

MOOR THAN MEETS THE EYE LANDSCAPE PARTNERSHIP BOARD

07 October 2015, Room 1, HMBC Princetown, 10am

Present:	James Platts (Chair)	South West Lakes Trust	JP
	Ally Kohler	DNPA	AK
	Andy Bradford	Brimpts Farm	AB
	David Lloyd	DNPA	DL
	Mark Allott	<i>MTMTE</i> Scheme Manager	MA
	Peter Exley	<i>RSPB</i>	PE
	Phil Hutt	Dartmoor Preservation Association	PH
	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

There was a brief round of introductions.

3 Apologies

Apologies from Andy Crabb (English Heritage), Jenny How (Visit Dartmoor), Ben Philipps (Forestry Commission) and Ian James (Devon County Council) were noted.

4 Minutes of the last *MTMTE* LP Board Meeting

The minutes of the meeting held on 08 July 2015 were agreed as a true record with one amendment required to the Project Updates section on page 3. The bullet point relating to project PC8 is to be reworded. The delay to the project is not due entirely to planning but also relates to design issues. The sentence will be amended to include the words 'design and planning issues'. With this amendment, the minutes have been approved.

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

Action Notes and Approvals from the Last Meeting

The Board considered the following recommendations made at the previous Board meeting:

- Visit Dartmoor was APPROVED as a new member of the LP Board

- 6 Board members are required to be in attendance for a meeting to be quorate
- APPROVED

There was further discussion about the changing role of the Local Stakeholders Group (LSG) and Board agreed to adopt the proposed changes as outlined in the previous meeting (see LP Board Minutes for 8 July 2015, page 5, item 6c).

- The role of the LSG is to be replaced by community-centric events organised by the project team and project leaders with the intention of creating more widely accessible opportunities for community and local stakeholder feedback. The Board has APPROVED this change on the proviso that a schedule of the proposed 'Open days' is planned in advance as evidence that this is happening. The change in strategy must also be approved by the Heritage Lottery Fund (HLF). It was also noted that if the Scheme changes in any significant way, the original LSG should be informed

Action: MA/EL to update the Constitution and Memorandum of Understanding (MoU) to reflect Board approvals, specifically the number of members required for meeting quoracy and references to the role of the LSG

Action: MA to inform the former LSG of the change in stakeholder strategy

Updates and outstanding actions from previous meeting:

MA has been asked to draft a letter on behalf of the Chair to address the issue of non-attendance. The letter is to remind members it is possible to appoint a deputy to attend in their place, as described in the Constitution, item 6.2

- ABy gave a short update on website developments and content
- AK gave an update on the correspondence between DNPA and Devon County Council (DCC) regarding the Wray Valley Trail project (PC5)
- JP has accepted the invitation to be Vice Chair for the LP Board
- The updated versions of the Constitution and MoU have been APPROVED pending any further revisions arising from this Board meeting
- The action for Dartmoor Diploma (PD1) has been done and circulated

Action: MA to draft letter for the Chair to send to Board members regarding non-attendance at meetings and the option to appoint a deputy to attend

Action: MA/EL to action any further amendments to the Constitution and MoU which arise from the meeting. On production of final documents they are to be circulated to the partners with an addendum sheet enclosed for signatories

5 Highlight Report Review

MA presented the content of the Scheme Highlight Report for Year 1, Quarter 4 of the Scheme.

The key points of the Highlight Report are as follows:

- Overall Scheme expenditure is £900k adrift. A large part of this (£600k) is due to the delay in the Wray Valley Trail project (PC5)
- Appendix 1 is a project Summary for the Scheme. With a few exceptions, most projects are doing well and are in the 'green'

Of the projects which are 'red', MA gave the following updates:

- PA1 (Moorland Birds) – work is being done to re-scope the project and develop a programme around alternative bird species. In the event of the red backed shrike not returning to the nesting site next year, the plan is to ensure there will be other surveys and volunteering activities available in its place. A new project proposal is being drafted and may be ready for presentation at the next HLF Mentor meeting scheduled for 19th October
- PB7 (In the Footsteps of the Victorians) – currently has no project leader and some of the prescribed outcomes may have to be re-scoped to bring it back on board. Efforts have been made to reach an agreement with the volunteers involved, but the number of outcomes and the resources required to meet them may be an issue. A new project leader will need to be found. Tom Cadbury from RAMM (Royal Albert Memorial Museum) will be attending the HLF Mentor meeting on 19th October to discuss PB7. The Chair requested an update to be given at the next Board meeting on the status of the project

ACTION: MA to provide an update to Board on project PB7 in the next meeting (20th January 2016)

Other issues discussed were:

- MA explained the process for submitting reports to HLF through the online portal. The Scheme report consists of the financial claim and a progress report, both to be submitted within a quarterly deadline. Input is required from all the project leaders to ensure the information contained in the quarterly Scheme report is accurate and up to date. Appendix 2 illustrates a reporting and submission summary for the projects in the Scheme and the delays caused by the late reporting from some of the project leaders. As Lead Partner of the Scheme, DNPA carry a significant part of the risk and requires robust reporting to ensure the HLF reporting processes are kept on schedule. MA will be raising this issue at the next project leaders meeting scheduled for 22nd October. To improve the process and make it less onerous, he intends to rationalise the reporting forms to be completed by the project leaders and eliminate any duplication which may exist in the current system
- Postbridge Visitor Centre project (PC8) is facing significant delays. HLF will be informed at the meeting on 19th October

ACTION: EL to amend the MoU, page 6, item 5.1 to include in the bullet points 'and Highlight Report' to emphasise the importance of timely reporting from the project leaders to the Scheme Manager

Action: MA to report on projects PB7, PC5, PC8 and PD1 in the next quarterly Highlight Report

- The community officers on the project team have been accruing considerable TOIL (time off in lieu) as a significant proportion of their community work is undertaken in evenings and weekends. This is an ongoing problem and several options have been considered to try and manage the situation. This topic will be raised at the next HLF mentor meeting on 19th October
- MA recently attended a HLF Workshop for Landscape Partnership Schemes held in London. The general opinion seemed to be that LP Schemes tend to start off slowly before gathering momentum. There has been no formal feedback from HLF on the Scheme so far

Action: MA to ask HLF for feedback at the meeting on 19th October

6 Governance

This has been covered under 'Action Notes and Approvals from the Last Meeting' in Section 4.

7 Projects

Schedule Review and EVM (Earned Value Management) Review

Projects and their leaders are not working in isolation but are part of a landscape-wide partnership scheme. To help promote a sense of this partnership some thought and planning should be given to creating a timetable of key Scheme events from across all projects (i.e. launch dates, opening ceremonies, open days, milestones etc). This should help co-ordinate the timing of special events, help avoid conflicts in scheduling and improve communication and awareness within the Scheme as a whole. It should be a two way process with the project leaders engaging with the needs of the wider partnership and the Scheme project team recognising that some project leaders and partner organisations have their own requirements and planning goals to meet in addition to that of the Scheme.

Action: ABy to communicate with all project leaders to identify significant events and milestones and create a Scheme inclusive timetable

MA gave an update on the current financial position of the Scheme. The most significant change to the planned schedule has been the delay in the Wray Valley Trail project (PC5). This delay has been incorporated into an updated cashflow spreadsheet but there is still some data not yet received from project leaders regarding changes to their spending schedule.

Despite the slippage in some of the project schedules, MA does not expect any project to miss the Scheme deadline date in 2019.

- PB1 (Postbridge and Bellever Trails) is currently behind schedule but the project leader is confident the outcomes will be delivered in Spring 2016
- PB9 (Moor Boots) and PC4 (Brimpts Tin Trail) have both had a very successful first year and completed this stage on schedule
- PC7 (Fernworthy Reservoir Access Improvement) is due to complete in approximately 3 weeks

- PA6 (Higher Uppacott) has undergone significant restoration works, as planned
- PA8 (Ancient Boundaries, Modern Farming) has the first round of works underway and is due to complete this stage in December 2015. Payment is on a retrospective basis and therefore is not reflected in the financial summary for this year

Risk

There is nothing new to add since the last quarter.

Action: MA to include the top ten most significant risks as a separate list in the next Highlight Report

Events

ABY summarised the events programme for Year 1 of the Scheme:

- There has been a mixture of heritage and wildlife themed events with just over 1000 people and 300 school children attending over the course of the year
- Bellever Day is an annual event which MTMTE has invested in this year with the intention of building on its success in the future. Over 300 people attended the event at Postbridge

The intention is to fine tune the events programme for future years which will include some of the following ideas and proposals:

- Have larger 'festival' type events throughout the years, once they have been established, take them to different areas each year to widen their exposure
- Schedule a Moretonhampstead stall event
- Incorporate stakeholder and community feedback opportunities within the events programme: LSG events timetable to be included in next Board meeting
- Co-ordinate MTMTE opening/launch events
- A Festival of Dartmoor Wildlife is being planned for Quarter 2 at Yarner Woods
- Bellever Day is to be re-themed as the Festival of Dartmoor Through the Ages
- Schedule a Festival of Conservation in September 2016 and have a formal gathering in the community to recognise, reflect on and celebrate the value of the volunteers and the Scheme
- Actively engage EcoSkills trainees and outreach resources in delivering the events programme
- Support Parishscapes project (PB2) by providing support in broadening community engagement
- Actively support links between collaborating partners (for example between wildlife focused projects and organisations) and encourage engagement from mutually interested organisations external to the Scheme

8 AOB

Reporting on Risk

MA explained how the risk register was created. The project leaders submitted a risk register for their project during development of the bid. Some project leaders, however, did not identify any risks at all. MA quantified each risk by applying a notional cost to it and added in any extra risks he felt was missing from the register. The HLF Progress Report includes a section on risk reporting, however, project leaders often do not cover this topic in their quarterly reports. MA will address the subject of risk in the next Project leaders meeting on 22nd October.

Reporting on Outcomes

Reporting on outcomes to the HLF is done annually. Information for this report is extracted from the project leader highlight reports and progress reports but there is no formal tracking of projects against outcomes on a quarterly basis.

ACTION: MA to include an update on HLF outcomes at the next Board meeting

The next quarter activities

Key activities planned for the next quarter can be found in the Highlight Report on page12, Section 4.

ACTION: MA/EL to include former LSG and current LP Board Members in the invitations to the *MTMTE* Project Leaders Xmas gathering at Brimpts farm on 17th December

[AB left the meeting]

Project Spotlight

The meeting concluded with a slide show and commentary on some of the project achievements to date:

- PA2 (Haymeadows) – the goal for the number of events held is ahead of schedule due to demand from the public. A National Meadows Day is being planned for next year in collaboration with other partners. There is a new wildlife reserve at Bellever creating a strategic link between the haymeadows under the Scheme. A sponsored link sent a haymeadows video out to multiple feeds. Survey work on invasive species is being planned with EcoSkills volunteers and also with support from Exmoor who have undertaken their own successful programme of dealing with this problem
- PA5 (Unveiling the Archaeology of the High Moor and Forest) - archaeology days are popular and well-attended. There has been a successful LiDAR volunteer day at Fernworthy. ABy gave an update on the uses of LiDAR. There is an archaeology training day available to the public at the end of November

- PA6 (Higher Uppacott) has had significant conservation work done in the last quarter, including hot lime mortaring, new timber windows and the roof has been completely re-thatched

ACTION: MA to arrange a Board visit to Higher Uppacott to see the progress

- PA8 (Ancient Boundaries, Modern Farming) – work is currently underway on the first 6 farms. Applications for phase 2 open in October to December with the works for stage 2 being planned for next summer
- PB1 (Believer and Postbridge Trails) – now that the trails have been re-scoped, the community need to be informed of the new plans
- PB2 (Parishscapes) – 6 parish projects (out of 14) are underway or about to start. Lustleigh has just started on a tithe map project. North Bovey has various low/zero cost projects in hand. Moretonhampstead has applied for a grant for a project based on the settlement of Docombe. Ashburton has an ongoing research project and has also held a successful food festival. Buckland in the Moor is pending a site visit to discuss options regarding restoration of the ‘ten commandment’ stones. Bovey Tracey is due to send in a grant application (by mid-November) for their ‘Granite Elements’ project based around the granite tramway
- PB 3 (Moor Medieval) – there was a well-attended archaeological dig at North Hall Manor (Widecombe) in the summer. There is also an active medieval study group of 43 members who have been enjoying a series of field trips and talks. They will shortly be starting their organised research
- PB 4 – (Engaging with the Nature of Bovey Valley) – there has been a summer programme of events using one of the EcoSkills trainees (Emma Fancett) to plan and co-ordinate them and a series of school workshops. There is a lantern walk planned for 10th October. Woodland Trust has re-scoped their events schedule next year to utilise the support of the EcoSkills trainees and outreach volunteers
- PB9 (Moor Boots) – the DPA has appointed a committee and equipped 39 children in the first year of their project. They have considered opening the scheme up to more schools in future years

ACTION: ABy to collect feedback and comments from the children that have benefitted from the Moor Boots project, as provided by DPA

- PB10 (Whitehorse Community Play) – Med Theatre developed the play for outdoor performances on the 19th and 20th September at Bellever. 70 people attended each night and the feedback received was very positive. The legacy is to re-do the play with a new group of community actors in a few years. ABy would also like to create a pack of play materials to take to schools and maybe capture some of the scenes on film to be made available for the general public
- PC1 (Discovering the Dartmoor Story interpretation) – this project includes events which go beyond the confines of a single project, for example, Bellever Day incorporates both heritage and wildlife aspects in its programme of events. PC1 also includes the interpretation boards for Bovey Woods (currently in its fourth round of consultation) and interpretation panels supplied by the DNPA

- PC4 (Brimpts Tin Trail) has moved into their new exhibition room and produced their first batch of interpretation panels which they have used at several events
- PC7 (Fernworthy Access Improvement) – Potters Walk improvement is complete with the remainder of the work due to be finished in 3 weeks. SWLT will liaise with other projects when designing their interpretation signage to ensure consistency is maintained within the Scheme and wider partnership guidelines. There will be an informal launch of the improved pathways next year. The associated archaeology booklet is proceeding well
- PD2 (EcoSkills) – there have been 4 trainees for the first year of the project, one of which has since found employment. Previously, the work has been focused around tasks for Natural England. The intention is to open up opportunities across the MTMTE Scheme and give each trainee a defined role with a more cohesive training package; ideally to match their aspirations and the skill gap they are seeking to close. The opportunities must include a support framework for the trainee
- PE6 (Website) – the MTMTE website is now 'live' and operational and has prompted favourable comments from the public users. Content is required from all projects and partners to populate the various pages. The website features a news feed, an events page, social media links and has the option to include a gallery

Date of next meeting

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

There being no other business, the meeting concluded at 12:16pm.