from Savannah Jones (DNPA, Digital Communications Apprentice). Some notable successes include videos about the Vinnimore Community Archaeological Dig. More recently, the restoration of the Ten Commandment Stones has attracted a lot of attention and positive press with the related videos gaining 8-9000 views on facebook. Both initiatives are part of the Parishscapes project (PB2). It was recognized that more focus could be given to post-event news articles.
- c) ABy presented the rough draft Communications Strategy. Board Members and Community Stakeholders are asked to liaise with ABy as he develops it further (see outstanding action note above).

[MA joined the meeting]

A discussion about communications ensued with the following main summary points:

- Within the limited resources of the central project team there is no clear designation of primary responsibility for communications
- It is important to have a clear plan with a table of actions so people know what they are supposed to be doing
- The key to delivering successful communications is to understand the audience; what do they want to know and what messages do we want to be giving out to them
- A communications plan is not just about 'media'
- All channels of communication should be monitored for effectiveness. The monitoring and evaluation audit in September may help with this

- It was noted that not everyone relies on social media for information and the newsletter is a valuable output for information. The mailing list for this currently stands at 466 recipients

**Action: the Communication Strategy must focus on understanding the audience and include a work plan with a table of tasks. ABy to include these elements in the final draft to be brought to Board in October.**

**Action: It was agreed that MA does not need to include communications or events updates in his presentation of the Highlight Report. These will be included in the ABy's communications section of the meeting instead.**

**Action: Future communications updates should include a report on all the routes to audience: for example on number of facebook likes, social media views, press/news articles etc – MA/ABy to prepare report for the October Board and for all subsequent meetings.**

#### **4 Highlight Report Review**

MA presented the Y3Q3 Highlight Report. The main points are summarised as follows:

- Appendix A contains the RAG (Red Amber Green) summary of project performance. There has been some improvement overall although several projects are still causing concern
- The Y3Q3 claim was submitted early and has been signed off by HLF for payment
- Projects PB8 (Pony Herd Identification) and PD3 (East Shallowford Trust) are currently withdrawn from the Scheme
- Some projects are forecasting spend beyond the end of the Scheme (August 2019) but MA does not know how accurate the information is

#### **5 Financial Review**

The focus of Y3Q3 was to review project forecasts to identify any areas of under/over-spend that may require budget re-allocation. Appendix C includes a list of projects and their most recent forecasts. The main points discussed were as follows:

- PA4 Discovering the nature of the Bovey Valley – £46k over-spend
- PA5 - £11.9k under-spend
- PA6 £45k over-spend
- PB1 Bellever and Postbridge trails - £3.2k underspend
- PB4 Engaging with the nature of the Bovey valley - £21k under-spend
- PB7 In the footsteps of the Victorians - £8k over-spend
- PB8 Pony Herd Identification - £6.7k under-spend
- PC1 Discovering the Dartmoor Story – £21.5k over-spend on the Woodland Trust contribution

- PC8 Postbridge Visitor Centre - £178.7k under-spend
- PD2 EcoSkills - £51.7k over-spend
- PD3 East Shallowford Trust - £30k underspend
- PD4 Heritage Skills Training - £9.5k under-spend
- PE1 Core staff team payroll costs - £20k over-spend on completion
- PE3 Travel & Subsistence for Project team - £5k over-spend

There was a discussion over the accuracy of the spreadsheet information and it was generally agreed that a list of actions was required setting out a plan to bring the projects back into line. The following updates were given by the partners regarding their individual projects:

- PA4 (Woodland Trust) – the outputs for the project have been delivered and the £22k included on the spreadsheet is for optional additional work that *could* be included within *MTMTE* if there was financial scope to do so. This figure should not be included in the forecasted spend as it is not related to the original project
- PA5 (DNPA) – an alternative project is being devised to address the forecasted under-spend, involving a proposed community archaeological dig at Haytor (planned for 2018 delivery). AC set out the rationale for the proposed plan. In principal, the proposal was **APPROVED**  
**Action: AK to bring a proposal summary for the Haytor archaeological project to the Board meeting in October.**
- PA6 (DNPA) – AK confirmed that the DNPA would under-write any over-spend on Higher Uppacott
- PB4 (Woodland Trust) – additional support was recruited to help deliver the project. DR advised that if the additional staff time could be claimed from HLF the under-spend would reduce to circa £7k. DR confirmed that Woodland Trust would under-write any over-spend if it should occur  
**Action: AK/EL to raise the question with HLF at the meeting in August.**
- PC1 (shared project with DNPA and Woodland Trust) - DR confirms that Woodland Trust will underwrite any over-spend relating to their specific elements of the project
- PC8 Postbridge Visitor Centre (DNPA) – AK gave an update on the current status of the project. See page 5, section 6
- PD3 – it was agreed that this project should be withdrawn from the Scheme  
**Action: MA to request an official letter from the Shallowford Trust confirming their withdrawal. To be actioned in time for the HLF meeting in August**
- PD4 Heritage Training Skills (DNPA) – a training co-ordinator has now been appointed and will start in post on 21 August. The forecasted underspend will be used to deliver additional training

**Action: MA to amend the Budget Forecast spreadsheet with the adjusted figures and comments as described above.**

Focus is required on the projects which are significantly behind on their forecasted spend: PA7 (Ponies, Pounds & Driftways), PB1 (Bellever & Postbridge Trails), PB2 (Parishscapes), PC1 (Discovering the Dartmoor Story), PC5 (Wray valley Trail), PC8 (Postbridge Visitor Centre) and PD4 (Conservation Apprentices).

ES advised that the project spend for Parishscapes as shown on the spreadsheet does not take into account grant money which has been allocated but not yet released. Grant money is released in stages to ensure outputs are achieved. There are committed funds set aside for agreed expenditure. JC noted the importance of the Parishscapes project to the local communities in terms of output and legacy.

**Action: MA to include PB2 'committed funds' to the spreadsheet to reflect a more accurate view of project spend.**

**Action: MA - the general consensus was that the spreadsheet should be as accurate as possible and updated as soon as a change in a project was made. The commentary column should include specific trackable actions.**

## **6 Scheme and Project Queries**

- a) In the footsteps of the Victorians

See section 8 Exception Report.

- b) PB8 Pony herd Identification

Given the lack of progress and suitable alternative pony-centric ideas available, it was proposed to formally withdraw the project from the Scheme and re-allocate the budget. This was **APPROVED**

**Action: AK/EL to advise HLF at the next meeting and request a transfer of the volunteer quota from the project to be re-allocated to an alternative project within programme B.**

- c) PC8 Postbridge Visitor Centre

TS and AK gave background information and an update on the current status of this project. The proposal is to seek additional funding for a rebuild. A submission to the EARDF fund is imminent. More will be known following the results of the first stage of this bid, expected in December 2017. A plan B will be put together as an alternative, should the current plan stall.

**Action: AK – PC8 Plan B is to be brought to the next Board meeting in October.**

## **7 CSG Feedback**

TC gave an update to Board about the CSG meetings. The most recent meeting was cancelled and it was recognized that there has been a drop in the levels of engagement from some of the Members. It has also been identified that the group has very few members from the local communities represented within it. They have tried to address this with an 'adopt a parish' approach which has not really progressed very far.

TC requested that LP Board members consider their network of contacts within the Dartmoor communities and help identify potential candidates for the group.

**Action: LP Board members to forward the contact details of anyone wanting to get involved in the stakeholder group to MA.**

SA advised that members were not clear on their role or purpose and more clarity/direction was needed. JC noted that some members were not engaged by charts and spreadsheets.

Legacy is a vital aspect of the Scheme and needs to have a clear plan set out detailing things such as how physical products are stored/maintained, the methodology of research recorded, how the various interest groups will be sustained beyond the life-time of the Scheme etc

MA suggested organising a legacy workshop for partners, project leaders and members of the CSG to attend. The mid-term monitoring and evaluation audit might also raise legacy-related suggestions/requirements.

**Action: MA to draft a Legacy Strategy Plan for the Board meeting in October.**

**Action: MA to draft a report on the Monitoring and Evaluation Audit for the October meeting.**

SA gave feedback from Bovey Tracey where he attended an event at the Heritage Centre. Overall feedback has been positive, particularly the interest generated by the restoration work on the Ten Commandment Stones and about Parishscapes in general.

Overall, however, Members feel that perception about the Scheme is weak and our communications are 'preaching to the converted'.

DR suggested that each CSG Member ally themselves with a specific project they may be interested in – 'adopt a project'.

## **8 Exception Report**

MA presented the report and several options for extending project leader support for PB7. Two options were set forward to the Board for consideration. After much discussion on how it will be funded the contract was approved subject to DNPA

under-writing any potential over-spends and subject to verification of underspent funds from PB7 and PB2 being re-allocated.

It was proposed to extend the contract until August 2018 and this was **APPROVED**

**Action: AK/EL to advise HLF of the proposal and confirm that funding can be re-allocated to cover the cost.**

## 10 AOB

- a) In place of the project spotlight, the next meeting will include consideration of the following reports:
- MA - Updated Scheme Budget Forecast
  - MA – draft Legacy Strategy
  - MA- Monitoring and Evaluation audit report
  - ABy – draft Communications Strategy
  - AK – Plan B for Postbridge Visitor Centre
  - AC – more information on the proposed Haytor archaeology event
- b) JP will attend the next CSG meeting on 4 October. AK will be available to attend if this changes in the meantime.
- c) DR replaces Simon Lee on the Parishscapes Grant Approval Panel.
- d) Heritage Trails is available on the new DNPA website. Visit Dartmoor will be involved in ‘soft launch’ to the general public.
- e) Historic England is looking to resurrect their very popular ‘Adopt a Monument’ scheme. 8 monuments so far have been removed from the risk register through volunteer participation. TC has asked that AC circulate details to the various historic societies.
- f) Volunteer group, the Tavistock Task Force, has a conservation intern who could commit to delivering some work in the *MTMTE* scheme area.
- g) Project PD5 would like some help in identifying ideas for training courses that will be of interest to the wider community outside of farming skills (which there is existing expertise in). This will support the work of the Training Co-ordinator when creating a relevant and attractive training programme for both the rural community and businesses alike. This project could link in with current RSPB initiatives and also the EcoSkills training programme.
- Action: MA – circulate a statement to CSG Members about the role of the Training Co-ordinator.**
- h) The mid-term monitoring and evaluation audit is due in September. July to August is the time to gather evidence and prepare. MA reminds project leaders that Resources for Change may be contacting them as part of the audit process. An informal initial report will be available shortly after the next Board meeting.

## 10 Date of next meeting

The next CSG meeting is scheduled for 4 October 2017, in the Meeting Room, Parke at 6pm.

The next LP Board meeting is scheduled for 11 October 2017, in the Meeting Room, Parke at 10.30am.

There being no other business, the meeting concluded at 12 noon.