

To: All Members
of the Dartmoor National Park Authority

(see below)

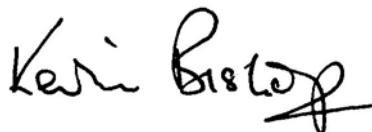
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Date: 25 February 2009

DARTMOOR NATIONAL PARK AUTHORITY

Friday 6 March 2009

A meeting of the Dartmoor National Park Authority will be held on the above date at **12.00 noon or on the rising of the Development Management Committee**, whichever is the later **in the Meeting Room at Parke, Bovey Tracey** to consider the following matters.



Kevin Bishop
Chief Executive (National Park Officer)

Access to Information - Local Government Act 1972 (as amended)

Agenda and Reports

Copies of the Agenda and Part I reports are available for inspection by members of the public at the above address five clear days prior to the meeting. They are also published on the DNPA website prior to the meeting. A limited number of copies are available for reference at the meeting.

Background Papers

The Background Papers relating to Part I reports, except any containing exempt information, can be inspected by members of the public at the above address between the hours of 9:00 am and 4:30 pm, Monday to Friday, by prior arrangement.

AGENDA

PART I - OPEN PROCEEDINGS

1 **Welcome and Apologies**

2 **Minutes of Previous Meetings**

Minutes of the meeting held on Friday 9 January 2009 – attached (Page 1)

NOTE – The meeting of Friday 6 February 2009 was cancelled due to adverse weather conditions.

3 **Declarations of Interest**

Members are invited to declare any personal or prejudicial interest relating to any agenda item at this stage in the meeting.

4 **Items Requiring Urgent Attention**

5 **Public Participation**

To answer any questions or to receive any statements, representations or petitions which relate to the published reports in Part I of the Agenda. Representations will be heard immediately prior to the item to which they refer.

Section A – Corporate Matters

6 **Financial Management 1 April 2008 to 31 January 2009 and Forecast of Financial Outturn 2008/09**

Report of the Head of Finance (NPA/09/011) (Page 9)

7 **Business Plan 2009/10**

Report of the Chief Executive (National Park Officer) (NPA/09/012) (Page 15)

8 **2009/10 National Park Grant and Net Revenue Budget**

Report of the Director of Corporate Services (NPA/09/013) (Page 38)

9 **Prudential Indicators 2009/10 to 2011/12 and Treasury Management Strategy**

Report of the Head of Finance (NPA/09/014) (Page 52)

Section B – Park Management

10 **MOSAIC : Building Local Black and Minority Ethnic Capacity for Engagement with National Parks**

Report of the Principal Learning and Outreach Officer (NPA/09/015) (Page 61)

11 Delivery of the Dartmoor National Park Management Plan

Report of the Director of Park Management (NPA/09/016) (Page 65)

Section C – Items for Information

12 Tree Preservation Orders and Section 211 Notifications (Works to Trees in Conservation Areas) Determined Under Delegated Powers

Report of the Trees & Landscape Officer (NPA/09/017) (Page 70)

Members' Attendance at Outside Bodies

To receive reports of salient matters from Members attending meetings of outside organisations.

13 Draft Minutes of the meeting of the Dartmoor Access Forum held on 2 December 2008 (Page 73)

14 Notes of G10 Group meeting held on 19 December 2008 (Page 75)

15 Devon Strategic Partnership meeting held on 15 January 2009 (Page 78)

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED.

NIL

MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER

Membership:

T Archer, S D Barker, P Cook, M C Date, P Harper, P W Hitchins (Deputy Chairman), L J G Hockridge, N Hoskin (Chairman), A Hosking, M Jeffery, Miss H Jenny , Mrs C Marsh, J McInnes, Mrs S Morgan, Miss D Moyse, S Purser, M H Retallick, T Smale, D W Webber, J Young

DARTMOOR NATIONAL PARK AUTHORITY

Friday 9 January 2009

Present: T Archer, P Cook, M Date, P Harper, B Hitchins, J Hockridge, N Hoskin (Chairman), A Hosking, M Jeffrey, Miss H Jenny, Mrs C Marsh, J McInnes, Mrs S Morgan, Miss D Moyse, S Purser, M Retallick, T Smale, D Webber, J Young

Apologies: S Barker

2343 Minutes of the meeting held on Friday 5 December 2008

Save for correction detailed below the minutes of the meeting held on Friday 5 December 2008 were agreed and signed as a correct record:

Minute 2328 – Declarations of Interest – should read: ‘Mr Purser declared a personal interest through personal contact in Item 11 – Countryside and Rights of Way Act 2000 – Public Path Orders at Lower Lowton Farm, Bridford.’

2344 Declarations of Interest

None.

2345 Items Requiring Urgent Attention

- (i) Audit and Governance Committee – Member vacancy. After an invitation by the Chairman and a unanimous vote Mr Cook was duly elected to the Audit and Governance Committee.
- (ii) The Chief Executive (NPO) reported that he and the Chairman would be attending a meeting with the Parliamentary Under-Secretary (Veterans) Mr Kevan Jones MP on Wednesday 14 January 2009 regarding the military licence.
- (iii) The Director for Park Management reported that the Moor to Devon bid had been approved by Investing in Devon with 50% funding being made available to purchase the ‘information’ vehicle which will be deployed around Dartmoor. She expressed sincere thanks to Mrs Marsh for sponsoring the bid, together with the support of Mrs Morgan. Thanks were also expressed for the work done by John Weir, Head of Education, Information and Communication Service. Mrs Morgan advised the Authority that the bid was successful not least due to the fact that the panel recognised DNPA’s commitment and hard work with partners.

2346 Public Participation

None.

2347 Social Inclusion and Diversity Report

Miss Jenny, Member Champion, made a presentation to Members regarding social inclusion and diversity. A short report giving details of the presentation is attached at Appendix 1.

2348 Progress Report from the Corporate Plan Steering Group

Members received the report of the Chief Executive (NPA/09/001). He reported that the key proposal of the Corporate Plan Working Group is to divide the Corporate Plan into two parts : a business plan and a separate annual review. If Members agree to this, the business plan can be published in advance of the year that it is providing the priorities for. For example, the draft structure and corporate priorities (see 2.2 of the report) were agreed in December 2008. The annual review will be produced in the summer following the end of the financial year. More work is to be done on priority setting, these will be tested at programme level. He confirmed that DNPA is mindful of the 'tyranny of targets'.

The Chairman commented that Members now have a very clear link regarding their involvement. The Chief Executive (NPO) has brought clarity to this process and he is pleased to see how far DNPA has come in a relatively short period of time. He did feel that, under recommendation (ii) that the values of the Authority should be endorsed as well as the corporate priorities.

The Director of Corporate Services advised Members that the Business Plan and Budget Plan for 2009/10 will be brought to the Authority on Friday 6 March 2009 for approval.

Members voted unanimously in favour of the recommendations as amended.

RESOLVED:

Members:

- (i) noted the work of the Corporate Plan Working Group and agreed the proposal to divide the current Corporate Plan into two separate parts:
 - A business plan to set priorities for the Authority that will guide service planning and budget setting, and
 - An annual review to report on progress and highlight key actions for the forthcoming year
- (ii) agreed the draft corporate priorities for 2009/10
- (iii) agreed the core values of the Authority

2349 2009/10 National Park Grant and Draft Net Revenue Budget Process

Members received the report of the Chief Executive (NPA/09/002).

He reported that in December 2007, Defra announced a three year funding package for National Parks. The allocations for 2009/10 and 2010/11 represented "Defra's firm intentions" subject to any major new pressures

arising. DNPA received confirmation of the grant for 2009/10 via email in December 2008. In terms of the Medium Term Financial Plan, DNPA is assuming that Defra will honour the grant figure for 2010/11 and for 2011/12 onwards a zero increase in grant is assumed.

Forecast income for 2009/10 is being amended downward due to a reduction in planning applications, fewer grants, reduced sales from Information Centres and reduced Treasury income due to the reductions in interest rates. The forecast reduction is currently 20%.

DNPA received a Housing and Planning Delivery Grant of £491,226 in 2008/09. This grant is not ring fenced to development management or forward planning although the Government recommends that the money is invested in planning services. The grant can be spent over a number of years, the only caveat is that 33% should be spent on capital investment.

With regard to the draft budget, the work done to date and the provisional allocations to the Housing and Planning Delivery Grant will enable DNPA to set a balanced budget for 2009/10. Work on years two and three of the Medium Term Financial Plan is continuing; current projections show the need for further cost savings. The work carried out to date has been guided by the financial criteria Members agreed as part of the follow-up to the Member away day.

Members asked that the base budget for 2008/09 be shown when the budget is brought back for approval in March 2009. The Director of Corporate Services agreed that this would be done but pointed out that DNPA zero bases its budget every year. Members should be cautious when comparing the budget against the previous year.

Mr Smale suggested that it would be helpful to see where expenditure is proposed to increase/decrease/stay the same – to illustrate how the new corporate priorities were being supported.. This was agreed.

RESOLVED:

Members:

- (i) Noted the process for setting the draft revenue budget for 2009/10 and the Medium Term Financial Plan and
- (ii) agreed to await the final budget for approval at the meeting on 6 March 2009.

2350 Appointment of Independent Members

Members received the report of the Director of Corporate Services (NPA/9/003). She asked that her thanks to Mr Watson be recorded for the minutes as he will be resigning in June 2009 having completed eight years in office. He has been a major influence and support in bringing the Standards Committee to its current robust state.

Members were requested to approve the appointment of both Ms Pamela Woods and Mr Patrick Cock, not least in order for their training to be undertaken at the same time thus saving time and money.

Members voted unanimously in favour of the recommendations.

RESOLVED:

Members:

- (i) noted the content of the report;
- (ii) approved the appointment of Ms Pamela Woods and Mr Patrick Cock as Independent Members of Dartmoor National Park Authority Standards Committee;
- (iii) approved the terms of appointment for Independent members to be increased from three to four years as recommended by the Standards Board for England

2351 Access Agreements – Use of Disused Railway – Walkhampton Common and Peekhill Farm

Members received the report of the Head of Recreation, Tourism and Ranger Service (NPA/09/004). She reported that DNPA has had agreements for this route for the past 11 years. She was asking Members to agree four access agreements (in different ownerships) to enable its continuation until 2017.

Mr Harper commented that with regard to the required expenditure this represented very good value for money with very little maintenance being required as the route follows the disused railway.

Members voted unanimously in favour of the recommendations.

RESOLVED:

Members:

- (i) re-affirmed their commitment to complete access agreements and related expenditure in relation to Peekhill Farm and two sections of CROW land, at a cost of £2207.80 per annum, plus reasonable legal fees;
- (ii) authorised completion of an access agreement to allow cycling along the section of the disused railway line across Walkhampton Common for the period 26 March 2008 to 31 January 2009, at a cost of £2500.00.

2352 Dartmoor Educational DVD – Partnership Project Funding Bid

Members received the report of the Principal Learning and Outreach Officer (NPA/08/005). He reported that the proposal is to work in partnership with Devon Educational Services to produce an educational DVD to bring information into schools etc which is up to date and in a relevant medium for learning on the 21st century. The initial proposal is to aim the DVD at Key Stage 3 students, one of those groups of people who are currently under-represented.

The Principal Learning and Outreach Officer gave a brief demonstration of the type of material to be put together and how it will be presented. Members welcomed this and considered it to be a PR/advertising tool as well as an educational resource.

In response to Member questions, the Principal Learning and Outreach Officer advised that the £3000 requested would not be recouped in monetary terms. However, it would enable access to resources unavailable at DNPA – technical programming/presentation etc, and would reach out to Key Stage 3 and beyond. Members asked the officer to check the situation regarding copyright. The Chairman also requested that DNPA has editorial control.

Members voted unanimously in favour of the recommendations.

RESOLVED:

Members approved £3,000 match funding to be met from the External/Match Funding Reserve to support development of a professionally produced educational DVD about Dartmoor plus associated materials.

2353 The Loop Road

Members received the report of the Director of Park Management (NPA/08/006). She reported that the Loop Road is on land owned by the Duchy of Cornwall and forms part of the land which is licensed by the Ministry of Defence for military training. Members of the public have been able to use the road in two-wheel drive cars until relatively recently – the policy of ‘managed decline’ agreed in the 1980s has led to deterioration of the road, several sections now being unsuitable for the ordinary car which poses a risk to public safety. The status quo cannot remain.

The Duchy is proposing that car access is allowed (during non-firing times) along two spurs onto the moor, with improvements to car parking areas. The Duchy will maintain these tracks at their own expense. Other forms of non-vehicular access are unaffected by the proposals.

Some Members felt that it would be most unfortunate for the Loop Road to be restricted in this way but, being pragmatic, understood the reasoning behind the proposals. Others felt that the Authority should remain positive – the road does not belong to the Authority and it is therefore not its responsibility. The ‘tranquillity and remoteness’ experience that can be experienced on this part of the moor should be enhanced by the proposals. Opportunities for access by under-represented groups will remain a priority and should be improved by reduced vehicle movements.

The Chairman advised that the clear steer from Members is that further detail is needed regarding the Duchy proposals particularly with regard to car parking and ‘policing’ of the revised arrangements.

Mr Hoskin proposed part (i) of the recommendation and proposed that with regard to part (ii) The Director of Park Management be delegated to

proactively take part in the Duchy discussions. This was seconded by Mr Hitchins and carried unanimously.

RESOLVED:

Members:

- (i) Agreed to support in principle the proposals by the Duchy of Cornwall for future management of the Loop Road;
- (ii) Delegated the Director of Park Management to proactively continue discussion with the Duchy of Cornwall on the detailed implementation of the proposals

2354 Tree Preservation Orders and Section 211 Notifications (Works to Trees in Conservation Areas) Determined Under Delegated Powers

The Authority received the report of the Trees and Landscape Officer (NPA/09/005).

RESOLVED:

That Members noted the decisions in the report.

2355 Draft Minutes of the meeting of the Audit and Governance Committee held on Friday 14 November 2008

The Authority noted the report

DARTMOOR NATIONAL PARK AUTHORITY

6 March 2009

**FINANCIAL MANAGEMENT 1 APRIL TO 31 JANUARY 2009
AND FORECAST OF FINANCIAL OUTTURN 2008/09**Report of the Head of FinanceRecommendation : **That the content of the report be noted****1 Monitoring and Management of Revenue Budgets (April to January 2008/09)**

- 1.1 This report enables Members to monitor income and expenditure variations against the approved budget for 2008/09. Effective budgetary control is essential to ensure priorities are delivered in accordance with the Authority's plans. Budget Management is a dynamic process, resulting in the budget being subject to many varying pressures throughout the year.
- 1.2 The Authority's Financial Regulations provide delegated authority for the Chief Executive (National Park Officer) in consultation with the Chief Financial Officer to enact budget virement below £25,000. Above that sum, Members' approval would be sought. Rules are in place, including provision to carry forward, in whole or in part, unspent budgets, subject to the overall outturn position, which avoid unnecessary spending towards the end of the financial year.
- 1.3 Processes for sound budget management are well established within the Authority, with monthly reports to the Senior Management Team and detailed and continuous budget monitoring being carried out across all Directorates involving Heads of Service, spending officers and finance staff. This ensures the early identification of pressures and variances so that timely management action can be taken to adjust the budget and/or work programmes accordingly. Budget monitoring reports for the first 3 quarters have also been presented to the Audit & Governance Committee and have been robustly challenged and scrutinised (NPA/AG/08/013, NPA/AG/08/017 and NPA/AG/09/001)

2 Forecast Outturn Position as at the 31 January 2009

- 2.1 The 2008/09 budget was set at £4,551,987 (net). The Authority approved the use of carry forward balances and various reserve allocations during the year which has resulted in the net budget requirement being revised to £4,667,460. Current projections, based on figures at the end of January indicate that a deficit of £17,699 may arise. Appendix 1 provides an analysis of the estimated forecast outturn variations.
- 2.2 The main variations worthy of note are:
 - Falling interest rates due to the economic downturn resulting in just £10k increased income above budget.

- Increased travel & transport costs, due to fuel costs and two new vehicles
- Job evaluation (appeals, Directors' salary review) approx £34k
- Fall in fees & charges: Planning applications, sales income at the information centres & donations, reflecting the current economic difficulties being experienced across the country.
- An increase in some grants and contributions from partners not expected at the start of the year.
- Legal costs relating to Development Management: planning & enforcement cases

2.3 The Authority also approved, as part of the capital programme (NPA/07/013) accommodation improvements, to be met from reserve balances. Expenditure incurred to date is £32,147, is of a revenue nature and will be met from the earmarked reserve. The services that have been relocated so far are: Finance, Corporate Administration, Education, Development Management Administration, Ecology, Action for Wildlife, Legal and Member Services.

3 Reserves

3.1 The Authority brought forward reserve balances totalling £1.498m on 1 April 2008 which includes:

- £270k - General Reserve (contingency balance);
- £637k – Budget Management Fund (working balance);
- £445k - various Earmarked Reserves; and
- £146k - slippage brought forward from the 2007/08 outturn position

3.2 The Authority has approved the use of reserves for the following projects during this financial year (see Appendix 2):

- £8,000 Stepping Stones Project (NPA/08/074)
- £23,250 Moor to Devon Bid (NPA/08/075)
- £3,000 Educational DVD (NPA09/005)
- £5,200 Cycle Map re-print (NPA/08/080)
- £22,557 Haytor Information Centre (NPA/08/048)
- £4,790 Asset Register upgrade (NPA/08/049)
- £7,740 Management Agreement (NPA/08/053)
- £16,302 Legal costs (NPA/DM/08//053)

3.3 The Authority has received a total of £491,226 in respect of 2008/09 Housing & Planning Delivery Grant (HPDG) which will be taken to reserves at year-end. As reported to the Authority in January, this money is not ring-fenced but Government strongly recommends that it is used to invest in planning services and stipulates that 33% should be spent on capital projects. A list of items considered appropriate for funding via HPDG is incorporated into the 2009/10 Revenue & Capital Budget. (See the separate budget report on this agenda).

3.4 The forecast outturn balance at 31 March 2009 is currently £1.68m. Allocations for 2009/10 and the Medium Term Financial Plan are listed in the budget report later on this agenda.

4 Capital Programme and Prudential Indicators

- 4.1 There are changes to the Prudential Indicators approved by Members on 7 March 2008 (NPA/08/013) as the Authority has approved the further use of reserves as listed at 3.2 above. It remains that there is no Capital Financing Requirement or external borrowing required by the Authority. See Appendix 3 for the projected outturn for 2008/09 and the revised estimates for 2009/10 and 2010/11 as reflected in the 2009/10 Capital Budget being presented in a later report.

5 Implications for People from Under-represented Groups

- 5.1 Consideration is always given, when deciding which areas of expenditure should be supported, of the impact of under-representative groups and the need to promote equal opportunity of access to all.

6 Conclusions

- 6.1 The forecast outturn deficit of £17,699 represents a +0.34% variance against the original budget and has been achieved by robust budget management and financial control in-year. Budget management, financial control and value for money have been given the highest priority by Members and the Management Team and robust management and control will continue during the last two months of the year to restrain and reduce expenditure wherever possible.
- 6.2 The forecast outturn deficit of £17,699 is based on ten months actual income and expenditure and a forecast of known commitments for the remaining two months of the year. Further major variations are not anticipated at this time. The final outturn report will be presented to the Authority in May and will contain adjustments relating to income and expenditure in the last two months of the year and details of carry forward requests or provisions. Any final outturn deficit will be met from the Budget Management fund.

DONNA LAWS

Background Papers

NPA/08/014 2008/09 National Park Grant & Net Revenue Budget

NPA/08/013 Prudential Indicators 2008/09 to 2010/11

NPA/AG/08/013 – Financial Management 1 April to 30 June 2008

NPA/AG/08/017 – Financial Management 1 April to 30 September 2008

NPA/AG/09/001 – Financial Management 1 April to 31 December 2009

NPA/09/002 – 2009/10 National Park Grant and Draft Revenue Budget Process

Attachments: **Appendix 1- Revenue Budget Monitoring Report**
 Appendix 2 – Balance Sheet Reserves
 Appendix 3 – Summary of Prudential Indicators

DARTMOOR NATIONAL PARK AUTHORITY

6 March 2009

BUSINESS PLAN 2009/10

Report of the Chief Executive (National Park Officer)

Recommendation: **That Members:**

- (i) approve the Business Plan 2009/10**
- (ii) approve the Strategic Risk Register 2009/10**

1 Background

1.1 Following the Member Workshop held in July 2008, the Authority established a Steering Group to oversee the development of the next Corporate Plan (NPA/08/050). A progress report from the Corporate Plan Steering Group was presented to the Authority in January 2009 (NPA/09/001) and the Authority agreed to alter the format of the Corporate Plan by effectively dividing it into two separate parts: a business plan and an annual review. The Authority also agreed a new set of corporate values to underpin the work of the work Authority and a set of nine corporate priorities for 2009/10.

2 Business Plan 2009/10

2.1 The draft Business Plan 2009/10 is attached at Appendix 1 (to follow). The role of the Business Plan is to:

- define the mission of the Authority (what it does and how it does it)
- detail the values which will underpin our operations (the way we do business)
- explain the context within which we operate (the link to the National Park Management Plan, Public Service Agreements, Local Area Agreement etc.)
- guide the work of the Authority by setting priorities and identifying key delivery actions to help achieve those outcomes
- outline how we will measure performance and monitor progress
- provide the framework for service plans and individual staff plans
- inform the allocation of resources for 2009/10

- 2.2 As approved by the Authority in January a separate annual review will be produced reporting on performance and highlighting key projects undertaken in 2008/09. A draft of the annual review will be brought to a subsequent Authority meeting for debate and agreement. The draft Strategic Risk Register is produced as a separate document and is attached at Appendix 2 for approval.
- 2.3 The Corporate Plan Steering Group has agreed to trial a programme approach to priority setting. If successful this may alter the format of the Business Plan for 2010/11 onwards and a one year business plan has therefore been produced, although activities contained within it are supported by a three year medium term financial plan, described elsewhere on this agenda.

3 Monitoring Performance

- 3.1 Members will note that a number of performance indicators have been included to monitor progress during the year. 15 of these indicators labelled “National” have been agreed by all the National Park Authorities and will be used for comparison and benchmarking. The “Local” indicators are determined by DNPA and have been chosen to reflect activity in our priority areas of work.
- 3.2 It is acknowledged that the majority of these performance indicators are related to inputs or outputs rather than outcomes. Much of the work of the Authority can only be measured over a longer period of time than a year and therefore the outcomes for the Authority are best measured through the State of the Park Report linked to the Management Plan.

4 Implications for people in under-represented groups

- 4.1 This has been a cross-cutting theme for the Corporate Plan Steering Group, and has been factored into the corporate values and priorities for the Authority for 2009/10.

KEVIN BISHOP

Attachment: Appendix 1 – Draft Business Plan 2009 – 2010
Appendix 2 – Draft Strategic Risk Register 2009/10

DARTMOOR NATIONAL PARK AUTHORITY

6 March 2009

2009/10 NATIONAL PARK GRANT AND NET REVENUE BUDGET

Report of the Director of Corporate Services

Recommendations : **That:**

- (i) the net budget of £4,918,793 for the 2009/10 financial year as shown in Appendix 1 be approved;**
- (ii) the Medium Term Financial plan for the years 2010/11 and 2011/12 as shown in Appendix 1 be approved;**
- (iii) the Capital budget as shown in Appendix 4 be approved;**
- (iv) the revenue provisions described in paragraph 5.3 and Appendix 5 be approved**
- (v) Members authorise the Chief Executive (NPO) to vire money between functional areas, as required, as the outcomes of the business reviews become clearer during the year**

1 Purpose of this Report

- 1.1 To agree the Authority's budget for 2009/10 together with the Medium Term Financial plan for the following two years.
- 1.2 To advise Members of the proposed Capital expenditure and seek approval.
- 1.3 To provide information on budget changes between 2008/09 and 2009/10 and explain how expenditure has been targeted at activity in support of the priorities for the Authority, as agreed by Members on 9 January 2009 (NPA/09/001).

2 Background

- 2.1 The Authority is required to set a balanced revenue budget for the 2009/10 financial year. The basis for the revenue expenditure is the pursuit of the 'Special Purposes' for which the National Parks were designated in the Environment Act 1997 (the Act). Section 65 of the Act determines the purposes as conserving and enhancing the natural beauty, wildlife and cultural heritage of National Parks and of promoting opportunities for the understanding and enjoyment of the Parks by the public.
- 2.2 In the report presented to Members on 9 January 2009 (NPA/09/002), detailed information was provided on the funding levels for 2008/09, 2009/10 and 2010/11,

announced by DEFRA on 6 December 2007, and confirmed by email in December 2008 in respect of the 2009/10 budget. The settlement was considered to be good news for National Park Authorities, but still required prudent and careful management and forward planning in order to achieve a balanced budget over the 3 years. Subsequently, a change in the global economic climate has meant reduced treasury income which will have a significant impact on the revenue budget and is reflected in the budget for 2009/10 and the medium term financial plan.

- 2.3 Information was also presented on the work undertaken to achieve a draft budget and advice provided by members has been incorporated into the final budget presented for approval.

3 Specific Funding

- 3.1 In addition to the core Grant funding, the Authority receives or hosts ring-fenced resources which sit outside the net revenue budget. Sustainable Development Fund Grant is received as a ring-fenced grant, which is managed outside the core revenue budget. This is a flat line grant of £200k. The Authority also hosts the South West Protected Landscapes Forum. These items are shown separately at Appendix 1 and do not form part of the revenue budget.
- 3.2 In terms of Planning Delivery Grant (PDG), the Authority has on average benefited by £125,000 per year over the past five years by meeting targets in its development control, plan-making and e-planning services. This has enabled significant improvements to be made to the efficiency and effectiveness of the planning function over this time and helped towards the costs involved in running the Authority's planning role. PDG ceased in 2007/08 and was replaced by Housing and Planning Delivery Grant (HPDG) for 2008/09 onwards. We have received HPDG of £491,226 in 2008/09, in large part due to the completion and publication of the Core Strategy of the Local Development Framework on time. Use of the Grant is not ring fenced to Development Management, although the Government strongly recommends that the money is invested in the Authority's planning services. Expenditure can also be spread across a number of years. The only caveat the Grant does have, is that 33% should be spent on capital investment and 67% on revenue. Appendix 3 contains the items considered appropriate for funding via HPDG. It is recommended that a substantial element of the grant remains unallocated at this time to offset potential in-year pressures.
- 3.3 There is currently no information available on the future of HPDG. A consultation document is expected to be published in Spring 2009.

4 Budget Performance

- 4.1 In the knowledge of financial restrictions being applied by DEFRA, the Authority has managed its finances very prudently over recent years and has also continued to be successful in attracting external funding to meet its policy aspirations. This has enabled the Authority to create and maintain a Budget Management fund which currently stands at £564,172 after deducting the 2008/09 approved drawdown (this may change slightly at year end). The purpose of this fund was initially to help mitigate some of the financial pressures arising from below inflation settlements. Increasingly, however, it has enabled

the Authority to manage the costs associated with pressures such as Job Evaluation, legal costs and IT software upgrades.

- 4.2 When considering the budget for 2008/09 and the medium term financial plan for the next 3 years, careful thought has been given to the utilisation of the Budget Management Fund, in order to maintain the flexibility the Authority has in managing its finances and to maximise the income earned from money held on deposit.

5 2009/10 Revenue Budget

- 5.1 Members received detailed information regarding the process followed in arriving at a draft budget in the report presented on 9 January 2009 (NPA/09/002). At that meeting Members requested additional information to be provided on the % change in the net budget across the different functional headings over the two years 2008/09 and 2009/10 and also the % change in salaries & travel and supplies & services. This information is attached at Appendix 2 (which runs to 4 pages). It is difficult to undertake a direct comparison across the 2 years, however, as service structures change and staffing budgets are re-aligned to reflect this.
- 5.2 Information was also requested on how the activities supported for funding in 2009/10 related to the approved Corporate priorities. Elsewhere on this agenda Members will have the opportunity to discuss the work programme contained in the Business Plan for 2009/10, which relates directly to the net revenue budget. For each functional area the funded priorities for discretionary spend are summarised in the table below:

Functional Area	Funded Activity	Corporate Priority
Natural Environment	Upland farming; Biodiversity; Management agreements; Management of climate change; Moorland and woodland management	Viable farming community; Climate change; Sustainability
Cultural Heritage	Conservation area appraisals and associated management plans; Historic environment record; SAM management; Practical archaeological works	Development that is good for Dartmoor; Delivering Sustainability
Recreation, Tourism & Rangers	'Stepping Stones' and Easy Going Tours; PROW & CROW access land; 'Dartmoor First'; Use of volunteers; Public transport; Visitor schemes;	Access; DNPA services, land etc clean, safe and fit for purpose; Maximise resources; Delivering Sustainability; Promote the work of DNPA and enhance understanding
Education, Information, Communication	Support for MOSAIC; National Park Centres; 'Moor to Devon' project; Website; Dartmoor Guide; Community newsletter; Guided walks; Education DVD; Climate Change exhibition	Access; Promote the work of DNPA and enhance understanding; Delivering Sustainability; Climate change;
Conservation Works	Erosion works; General maintenance of assets of DNPA, public toilets; Works to buildings arising from QQ and/or environmental audits	DNPA services, land etc clean, safe and fit for purpose; Delivering Sustainability; Promote the work of DNPA and enhance understanding

Development Management/Forward Planning	DM Review; Design guide; Landscape Character assessment of the National Park; Development Management & Delivery Development Plan Document; Sustainable Development Fund ¹	Development which is good for Dartmoor; Improve organisational planning and performance; Delivering Sustainability
Central Services & Democratic Core	IT improvements; Training for staff & Members; Reducing environmental footprint through travel and building efficiency	Improve organisational planning and performance; Delivering Sustainability

5.3 In addition to the revenue budget and medium term financial plan, provision has been earmarked from revenue held in reserves for expenditure on future anticipated projects. This relates to:

- Continuing expenditure on office accommodation to improve the working environment for staff. £100k capital expenditure has previously been approved by the Authority, of which £31,376 has been spent on a new roof at Station Yard depot and a further £32,000 on a variety of office improvements and equipment. The remaining £36,624 is likely to be required to finance minor alterations and equipment, which will be revenue rather than capital expenditure;
- Commissioning of external legal support for anticipated litigation;
- Further improvement works at Parke following a detailed quinquennial survey (required as part of our lease)

6 Medium Term Financial Plan

- 6.1 The medium term financial plan (MTFP) is difficult to determine due to the current uncertainties, particularly in relation to income (Members will note the forecast reduction for 2009/10 in Appendix 2), the potential changes resulting from ongoing business reviews and the future of National Park Grant (NPG).
- 6.2 For 2010/11, we can be fairly confident in respect of NPG as it is the third year of a 3 year settlement and we do not anticipate any major variation. However, even with significantly constrained work programmes there will be a call on reserves amounting to £101,813. This forecast assumes no change in interest rates and continued reduction in income from planning fees.
- 6.3 For 2011/12 the situation is even more uncertain as there will be a new round of 3 years grant settlements, unknown inflation and salary settlements and indeterminate interest rates. The forecast is therefore based on an unchanged work programme, no change to interest rates and a flat NPG settlement. This will require a call on reserves amounting to £208,075.
- 6.4 In this climate the current and future business reviews become very important, to ensure we are delivering a quality service in pursuit of agreed priorities in the most cost effective way. The current staffing establishment is a major call on resources, being 80% of NPG for 2009/10, rising to 84% in 2011/12, against an agreed target of 75% of NPG.

¹ Ring fenced grant

7 Capital

- 7.1 A separate report from the Head of Finance appears elsewhere on this agenda in respect of the application of the Prudential Code for Capital finance.
- 7.2 Following accounting convention and the introduction of the Prudential Code for Capital finance, all capital expenditure is separated from the revenue budget and is shown in the capital budget in Appendix 4.
- 7.3 The Authority receives no specific capital funding and all capital projects have to be funded either through cash reserves, revenue funding or borrowing. The draft capital budget presented in this report utilises cash reserves and revenue funding. There is no requirement for borrowing.
- 7.4 In respect of 2009/10 the proposed capital expenditure includes:
- Built Environment – this refers to Historic Building grants which is funded from revenue and had been set at £20K in previous years. The reduction to £12K was agreed as part of the budget setting process in 2006 and relates to the removal of thatching grants.
 - Tractor for woodlands team – to be funded from budget management fund
 - Outreach vehicle as part of the Moor to Devon Programme – funding 50/50 Devon County Council and DNPA (match funding reserve)
 - Server virtualisation – replacement of current ICT server technology with upgraded more efficient technology. To be funded from HPDG
 - ICT annual hardware replacement programme – to be funded from revenue

8 Implications for people in under-represented groups

- 8.1 Consideration has been given when deciding which areas of expenditure should be supported of the impact on under-represented groups and the need to promote equal opportunity of access.

9 Reserves

- 9.1 It is a requirement under Section 25 of the Local Government Act 2003 that the Chief Finance Officer reports to Members the level and adequacy of cash reserves when determining the net budget requirement. The full level of reserves is reported to Members as part of the final outturn report in June. Currently, however, the Authority holds cash reserves which are not committed funds and are carefully managed to achieve maximum income. The situation for 2008/09 is envisaged to be:

	£,000
General Reserve	270
Capital Reserve	11
Specific Reserve	334
Budget Management Fund	564
Housing and Planning Delivery Grant	499
Total	1,678

9.2 The detailed Balance Sheet Reserves 2008/2009 to 2011/12 is attached at Appendix 5. Members will note that if the MTFP and capital programme are approved, the level of reserves will reduce to a maximum of £938k by 2011/12. While it is considered that the reserves are sufficient to support the net budget requirement, it is important that Members take a view on the appropriate level of cash reserves to be held by the Authority. Previous guidance indicated that it should be 5%, which is what is currently held in the General Reserve. However, in a recent bulletin from CIPFA this minimum level of reserve has been replaced with the requirement that Local Authorities make their own judgements on the appropriate level of reserve. It is also important to determine what the reserve is for. It is recommended that this aspect is considered more closely as the Corporate priorities and business planning is further developed in 2009, which will better inform the medium term financial planning and the risks and funding requirements for the Authority.

10 Risk Management

10.1 In determining the net budget requirement, it is necessary to consider the robustness of the estimates made and the processes in place to control expenditure. Factors taken into account in determining the budget requirement include:

- previous year's provisional outturn
- pay and prices increases
- pension contributions
- income assumptions

10.2 Financial controls assurance is provided through the internal financial control environment and audit conclusions.

10.3 The Authority's reliance on external income targets and estimates, particularly relating to interest rates remains a particular risk. The impact will need to be carefully monitored during 2009/10.

10.4 Notwithstanding the above, it is considered that the 2009/10 budget as presented in this report is robust.

LORNA BROWN

Background Papers: NPA/09/001; NPA/09/002

Attachments: **Appendix 1 DNPA Budget and Medium Term Financial Plan 2009/10 – 2011/12**
 Appendix 2 DNPA Net Budget, Salaries & Travel, Supplies & Service and Income Comparisons 08/09 & 09/10
 Appendix 3 DNPA Housing and Planning Delivery Grant
 Appendix 4 DNPA 09/10 to 11/12 Capital Programme
 Appendix 5 Balance Sheet Reserves 08/09 to 11/12

DARTMOOR NATIONAL PARK AUTHORITY

6 March 2009

**PRUDENTIAL INDICATORS 2009/10 to 2011/12 and TREASURY
MANAGEMENT STRATEGY**Report of the Head of FinanceRecommendations : **That Members:**

- (i) **Approve and adopt the prudential indicators for 2009/10 to 2011/12 contained within this report;**
- (ii) **Approve in principle the outline Capital Programme, subject to receiving option appraisals for individual schemes;**
- (iii) **Approve and adopt the Treasury Management Strategy for 2009/10 including the Annual Investment Strategy**

1 Background

- 1.1 The government introduced the Prudential Code in 2004/05. The main benefit to the Authority is that there is no restriction on capital investment, subject to Government reserve powers to restrict borrowing for national economic reasons.
- 1.2 To facilitate the decision making process and support capital investment decisions the Prudential Code requires the Authority to agree and monitor a number of prudential indicators, these indicators are mandatory.
- 1.3 The indicators demonstrate that:
 - Capital expenditure plans are affordable;
 - Long-term liabilities are within prudent and sustainable levels ;
 - Treasury Management decisions are taken in accordance with professional guidance and good practice
- 1.4 The figures contained within this report are not fixed and are updated annually by revising the estimates for the following three years, together with actual figures when available.

2 Capital

- 2.1 Capital expenditure plans for the Authority are based on the Authority's Corporate Priorities and the National Park Management Plan. The following table shows actual expenditure for the previous year, an estimated outturn for the current year, the budget for future years and how the capital budget is financed.

Capital Expenditure:	2007/08 Actual £000	2008/09 Estimate £000	2009/10 Budget £000	2010/11 Budget £000	2011/12 Budget £000
Historic Building Grants	14	10	12	10	10
Haytor Info. Centre	283	64	0	0	0
Woodlands: Plant/Equip	0	8	12	0	0
Information Technology	22	28	52	17	16
Outreach Vehicle	0	0	46	0	0
Total Capital Expenditure	319	110	122	27	26
Funded by:					
Direct Revenue Financing	(36)	(33)	(26)	(27)	(26)
Earmarked Reserves	(269)	(58)	(73)	0	0
External Funding	(14)	(19)	(23)	0	0
Borrowing	0	0	0	0	0
Total Finance Resources	(319)	(110)	(122)	(27)	(26)

- 2.2 The Authority has made considerable progress on its Asset Management Review (land & buildings) during 2008/09, the results of which are guiding the Authority's asset management, retention and disposal policies, as reported to Audit and Governance Committee in November 2008 (NPA/AG/08/022). However, it should be noted that the Authority's asset base is small and it has a limited annual capital programme (which is funded from revenue). Therefore the production of a formal Asset Management Plan and Capital Strategy is considered to be unnecessary at this time.
- 2.3 Before any work or procurement can commence on any of the proposed future capital schemes, full value for money testing via option appraisal and Prudential Code guidelines will take place, which will be brought before the Authority for approval.
- 2.4 Additional capital sources may become available during the year, for example additional grants or external contributions. The Authority will be requested to approve increases to the capital programme to be financed from other capital resources as and when the need arises.

3 Capital Financing Requirement

- 3.1 A change introduced by the Prudential Code is the calculation of the Capital Financing Requirement. This figure represents the Authority's underlying need to borrow for capital purposes. It reflects capital expenditure in previous years supported by borrowing approvals and new capital expenditure, to the extent that it has not been charged to revenue. The change year on year is determined by the level of capital expenditure which is not financed by capital receipts, capital grants or other specific capital resources.
- 3.2 In accordance with best professional practice borrowing is not associated with particular items or types of expenditure. The Authority has, at any point in time, a number of cash-flows both positive and negative, and manages its treasury position in accordance with its approved Treasury Management Policy and Practices. In day to day cash management, no distinction can be made between revenue cash and

capital cash. External borrowing arises as a consequence of all the financial transactions of the Authority and not simply those arising from capital spending.

3.3 Currently the Authority has no outstanding borrowing for capital purposes and so the Capital Financing Requirement is zero.

3.4 Net Borrowing in comparison to the Capital Financing Requirement:
If the Authority were to borrow for capital purposes, it must ensure that the net external borrowing does not, except in the short-term, exceed the capital financing requirement in the preceding year, plus the estimates of any additional capital financing requirement for the current and next two financial years.

4 Limits to Borrowing Activity

4.1 Two Prudential Indicators control the level of borrowing. They are:

- The authorised limit – representing the limit beyond which any additional borrowing is prohibited, until the limit is revised by the Authority;
- The operational boundary – based on the probable external debt during the year; it is not a limit and actual borrowing could vary around this boundary for short times during the year, normally covered by the Authority's overdraft facility of £100,000 with its Bank

As the Authority has no current plans to borrow, these indicators do not apply.

5 Prudential Indicators for Affordability

5.1 Indicators are also required to demonstrate the affordability of capital investment plans, a key indicator being the ratio of financing costs to the net revenue stream. This indicator identifies the trend in the cost of capital financing (borrowing costs net of investment income) against the Authority's net budget requirement.

5.2 The Authority will not need to borrow to finance its capital programme and so affordability indicators do apply.

6 Treasury Management Strategy

6.1 The Authority adopted the CIPFA Code of Practice for Treasury Management in Public Services on 2 April 2004. This is one of the Prudential Indicators required by the code. The CIPFA code also requires the Authority to approve a Treasury Management Policy Statement together with a list of its 'Treasury Management Practices' which were approved on 4 February 2005. The Policy Statement, the practices and their accompanying schedules were formally reviewed in 2008 and reported to the Authority (NPA/08/013). In light of the current economic situation we are facing the Head of Finance has taken the opportunity to carry out another detailed review in consultation with Devon County Council's Investment Manager.

7 Analysis of Long Term Debt

7.1 The Authority has no long term debt.

8 Schedule of Investments

8.1 The following table shows the Authority's investments as at 1 April 2008 and 1 February 2009 (current).

	Maturing in	Actual 01/04/08 £	Interest Rate %	Current 01/02/09 £	Interest Rate %
Callable Deposits	1 month 1 week	3,000,000 500,000	5.26 4.64	2,500,000	1.02

8.2 Since the summer the investment performance has been hit by two major factors. The first is the troubled banking sector where only radical measures by Governments around the world have sought to keep the sector from collapse and secondly as part of these measures, the downward pressure on interest rates. This has necessitated many Authorities reviewing their lending lists (DNPA currently only uses Barclays bank callable deposits). Interest on investments forms part of the Authority's revenue income and this is being severely affected by the market fluctuations in interest rates.

8.3 Forecasting future interest rate movements even one year ahead is always difficult. The factors affecting interest rate movements are clearly outside the Authority's control. Whilst short term rates are generally linked to the Bank of England's Base Rate, long term rates are determined by other factors e.g. the market in Gilts.

8.4 The following table sets out the basis of the view of interest rates over the future year. Forecasts are at the start and end of the calendar year in respect of the surveys conducted by HM Treasury, Reuters, and Legal & General. They point to both a further easing of short-term rates (lending), but which may reach the bottom by the end of the year. The current base rate at the time of writing this report is 1%.

Base Rate	January 2009	December 2009
HM Treasury – survey of city institutions & academies	1.50%	1.00%
Reuters – survey of city institutions (median)	1.50%	1.00%
Legal & General - survey of city institutions (median)	1.50%	1.50%

8.5 When budgeting for interest payments and receipts a prudent approach has been adopted to ensure that, as far as is possible, both budgets will be achieved.

8.6 The Head of Finance, as part of the recent review, is consulting further with the County Council Investment Manager and S151 Officer to investigate opportunities to maximise the Authority's investment income and will bring a report to the Authority for approval if changes to our practices are proposed.

8.7 Annual returns as reported to the Authority in the Treasury Management Stewardship report (NPA/08/079) in December have been updated to the current position and are shown below.

2005/06 Outturn	2006/07 Outturn	2007/08 Outturn	2008/09 Budget	2008/09 Actual April – Feb	2008/09 Forecast Outturn
£115,530	£127,122	£165,723	£100,000	£109,759	£112,000

9 Borrowing and Debt Management Strategy 2009/10 – 2011/12

9.1 As the Authority is debt free and has no current plans to borrow, there is nothing to report under this heading.

10 Investment Strategy 2009/10 – 2011/12

10.1 The Secretary of State recommends that a local authority produces an Annual Investment Strategy approved by the full Authority that sets out the local authority's policies for managing its investments and for giving priority to the security and liquidity of those investments as indicated in the Guidance under Section 15(1)(a) of the Local Government Act 2003 and in the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes.

10.2 The Authority has always adopted a very prudent approach to its cash investments. The events of the last few months has proven the value of this approach, and it is pleasing to be able to report that the Authority has not suffered any losses, or potential losses, from the turmoil in the money markets.

10.3 **Prudence** – the Authority will at all times invest its surplus funds prudently. Priority will be given to security and liquidity rather than yield. However the highest available rate of interest consistent with the proper levels of security and liquidity will always be sought.

10.4 **Specified Investments** – are those offering high security and high liquidity and the Authority can freely rely on these with minimal procedural formalities. They include investments made with the UK Government, a UK Local Authority (or parish) and with banks, building societies and money market funds that have 'high' credit ratings. All such investments must be in sterling and with a maturity of no more than a year. All of the Authority's investments in 2009/10 to 2011/12 are expected to be Specified Investments.

10.5 **Non-Specified Investments** – are not clearly defined and must therefore be those that are not 'Specified'. The Strategy must identify general types of Non-Specified Investments that may be used during the year, set maximum limits and lay down guidelines for making decisions e.g. the circumstances in which professional advice will be sought. It is not envisaged that any Non-Specified Investments will be used in 2009/10 to 2011/12, if this situation changes, a further report will be submitted.

10.6 **Credit Ratings** – have been used to decide who the Authority should lend to for many years. There are three main credit rating agencies all of which perform the same role. The Authority will not lend to banks or building societies that fail to meet certain criteria. The Authority uses the ratings produced by the Fitch IBCA credit rating agency, and look for a minimum short term rating of 'F1'(see appendix 2).

- 10.7 The Authority seeks to operate its accounts in credit and any short-term surplus funds are deposited with Barclays Bank Plc, and/or placed on short-term deposit with Barclays Bank Plc or with other major UK Clearing Banks. Credit ratings are being constantly monitored and notification of a credit downgrade (or other market intelligence) is acted upon immediately, resulting in any further lending being suspended.
- 10.8 **Liquidity of Investments** – surplus funds may be earmarked for specific purposes or may be general balances and as such may be available for quite long periods or very short periods. When investing, cash flow forecasts will be used to judge for how long cash will be available and a margin will be allowed for unexpected cash requirements. Where cash is expected to be available long-term (at least a year) no more than 50% of it will be invested for fixed periods of over 6 months, 75% over 3 months and 90% over 1 month. All known short-term commitments will be covered before lending for over 1 month.
- 10.9 For the period 2009/10 – 2011/12 it has been assumed that the interest rate earned on short-term lending will be 1.5% throughout the three years. This is thought to be a cautious assumption and should be achievable. The aim will be to maximise interest receipts by lending for the most advantageous periods, but also ensure that the budget is achieved in accordance with the above Strategy.

11 Treasury Management – Performance Targets

- 11.1 The primary targets of the Treasury Management Strategy are to maximise interest receipts over the long term, whilst achieving annual budgets, without taking any undue risk. Where there are comparative statistics available for individual aspects of the Strategy (e.g. the CIPFA Treasury Management Statistics) these will be used to monitor performance.

12 Treasury Management – Prudential Indicators

- 12.1 The Authority is currently debt free with no current plans to borrow, these indicators do not apply.

13 Monitoring

- 13.1 It is important to monitor performance against forward looking indicators and the requirement that borrowing should only be for capital purposes. Performance against the indicators for capital expenditure and investment income will be monitored monthly. Any significant variation against these indicators will be reported to the Authority along with other budget monitoring information.

14 Implications for People in Under-represented Groups

- 14.1 None.

15 Conclusion

- 15.1 Members will be very aware of the substantial reduction of interest rates by Governments worldwide in the second half of 2008 and this will have a major impact

on both the short and medium term interest rates achievable by the interest receipt budgets for both 2008/09 and 2009/10. The Interest Receipt Budget has been reduced accordingly.

- 15.2 The prudential indicators and capital programme recommended in this report and summarised at Appendix 1, are consistent with the setting of the Authority's Revenue and Capital Budget and other strategies and objectives, such as the National Park purposes, the National Park Management Plan, the Corporate Business Plan and service plans. The strategy includes provision for all major forecast commitments and planned changes in budgets. DEFRA support for both revenue and capital expenditure in 2010/11 and 2011/12 is based on current indicative figures and may be subject to change. For the reasons outlined above and taking all known information into account, I believe that the indicators described above are prudent and sustainable.

DONNA LAWS

Background Papers

NPA/08/013, NPA/AG/08/022, NPA/08/079, also 2009/10 budget report

Attachments: **Appendix 1 – Summary of Prudential Indicators**
 Appendix 2 – Credit ratings

DARTMOOR NATIONAL PARK AUTHORITY

6 March 2009

MOSAIC: BUILDING LOCAL BLACK AND MINORITY ETHNIC CAPACITY FOR ENGAGEMENT WITH NATIONAL PARKS

Report of the Principal Learning and Outreach Officer

Recommendation: **That Members:**

- (i) note progress in securing funding leverage at the national level**
- (ii) continue to support and contribute to the Mosaic project**

1 Introduction – What is MOSAIC? Project Overview

- 1.1 Mosaic is a national strategic initiative working with black and minority ethnic (BME) communities and the National Park Authorities (NPAs) with an overall budget just short of £1.7 million. The project is a partnership between eleven organisations: the eight National Park Authorities in England (Dartmoor, Exmoor, Lake District, New Forest, North York Moors, Northumberland, Peak District and Yorkshire Dales), the Broads Authority, the Youth Hostels Association (YHA) and the Campaign for National Parks (CNP), which hosts the project.
- 1.2 The Mosaic project builds on the foundations of two previous BME engagement projects delivered with high success by Campaign for National Parks. This third and final project will ensure sustainable local capacity in the BME voluntary sector and will also be the first project to work with all the English National Park Authorities (and the Broads Authority).

2 Project Aim and outcomes

- 2.1 The aim of Mosaic is to *cement long-term sustainable engagement between BME communities and National Parks.*
- 2.2 By the end of the project, the following five changes will be delivered:
 - greater “leadership capacity” across the BME Voluntary Sector
 - improved capacity within partner organisations to engage with BME communities
 - established partnerships and relationships between the local BME Voluntary Sector and National Parks
 - ‘Community Champions’ influencing the National Park Authorities through both formal and informal decision-making fora
 - transferability of the project to another target audience.

3 Strategic Background and need

3.1 This project will contribute to the delivery of several national and regional priorities, including:

- Defra's Diversity Action Plan (DAP)
- the Community Empowerment White Paper
- several national Public Service Agreement targets
- Access to Nature Regional Targeting Statements (RTS) themes of:
 - Targeting the top 5% of urban deprivation
 - Targeting areas that suffer both from urban deprivation
 - Targeting BME audiences, but also piloting work with young people and people with disabilities.

4 Delivering DNPA corporate priorities and Management Plan

4.1 Mosaic delivers clear benefits against DNPA's Corporate Plan priorities, (NPA/09/001 refers):

- Maximise access and understanding for all sectors of society
- Maximise resources
- Promote the work of the Authority and enhance understanding of what we do.

4.2 Mosaic additionally provides a tangible method to address the Authority's commitment to social inclusion expressed in the Dartmoor National Park Management Plan; both the broad statement about cross-cutting themes (page 25) and the many specific references to social inclusion, particularly focussed on work with BME communities in the 'access for all' chapters of the Management Plan.

5 Benefits of Mosaic to Dartmoor National Park Authority

5.1 In addition to delivery against Corporate Plan and Management Plan priorities the Authority can expect the following benefits:

- specific, practical expertise, experience and capacity of engaging ethnic minority communities
- recruitment, support and development of influential leaders in ethnic minority communities who will promote the National Park
- support, development and advice on any NPA organisational change required to meet the needs of new audiences
- a Dartmoor National Park-specific approach
- development of mechanisms to ensure continuation once the project comes to an end particularly pilot project testing the transferability of the Mosaic model to other target audiences
- engagement of additional stakeholders including the local community, private sector and relevant organisations
- working closely with Exmoor, and the larger family of National Parks around England, to prevent working in isolation

6 Project Delivery

- 6.1 A project delivery team will be employed by The Campaign for National Parks. A national Project Manager will manage the team taking responsibility for strategic planning and reports to funders. A national Mosaic Support Officer will manage the database of community leaders, provide personal induction packs and provide administrative support for the team.
- 6.2 Three regional Project Officers will focus on organisational development and community leaders for a specific geographic area. Dartmoor, Exmoor and New Forest will share a Project Officer. A local Research Officer will lead the transferability of the research project in Dartmoor and Exmoor National Parks.

7 Dartmoor NPA's contribution to the project

- 7.1 The National Park Authority partners, including Dartmoor NPA, will each contribute £4,000 annually toward the Mosaic project for three years. This contribution, though a relatively small portion of the £1.7m budget, is significant:

- the commitment of £4,000 per partner per year as secured match funding allowed CNP to leverage significantly larger sources of funding
- Lottery funders are hesitant to grant fund statutory bodies such as NPAs; by showing that NPAs themselves are contributing, the funders were more comfortable granting funding.

- 7.2 This financial contribution has been allocated both in next year's budget and the Medium Term Financial Plan.

- 7.3 Dartmoor NPA will also contribute 30-50 days staff in-kind time per year to the project. These staff days will be spread across the organisation and include time from the CEO, senior management and ground staff. The staff in-kind contribution will ensure that:

- organisational change occurs across the Authority
- Dartmoor NPA retains an equal and influential role in the partnership.

- 7.4 Dartmoor's active contribution to the project will ensure that the Mosaic project delivers benefits for Dartmoor. Together with all other National Parks in England, Dartmoor will be part of a National flagship project that will deliver significant improvements in social inclusion, on the ground.

8 Project Funding

- 8.1 The total project cost for the **three year** programme is £1,691,314.

Funder	Amount (£)
Access to Nature (Big Lottery Fund)	932,314
Match funding from partners Cash – NPAs, YHA & CNP)	108,000
Nationwide	45,000
In-kind contribution	589,800
Outstanding match funding required (at January 2009) [CNP will underwrite this shortfall if match-funding unavailable]	16,200
Total Project Cost	1,691,314

9 Implications for under-represented groups

- 9.1 The Rural White Paper (2000) drew attention to research that the majority of visitors to the countryside were white, middle-aged, middle-class and able bodied. Whilst progress has been made in attracting younger audiences, including those from urban areas and providing facilities for people with disabilities there remains a difficulty in engaging with BME communities. The findings from the Rural White Paper were reinforced by the research carried out nationally by Defra in preparing their “Outdoors for all? Action Plan” and by the South West Landscapes Forum “Use of Countryside Assets by Under Represented Groups in the south West (2007).
- 9.2 The Mosaic project provides an extremely practical, well-supported and mentored, economic method to ensure that Dartmoor becomes more accessible in the long term.

ORLANDO RUTTER

Background Papers

- Dartmoor National Park Management Plan 2007 - 2012
- Dartmoor National Park Authority Corporate Plan 2008-09 (NPA/09/001 refers)
- “Outdoors for All? Diversity Action Plan”. Defra. 2007
- South West Protected Landscapes Forum: “Use of countryside assets by under represented groups in the south west”. March 2007
- Rural White Paper. 2000 (Countryside Commission)

DARTMOOR NATIONAL PARK AUTHORITY

6 March 2009

DELIVERY OF THE DARTMOOR NATIONAL PARK MANAGEMENT PLANReport of the Director of Park ManagementRecommendation: That members note the content of the report**1 Introduction**

- 1.1 At the Authority meeting in September 2008, Members agreed that a Delivery Board should be established to oversee the implementation of the Management Plan; that a publicly accessible web-based monitoring system should be set up and that a newsletter should be published to showcase achievements of the Plan (minute 2289).
- 1.2 The purpose of this report is to update Members on progress in implementing the Management Plan and the outcomes of the Delivery Board meeting.
- 1.3 Since September, a Delivery Board has been established and met in mid December (near the anniversary of the launch); a monitoring database has been designed and populated by DNPA staff and key partners and a newsletter 'Delivering for Dartmoor' has been published.

2 The Delivery Board

- 2.1 The Terms of Reference for the Delivery Board are attached at Appendix 1. The first meeting on 18 December 2008 was well attended with very positive engagement by a wide range of partners. It was chaired by the Chairman of the Authority and attended by the chairmen of the Park Management Member Working Panel and the Audit and Governance Committee, supported by a number of officers.
- 2.2 The State of the Park Report was presented and useful comments received, the Board asking particularly for a focus on climate change reporting at the next Delivery Board meeting.
- 2.3 The role and responsibilities of partners was explored and partners were asked to agree lead roles on particular actions and to report progress annually on these actions. The work outlined in the Plan's goals should now be part of organisations' day-to-day work.
- 2.4 A Progress Report for Year 1 of the Plan was presented based on reports received from partners. This is being updated following the Delivery Board meeting. Figures (as at the end of January 2009) are given in Appendix 2. They show that of the work detailed in the 5 Year Plan, approximately 70% is in progress and on time, 1%

is falling behind, 30% is not started or no data has been received and 0.3% is significantly delayed. Any update in these figures will be presented at the meeting.

- 2.5 The Board recommended that delivery in 2009 should prioritise actions on upland farming, the Moorland Vision and climate change. To this end a sub-group including the Dartmoor Commoners' Council, Natural England, English Heritage and the DNPA has been set up under the auspices of the Delivery Board and will meet in February to look in more detail at the first two priorities.
- 2.6 The Authority is the lead deliverer for 41% of the goals and 'means to achieve' in the Plan. Of these 79% are in progress, 1% are falling behind, none are significantly delayed or unlikely to progress and 20% have not yet been started (to be programmed for future years). The Authority is also a partner in delivery for a further 43% goals and 'means to achieve'. Of these 63% are in progress and on time. DNPA responsibilities have been allocated to internal service areas and are now embedded in internal service plans.

3 The Monitoring Database

- 3.1 With help from Exmoor National Park Authority's IT staff, the DNPA Head of ICT Service has designed an Access database that allows the Goals and Means to Achieve in the Plan to be filtered by lead organisation, ambition (as in the Plan) and status (whether it is in progress, completed etc). Notes on progress are also included.
- 3.2 The information to populate this database has been collated from partner organisations who have willingly contributed, and internally across the Authority. It is currently being verified and the database will be live on the DNPA webpage from the beginning of February. It will be demonstrated at the meeting.

4 The Newsletter

- 4.1 Partners have been asked to provide articles for a full colour, illustrated newsletter 'Delivering for Dartmoor'. This has now been produced by the DNPA on behalf of the Delivery Board (copies will be given out at the meeting). It will be sent to all partners to circulate amongst their staff and will be promoted to local communities and members of the public through our Information Centres, on the web and through other means.

5 Conclusions

- 5.1 This has been quite a large piece of work, ably co-ordinated by the Authority's Land Management Officer who has also acted as a secretary to the Delivery Board and collated the newsletter contributions. We intend to repeat the process next year which will require staff resources and a small budget (for the newsletter) but we will be able to use this year's experiences to streamline and programme the work more efficiently.
- 5.2 The Management Plan is making good progress but we must not be complacent. As the chairman said at the Delivery Board meeting "If we were writing a school report on the first year of the Management Plan it would read something like: 'made

a good start and shows real potential but must remain focused on practical action and continue to work in partnership”.

6 Implications for members of under-represented groups

- 6.1 The Delivery of the Management Plan will give positive benefits for members of under-represented groups. The web-based database and newsletter will improve accessibility.

SUZANNE GOODFELLOW

Attachments: **Appendix 1 – Terms of Reference**
 Appendix 2 – Delivery update (as at end January 2009)

DARTMOOR NATIONAL PARK PLANNING AUTHORITY

6 March 2009

**TREE PRESERVATION ORDERS AND SECTION 211 NOTIFICATIONS
(WORKS TO TREES IN CONSERVATION AREAS)
DETERMINED UNDER DELEGATED POWERS**

Report of the Trees and Woodlands Officer

Recommendation : **That the decisions be noted.**

TREE PRESERVATION ORDERS

South Hams

Ref: 27/12/4/136

Moorhaven, Bittaford

SX 6677 5722

Application to crown lift eight western red cedar and two spruce to give 5m clearance over the lane. The works will have minimal impact on the health or appearance of the trees.

Permission was granted subject to the following conditions;

- 1 The works are carried out within two years of the date of this consent.
- 2 Five working days notice to be given to the Authority prior to the Commencement of approved works.
- 3 All works to be carried out in accordance with BS 3998:1989. Recommendations for Tree Work

Teignbridge

Ref: 27/12/4/37

Wide Horizon, Bridford

SX 8152 8640

Application to reduce the height of two mature beech trees by 10-15%. The works will have minimal impact on the health or appearance of the trees.

Permission was granted subject to the following conditions;

- 1 The works are carried out within two years of the date of this consent.
- 2 Five working days notice to be given to the Authority prior to the Commencement of approved works.
- 3 All works to be carried out in accordance with BS 3998:1989. Recommendations for Tree Work

SECTION 211 NOTICES

Teignbridge

Ref: 27/12/3/08/21 **20 West Street, Ashburton** **SX 7551 6984**

Notification to reduce the crown of a mimosa tree by one third. The tree is growing in a very small garden, which it now dominates. Reducing the size of the tree will allow more light into the garden and property. The works will have minimal impact on the character of the area.

A Tree Preservation Order has not been made.

Ref: 27/12/3/08/23 **24 North Street, Ashburton** **SX 7556 6997**

Notification to reduce a semi-mature horse chestnut by 3m. The works will have minimal impact on the health or appearance of the tree.

A Tree Preservation Order has not been made.

Ref: 27/12/3/08/24 **Harewood House, Buckfastleigh** **SX 7359 6605**

Notification to fell a mature copper beech. The tree has a large basal cavity and is liable to collapse in high winds.

A Tree Preservation Order has not been made.

Ref: 27/12/3/08/17 **Railway embankment, Lustleigh** **SX 7857 8125**

Notification to fell a semi-mature sycamore. The felling will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

Ref: 27/12/3/08/18 **The Tallet House, Lustleigh** **SX 7884 8116**

Notification to fell a semi-mature cypress. The felling will have minimal impact on the character of the conservation area.

A Tree Preservation Order has not been made.

West Devon

Ref: 27/12/3/08/19 **Barnhayes, Lydford** **SX 5118 8487**

Notification to crown lift two mature beech trees and balance their crowns. The works are relatively minor and will have minimal impact on the health or appearance of the trees.

A Tree Preservation Order has not been made.

Ref: 27/12/3/08/20 **Box Cottage, Mary Tavy** **SX 5072 7903**

Notification to fell a mature beech, a semi-mature ash, pollard a semi-mature lime tree and reduce the height of several maple, sycamore cherry and eucalyptus trees. The beech

tree is in very poor condition and the other works are considered to be acceptable. The works will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

Ref: 27/12/3/08/22

Drake's Acre, Sticklepath

SX 6403 9424

Notification to crown reduce three mature oak trees, remove three small oak stems and re-coppice a semi-mature oak. The works will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

BRIAN BEASLEY

**DARTMOOR ACCESS FORUM
DRAFT MINUTES**

Tuesday 2 December 2008

Present: Jonathan Aylett, John Ballantyne, Simon Booty, Peter Harper, John Howell, , Bill Lane, Diana Moyse, Joanna Radford, Bill Robertson, Patrick Watson
Andrew Watson (DNPA Principal Officer for Rangers and Access) Sue Bishop
(DAF Secretary)

Also present: Andy Guy (Natural England)

Apologies: Mark Bailey, Lady Kitson.

Joanna Radford welcomed those present, including members who will be joining the forum in 2009 who attended as guests.

231) Minutes of the Meeting held on 2 September 2008

- i) Agreed for signing by Chairman.

232) Declarations of Interest

- i) None.

233) Membership

- i) Clare Boughy, Joanna Radford and Patrick Watson all applied for reselection, and have been reappointed. Three new appointments have been made, Dr Sharon Gedye, Mr Brian Poole and Mr Sam Whittlesea will take up their appointments from January 2009.

234) Vegetation growth

- i) Andy Guy explained that the issue had been raised at a meeting of the Dartmoor Access Forum in 2006, and resulted in access being written into the "Vision for Dartmoor".
- ii) BL asked for the issue to be discussed as there does not seem to have been any improvement made. Gorse, bracken and molinia are a particular problem for walkers and hill farmers. AG asked for specific examples where vegetation is causing a particular problem.
- iii) AG explained that the commons which are considered premier archaeological landscape under the "Vision for Dartmoor" have been revisited with a view to changing the grazing and burning regime, but that any benefits will take some time to be noticeable. There are legal obligations to manage SSSI and SAC in a specific way, and any burns over 10 hectares have to be licensed under the Heather and Grass burning code.
- iv) Fewer farmers and animals means less grazing, and it is this management tool that is missing. Management agreements can be drawn up, but if there are no farmers to implement them then the vegetation will not be controlled.
- v) Peter Harper suggested that the Forum could highlight the issue further, and demonstrate that the current regime is causing problems for access in the hope that this could draw down additional government funding. It was also suggested that the issue could be discussed at national level by the England Access Forum.

235) Review of Trails and Routes

- i) Forum members felt that there is already a high level of use of Dartmoor for walking, and that money would be better spent on provision of linking routes into circular routes to benefit casual walkers rather than people who are already committed walkers using long distance trails.
- ii) Information on routes should be more readily available to encourage more casual walking.

236) Public Rights of Way and Access

- i) Lower Lowton will be discussed at the DNPA meeting on Friday 5 December. There were 8 objection to the package of changes, therefore the Authority cannot confirm the order. The recommendation is to refer the issue to the Secretary of State for determination, and the matter may well result in a public enquiry.
- ii) West Dart dog restriction will be supported by Natural England for a further 2 years, provided a full survey of the breeding otter population is carried out. There have been no reports of people ignoring the ban, any dogs have been on the public rights of way and little use of the area has been recorded.
- iii) Devon County Council have been looking at the evidence to substantiate the claims for routes at Vixen Tor. The issue will go to the County Council Authority in March.
- iv) Rangers have been carrying out work to identify consistently failing paths, and mapping anomalies in the definitive routes. Reasons for failing and the costs of addressing the issues will be considered at the next stage. A list of routes will be brought to the Forum to identify priorities.

237) England Access Forum

- i) PH expressed concern regarding the meetings of the England Access Forum, they do not have the same remit as LAFs, and meetings are not held in public.

238) Review of Ranger Service

- i) The review is progressing well, AW is working on an improvement plan. The main points of focus are roles and priorities, communications and partnerships. Demands of seasonality and different sites are also under consideration. The stakeholder survey indicated that the local ranger is known and used as the first point of contact for many issues.

239) England Access Forum

- i) There is one place available on the England Access Forum to represent the south west. Members of the Forum had been issued with voting papers prior to the meeting, and at the meeting voted in the majority to select Sarah Slade.

Meetings in 2009 will be held on –
Tuesday 3 March, Tuesday 1 September, Tuesday 1 December

The field day will be held on Tuesday 2 June
Unless otherwise stated beforehand the meetings will be held at Parke, and will commence at 6.00pm.

NOTES OF G10 GROUP MEETING HELD ON FRIDAY 19 DECEMBER 2008 AT 9.30 AM.

Present:- Mrs A Clish-Green, Mr R Connelly, Mr J McInnes, Dotty Allan, Charles Dumbleton, Roger Grainger, Gay Hill, Marion Playle.

APOLOGIES:- Mrs M Garton, Tony Leech, Christine Marsh, Robin Pike.

1. LAST MEETING

The notes of the last meeting of the Group were agreed.

2. SUSTAINABLE COMMUNITY STRATEGY

The latest housing Delivery Plan report had been circulated to the Group. This had already been taken to the Development Group. It was reported that the SCS was now being updated. Most of the issues within the Strategy related to work being undertaken under the priorities. However, some issues which the Partnership were currently looking at were also being included and Group members were encouraged to submit any further issues they felt should be included. There was some concern with how issues in the SCS were linked back and reported to other organisations. It was felt that some cross referencing was required. It was reported that the new version of the SCS would include a statement on links between organisations. It was reported that there was the possibility of some funding being available to help with SCS issues.

Comprehensive Area Assessment – it was reported that the Audit Commission were now changing the ways in which Local Authorities would be inspected. It was felt that organisations should now be made more aware of what the CAA was and how it would work. It was therefore felt that a section on the CAA should be included in the SCS. It was also felt that case studies would be useful and it was reported that a case study was currently being prepared in relation to the Mary Tavy Parish Plan. It was also reported that the Devon Post Office Group were currently preparing a booklet on how they had handled the issue of Post Office closures in Devon. It was hoped this booklet could be used as guidance in the future. It was reported that information for the new CAA process would start being collected in January. The Audit Commission would now be looking more at how services/priorities were being delivered by Local Authorities.

With regard to the issue of housing, there was some concern that no comments had been included in the report regarding empty houses. It was reported that the Housing Section did not manage this area. However, work was taking place to try and reduce the number of empty homes in the area. However, it was also reported that empty homes were much less of a problem in West Devon than in some other areas. It was agreed that some discussions would take place to try and obtain some comments to include in the report.

The Group were reminded that the SCS was not just a Council document but had been written for the use of all organisations in West Devon. All organisations in the LSP Partnership had been involved in producing the Strategy.

It was felt that some other organisations, e.g. the Police, were not fully aware of all the work that was currently taking place and it was therefore suggested that a representative could be invited to a future Group meeting. It was therefore agreed that representatives

from some outside organisations including the Police and Fire Authorities could be invited to a future meeting so they could gain more of an idea of the work that was taking place.

3. LOCAL GOVERNMENT REVIEW

It was recognised that the extensions to the original timetable had caused more uncertainties regarding this issue. It was reported that the Devon Local Government Steering Group were now holding regular meetings at which they were discussing the various implications of the proposed options. It was felt that these meetings were very useful in ensuring everyone was kept up to date with what was happening.

4. LOCAL DEVELOPMENT FRAMEWORK

It was reported that the consultation period was now over. All comments received were now being brought together. The consultation had concentrated mainly on the growth of Tavistock and Okehampton. However, work was also now taking place looking at managing existing areas and also looking at how these areas would link with new growth areas. Once all the comments received had been considered a core strategy would be produced and this would be taken to Council for approval in April. It was important to inform Members of how important the plan was and try and obtain support wherever possible. Some informal events for Members were being arranged and it was hoped these would take place in February of next year. It was hoped all Members would attend one of these events. It would be important to make Members aware of why the LDF was required and the long term implications if the plan was not approved. If the plan was approved in April, further development plans would then be produced showing how the new areas would link with existing areas within the towns. A further consultation period would also then need to take place. At the last LSP Board meeting it had been suggested that the LSP produce a press release stating their support for the plan. Discussions with the Media Officer were now required to look at this further.

It was then requested that some response figures to the previously held consultation were provided. These would therefore now be obtained and circulated. It was recognised that the issue of housing was large and everyone's views would vary on the subject. It was felt that one of the main concerns of the public was that houses built in Tavistock were not being given to local residents. It was felt that some way of informing the public that this was not necessarily the case was needed. It was reported that a report was due to be taken to Committee next year regarding the types of housing being provided. Shared ownership was not popular and it was also reported that the public were not generally in favour of flats and preferred to buy houses.

5. LINK COMMITTEES – ISSUES FOR DISCUSSION

It was agreed that a presentation on the Comprehensive Area Assessment was required. Another issue it was felt should be addressed was highways. It was felt a general presentation should be arranged which would consider road gritting, flooding and the highways budget. It was also suggested that the work undertaken by the Countryside Access Forum could be discussed. It was felt this would also be useful for the forthcoming community action day due to be held in Mary Tavy. It was suggested that a summary of the Parish Plan Protocol could be produced for Link Committees. It was reported that the response from Parishes at Link Committee Meetings had now improved and more questions were being asked.

6. PARISH PLANNING

The Mary Tavy Parish Plan was now progressing well. Gulworthy were now preparing their Parish Plan. There was some concern regarding how support could be provided to smaller Parishes who did not have the resources to produce a Parish Plan. It was reported that work was taking place to address this issue and it was suggested that it could be discussed at Parish meetings. A list of those Parishes who had/were producing plans was available on the web and a link would be provided to this list from the LSP website.

7. RUBY COUNTRY

This project had been doing quite well. The Business Forum was progressing well and it was reported that the consultation period was now coming to an end. The last meeting was due to be held on 31 January 2009. Funding for the project would end in March and the future was therefore uncertain. However, it was felt that the Business Forum would continue. Some of the organisations involved in the project were concerned that they had put finances into it but got very little back.

8. NEIGHBOURHOOD WATCH

Due to changes in the structure of the Police organisation, the way in which co-ordination took place had changed. It was reported that funding for the employee currently undertaking co-ordination work was due to end in March and it was felt that it was important that further funding be obtained so the post could continue. However it was not clear how the post was funded at present and work would therefore take place to determine where funding was obtained from so that efforts could be made to ensure the work could continue.

9. PLANNING

There was some concern with regard to the consistency of how planning applications were dealt with. It was reported that there had been an application which had been refused by the Committee. This decision had then been upheld by the Planning Inspector at appeal. However the application had later been resubmitted and granted by officers without being taken to Committee. It was therefore felt that there was some inconsistency in how applications were dealt with. This issue would now be taken up with the Planning Department. It was also suggested that the Legal Section should be informed of the concern.

10. NEXT MEETING

20 March 2009, 9.30 am.

DEVON STRATEGIC PARTNERSHIP DSP Partnership Board

15 January 2009

Present:-

Mrs Sally Foxhall (Independent Chair), Cllr Anne Fry (Devon & Somerset Fire and Rescue Authority), Mr John Bunting (Devon Consortium), Councillor Peter Hare-Scott (Mid Devon District Council), Mr Trevor Smale (Dartmoor National Park Authority), Councillor Des Brailey (North Devon District Council), Councillor James McInnes (West Devon Borough Council), Mr Tim Jones (Devon Economic Partnership), Chief Superintendent Jo Tennant (Devon and Cornwall Constabulary), Andrew Southall (SWRDA), Mr David Radford (Devon PCT), Dr John Chudley (Learning and Skills Council), Councillor Adrian Fullam (Exeter City Council), Councillor Brian Greenslade (Devon County Council), Mrs Caroline Rae (DSP Development Officer)

Also in attendance

*Rob Hetherington (Devon County Council) Item 7
Andrew Lightfoot (Devon County Council) Item 7*

1 **Apologies**

*Paul Gompertz (Environment Devon)
Martin Green (Audit Commission)
Mrs Sara Cretney (LAA Development Officer)
Peter Cloke (GOSW)
Dr E Moffatt (Faith Sector),
Ian Thompson (SWRDA) – Andrew Southall representing
CC Steve Otter (Devon and Cornwall Constabulary) Jo Tennant representing*

2 **Welcome from the Chair**

The Chair welcomed delegates back after the winter break.

Delegates were updated on two matters;

- 1) The Chair had received a letter from St Lukes Sports and Science College regarding the 'Skilled for Health Programme'. This was a pioneering schools' programme (part of a national pilot) aimed at getting city parents fitter through activities. The funding from Government had enabled the expansion of the Fit to Succeed and Healthy Lifestyles ethos from young people into the adult community.

Tim Jones advised that St Lukes were a partner in the 'Active Devon' partnership therefore he would deal with the correspondence.

- 2) A further letter had been received from Mid Devon District Council regarding LPSA2 reward money. It was agreed that this be considered under item 4a.

3 **Minutes and Matters Arising**

(a) Minutes

RESOLVED that the Minutes of the meeting held on 8 October 2008 be signed as a correct record subject to the minor amendment (inclusion of apologies from Dr J Chudley - Learning and Skills Council)

(b) Matters Arising

(i) Healthy Workforce (Number of Days Lost) (Min 4 - 08/10/08)

Mr Radford advised that there was more work to be done with GP's in this regard and asked that the Chair task him to take this forward on a formal basis.

(ii) Role of Pharmacies (Min 4 - 08/10/08)

The chair advised that the proposals originally outlined in the consultation on the role of pharmacies had been scrapped.

(iii) Grass Roots Funding (Min 7 - 08/10/08)

Mr Bunting advised that some funding would be received, but the amount was unknown.

(iv) 3rd Sector representation on Delivery Board (Min 9 - 08/10/08)

This action had been completed as there was now 3rd sector representation on the DSP Delivery Board.

RESOLVED;

(a) that Mr Radford report back at the next meeting regarding any progress on 3(b)(i); and

(b) that delegates note the bid to be submitted to RIEP under a 'joined up working' initiative towards the end of February, the money would be used to fund a project manager to co-ordinate such working.

4 Update from other Partnership Tables

Delegates were updated on the work of other partnership tables.

DSP Delivery Board – The minutes of the meetings held on **26 November 2008** had been circulated with the agenda. Issues considered at that meeting included LAA Performance Monitoring (environment and housing considered in detail), LAA finance update and annual review, an update on the Healthier and Stronger Communities Partnership, the role of champions for each of the SCS themes, the duty to involve, update on the resource hub and the Commission for rural communities project.

Furthermore, the Delivery Board had also met on **15th January 2009**. Issues considered included the Health and Wellbeing Partnership (Phase one was progressing. A group of approximately 12 representatives (including voluntary sector) would meet in March as it was important to steer the development of the group. Also considered was the impact of CAA on the LAA. The economic downturn and refresh of the LAA were discussed (both being substantive items on the Partnership Boards agenda) and the Declaration of Equality available for those who had not yet signed up. It was also noted that there was some ongoing work about mapping engagement and the Chair stressed the importance of a PAN Devon approach and avoidance of any duplication.

Finally, (as raised under 2) delegates discussed the letter from Mid Devon District Council regarding the reward grant under LPSA 2. It was noted that Devon County Council was the accountable body, but the DSP Delivery Board would consider the business cases for proposals at its next meeting and its advice would be given to DCC.

Devon Futures – a verbal update was received on the most recent Futures meeting (9th January 2009). Tim Jones advised that a series of meetings had taken place looking at various aspects of life in Devon, over the next 30 years, with the aim of ensuring that today's decision making was robust and fit for the future. Topics included climate change, population, social inclusion, fuel poverty and the impacts of the Regional Spatial Strategy

(RSS). All the information would be collated and a list of actions and recommendations produced for the DSP Partnership Board to consider in due course.

Strategic Partnership Chairs Group – a verbal update was received on the most recent meeting (14th January 2009). Issues considered included the best way of dealing with PAN Devon issues, the need for more consistency of approach across Devon, the role of local members and core business of Local Authorities, that Cllr Alan Connett was the new Chair of the Teignbridge LSP and a concern that the East Devon LSP had appeared not to have attended recent key meetings, which was important given the spatial planning issues around the East Devon and Exeter areas.

Conference (7th November 2008)– Delegates reviewed questions that had been posed for the Board by delegates at the Conference as well as points made by children / young people. Some of the comments included the use of technology being maximised to ensure effective engagement and participation, the enjoyment of the children and young people's contribution, that delivery must happen, wider communication, equality issues, ensuring there are measurable outcomes, the need to organise the structure for the Healthier and Stronger Communities Partnership, arrange resourcing for the DSP HUB and the role of and connecting with Parish and Town Councils.

The date of the Conference also coincided with the 11 million takeover day and as part of Devon's contribution, children were invited to share their views of how they Devon to be in 30 years time. Some of the comments included being able to 'have a say' and being listened to, concern for the elderly, using different sources of fuel and energy, jobs and careers, safe communities and places for all, potential future transport and communication and food issues (local produce, role of supermarkets etc).

Delegates discussed;

- The role and importance of parish plans;
- The need to better use the community planning database;
- How an 'open space' conference model might work in the future;
- The need to consider innovative methods of working – including better use of marketing expertise;

RESOLVED

(a) that an update on the progress of the Health and Wellbeing Partnership be made to the next meeting of the DSP Partnership Board;

(b) that delegates note the reminder to sign up to the Declaration of Equality should they wish to do so;

(c) that thanks to Prof. Rod Blackshaw (who was stepping down as Chair of the Teignbridge Local Strategic Partnership) be formally placed on record;

(d) that Mrs Rae and the Chair make contact with the East Devon LSP regarding involvement;

(e) that the RIEP bid be circulated once it had been submitted to the regional fund; and

(f) that the DSP Partnership Board note the comments made by the conference and ask the Development Officer make contact with the marketing expertise in other organisations (particularly Devon and Cornwall Constabulary) to make use of the available marketing tools.

5

Sustainable Community Strategy Champions

The Board considered a report on the role of sustainable community strategy champions. Delegates noted that the scope of the DSP work was becoming more complex (38 priority areas within the LAA and the monitoring role of the Delivery Board) and therefore

considered the suggestion of the Delivery Board that the Partnership Board might wish to appoint champions from within its membership to provide strategic direction in each priority theme area. Each champion would take a more detailed interest in the performance and delivery of Local Area Agreement priorities that related to their Sustainable Community Strategy theme.

RESOLVED

(a) that the DSP Partnership Board support the notion of appointing champions from within its membership for each of the Sustainable Community Strategy priority themes; and

(b) that the Partnership Board revisit the issue at the next meeting to see if the capacity of Members allows for the appointments to be made.

6 Local Area Agreement – Review and Fresh

Delegates received a report on the progress on the Local Area Agreement refresh. It was noted that Devon had an opportunity to ‘refresh’ its Local Area Agreement for 2009 onwards, in line with CLG guidance. The full document was available on the web at <http://www.communities.gov.uk/publications/localgovernment/laaannualreview200809>

Devon must submit any refreshed LAA to GOSW on 2nd March 2009. It is anticipated that there will be very few amendments other than the examples of unfinished business referred to within the guidance. The refreshed LAA would be submitted to CLG towards the end of March 2009, therefore there was the potential for a final sign off by the Delivery Board at their meeting on 11th March 2009.

Delegates were also circulated with the latest draft on how the LAA was performing to date (a document written by GOSW and submitted to CLG).

Delegates commented that many of the areas deemed to be at risk, in terms of delivery, were directly related to the economic downturn.

It was also noted that some of the data sets were annual but there was a need to challenge if this information was available for review.

RESOLVED;

(a) that the timetable and limited scope for the ‘refresh’ of the Devon Local Area Agreement be noted; and

(b) that the review of the Local Area Agreement also be noted; and

(c) that the comment relating to a ‘third sector engagement strategy’ (page 3) be checked for accuracy.

7 The Economic Downturn and its Effect in Devon

Delegates received a presentation and report on the current economic downturn and its effects in Devon. The presentation covered issues such as the origins of the recession, the global position, the high profile impacts (High Street names), retail closures, high level indicators such as bank base rates, housing prices and unemployment figures, energy prices. The presentation then focussed on the local picture in terms of unemployment and youth unemployment, housing tenure and repossessions, the impact on the LAA and its targets.

It was noted that as the downturn became more severe, its effects would be felt in many areas of work and would impact on the delivery of services and the partnership work via the Local Area Agreement.

Devon County Council and the Devon Economic Partnership had been looking at the wide ranging impacts of the downturn. A spreadsheet was circulated which offered a starting point for assessing the impact of the downturn on delivery of the Local Area Agreement. This spreadsheet had adopted a traffic light system to show those areas at greatest risk in red.

Delegates informed the Board of actions that their organisations had taken / or could take in response to the current situation;

- The LSC were working regionally and had developed a Regional Skills Plan, were working closely with Job Centre Plus and were currently undertaking a pilot programme with an FE college;
- A better focus on / and more opportunities for apprenticeships and the importance place they have in industry and for the economy;
- The current difficulties in providing housing and that this was unlikely to be addressed by national policy;
- There was a lack of awareness regarding the business of the Devon Economic Partnership;
- The ongoing problem of bureaucracy and its tendency to stifle innovation;
- Use lessons from the Foot and Mouth Enquiry where confidence was low – but through positive marketing and other actions, a difficult situation was remedied;
- The importance of creating the conditions to allow recovery e.g. DCC was retaining and pursuing its capital programme to retain infrastructure investment; and
- The fact that a lot of work was ongoing and the importance of collating this information.

RESOLVED

(a) that Mr Hetherington be thanked for his informative and interesting presentation and that it be circulated to Members of the Board;

(b) that the LSC's Regional Skills Plan be circulated to the Partnership Board;

(c) that the existence of the 'Area Action Force' (SWRDA), involving all relevant agencies, in times of large scale redundancies be noted;

(d) that members provide whatever additional information they can about the social, environmental economic and cultural impacts of the economic downturn from their own organisations to help build a clearer picture of the situation in Devon;

(e) that Mr Hetherington be the point of contact for collating this information and to ensure that business analysts from other agencies were involved in the process; and

(f) that a report on the current position with housing supply, provision and building be brought to the next meeting of the Partnership Board.

8 AOB

No items raised

9 Date of Next Meeting

Future dates were agreed as;

Thursday 16 April 2009 (venue TBC)

Thursday 16 July 2009 (venue TBC)

Thursday 15 October 2009 (venue TBC)

All meetings to start at 9.30am and offers of hospitality welcomed.

The meeting started at 14.00pm and finished at 16.20pm