

DARTMOOR NATIONAL PARK AUTHORITY

6 June 2014

FINANCIAL OUTTURN 2013/14Report of the Head of Resources

Recommendation : That, subject to any amendment, the Members see fit to propose:

- (i) the content of this report be noted;**
- (ii) the 2013/14 revenue surplus of £47,974 is transferred to reserves;**
- (iii) the transfers into earmarked reserves, for specific grant income and projects, are approved as set out in sections 3.4 & 3.5 of the report**
- (iv) the capital receipt of £54,000 received in-year is used to part finance the capital expenditure incurred**

1 Introduction

- 1.1 The Authority is required to set a balanced budget at the start of each financial year.
- 1.2 The 2013/14 net revenue budget was £4,489,361 after bringing forward Reserves balances from 2012/13. Robust budget management and financial control has been maintained throughout the year which is essential to ensure priorities are delivered in accordance with the Authority's plans.
- 1.3 The Audit and Governance Committee has received detailed financial management reports on a quarterly basis and has therefore been kept up to date regarding in-year variances and the forecast outturn.

2 The 2013/14 Financial Outturn - Headlines

- 2.1 The financial outturn position as at 31 March 2014 can be found at Appendix 1 and after transfers, to and from, reserves there is a surplus of £47,833.
- 2.2 The Authority has once again has proved successful in leveraging in additional income during the year and made substantial operational and efficiency savings. This means that there are some large transfers into earmarked reserves at year end and that there is no longer the need to draw £138,777 from reserve balances, as set out in the original budget.
- 2.3 It is therefore worth noting some of the most significant additional income received and operational savings made during the year:

New Grant Funding from Defra:

- £150,000 for flood and storm damage incurred during the 2013/14 winter , received in April 2014
- £6,000 New Burdens grant aid for meeting our obligations to publish data under the INSPIRE Directive

Other Funding:

- £20,000 for White Horse Hill
- £5,000 for the Biodiversity Action Plan (BAP)
- £4,700 for Public Rights of Way (PRoW)
- £16,000 RDPE Hill Farm Project transition funding
- £54,000 capital receipt – sale of land

Operational savings, efficiencies, fees and charges:

- £43,182 salary vacancy savings
- £17,539 additional planning fee income
- £6,872 Wayleaves and filming
- £3,425 FEP fees
- £3,223 additional income from “£ for the Park”
- £5,563 advertising income from Enjoy Dartmoor
- £3,000 Airwick Sponsorship
- £1,000 increased Treasury Deposit income

2.4 Various other savings in areas such as: Insurance, postage, photocopying, uniform, travel, recycling, litter and general admin/support budgets across all cost centres

2.5 **Project Fund** : A budget of £150,000 was approved at the start of the year. The fund was fully committed by the Autumn of 2013, but two public rights of way projects could not be implemented due to the weather and Members deferred making a decision about Fingle Woods. Therefore the fund balance of £77,240 is included in the overall outturn position and has contributed to the overall surplus.

2.6 The Authority has, as ever, a complex work programme and, following reductions in National Park Grant, a much reduced workforce. Management of this has once again proved to be quite a challenge. This financial report reflects some of those challenges. Considering the outcomes achieved, as reported to Audit & Governance Committee on 16 May 2014, staff are to be congratulated for their efforts. It was to be anticipated, however, that there could be some slippage in programmed work and under-utilisation of some budgets and lack of staff capacity has played its part here. Workloads and projects will continue to be carefully managed and prioritised over the next 12 months to ensure that further slippage does not occur.

3 Transfers to and from Reserves

3.1 The financial outturn position at Appendix 1 is set out as follows: The first three columns marked as “a” shows the Original Budget, in-year budget movements and then a Revised Budget.

3.2 The column marked as “b” in green shows the Outturn position as a surplus of £170,224 but this includes £156,000 of extra income received from Defra at year-end. Once excluded, this leaves a surplus of just £14,224 before transfers to and from reserves. These transfers are always made at year end, to reflect the correct accounting treatment of grant income, match funding contributions and commitments outstanding and these are explained in 3.3 & 3.4 below.

3.3 We always Transfer from Reserves and these are detailed below at column “c” (pale blue) in appendix 1:

- £5,000 BAP income
- £22,230 Farming Futures income
- £40,838 White Horse Hill and Historic Environment Officer Post income
- £2,900 Conservation Area Appraisals work
- £6,800 repair work at Higher Uppacott
- £12,000 Princetown car parking machines & car park works
- £42,761 PRow income
- £1,000 public transport income
- £7,356 Enjoy Dartmoor publication - final payment
- £50,000 Ashburton Master Planning – New Homes Bonus income
- £15,000 National Park Management Plan committed expenditure
- £75,000 LDF/DMD committed expenditure
- £5,000 Neighbourhood planning grant income
- £89,378 Dartmoor Sustainable Development Fund Grants awarded but not paid at 31 March 2013

3.4 Proposed transfers to Reserves (£287,513) relate to grant income for specific work programmes and commitments that are to be continued in 2014/15 (column “d” pale blue)

- £89,714 Dartmoor Sustainable Development Fund Balance and Grants awarded but not paid at 31 March 2014
- £12,547 Public Rights of Way work programme slippage and extra grant income
- £14,230 Farming Futures grant income for proposed long-term evaluation to assess the impact of the pilot project (agreed with project partners)
- £6,450 committed expenditure for repairs to Holne Leat (completed in April)
- £46,647 Grant income for White Horse Hill – work is on-going
- £10,000 Grant income for the Historic Environment Record post – extended for a further year
- £22,274 committed expenditure for the Ashburton Master Planning exercise, (part funded via New Homes Bonus)
- £7,944 committed expenditure for Conservation Area Appraisal and HECA contracts
- £10,000 match funding contribution for the Rural Community Broadband project (from the project fund)
- £3,000 match funding contribution towards Postbridge Village Hall feasibility study (from the project fund)
- £1,250 match funding contribution for Greater Dartmoor LEAF
- £400 match funding contribution for Holne shop valuation review
- £63,057 committed expenditure for improvements at Princetown Visitor Centre (mainly the ramp and new counter)

3.5 The Defra income (£156,000) outlined in paragraph 2.3 above will also be transferred into an earmarked reserve to be utilised fully in 2014/15 and the Capital Receipt of £54,000 will be used to finance the capital programme as set out in below in paragraph 4.

4 Capital Programme and Prudential Indicators

4.1 The Authority set a small capital programme for 2013/14 totalling £183,016 consisting of the replacement of Ranger vehicles and a provisional sum towards the installation of a biomass boiler at our Princetown Offices.

- The cost of the five new Land Rovers for the Ranger Service was £100,233
- The installation of a biomass boiler at the Princetown Office has been completed at a cost of £99,877
- Two other vehicles have been procured: a pool car costing £8,040 and a replacement van for the Conservation Works Team costing £11,361

The Capital Programme Outturn is therefore £219,511

4.2 As previously reported, the Authority sold a parcel of land at Pear Tree Cross, Ashburton and a £54,000 Capital Receipt has been received, which will be used to partially fund this year's capital programme, the remainder being funded from National Park Grant.

4.3 The Authority has no plans for external borrowing and no external borrowing has been taken out in year. Therefore the remaining prudential indicators do not apply.

5 Reserve Balances

5.1 The Authority brought forward reserve balances totalling £2.724 million on 1 April 2013. This includes specific grants and contributions retained in earmarked reserves.

The net appropriations from reserves is anticipated to be £170,224 consisting of the transfers listed in columns "c" and "d" in Appendix 1 and described in paragraphs 3.3 to 3.5, plus the outturn surplus of £47,974. The final figure will be confirmed at the end of June when the Statement of Accounts is authorised for issue by the Chief Financial Officer (however this is unlikely to change).

5.2 The year-end balance for earmarked reserves is therefore anticipated to be £2.894 million as detailed in Appendix 2. This includes the General Reserve, which is the minimum level this Authority has determined is prudent to hold, which will be maintained at £0.3 million. Members will note, however, that by the close of 2014/15, planned utilisation of reserves will return the balance to £1.933 million, well below the 2013/14 opening balance.

5.3 These balances are determined in part by our on-going work programmes and projects as listed in previous paragraphs and by our normal risk based analysis and methodology as set out at Appendix 3.

6 Sustainability and Equality Impact

6.1 Consideration is always given, when deciding which areas of expenditure should be supported, to equality and sustainability issues.

7 Conclusions

- 7.1 The outturn surplus of £47,974 represents a -1.07% variance against the 2013/14 budget (£119,965 a -2.9% variance in 2012/13). The final outturn position may change very slightly over the next month as we finalise the Statement of Accounts, but no further significant variations are anticipated at this time.
- 7.2 Given reduced staff capacity (25% less compared to the start of the Comprehensive Spending Review Period) an ambitious work programme and the record of achievement and performance reported to the Audit and Governance Committee on 16 May, 2013/14 has been a year of sound financial management. It was anticipated that there could be some slippage in programmed work and under-utilisation of certain budgets, the reasons for which have been explained above, but the key figure is a reported -1.07% variance against budget.
- 7.3 The 2013/14 Statement of Accounts will be Authorised for Issue by the Chief Financial Officer by 30 June and will be presented to the Authority for review on 1 August. The Statement of Accounts will be available for public inspection during July. The audit process will commence on 21 July and the Grant Thornton will present the Audit Letter to the Authority on 5 September.

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Background Papers

NPA/13/009 - 2013/14 Net Revenue Budget, Medium Term Financial Plan & Capital Budget

NPA/AG/13/017 - Financial Management 1 April to 30 June 2013 & Forecast Financial
Outturn 2013/14

NPA/AG/13/022 - Financial Management 1 April to 30 September 2013 & Forecast Financial
Outturn 2013/14

NPA/AG/14/032 - Financial Management 1 April to 30 December 2013 & Forecast Financial
Outturn 2013/14

NPA/AG/14/037 – Financial Outturn (provisional) 2013/14

Attachments – Appendix 1 - 2013/14 Outturn & Appropriations to/from reserves
Appendix 2 - Earmarked Reserves
Appendix 3 - Risk Based Analysis of Reserve Balances

Dartmoor National Park Authority 2013/14 Financial Outturn & Transfers To/(From) Reserves

Appendix 1 to NPA/14/027

Functional Strategy	a	a	a	b	c	d	e	f	Explanation of Reserve Transfers
	2013/14 Original Budget £	2013/14 Budget Variation £	2013/14 Revised Budget	2013/14 Outturn pre Reserve Transfers £	2013/14 (From) Reserves @ 1 April 13	2013/14 To Reserves @ 31 March 14 £	2013/14 Revised Outturn £	2013/14 Year End Deficit/ (Surplus) £	
Biodiversity	110,214	4,000	114,214	108,787	(5,000)		103,787	(10,427)	Biodiversity Action Plan income
Land Management	20,382		20,382	15,697	(22,230)	20,680	14,147	(6,235)	Farming Futures Long-Term Evaluation & Holne Leat repair
Woodlands	49,534	0	49,534	42,865			42,865	(6,669)	
Hill Farm Project	22,318	0	22,318	(2,401)			(2,401)	(24,719)	
Hill Farm Project - RDPE	0	0	0	2,666			2,666	2,666	
South West Protected Landscapes / Cordiale	0	0	0	3,447			3,447	3,447	
Directorate Costs	8,850	0	8,850	4,502			4,502	(4,348)	
Natural Environment	211,298	4,000	215,298	175,562	(27,230)	20,680	169,012	(46,286)	
Archaeology	96,899		96,899	93,353	(40,838)	56,647	109,162	12,262	White Horse Hill Project & HERO
Built Environment	60,184		60,184	50,994	(2,900)	7,944	56,038	(4,146)	Conservation Area Appraisals & DECA
Higher Uppacott	18,576	8,000	26,576	33,241	(6,800)		26,441	(135)	Repairs & Maintenance
Cultural Heritage	175,659	8,000	183,659	177,588	(50,538)	64,591	191,641	7,981	
Visitor Management	73,350	14,875	88,225	87,380	(12,000)		75,380	(12,845)	Car Park Machines
Access	99,506	4,000	103,506	93,615			93,615	(9,891)	
Public Rights of Way	92,647		92,647	123,322	(42,761)	12,547	93,108	461	Flood damage / winter storm repairs income
Sustainable Transport & Tourism	24,767		24,767	30,554	(1,000)		29,554	4,787	Public Transport income
Traffic Management	500	0	500	0			0	(500)	
Recreation Management, Traffic & Transport	290,770	18,875	309,645	334,871	(55,761)	12,547	291,657	(17,989)	
Visitor Centres	268,004	0	268,004	200,518		63,057	263,575	(4,429)	Princetown Visitor Centre Phase refurbishment & Ramp
Communications	188,102	17,200	205,302	162,489	(7,356)		155,133	(50,170)	Enjoy Dartmoor
Education	111,954	0	111,954	107,558			107,558	(4,396)	
Education, Information & Communication	568,060	17,200	585,260	470,565	(7,356)	63,057	526,266	(58,995)	
Rangers	395,810	4,085	399,895	428,027	0	0	428,027	28,132	
Conservation Works Service	218,625	6,000	224,625	231,259			231,259	6,634	
Development Management	370,722	0	370,722	368,406			368,406	(2,316)	
Forward Planning & Community	228,737	3,000	231,737	348,381	(145,000)	36,924	240,305	8,567	LDF/DMD/NPMP/Broadband/Master Planning
Sustainable Development Fund	115,013		115,013	112,671	(89,378)	89,714	113,007	(2,006)	Grants awarded not yet paid
Corporate and Democratic Core	321,960	(350)	321,610	314,761	0	0	314,761	(6,849)	
Information Technology	195,879	1,600	197,479	201,628			201,628	4,149	
Corporate Operating Costs	78,442	0	78,442	69,589			69,589	(8,853)	
Resources	172,269	0	172,269	168,520			168,520	(3,750)	
Legal & Democratic Services	105,058	0	105,058	101,025			101,025	(4,033)	
Human Resources	139,188	350	139,538	135,565			135,565	(3,972)	
Office Accommodation (Parke)	99,970	4,000	103,970	105,626			105,626	1,656	
Office Accommodation (Princetown)	93,620	(4,000)	89,620	51,540			51,540	(38,080)	
Business Support Services	884,426	1,950	886,376	833,494	0	0	833,494	(52,882)	
Capital	183,016	0	183,016	219,511			219,511	36,495	
Project Fund	150,000	(62,760)	87,240	0			0	(87,240)	
Total Net Expenditure	4,114,098	0	4,114,098	4,015,097	(375,263)	287,513	3,927,347	(186,751)	
Funded By:	£			£		£	£	£	
National Park Grant	(3,975,321)		(3,975,321)	(3,975,321)			(3,975,321)	0	
Defra Funding	0		0	(156,000)		156,000	0	0	Increased Defra Funding - Transfer into Reserves
Transfer From Reserves to Balance the Budget	(138,777)		(138,777)	0			0	138,777	Utilisation of reserve balances no longer required in-year
Capital Receipt	0		0	(54,000)		54,000	0	0	To offset capital programme in-year
Total	(4,114,098)	0	(4,114,098)	(4,185,321)	0	210,000	(3,975,321)	138,777	
Budget Variation - (Under) / Over Spend	0	0	0	(170,224)	(375,263)	497,513	(47,974)	(47,974)	

2013/14 to 2014/15 Reserve Balances	2013/14 Opening Balance	2013/14 Transfers To Revenue & between	2013/14 Transfers From Outturn	2013/14 Closing Balance	2014/15 Movements	2014/15 Closing Balance	Notes
	£	£	£	£	£	£	
Grants & Contributions with Restrictions							
South West Protected Landscapes - Various	(1,104.00)	1,104.00		0.00			Used to offset overspend met by DNPA DNPA - grants awarded, not yet paid
Dartmoor Sustainable Development Fund	(89,378.00)	89,378.00	(89,714.00)	(89,714.00)	89,714.00		
Biodiversity Action Plan	(5,000.00)	5,000.00		0.00			
Farming Futures	(22,230.37)	22,230.37	(20,680.00)	(20,680.00)	20,680.00		
Hill Fram Project	(7,608.00)	7,608.00		0.00			
HERO	0.00	0.00	(10,000.00)	(10,000.00)	10,000.00		
Action for Wildlife	(21,385.00)	21,385.00		0.00			Held against MTMTE Phase II English Heritage & Partners
White Horse Hill	(39,357.53)	39,357.53	(46,647.00)	(46,647.00)	46,647.00		
Leats Project	(1,480.00)	1,480.00		0.00			
Neighbourhood Planning Grant	(5,000.00)	5,000.00		0.00			
Public Rights of Way	(42,761.00)	42,761.00	(12,547.00)	(12,547.00)	12,547.00		
Haytor Hoppa	(1,000.00)	1,000.00		0.00			
New Homes Bonus	(97,000.00)	50,000.00		(47,000.00)	47,000.00		West Devon, South Hams, Teignbridge Councils
	(333,303.90)	286,303.90	(179,588.00)	(226,588.00)	226,588.00	0.00	
Earmarked Reserves Opening Balance :	(1,831,425.66)	29,903.00					
Capital Receipt			(54,000.00)				Used to finance 2014/15 capital spend
Defra: Inspire - New Burdens			(6,000.00)				
2014/15 Revenue Surplus			(47,974.00)	(1,909,496.66)			
Project Fund							
Conservation Area Appraisals	(2,900.00)	2,900.00					
Higher Uppacott Works	(6,800.00)	6,800.00					
Broadband			(10,000.00)	(10,000.00)	10,000.00		
Holne Shop valuation review			(400.00)	(400.00)	400.00		
Greater Dartmoor Leaf			(1,250.00)	(1,250.00)	1,250.00		
Postbridge Village Hall			(3,000.00)	(3,000.00)	3,000.00		
Committed Expenditure							
LDF/DMD	(75,000.00)	75,000.00					
National Park Management Plan	(15,000.00)	15,000.00					
Enjoy Dartmoor - second print run	(7,356.00)	7,356.00					
Princetown Car Park Machines	(12,000.00)	12,000.00					
Conservation Area Appraisals			(7,944.00)	(7,944.00)	7,944.00		
Princetown Visitor Centre			(63,057.00)	(63,057.00)	63,057.00		
Ashburton Mater Planning			(22,274.00)	(22,274.00)	22,274.00		
Defra: Flood & Winter Storm Damage - Grant			(150,000.00)	(150,000.00)	150,000.00		
External / Match Funding							
HLF - Moor Than Meets the Eye match funding	(100,000.00)	(100,000.00)		(200,000.00)	200,000.00		Allocated as part of MTPF Bid unsuccessful transferred into opening balance (NPA/13/015) to be paid over in 2014/15 & 2015/16
Local Sustainable Transport Scheme match funding	(40,000.00)	40,000.00					
Cycling in National Parks (DFT) match funding					30,000.00		
2014/15 MTFP							
2014/15 Capital Programme					51,100.00		Vehicles
2014/15 Premises - provisions for Repairs & Maintenance					92,000.00		Estimates only
2014/15 Princetown Visitor Centre - Phase II					100,000.00		Estimates only
2014/15 Chagford Cattle Grid					3,000.00		Approved.....timing unknown
Budget Management Fund C/Fwd	(2,090,481.66)	88,959.00	(365,899.00)	(2,367,421.66)	734,025.00	(1,633,396.66)	
General Reserve	(300,000.00)	0.00	0.00	(300,000.00)	0.00	(300,000.00)	Statutory Minimum Reserve
Total General Fund Balance	(2,723,785.56)	375,262.90	(545,487.00)	(2,894,009.66)	960,613.00	(1,933,396.66)	

2013/14 Closing Reserve Balances: Risk Based Analysis	Risk Level	Rate	2013/14 Closing Balance £'000
Employees:			
Allowance for increased pay awards	Low	1% extra PA	35
Maternity / Paternity Cover	High	Based on 4 staff	42
Equal Pay Claims / Employment Tribunals	Medium	Est.	50
Redundancy post 2014/15	Low	Est.	100
2016/17 National Insurance / Pension changes (ongoing future pressure)	High	Est.	55
Pension Fund - Past Deficit Recovery	Medium	Est.	201
Costs & Awards:			
Appeals / Public Enquiries / Litigation	High	Est.	250
Loss of Income:			
Planning related fees	Medium	5%	9
Reduced Sales	High	10%	19
Partnership Income / Grants	High	10%	14
General Inflation:			
	Medium	Average of 3%	42
External Funding:			
Grants & Contributions with Restrictions	N/A	Actual	377
Match Funding Reserve - unallocated	N/A	Actual	78
HLF - Landscape Partnership Bid - phase 2	N/A	Actual	200
Cycling in National Parks - DFT bid submitted	N/A	Actual	30
Property:			
Repairs & maintenance - general provision	Medium	Est.	130
2014/15 Projects & Commitments			
See appendix 2 for Committed Expenditure b/fwd	N/A	Actual	108
Parke Stable Wing - gabions & Princetown Visitor Centre rendering	N/A	Est.	92
Princetown Visitor Centre Phase II	N/A	Est.	100
Chagford Cattle Grid	N/A	Actual	3
Capital Projects in 2014/15			
Vehicle replacement Programme	N/A	Actual	51
Revenue - Future Reductions in NPG			
2% reduction	High	Rebased NPG	74
6% reduction	High	Rebased NPG	219
10% reduction	High	Rebased NPG	315
General Reserve - Minimum amount to cover unanticipated costs / emergencies			300
Total Reserve Balance			2,894

DARTMOOR NATIONAL PARK AUTHORITY

6 June 2014

2013/14 ANNUAL GOVERNANCE STATEMENTReport of the Head of Resources

Recommendation : **That Members approve the 2013/14 Annual Governance Statement as recommended by the Audit and Governance Committee**

1 Introduction

- 1.1 Every local government body operates through a governance framework which brings together an underlying set of legislative requirements, governance principles and management processes. Good governance leads to good management, good performance, good stewardship of public money, good public engagement and, ultimately, good outcomes from the services provided.
- 1.2 The CIPFA/SOLACE document “Delivering Good Governance in Local Government: Framework” and regulation 4(3) of “The Accounts and Audit (England) Regulations 2011”, requires that the Authority conduct, at least once in a year, a review of the effectiveness of its system of internal control and that following the review, must approve an Annual Governance Statement, prepared in accordance with proper practices in relation to internal control. The Annual Governance Statement must accompany the Statement of Accounts.
- 1.3 Dartmoor National Park Authority also adopted a Local Code of Corporate Governance in December 2009 and this Code is also reviewed and updated at the same time to evidence improvements and changes made during the year. (See separate report on this agenda).

2 2013/14 Annual Governance Review

- 2.1 Production and publication of an Annual Governance Statement (AGS) are the final stages of an on-going review of governance and not an activity which can be planned and viewed in isolation. Compilation of an AGS involves the whole Authority:
 - reviewing the adequacy of its governance arrangements;
 - knowing where it needs to improve those arrangements, and
 - communicating to users and stakeholders how better governance leads to better quality public services

- 2.2 During 2013/14 the review of the effectiveness of the governance arrangements has been informed by:
- the work of Officers of the Authority, who have responsibility for the maintenance and review of governance;
 - the work of the Audit & Governance Committee, who have responsibility for scrutinising performance and reporting to the Authority;
 - the work of the Internal Auditor (Devon Audit Partnership);
 - by responding to recommendations made by external auditors; and
 - survey of local residents which sought views on the performance of various services provided by the National Park Authority.
- 2.3 To assist the Authority in reviewing the effectiveness of its governance arrangements Officers use a self assessment style tool to benchmark itself against suggested best practice, which helps to identify any areas of weakness or areas that need improvement. This tool allows us to review a cross section of governance arrangements at once and includes the Authority's:
- general corporate governance arrangements;
 - the system of internal control;
 - the core principles contained within the Local Code of Corporate Governance; and
 - the additional / expanded governance requirements from the Chief Financial Officer Statement
- 2.4 The Annual Governance Statement for Dartmoor National Park Authority for 2013/14 is attached at Appendix 1, it was reviewed by the Audit and Governance Committee on 16 May and recommended for approval.
- 2.5 It is recommended that the action plan for improvements contained in the Annual Governance Statement is implemented and/or continued in 2014/15 and that an on-going review of governance arrangements is continued during the forthcoming financial year, in order to provide reasonable assurance of the effectiveness of the governance framework and ensure compliance with the Local Code of Corporate Governance.

3 Equality and Sustainability Impact

- 3.1 The Authority seeks to treat all people equally, honestly and fairly in any, or all of its business activity, including partners, visitors, suppliers, contractors, service users and employees when setting or reviewing its Corporate Governance arrangements.

4 Financial Implications

- 4.1 There are no financial implications arising specifically from annual review of the Annual Governance Statement.

5 Conclusion

5.1 The Authority has carried out a robust review of its Governance arrangements, and is satisfied that:

- Its system of financial internal control is sound;
- It has arrangements to detect and deter fraud and corruption in place; and
- Its arrangements to ensure the legality of its transactions are adequate and effective.

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Background Papers: The CIPFA/SOLACE Framework “Delivering Good Governance in Local Government”
The Local Code of Corporate Governance
The CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010)
NPA/AG/14/043

Attachments: Appendix 1 – Annual Governance Statement 2013/14

20140606 DH AGS

ANNUAL GOVERNANCE STATEMENT

2013/14

SCOPE OF RESPONSIBILITY

Dartmoor National Park Authority (DNPA) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. DNPA also has a duty under the Local Government Act 1999 to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, DNPA is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.

DNPA has developed a Local Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework 'Delivering Good Governance in Local Government'. A copy of the code is available on our website or from The Monitoring Officer, Dartmoor National Park Authority, Parke, Bovey Tracey, Newton Abbot, Devon TQ13 9JQ. The Annual Governance Statement explains how DNPA has complied with the Local Code of Corporate Governance and also meets the requirements of regulation 4(2) of the Accounts and Audit (England) Regulations 2011 in relation to the publication of a statement on internal control.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems and processes, and cultures and values, by which DNPA is directed and controlled and the activities through which it accounts to, engages with and leads the community, including residents, visitors and stakeholders. It enables DNPA to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of DNPA policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at DNPA for the year ended 31 March 2014 and up to the date of approval of the Business Plan and Statement of Accounts. The framework has been further supported by the Local Code of Corporate Governance, since its adoption in December 2009.

THE GOVERNANCE FRAMEWORK & LOCAL CODE OF CORPORATE GOVERNANCE

DNPA operates within a Corporate Governance Framework which ensures accountability to its users, stakeholders and the wider community to which it relates. It comprises the systems and processes, cultures and values by which decisions are made and functions undertaken to deliver the purposes and duties of the organisation.

The key elements of the systems and processes that comprise DNPA's governance arrangements are based on the 6 core principles contained in the Local Code of Corporate Governance and include the following aspects:

- The vision, objectives and priorities for the local area (Dartmoor) for the period 2014 - 2019 as set out in "Your Dartmoor", the National Park Management Plan (NPMP) and the predecessor plan which covered the period 2007 - 2013. The new plan "Your Dartmoor" was developed via a process of extensive community involvement.
- The Business Plan for the Authority is a strategic document which provides a link between the National Park Management Plan, the Directorate Plans and individual appraisals. The Business Plan, including priorities and targets is reviewed annually and a separate annual review is produced in June to report on performance and highlight key projects undertaken in - year.
- The Authority's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer (CFO) in Local Government (2010) as set out in the Application Note to "Delivering Good Governance in Local Government". The CFO is the County Treasurer of Devon County Council whose services are retained through a Service Level Agreement. This arrangement which requires some delegation to the Head of Resources is set out in Financial Regulations.
- The principles of decision making are set out in the Authority's Standing Orders, supported by:
 1. Financial Regulations, a Disposals Policy, a Sustainable Procurement Policy and Procurement Procedures;
 2. The Authority's adopted codes of practice in relation to treasury management for investments and for capital finance and accounting (the Prudential Code)
 3. Scheme of Delegation
 4. Code of Conduct for Members and Officers
 5. Job descriptions for Members and Officers
 6. Policies and Procedures

- Public involvement and transparency in decision making is facilitated through formal consultations, workshops, involvement in service reviews, consultative forums with members of the community representing access, land use, conservation, businesses and community interests and public participation at the Authority and its Committees
- Ensuring that established policies, procedures, laws and regulations are complied with is the responsibility of nominated statutory Officers, the Monitoring Officer and the Chief Financial Officer as laid down in the Authority's Standing Orders & Financial regulations
- A Risk Management Strategy that defines and identifies the process for ongoing risk management and the responsibilities of the various stakeholders in the risk management process
- A Corporate Strategic Risk Register which is reviewed by the Audit & Governance Committee on a quarterly basis & approved by the Authority annually. Operational Risks are identified and recorded in Directorate Plans, signed off by the Leadership Team and monitored on a quarterly basis
- A programme of service reviews or value for money/business reviews that look closely at and challenge service provision and delivery and discharges the Government's Value for Money requirements for the Authority
- Comprehensive budgeting systems set targets to measure financial performance which is reported to the Audit and Governance Committee on a quarterly basis, and is reviewed monthly by the Leadership Team
- Performance management is applied consistently throughout the Authority against a Performance Management framework. Reports of progress against performance targets and implementation of Authority decisions is reported quarterly to Audit & Governance Committee
- Performance against Corporate processes and outcome targets is further assessed through the National Park Authority Performance Assessment (NPAPA) process on a 5 yearly cycle. DNPA was assessed in February 2011
- Standards sub-Committee monitors the ethical framework for the Authority and will alert the Authority to any potential issues arising from its decision making processes.

All of the above elements are subject to independent challenge and scrutiny through Internal and External Auditors and other review bodies such as Defra.

REVIEW OF EFFECTIVENESS

Dartmoor National Park Authority has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of the effectiveness of the system is informed by the work of the Leadership Team and other Officers within the authority who have responsibility for the development and

maintenance of the governance environment, the Head of Internal Audit's (Devon Audit Partnership) annual report and also by responding to comments and recommendations made by external auditors and other review agencies and inspectorates.

The Authority's Chief Financial Officer and Monitoring Officer have also provided assurance that there have been no significant control issues that have required the need for: formal action in their respective roles; significant additional funding; had a material impact on the accounts; or resulted in significant public interest, damaging the reputation of the Authority.

Although a review of the effectiveness of the Governance arrangements is reported once per year to the Authority, the process of gathering evidence and monitoring performance is continual and is managed through reports to Audit & Governance Committee.

Significant improvements have been undertaken during 2013/14 as follows:

- Adopted and launched the new National Park Management Plan (NPMP) 2014 – 2019
- Revised and refined the 2014/15 Business Plan into a strategic document which is closely linked to the NPMP, the structure of which mirrors the themes in the NPMP
- Revised the Performance Monitoring Framework and performance indicators to reflect the NPMP and Business Plan priorities, to improve internal service performance reporting and to aid further comparison and benchmarking with other NPAs
- Carried out a survey of residents living in the National Park to measure the current understanding and perceptions of Dartmoor National Park Authority; with the aim of using the outcome to inform actions to help local communities understand the role of the Authority and recognise the work we are doing in pursuit of the statutory purposes and duty
- Adopted the Development Management and Delivery Development Plan Document (DMD)
- Adopted a framework for Planning Performance Agreements to support applications for planning approval in respect of major developments
- Reviewed the Infrastructure Delivery Plan as part of the programme of annual monitoring
- Considered a report on Community Infrastructure Levy (CIL) making a decision not to proceed, but to keep a watching brief
- Completed a review of the Enforcement Service, implementing a series of improvements, culminating in the adoption of an Enforcement Policy and Local Enforcement Plan
- Implemented the changes resulting from Defra's review of Governance arrangements in National Park Authorities, which commence in 2014/15
- Introduced the Competency Framework (second phase) for staff at grade 4 and above
- Rolled out Project Management Training across the Authority
- Consolidated information on land ownership and assets into an electronic database making this and our records held on contracts agreements and S106 planning obligations available on the Idox information Management System
- Adopted a new Data Protection Charter, Policy Statement and guidance and delivered training to all staff
- Implemented the re-branding proposals for the National Park Visitor Centres and commenced a major refurbishment scheme at Princetown

GOVERNANCE ISSUES

Although the Authority has been assessed as having strong Governance arrangements in place, to ensure continuous improvement, it is proposed that the following work is undertaken during 2014:

- Undertake a Value for Money Review of the Service Level Agreement the Authority has with Devon County Council for maintaining Public Rights of Way
- Develop and implement a Communications Strategy, with a particular focus on external communications and community engagement
- Undertake a staffing and structure review to seek further reductions in the Authority's salary budget, reflecting the future uncertainty in the level of National Park Grant funding received from Defra
- Adopt an Affordable Housing Supplementary Planning Document (SPD) in order to guide Local Plan Policies
- Approve the Local Development Scheme – a timetable for the Development Plan preparation and review
- Review the Statement of Community Involvement – which sets out how we engage with stakeholders on Plan preparation

CERTIFICATION

We have been advised on the implication of the results of the review of the effectiveness of the governance framework by the Audit and Governance Committee and a plan to address weaknesses and ensure continuous improvement of systems is in place.

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed: **Signed:**.....

Chairman of the Authority

K D Bishop
Chief Executive (National Park Officer)

Date: **Date:**

DARTMOOR NATIONAL PARK AUTHORITY

6 June 2014

LOCAL CODE OF CORPORATE GOVERNANCEReport of the Head of Resources

Recommendation : That Members approve the revised Local Code of Corporate Governance, attached at Appendix 1, as recommended by the Audit and Governance Committee.

1 Background

- 1.1 Every local government body operates through a governance framework which brings together an underlying set of legislative requirements, governance principles and management processes. Good governance leads to good management, good performance, good stewardship of public money, good public engagement and, ultimately, good outcomes from the services provided.
- 1.2 In 2001, CIPFA (the Chartered Institute of Public Finance and Accountancy) and SOLACE (the Society of Local Authority Chief Executives and Senior Managers) drew together a range of governance issues into a single framework of good governance. Since the framework was published, local government has been subject to continued reform intended to improve local accountability and engagement. As a consequence CIPFA/SOLACE produced a revised framework “Delivering Good Governance in Local Government” published in 2007. The Framework applies to all local authority bodies including National Park Authorities.
- 1.3 The Framework defines the principles that should underpin the governance of each local government body and provides a structure to help individual authorities with their own approach to governance. The six core principles are:
 - 1 Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.
 - 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles
 - 3 Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
 - 4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk
 - 5 Developing the capacity and capability of Members and officers to be effective
 - 6 Engaging with local people and other stakeholders to ensure robust accountability

2 Local Code of Corporate Governance

- 2.1 The Authority adopted a Local Code of Corporate Governance in December 2009 (NPA/09/051). This document has been kept under continuous review by officers since then, which has not resulted in the need for any major changes.
- 2.2 The Authority has experienced significant change in more recent years which includes:
- A major organisational restructure
 - A review of National Park Authority Governance arrangements carried out by Defra
 - Adopting a new National Park Management Plan – “Your Dartmoor” for the period 2014 to 2019
 - Refining our Business Plan and adopting a variety of other strategic documents
- 2.3 The Authority’s Financial Regulations, Scheme of Delegation and Standing Orders have also been regularly reviewed and amended where required to reflect changes in staff and operating procedures. It is therefore considered appropriate to formally present the Local Code of Corporate Governance for review by the Committee that developed it in 2009.
- 2.4 A revised Local Code of Corporate Governance is attached at Appendix 1, which was reviewed and approved by the Audit and Governance Committee on 16 May.

3 Equality and Sustainability Impact

- 3.1 The governance framework comprises the systems and processes, and cultures and values, by which DNPA is directed and controlled and the activities through which it accounts to, engages with and leads the community, including residents, visitors and stakeholders. It enables DNPA to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services, including to those from under-represented groups.

4 Financial Implications

- 4.1 There are no significant implications arising specifically from the review of the Local Code of Corporate Governance.

DONNA HEALY

Background Papers: NPA/09/051; NPA/AG/09/023
NPA/AG/14/044

Attachments - Appendix 1 - Local Code of Corporate Governance

20140606 DH Local Code of Corporate Governance



DARTMOOR NATIONAL PARK AUTHORITY
LOCAL CODE OF CORPORATE GOVERNANCE

Adopted: December 2009
Reviewed: April 2014

Introduction

Every local government body operates through a governance framework which brings together an underlying set of legislative requirements, governance principles and management processes. Good governance leads to good management, good performance, good stewardship of public money, good public engagement and, ultimately, good outcomes from the services provided.

In 2001, CIPFA (the Chartered Institute of Public Finance and Accountancy) and SOLACE (the Society of Local Authority Chief Executives and Senior Managers) drew together a range of governance issues into a single framework of good governance. Since the framework was published, local government has been subject to continued reform intended to improve local accountability and engagement and CIPFA/SOLACE have therefore produced a revised framework "Delivering Good Governance in Local Government" published in 2007. The Framework applies to all local authority bodies including National Park Authorities.

The Framework defines the principles that should underpin the governance of each local government body and provides a structure to help individual authorities with their own approach to governance. The six core principles are:

1. Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.
2. Members and officers working together to achieve a common purpose with clearly defined functions and roles
3. Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour
4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risk
5. Developing the capacity and capability of Members and officers to be effective
6. Engaging with local people and other stakeholders to ensure robust accountability

In order to translate these principles into practice, the Authority needs to operate through a clear Corporate Governance policy supported by a Local Code of Corporate Governance.

CORPORATE GOVERNANCE POLICY

The Authority's Values

Dartmoor National Park Authority will apply the following values to all its work:

- 1 Strong and Fair Leadership

Members and Officers will provide strong and effective leadership and provide a clear vision for the organisation, acting as champions for Dartmoor National Park, both within the Park and beyond

2 Integrity

We will strive to ensure that our relationships with the public, partners and each other are founded on honesty transparency, impartiality and consistency. We welcome and respect diversity and will demonstrate equality in all aspects of our work

3 Involvement

We will seek to be open and approachable and proactively seek participation from all sectors of society in achieving our statutory purposes

4 Accountability

We will take responsibility for our decisions and ensure all decisions and actions of the Authority are open and transparent, with clear reasons.

5 Improvement

We will endeavour to continually improve our performance in delivering National Park purposes and welcome feedback to help us achieve this

6 Valuing People

We value the people who work for us and will ensure staff, Members and volunteers are equipped to undertake their roles effectively

7 Action Focused

We will remain focused on our agreed priorities and doing what we say

Responsibilities

Members of the Authority are collectively and individually responsible for good governance. Primary responsibility lies with the Chairman who has a key role in ensuring there is a culture within the organisation which reflects its values. The Chairman is supported in this role by all members, but particularly the Deputy Chairman and the Chairmen of the committees and sub-committees of the Authority.

The Audit & Governance Committee is responsible for advising the Authority on its corporate governance policies and agenda, and implementing and managing the Authority's agreed policies in this area. It will receive an annual governance report incorporating the Annual Governance Statement. The Standards Sub-Committee is responsible for the oversight of ethical issues.

Officers of the Authority are responsible for following the policies and procedures of the Authority in support of the Governance arrangements. Particular responsibility is vested in the "Statutory Officers", namely the Chief Executive as Head of Paid Service, the S151 officer who has responsibility for the financial affairs of the Authority and the Monitoring Officer. The lead officer on Governance issues is the Monitoring Officer.

Internal and external auditors are responsible for assessing the Authority's governance arrangements and providing assurance to Members through audit reports and the Annual Governance Report.

LOCAL CODE OF CORPORATE GOVERNANCE

Core Principle: Focus on the Purpose of the Authority and on outcomes for the community and creating and implementing a vision for the area

The local code requires us to:	Evidenced by:
<p>Exercise strategic leadership by:</p> <p>(a) developing and clearly communicating the Authority's purpose, vision and intended outcomes for residents, visitors and other service users; and</p> <p>(b) facilitating an agreed vision for the management of the National Park</p>	<ul style="list-style-type: none"> • 'Your Dartmoor' – the Dartmoor National Park Management Plan (DNPMP) 2014-2019 • A 'Your Dartmoor' website: www.yourdartmoor.org • Three DNPMP Steering Groups: 1 for each stream of the Management Plan • A Monitoring Framework agreed with delivery partners • Revised DNPA Business Plan with a clear statement of objectives and priorities, linked to the DNPMP, Directorate Plans, Team work plans / individual staff appraisals • An adopted Local Development Scheme to include an up to date Local Plan and other planning related documents
<p>Ensure users experience a high quality of service, whether directly, in partnership or through contracts and/or service level agreements</p>	<ul style="list-style-type: none"> • State of the Park Report • Annual Performance Review • Quarterly performance reports to Audit & Governance Committee • Service Reviews • Partnership reviews • National Park Authority performance indicators for benchmarking across all National Park Authorities • Complaints • Customer & Residents surveys • Partnership assessment framework
<p>Ensure that the Authority makes best use of resources and provides value for money</p>	<ul style="list-style-type: none"> • Annual Use of Resources Assessment undertaken by External Audit • Medium term financial plan • Directorate / Service plans • Annual budget and quarterly financial management monitoring reports • Annual Statement of Accounts • Audit reports (Internal & External Audit) • Anti-Fraud and Corruption strategy • Sustainability checklists • Sustainable Procurement Policy & Procedures

Core Principle: Members and Officers work together to achieve a common purpose with clearly defined functions and roles

The local code requires us to:	Evidenced by:
Ensure effective leadership throughout the Authority with clear roles for Committees and sub-committees	<ul style="list-style-type: none"> ● Standing Orders ● Scheme of delegation ● Member champions with clear role purpose ● Terms of reference for Member/Officer working groups
Ensure there is a constructive working relationship between Members and Officers and that their respective responsibilities are carried out to a high standard	<ul style="list-style-type: none"> ● Member/Officer protocol ● Job descriptions and appraisal process for Officers and Members ● Staff Competency Framework (via appraisals) ● HR Strategy ● Job description for Chairman of the Authority ● Complaints ● Ombudsman Reports ● Statutory officers in post or contracted out (where appropriate)
Ensure the relationship between the Authority and the public is clear so each knows what to expect of the other	<ul style="list-style-type: none"> ● Authority/Committee procedures ● Member allowance scheme ● Public Participation at meetings of the Authority, its committees and sub-committees ● Consultations ● Governance arrangements in partnerships, including legal status

Core Principle: Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

The local code requires us to:	Evidenced by:
Ensure officers and Members exercise high standards of conduct and effective governance	<ul style="list-style-type: none"> ● Code of Conduct for Members ● Register of Interests ● Declaration of Gifts and Hospitality ● Anti-fraud and Corruption policy ● Annual report of Standards Committee ● Whistleblowing policy – Confidential Reporting
Ensure that organisational values are put into practice and are effective	<ul style="list-style-type: none"> ● HR Strategy ● Equalities policies ● Sustainability Action plan ● Member and officer appraisals and supporting Personal Development Plans (PDPs) ● Staff Competency Framework (via appraisals)

Core Principle: Taking informed and transparent decisions which are subject to scrutiny and effectively manage risk

The local code requires us to:	Evidenced by:
Be rigorous and transparent about how decisions are taken	<ul style="list-style-type: none"> ● Publication of reports & minutes for Authority and its Committees and sub-committees ● Freedom of Information (FOI) Publication scheme ● Case recording and availability for public scrutiny ● Scheme of Delegation ● Financial Regulations ● Sustainable Procurement Policy and procedures ● Complaints procedure
Have good quality information, advice and support to ensure that services are delivered effectively and are informed by what the residents/service users and other stakeholders want	<ul style="list-style-type: none"> ● Surveys ● Consultation forums: <ul style="list-style-type: none"> - National Park Forum - Dartmoor Farmers' Forum - Dartmoor Access Forum - Workshops for Parish Council members ● Service reviews ● Focus groups
Ensure that an effective risk management system is in place	<ul style="list-style-type: none"> ● Risk Management Strategy ● Strategic Risk Register ● Risk register reviews reported to A&G Committee ● Risk assessment part of Service plans ● Whistle-blowing policy – Confidential Reporting
Use our legal powers to the full benefit of the communities within the National Park and for the protection of the National Park itself	<ul style="list-style-type: none"> ● S62 monitoring

Core Principle: Developing the capacity and capability of members and officers to be effective

The local code requires us to:	Evidenced by:
Making sure that Members and officers have the skills, knowledge, experience and resources they need to perform well in their roles	<ul style="list-style-type: none"> ● Induction events – local and National ● Learning & Development Partnership with District Councils (including e-Academy) ● Targeted training events ● Staff Competency Framework (via appraisals)
Develop the capability of people with governance responsibilities and evaluate their performance, as individuals and as a group	<ul style="list-style-type: none"> ● Management development ● Appraisals for officers and Members ● Staff Competency Framework (via appraisals)
Encourage new talent for Membership of the Authority so that best use can be made of individuals' skills and resources	<ul style="list-style-type: none"> ● PR/press releases ● Parish workshops

Core Principle: Engaging with local people and other stakeholders to ensure robust accountability

The local code requires us to:	Evidenced by:
Exercise leadership through engaging with local people and stakeholders, including partners, and develop constructive accountability relationships	<ul style="list-style-type: none"> ● Joint action plan with Natural England ● Local Area Agreement (LAA) ● Management Plan delivery mechanism and responsibilities ● S62 monitoring ● Parish workshops
Take an active and planned approach to dialogue with and accountability to the public to ensure appropriate service delivery whether provided directly by the Authority, in partnership, or through contracts and/or service level agreements	<ul style="list-style-type: none"> ● 'Your Dartmoor' Dartmoor National park Management Plan 2014-2019 ● Statement of Community Involvement (LDF) ● Business Plan ● Annual Performance review
Make best use of human resources by taking an active and planned approach to meet responsibility to staff	<ul style="list-style-type: none"> ● HR Strategy ● Management development programme ● Corporate training events ● Learning & development Partnership ● Staff survey ● Joint Staff Forum (JCC) ● Staff focus group ● All staff training day ● Employee Assistance Programme ● Occupational Health

DARTMOOR NATIONAL PARK AUTHORITY

7 June 2014

OUTSTANDING DEBT OF £3,476.26Report of the Head of ResourcesRecommendation : **That Members:**

- (i) confirm that all reasonable enforcement and debt recovery action has been exhausted**
- (ii) agree to write off the outstanding balance of £3,476.26**

1 Introduction

- 1.1 On 5 August 2011, an individual entered into an agreement with a former officer of the Authority to purchase larch logs felled from Sanduck Wood. The Authority issued an invoice on 14 October 2011 in the agreed sum of £3,310.44.
- 1.2 Despite several reminder letters, telephone conversations and an offer by the Authority to accept payment by instalments, no payments were received.

2 Debt Recovery

- 2.1 In January 2012, legal services were instructed to take debt recovery action. A final letter before action was sent on 26 January 2012.
- 2.2 In March 2012 a claim was submitted to the Exeter County Court. The claim was for the invoice sum of £3310.44 plus interest at a daily rate of £0.72 plus costs and the court fee of £120.00.
- 2.3 The claim was acknowledged, liability admitted and an offer made to pay £100 per month. The Authority declined to accept £100 per month and asked the court to make a ruling.
- 2.4 On 27 June 2012 the County Court ordered payment of £3,724.56 by instalments of £248.30 a month. Only one instalment was paid. Following further reminder letters, a final notice was sent on 9 November 2012. However, no further payments were received.
- 2.5 Extensive inquiries were made with HM Land Registry and other avenues. These disclosed that debt recovery action against the individual's home address would not be likely to succeed. It was therefore decided to return to the court and seek an "oral examination" (questioning) of the individual about his assets and liabilities. The court fee payable by the Authority was £150.
- 2.6 The individual proved elusive and the court bailiff had difficulty serving the notice of proceedings. Indeed, the notice was not served until 3 March 2014.

3 The Current Situation

- 3.1 The individual attended the county court on 2 April 2014. He stated that he had no business records for the previous two years and has been living hand to mouth. He further stated that he has recently separated from his partner and is currently looking for new accommodation. The court record shows that the individual could not afford to pay his regular outgoings and was considering bankruptcy proceedings.

4.0 Analysis

- 4.1 It is extremely rare for the Authority to be unable to recover debts of this nature. The last time a bad debt had to be written off was in 2007.
- 4.2 To mitigate against this risk in the future it is suggested that the Authority adopts a policy of seeking a reasonable 'up front' payment (not less than 25%) before any timber is removed subject to a minimum contract value of £1,000.
- 4.3 The reality of the current situation is that the Authority has spent £270 and a considerable amount of officer time (far in excess of £270) trying to recover £3,310.44 of which only £248.30 has been paid. There now appears to be no reasonable prospect of securing any further payment and Members are asked to agree to write off the outstanding balance on the court order of £3,476.26.

5 Sustainability and equality impact assessment

- 5.1 None

6 Financial Implications

- 6.1 The outstanding debt in the Authority's balance sheet is £2,574.79 (net of VAT) and is the balance of the debtor invoice raised in October 2011. Subject to the decision of Members this invoice will be cancelled and a charge made to the Woodland Service Cost Centre to reverse the income recognised on the 2011/12 accounts. This will be provided for in the 2013/14 accounts.

DONNA HEALY

DARTMOOR NATIONAL PARK AUTHORITY

6 June 2014

**DARTMOOR NATIONAL PARK AUTHORITY / DEVON COUNTY COUNCIL
PARTNERSHIP WELL-BEING PROJECT**

Report of the Senior Learning & Outreach Officer

Recommendation: **That Members:**

- (i) support the naturally healthy wellbeing project and**
- (ii) allocate £25,000 from the match funding reserves as the Authority's contribution to the project.**

1 Introduction

- 1.1 There is a growing body of research evidence that exposure to natural environments has demonstrable physical and mental health benefits.
- 1.2 Devon County Council (DCC) became responsible for the public health and wellbeing aspects of health, rather than the clinical and treatment approaches, in April 2013.
- 1.3 Officers have been working with DCC to develop a joint project that would help deliver some tangible and long lasting health and wellbeing outcomes for local communities and add to a wider evidence base.
- 1.4 This project would specifically seek to develop greater understanding of the benefits, particularly mental wellbeing benefits, creating links with GPs in a small pilot area around Buckfastleigh and environs. The project will build on work that DCC Public Health have undertaken to understand the demographics and associated health risks within this community. Further detail is provided in evidence of need, in Section 3 of this report.
- 1.5 As a short term (three year) project there will be a specific succession strategy to develop community mentors so that long term benefit is secured.

2 Project development

- 2.1 A number of meetings have been held between DNPA staff and Public Health officers at DCC to scope the project and to consider available resources – ie. staff time and cash contribution. The project would be managed by the Senior Learning and Outreach Officer and overseen by a joint team of officers from DNPA and DCC.

3 Evidence of need

3.1 As part of Devon County Council's Public health remit and the Devon Local Nature Partnership's 'Health & Access' task and finish group a number of strands of research have been undertaken.

3.2 One of these included qualitative research undertaken by TransForm Research Consultancy using focus groups in the Buckfastleigh area. 65 adults took part in focus groups with a further 11 adults providing 'in depth' interviews. Final research findings have not yet been published but early evidence from this shows some of the following:

3.3 Most of those interviewed identified 'green space' as local – that is parks or playing fields. Dartmoor was considered 'too remote' and 'inaccessible' (participants' words).

3.4 A quote from a participant in the research illustrates this point:

“We don't know our way around Dartmoor, so we follow the tourist routes...we need to know where the interesting bits are.”

3.5 Motivators for getting into 'green space' included:

- Mental wellbeing;
- Physical health;
- Getting outdoors;
- Increasing participation.

3.6 The barriers included:

- Lack of time;
- Little money;
- Low motivation;
- Lack of support.

3.7 Importantly participants were also asked to suggest solutions to respond to the motivators and address the barriers. Solutions which this particular well-being project would support include:

- Increasing awareness and information about what is already available;
- Promoting regular community based physical activity events;
- Co-ordinated visits to key natural assets, organised and run by community groups;
- Developing friendship groups to encourage participation;
- Family based learning in green space – to provide 'side benefit' health gains for adults.

4 Project aims and outcomes

4.1 This pilot project aims to demonstrate the health and wellbeing benefits of visiting Dartmoor National Park and experiencing the natural environment to individuals (from target communities) and, importantly, to health professionals.

- 4.2 The focus will be to undertake a pilot in Buckfastleigh (and environs) working with local people and local GP surgeries. The work will be informed by the evidence base and research already undertaken by Public Health (DCC)
- 4.3 A part-time Natural Well-being Co-ordinator will be employed to provide capacity to implement the project and help DNPA/DCC contribute to the national debate about the importance of access to 'green space' for the health of the nation. As a partnership project the co-ordinator will be able to build on existing working relationships that DCC Public Health staff have with GPs.
- 4.4 Specific objectives:
- To establish contact between health-care professionals and DNPA to share and promote health benefit opportunities offered by Dartmoor.
 - To demonstrate these health benefits by undertaking a number of activities in the natural environment to support the use of a green prescription and ensuring support and confidence for potential participants.
 - To increase confidence in target groups to access the 'natural health service' benefits of the countryside.
 - To sustain behaviour changes beyond project life by increasing capacity, knowledge and confidence in target communities leading to sustained behaviour changes/lifestyle choices.
 - Organise training events for GPs, surgery practice managers and community health nurses to increase awareness, develop long-term links and foster change.
 - Create long-lasting (beyond project life) community support for healthcare along 'Neighbourhood watch' principles – using governance structures that allay fears about safeguarding.
 - Develop through Action Research a good practice guide and possible model that could be replicated in other areas.
 - Contribute to the clinical evidence base for the effectiveness of the 'Green Prescription' as a primary healthcare intervention especially for mental wellbeing (e.g. low level depression) and other low level physical health issues (e.g. long term conditions) ensuring this is understood and embedded in both GPs practise and patient expectation.

5 Financial Implications

- 5.1 The total estimated cost of the project is £94,000. This will be funded as per the table below. The proposed cash contribution from DNPA will be taken from the match funding reserve.

DCC contribution	£20k p.a. x 3 years = £60k
Estimated cost to DNPA	£25k [reserves] over three years
DNPA in-kind 'hosting' contribution value-equivalent	£3k p.a. = £9k
Total estimated cost of the project	£94k

- 5.2 The most significant cost to the project will be the employment of the Natural Well-Being Co-ordinator. A small operational budget will be available to help 'make things happen on the ground' but will be subsidiary to staff time.

6 Timeframe

6.1 Recruitment of a Project Officer is subject to funding. Once funding is approved the project should start within a matter of months. There are three project stages:

- year one - inception, developing relationships with the community and GPs;
- year two - developing community health- buddies and supporting information and activities, and
- year three spent on succession and legacy.

7 Conclusion

7.1 This project uses a small amount of DNPA resource to leverage funding that enables us to deliver against priorities in Your Dartmoor National Park Management Plan 2014 - 2019:

- Key priority area: Enjoy, priority 4 - Enjoying Dartmoor – helping people to enjoy and learn more about Dartmoor, with a particular focus on managing access and visitor pressure at areas of heavy recreation use.
- Key objective: better understanding of, and access to, the health and well-being benefits of Dartmoor.

7.2 It will also deliver against DCC Public Health objectives:

- Promoting physical activity
- Reducing obesity
- Public mental health

7.3 It is hoped that the project will contribute to improved health and well-being in the community and provide a good model for other communities. It will also demonstrate, through real and tangible outcomes that and the National Parks make to the nation's health and well-being.

8 Sustainability and equality impact assessment

8.1 A Sustainability and Equality Impact Screening has been undertaken – there are no identified environmental impacts. There are positive impacts on both society (equality) and potential positive impacts on the economy (employability).

ORLANDO RUTTER

DARTMOOR NATIONAL PARK AUTHORITY

6 June 2014

COMMUNITY SAFETY ACCREDITATION SCHEMEReport of the Head Ranger

Recommendation: That the Authority enters into a Community Safety Accreditation Scheme with Devon and Cornwall Constabulary (through the Ranger Service in the first instance).

1 Introduction

- 1.1 This report seeks Member approval for Dartmoor National Park Authority (DNPA), through the Ranger Service, to join a Community Safety Accreditation Scheme (CSAS). The Park Management Working Panel considered a paper on the Community Safety Accreditation Scheme at its meeting on 14 March 2014 and the view of Members of the Panel was that the intention should be to provide positive partnership working, promote data sharing and receive support from the Police. It would not be the intention of the Authority to gain any specific powers under such a scheme, but to facilitate closer working on practical issues facing the National Park.

Background

- 2.1 Following the snowy weather conditions during the winter of 2013, subsequent problems in initiating partnership emergency plans and the general management of visitors, the Head Ranger was tasked with seeking options on how the National Park Authority, particularly through the Ranger Service, could undertake a more comprehensive and supportive role during these times.
- 2.2 Rangers have, over a period of many years, built up a good working relationship with the local Police and, for ten years, were able to share good intelligence through the Police Link scheme. This enabled Rangers to have a direct line to local Police stations in order to obtain immediate back-up when required. In support of the initiative, Authority vehicles carried the Police Link logo.
- 2.3 For eighteen years the Authority has been involved, along with many other partners, in the Moor Watch scheme. This is a Police led scheme mainly aimed at targeting car crime on Dartmoor, together with the raising of awareness of missing persons etc.
- 2.4 After direct discussions with the Police, and via Community Safety Partnership meetings, the most useful avenue to provide mutual support is through a CSAS. This scheme can provide DNPA with a closer partnership and link to the Police (as Police Link did) as well as providing important Health & Safety back-up when dealing with difficult members of the public.

3 Community Safety Accreditation Scheme (CSAS)

- 3.1 The Community Safety Accreditation Scheme (CSAS) has been available to Police Forces country-wide since 2003. Devon and Cornwall Constabulary currently has four CSASs in place (Teignbridge Council is one of them) and is very keen to have more.
- 3.2 Key points picked out from the scheme are:
- Under Section 40 of the Police Reform Act 2002, the Chief Officer of any police force, having consulted with their Police Authority and all local authorities in their force area, may establish and maintain a CSAS in order that some powers normally available to constables or others may be conferred on persons accredited under the scheme.
 - Section 40 stipulates that a CSAS can be established if the Chief Officer considers it appropriate for the purposes of:
 - a) Contributing to community safety AND
 - b) In co-operation with the police force for the area, combating crime and disorder, public nuisance and other forms of anti-social behaviour.
- 3.3 The CSAS can be adapted to meet the needs of the Authority. There are a number of powers which can be made available through the scheme, such as issuing of fixed penalties for dog fouling, littering and a number of other minor offences. However, at this point in time the greatest benefit to the Authority is the ability to share information, improve communication and provide mutual backup and support when required. Accredited staff can expect fast response from the Police. This would be particularly useful in conflict situations at key honeypot locations.
- 3.4 Arrangements are made between the Chief Officer and the employer; however it is the individual employee who receives the accreditation. The accreditation does not mean that Devon and Cornwall Constabulary will be able to influence the roles and day to day activities of accredited staff. Only uniformed staff can be accredited.
- 3.5 Accreditation schemes are normally for a period of three years, with an annual review.

4 Conclusion

- 4.1 A Community Safety Accreditation Scheme could make a significant contribution to tackling low level crime and anti-social behaviour, improving intelligence, working in partnership, and maximising public confidence. Given the existing role of Rangers, it is felt that a scheme for Dartmoor would be beneficial and staff would benefit from the association with the Police when dealing with difficult situations.

5 Financial Implications

- 5.1 No costs would be incurred in joining Community Safety Accreditation Scheme; however, the Authority would need to ensure that staff involved were up to date with their required training levels, the costs of which are included in the Authority's current budget. There is a desire from the Police to support this and local agreement is in place to reduce or eliminate training costs by using their local staff.

6 Equality & Sustainability Impact

- 6.1 A Sustainability and Equality Impact Screening Assessment has been undertaken. There are only positive impacts identified in that joining the Community Safety Accreditation Scheme would enhance partnership working with the Police and also help to improve the safety of visitors to Dartmoor.

ROBERT STEEMSON

DARTMOOR NATIONAL PARK AUTHORITY

6 June 2014

TRAFFIC RESTRICTIONS – DART VALLEY

Report of the Director of Conservation and Communities

Recommendation : That Members support the proposed revisions to the waiting restrictions at Newbridge on the understanding that resources will be available to enforce the restriction when the weather dictates.

1 Background and Introduction

- 1.1 The warm weather over the summer of 2013 attracted large number of people to the riverside honeypot sites, there were particular visitor management problems in the Dart Valley at Newbridge and Spitchwick. These included:
- Litter – on occasion rangers and volunteers collected 20 large bin liners of litter over one weekend. The BIFFA bins were overloaded and bags of litter left next to the bins awaiting collection. An eyesore and potential danger to wildlife and stock.
 - Car parking – sheer numbers of people resulted in cars being parked on yellow lines, roads being blocked local people were unable to get on with their daily business and felt concerned about their welfare due to the behaviour of a minority of visitors.
 - Damage - trees being cut down for fires and BBQ's, erosion of the riverbank and common and fire pits.
- 1.2 Rangers worked in partnership with Teignbridge District Council (TDC) and the police to try and manage these problems which included a number of joint evening patrols with the police and deployment of Civil Enforcement Officers by TDC on warm weekends (on one occasion 66 parking tickets were issued in one day). The outreach vehicle was deployed regularly during the summer (eight occasions) and the new litter campaign promoted through the vehicle and with banners left on site for the duration of the summer. Successful TV, radio and newspaper coverage helped to highlight the issues and ask for public support.
- 1.3 At the end of the season a joint meeting was arranged with representatives from the local community and involving officers and Members of the Authority, Devon County Council and Teignbridge District Council. Although the community were appreciative of the efforts made by all partners during the summer it was felt that some changes could usefully be made to the traffic order which would make parking enforcement easier. Members will recall that this was reported through the end of season report and it was discussed with Members at the Park Management Working Panel in October 2013.

- 1.4 Devon County Council have revised the existing traffic order for Newbridge over the autumn and winter months. The revised order will be advertised in early June to allow formal consultation on the proposal. Notices will be placed on site and copies will be sent to parish councils and the emergency services. Final draft details of the revised Order are attached at Appendix 1 and the Authority is invited to formally comment on the proposals. If any changes are made to the Order before it is advertised Members will be advised at the meeting.

2 The proposals

- 2.1 Members will recall that there is a current traffic order along the stretch of road between Newbridge and Buckland Bridge which also extends a short distance up Newbridge Hill. This is a no waiting restriction for vehicles from 8am to 7pm between 1 March to 31 October. On the ground this restriction is denoted by a single yellow line. The length of this restriction is shown on Appendix 1 with a dashed yellow line.
- 2.2 The revised proposals extend the restriction to include the length of road from Holne Turn via Newbridge to:
- the cattle grid at the top of Newbridge Hill
 - to Webburn Lodge beyond Buckland Bridge
 - a short stretch along the minor road from Riverside Cottage toward Town Wood Farm
 - a very short stretch (approximately 8 metres) on the minor road to Hannaford Cottages

Details are shown in Appendix 1 by the bold red line and the dashed yellow line.

- 2.3 As well as increasing the length of road covered by the restriction the revised proposals upgrade the current restriction to “No Waiting at Any Time”. This will be denoted on the ground by double yellow lines. The double yellow lines will be 50mm each not the normal 100 mm.

3 Impacts and issues to consider

- 3.1 The proposal to revise the traffic restriction arose from a meeting with local residents in response to issues in the Newbridge area last summer. The existing restriction is not effective in managing traffic, Civil Enforcement Officers could ticket or ask drivers to move on if they were parked on the single yellow lines but often cars were just displaced further along the road. Last summer traffic was parked right up Newbridge Hill and along the length of roads now proposed to be covered by the restriction, causing delays for local people and concerns for the emergency services. At the meeting with local residents a number of traffic management options were discussed including clearways and restricted zones but it was felt that the use of double yellow lines would be the favoured option as the public understand them and they are less visible (the other two options require entrance and repeater signs at regular intervals.)
- 3.2 Newbridge and Spitchwick Common provide a very specific experience that is not replicated anywhere else nearby. Officers have considered whether restricting parking at Newbridge will lead to displacement of vehicles elsewhere and the view is that this is unlikely. Local residents and the local landowner are very clear that they do not want additional parking as it is felt that this will increase the other problems associated with the site, including damage to vegetation, noise, litter and illegal camping.

- 3.3 The use of double yellow lines in the open countryside is not something that we would want to see replicated across the National Park but the situation at Newbridge has reached a point whereby action is required to support the people living and working in the area, ensure that the numbers of people enjoying the site are sustainable and help the civil enforcement officers do an effective job to keep traffic moving. This is a site where single lines have been in place for many years and the extension is designed to minimise impact on the landscape through minimising signs and implementing narrow yellow lines. All partners are keen to implement a scheme which has minimum impact.
- 3.4 The use of a revised traffic order alone will not solve the problems at Newbridge and Spitchwick. It will be essential that Devon County Council as the enforcing Authority continue to deploy Civil Enforcement Officers to site when the weather is good. Officers have given a commitment to do this. Likewise the Authority will need to continue to prioritise this site for ranger patrols and deploy the outreach vehicle on site regularly during the summer months. Last year a successful media campaign was launched and hopefully this year we can expand this with the use of Twitter and other social media to alert the public when car parks are full.

4 Summary and Conclusions

- 4.1 The hot weather at the beginning of the summer in 2013 put strain on visitor management resources and the importance of our ranger presence was clearly exemplified and appreciated. Joint working with Teignbridge District Council, Devon County Council and the police was effective. The proposals to extend the traffic regulation order at Newbridge have been developed through this partnership and listening to the views of the local community. The use of double yellow lines appears to be the most effective way of implementing traffic restrictions with least impact on the landscape, however it is not a solution we would wish to see replicated at countryside sites across the National Park. The situation at Newbridge is unique and reached a point last year whereby local people were unable to undertake their daily business, and were concerned about their welfare. There are real concerns about the difficulty of access for emergency vehicles should the situation not be improved. It is therefore recommended that Members approve the revised waiting restrictions on the understanding that resources continue to be allocated to enforcement.

5 Financial Implications

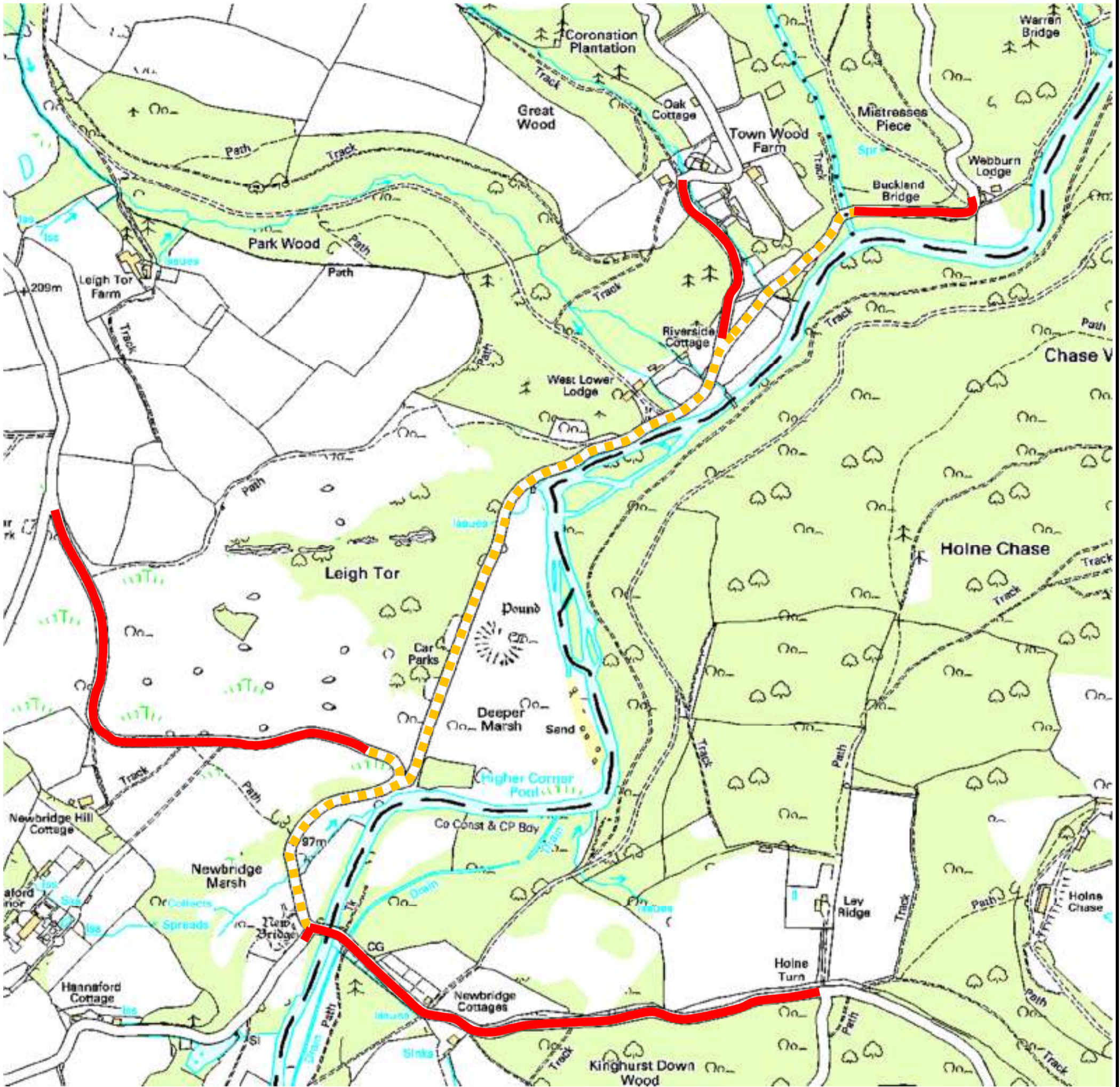
- 5.1 There are no financial implications arising from this report.



6 Equality and Sustainability Impact Assessment

- 6.1 Members will note that car parks will remain open and therefore opportunities for everybody to enjoy this site will still be available.

ALISON KOHLER

Attachments: Appendix 1 - Map



Key	
Proposed	Restriction
	Existing No Waiting 8am-7pm 1st March-31st October To be upgraded to No Waiting At Any Time
	Proposed new No Waiting At Any Time

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David Whitton
Head of Capital Development, Highways & Waste

TRAFFIC ORDERS & POLICY TEAM
DEVON COUNTY COUNCIL
HIGHWAY MANAGEMENT
PO BOX 494
NEWTON ABBOT
TQ12 9GL
Telephone 0845 155 1004

SCHEME

SPITCHWICK AND NEWBRIDGE

DRAWING

PROPOSED NO WAITING AT ANY TIME RESTRICTIONS

drawn by

ARH

scale

NTS

date

30-Jan-2014

O.S.Ref

271446, 71567

drawing number

ENV5379-001 rev A

DARTMOOR NATIONAL PARK AUTHORITY

6 June 2014

DARTMOOR COMMUNITIES FUNDReport of the Communities Officer

<u>Recommendations:</u>	That Members:
(i)	agree the contents of this report and welcome the commitment of West Devon Borough Council and South Hams District to supporting Dartmoor Communities in 2014/15, and
(ii)	authorise the Chief Executive (National Park Officer) to arrange the payment of grants.

1 Introduction

- 1.1 The “New Homes Bonus” (NHB) is a Government scheme which is aimed at encouraging local authorities to grant planning permission for the building of new houses in return for additional revenue. Although the grant is paid directly to district councils as local housing authorities, the Government has confirmed that it expects locally acceptable solutions to be negotiated with National Park Authorities, recognising our role as local planning authorities. The grant is not ‘ring fenced’ and can be used as the local authority determines.
- 1.2 Following discussions with Teignbridge, West Devon and South Hams Local Authorities, it has been agreed that West Devon Borough Council (WDBC) will transfer £18,688 of New Homes Bonus revenue and South Hams District Council (SHDC) £17,277 to the Authority to support a Dartmoor Communities Fund grant scheme in 2014/15, subject to a number of conditions (Appendix 1). At the time of writing this report Teignbridge District Council (TDC) has declined to make a similar provision and the Dartmoor Communities Fund will not be available to support Teignbridge communities. We hope that this situation can be rectified. If this materialises the proposed Communities Fund would operate across the whole of the National Park.

2 Dartmoor Communities Fund Scheme and Criteria

- 2.1 The Dartmoor Communities Fund (DCF) will be funded via the transfer of a proportion of the South Hams and West Devon New Homes Bonus grant payable to those authorities, due to housing constructed in the National Park part of the district and borough on Dartmoor. While the conditions imposed by SHDC and WDBC vary slightly in detail, it is considered that a single grant scheme can be created to address the requirements of both. The grant scheme will only be available to communities and projects located within the West Devon and South Hams areas of Dartmoor and the contributions from each Council ring fenced accordingly.
- 2.2 It is intended to keep the scheme as simple, flexible and responsive as possible, providing clear guidance supporting a one-step application process. The proposed

grant eligibility criteria look to maximise community benefit and return, offering an accessible source of support to help communities maintain and enhance community facilities and infrastructure on Dartmoor. To be eligible projects will need to:

- Be community led and for community benefit
- Provide or improve community owned/managed infrastructure
- Have local support and meet an identified community need or aspiration
- Be capital in nature
- Have a lasting impact

2.3 No minimum or maximum will be set beyond the constraints of the funding available and priority will be given to those projects that support 'Your Dartmoor' Management Plan objectives. Projects that look to fund revenue such as day to day running costs, works to assets not in community control or political activity will not be eligible.

2.4 Applications will be open to Town/Parish Councils and constituted community groups for projects within their own parish, joint applications covering one or more parish will also be welcomed. The scheme will not be open to individuals/businesses or 'for profit' organisations.

2.5 Grants will need to be claimed within two years of awarding and the Authority will reserve the right to withdraw a grant offer where no project delivery or progress can be evidenced.

3 Consultation, Decision Making and Delegation

3.1 The relevant town/parish council and District/Borough Ward Members will be consulted on any applications received in their area. In addition, it is also suggested that the Authority Member nominated to attend each town/parish council meeting is notified when an application is received relating to that parish.

3.2 Applications will be competitively assessed against the scheme criteria and will need to show good value for money as well as deliverability within the prescribed timescale. A first round application deadline of the end of October 2014 is proposed, with any further rounds being subject to funding availability. Applications will be assessed by the Communities Officer, taking into account the views of the Members and Councillors consulted, with the final decision being delegated to the National Park Officer in accordance with the new delegation in Appendix 2. This will become an addition to the Scheme of Delegation.

4 Conclusions

4.1 The provision of a Dartmoor Communities Fund will be invaluable in supporting Dartmoor communities to achieve their aspirations and help in the delivery of key 'Your Dartmoor' objectives. The fund will complement the Dartmoor Sustainable Development Fund 'Your Dartmoor' fund enabling the Authority to offer targeted support and funding to communities.

4.2 SHDC and WDBC are yet to commit to continuing Dartmoor's NHB allocation in future years, this will be in part dependent on showing the success of the fund, quality of projects supported and added value that the authority has contributed in

managing the fund. For this year, Dartmoor's Teignbridge communities will be signposted to TDC but it is hoped that TDC will give further consideration to making an allocation for Dartmoor in future years.

5 Financial Implications

- 5.1 The Communities Fund is supported through the West Devon Borough Council and South Hams District Council New Homes Bonus ring fenced allocation. Accordingly there will be no direct budgetary implications for this financial year. Administration of the Grant Scheme or Communities Fund is included in the Communities Officer's 2014/15 Work Programme.

6 Sustainability and equality impact assessment

- 6.1 The Communities Fund will form a key mechanism for the Authority to engage with communities at a local level helping them to meet community needs and aspirations, supporting wider National Park Management Plan objectives. Sustainability and equality are intrinsic in the assessment of grant applications.

JOANNA RUMBLE

**Attachments: Appendix 1 – SHDC and WDBC Grant Conditions
Appendix 2 – New Delegation**

South Hams District Council

Decision: The Council transfers £17,277 of its allocation of the New Homes Bonus for 2014/15 to the Dartmoor National Park Sustainable Community Fund. The funds are awarded as a one off payment to Dartmoor National Park Authority (DNPA), to award projects on an application basis administered by DNPA.

The following conditions will apply:

- A. decisions must be taken in consultation with the South Hams District Council local Ward Member(s);
- B. funding can only be used for capital spending on projects in those parts of Dartmoor National Park which fall within the South Hams District Council Boundaries and enable the Dartmoor National Park Authority to carry out its social economic responsibilities; and
- C. Dartmoor National Park Authority reports on the progress in the application of, and use of the funds to the Community Life and Housing Panel on a six monthly basis and in time for budget decisions to be made (i.e. June and November).

It is suggested that the following system is put in place:

- A one off payment is agreed on annual basis based on actual completions.
- The allocation received by DNPA is spent only within those parishes falling within the boundaries of the District Council.

On this basis the share of NHB due for DNPA based on completed properties is summarised below:

	Payable for 12/13 £	Payable for 13/14 £	Forecast for 14/15 £	Forecast for 15/16 £	Forecast for 16/17 £	Forecast for 17/18 £	Forecast for 18/19 £
Share of award	4,605	12,672	4,949	4,939	31,035	36,859	36,859

It is recommended that £17, 277 representing the entitlement for 2012/13 and 2013/14 is paid from the Council's 2014/15 NHB allocation.

West Devon Borough Council

Decision: That the Council transfers £18,688 of its allocation of New Homes Bonus for 2014/15 to an Earmarked Reserve called 'Community Investment Fund – Dartmoor National Park', to be applied for and drawn down by Dartmoor National Park Authority as required. This amount is a one-off payment and the position will be considered annually by the Council as part of the budget process. The condition is that this is for use within the boundaries of the Borough Council only.

It is suggested that the following system is put in place:

- A one off payment is agreed on an annual basis based on actual completions.
- The allocation received by DNPA is spent only within those parishes falling within the boundaries of the Borough Council.
- The agreed sum is transferred to an Earmarked Reserve called 'Community Investment Fund – Dartmoor National Park' and the DNPA make an annual application to draw down funds as required in line with the process agreed for that fund.

On this basis the share of NHB due for DNPA based on completed properties is summarised below:

	Payable for 12/13	Payable for 13/14	Forecast for 14/15	Forecast for 15/16	Forecast for 16/17	Forecast for 17/18	Forecast for 18/19
Share of award	12,912	5,776	20,362	8,714	26,981	111,227	92,870

It is recommended that £18,688 (£12,912 + £5,776) representing the entitlement for 2012/13 and 2013/14 is paid from the Council's 2014/15 NHB allocation.

Mrs Lisa Buckle

Shared Head of Finance and Audit, WDBC & SHDC

Dartmoor Communities Fund

Delegation to Chief Executive (National Park Officer) to make Grant Awards from the Fund

Insert into the Scheme of Delegation as adopted 6 July 2012 and revised 5 July 2013, between paragraphs 8 and 9, the following:

8A Dartmoor Communities Fund

8A.1 *The Chief Executive (NPO) is authorised to receive applications and offer, make, refuse, withdraw or reclaim grants from the Dartmoor Communities Fund up to the value of the balance of the Fund.*

In the exercise of this delegated power, he/she shall:

- (a) act in accordance with the overall policies and any scheme for the award of grants from Fund approved by the Authority or any of its committees and sub-committees;*
- (b) maintain a register of all decisions made, such register to be open to inspection by any Member of the Authority and any member of the public*
- (c) not make a grant award if a Member or Officer of the Authority is known or believed to have a legal, financial or other relevant interest in that project.*

8A.2 *Other officers may be authorised in writing by the Chief Executive (NPO) to offer, make, refuse, withdraw or reclaim grants as above, subject only to such restrictions or limitations as the Chief Executive (NPO) shall determine.*

DARTMOOR NATIONAL PARK AUTHORITY

6 June 2014

REVISION TO STANDING ORDERSReport of the Head of Legal & Democratic Services

Recommendation: That Members approve the proposed amendments to Standing Order 3, to take effect from the conclusion of the meeting.

1 Background

- 1.1 The Authority's Standing Orders were adopted in May 2007 and remain a key part of the governance framework under which the Authority controls its proceedings and decision-making.
- 1.2 Standing Order 3 makes provision for the appointment of committees, sub-committees, working panels or other groups to discharge the functions of the Authority. The wording of this particular Standing Order has not been revisited since May 2007

2 Standing Order 32.1 3 *COMMITTEES*

3.1 *At the Annual Meeting of the Authority, the Authority shall resolve and appoint:*

- a) the committees, sub-committees, working panels or other groups necessary to discharge the functions of the Authority;*
- b) the membership or method of appointment for each committee, sub-committee, working panel or other group;*
- c) the terms of reference of each of those committees, sub-committees, working panels or other groups;*
- d) whether non-voting members, assessors and advisers may also be appointed to any such committee, sub-committee, working panel or other group;*
- e) the limitations, if any, to be placed on the powers of any committee to arrange for the discharge of its functions by a subcommittee.*

3.2 *The Authority shall appoint, from among the Members, a person to preside at the meetings of each committee, sub-committee, working panel or other group (the chairman).*

3.3 *Every committee, sub-committee, working panel or other group may appoint from its members a Member to preside in the absence of the chairman (the deputy chairman).*

- 3.4 The number, date, time and place of meetings of every committee, sub-committee, working panel or other group shall be as determined by the Authority, or if no such determination is made, as may be decided by the committee, sub-committee, working panel or other group or its Chairman for the convenient and/or efficient dispatch of its business.
- 3.5 Every committee, sub-committee, working panel or other group established under this Standing Order shall at all times be constituted and act in conformity with these Standing Orders and, in particular, the provisions set out in Appendices 2 & 3 hereto.

2.2 It is proposed to introduce a revised provision as follows:

3 COMMITTEES

3.1 *At the Annual Meeting of the Authority, the Authority shall resolve and appoint:*

- a) the committees, sub-committees, working panels or other groups necessary to discharge the functions of the Authority***
- b) the membership or method of appointment for each committee, sub-committee, working panel or other group***
- c) a person to preside at the meetings of each committee & sub-committee (the chairman)***
- d) a person to preside at a meeting of a committee or sub-committee in the absence of the chairman (the deputy chairman).***
- e) the terms of reference of each committee, sub-committee, working panel or other group***
- f) whether non-voting members, assessors and advisers may also be appointed to any such committee, sub-committee, working panel or other group***
- g) the limitations, if any, to be placed on the powers of any committee to arrange for the discharge of its functions by a subcommittee***

3.2 *The number, date, time and place of meetings of every committee, sub-committee, working panel or other group shall be as determined by the Authority, or if no such determination is made, as may be decided by the committee, sub-committee, working panel or other group or its Chairman for the convenient and/or efficient dispatch of its business.*

3.3 *Every committee, sub-committee, working panel or other group established under this Standing Order shall at all times be constituted and act in conformity with these Standing Orders and, in particular, the provisions set out in Appendices 2 & 3 hereto.*

- 2.3 The effect of this new Standing Order will be that the appointment of the chairman and deputy chairman of the Development Management Committee, Audit & Governance Committee and Standards sub-committee will be an item of business for the Annual Meeting. It will also be an issue upon which all Members will be able to vote. Working panels and other groups are unaffected by the proposed change and will still elect their own chairman and (if deemed necessary) deputy chairman at meetings of that panel or group.
- 2.4 It is believed that this brings all elections into the proper forum – the Annual Meeting and will avoid the disruption of running an election process at the August meetings of the Development Management Committee and Audit & Governance Committee each year.

3 Conclusion

- 3.1 The focus of the Authority's governance arrangements should be to set out the fundamental principles for decision-making within the Authority; establish clear and robust procedures that are effective and fit-for-purpose; and incorporate appropriate safeguards and accountability.
- 3.2 The proposed amendments to Standing Orders are relatively minor and retain a completely transparent election process within a public meeting of the Authority. It is believed to be an appropriate change to present in anticipation of the Annual Meeting in July 2014.

CHRISTOPHER WALLEGE

DARTMOOR NATIONAL PARK PLANNING AUTHORITY

6 June 2014

**TREE PRESERVATION ORDERS AND SECTION 211 NOTIFICATIONS
(WORKS TO TREES IN CONSERVATION AREAS)
DETERMINED UNDER DELEGATED POWERS**Report of the Trees and Landscape OfficerRecommendation : **That the decisions be noted.****TREE PRESERVATION ORDERS****Teignbridge****Ref: 13/0056****St Lukes, Hawkmoor****SX 8017 8090**

Application to pollard a mature oak tree. The tree is heavily suppressed and growing close to a dwelling. Consent was granted subject to the following conditions:

1. Five working days' notice to be given to the Authority prior to the commencement of approved works.
2. All works are carried out in accordance with British Standard 3998: 2010 Tree Work Recommendations.

Ref: 14/0004**Forder Meadow, Moretonhampstead****SX 7508 8617**

Application to reduce the crown of a mature oak tree. The works will have minimal impact on the health or appearance of the tree. Consent was granted subject to the following conditions:

1. Five working days' notice to be given to the Authority prior to the commencement of approved works.
2. All works are carried out in accordance with British Standard 3998: 2010 Tree Work Recommendations.

West Devon**Ref: 14/0001****Meldon Viaduct, Meldon****SX 5647 9236**

Application to fell a group of trees below the viaduct. The trees are growing close to the viaduct and may damage the structure. Consent was granted subject to the following conditions:

1. Five working days' notice to be given to the Authority prior to the commencement of approved works.
2. All works are carried out in accordance with British Standard 3998:2010 Tree Work - Recommendations.

South Hams

Ref: 14/0002

Edgecombe, Moorhaven

SX 6687 5759

Application to reduce the crowns of two mature beech trees. The works will have minimal impact on the health or appearance of the trees. Consent was granted subject to the following conditions:

1. Five working days' notice to be given to the Authority prior to the commencement of approved works.
2. All works are carried out in accordance with British Standard 3998:2010 Tree Work - Recommendations.

SECTION 211 NOTICES

West Devon

Ref: 13/0055

The Acre, Chagford

SX 7006 8740

Notification to fell a birch tree. The tree is growing very close to an adjacent property.

A Tree Preservation Order has not been made.

Ref: 13/0057

Barnhayes, Lydford

SX 5118 8487

Notification to fell a beech tree. The tree is infected with *Ganoderma* and liable to fail in high winds.

A Tree Preservation Order has not been made.

BRIAN BEASLEY

DARTMOOR NATIONAL PARK AUTHORITY

PARK MANAGEMENT WORKING PANEL

Friday 14 March 2014

Present: Philip Sanders, James McInnes, David Lloyd, Peter Harper, Naomi Oakley, John Nutley, Maurice Retallick, Derek Webber, George Gribble, Helen Jenny

Apologies: Christine Marsh, Bill Hitchins

In attendance:	Kevin Bishop	Chief Executive (NPO)
	Alison Kohler	Director of Conservation & Communities
	Stephen Belli	Director of Planning
	Robert Steemson	Head Ranger
	Ian Durrant	Access & Recreation Officer

1 Update on the Granite and Gears proposal

Emma Dalton, Project Manager, Devon County Council, gave a presentation on the progress to date and plans going forward regarding the Granite and Gears project.

The project is split into four work areas: Cycling on Dartmoor, Access to the East Moor, Access to the West Moor, Accessibility and Interpretation Improvements. Some of the updates are detailed below:

- Princetown Railway route – it is hoped that work will start in July 2014;
- Cycling hubs are proposed at Postbridge, Princetown and Moretonhampstead – hopes to provide cycling racks and other facilities for cyclists; there will be full involvement of the community;
- Wrey Valley Trail – work is ongoing;
- Newton Abbot to Bovey Tracey route – bridge over the A38 – it is intended that the bridge will be multi use – to be completed by the end of 2014.
- Final section of the Granite Way at Bridestow has been completed;
- Interpretation and accessibility – work will include negotiations with taxi firms to introduce cycle racks and small scale sign improvements etc;
- Newton Abbot cycle hub – this will be an area set aside at Newton Abbot Railway Station where cyclists can fix, secure their bikes etc. This is taking time but it is intended to see how the Exeter hub fares in the near future.

At her invitation, Members made various suggestions/comments as follows:

- Proposed cycling hubs could link in with existing cycle businesses;

- Communication needed with B&Bs to let them know what facilities they would need;
- Cycle cages – consider these as in various towns across Dartmoor to enable cyclists to lock away everything, not just their bicycle. This could be a community facility (check Yorkshire Dales NPA re their ‘Empty Roads’ project undertaken several years ago)

Kevin Bishop thanked Emma for her presentation.

Cycling Events:

Ally Kohler reported an increase in cycling events, both in size and frequency. With regard to ‘on road’ events, neither DCC or DNPA have any jurisdiction to control these events. Through the events management system the Authority has been successful in influencing some of these events in the past. A seminar with even organisers is being planned for 2014.

Members made the following suggestions:

- Invite farmers and members of the local community to the seminar with event organisers in order that they could express their views/concerns and find ways forward. Consider inviting the organisers of the Dartmoor Classic to do a presentation at a meeting with charity event organisers so show them how it’s done.
- Consider the possibility of the individual codes of conduct for cyclists and events being amalgamated.
- Notification of events – consider using the DNPA website, and/or the Hill Farm Project newsletter to list events in order for people to obtain more information.

2 Community Safety Accreditation Scheme (CSAS)

Rob Steemson advised that the proposal stems from the snowy winter of 2013 and subsequent problems regarding the general management of visitors to the moor. He had been tasked with finding a way for the Ranger service to provide a more comprehensive, supporting role and have meetings with the Police. It would appear that the Special Constable route could be a mid to long term option; however, Rangers had expressed concern regarding possible public perception as they had spent many years building a good relationship with farmers/landowners on the moor.

The most useful avenue to follow, therefore, would be to join the Community Safety Accreditation Scheme (CSAS). This would provide a closer link to the Police and, potentially, provide specific powers and training. The Police would not control the role of the Rangers, but would provide an established protocol. No real costs would be involved; except for the possibility of reciprocal training.

Members were in agreement that this could be worthwhile for the NPA, providing positive partnership working. Rangers and other Officers would have backup from the Police. Members also felt that they would not want to see Rangers going down the route of becoming special constables.

Rob Steemson confirmed that this proposal will go forward to full Authority for debate and decision on 6 June 2014.

3 West Devon Dog Control Orders

Ally Kohler distributed a copy of a letter, from Andrew Watson, Head of Recreation, Access and Estates, containing the initial views of Officers regarding the possible introduction of Dog Control Orders covering the South Hams and West Devon. She advised that the proposed area to be covered would assist DNPA in addressing dog worrying and dog control issues, particularly at Roborough Down, Sheepstor and Burrator where there are already issues of dog worrying. The letter detailed views regarding: dogs on lead orders, dogs on lead by direction order, dog fouling and restriction on numbers of dogs. A formal consultation would take place shortly.

Mr McInnes commented that the situation presented a confusing picture for Dartmoor and suggested that it would be better if all Local Authorities (LAs) were to get together to agree one set of rules that would cover the whole of Dartmoor. Mr Retallick agreed, adding that parts of Dartmoor were fast becoming 'no go' areas for sheep due to dog numbers and their behaviour.

Members felt that Rangers should not be enforcing those orders through the issuing fixed penalty notices but by maintaining an advisory role.

It was suggested that:

- A response would be that consistency across Local Authorities was needed;
- DNPA to continue to push for a restriction regarding the number of dogs allowed per person, dog fouling and dogs on leads order extended to the commons as a seasonal restriction;
- Set up a meeting with District Council officers

4 Naturally Healthy Dartmoor

Ally Kohler advised Members that the project proposed to demonstrate the health and wellbeing benefits of Dartmoor to individuals from target communities and health professionals. This would be a pilot to identify potential for roll out across the area.

The project would potentially attract the sum of £60k from Devon County Council (DCC); DNPA would need to find around £25k over the next three years. Most of these funds would be taken up with staff costs.

In response to Member queries, Ally Kohler advised that the project would be open to people of all ages, with a possible focus on young people.

Members were supportive of this proposal.

Mr Gribble left the meeting

5 Overnight Roadside Camping on Dartmoor

Ian Durrant presented a discussion paper. There had been concerns raised by farmers, land owners and members of local communities regarding the number of motor homes coming onto Dartmoor and the number of those using parking spaces just outside villages as an overnight stop. Evidence has been gathered which shows that motor home owners spend on average £32 per day, making them a valuable commodity to the business on Dartmoor.

A campaign by motor home users has highlighted a need for overnight parking; access to fresh water, disposal facilities for grey and black water and electric hook-up. Overnight parking locations (remote, good views etc) would need to be carefully considered or they may not be used at all.

Options available are:

- Continue as present;
- Introduce greater enforcement re: overnight camping;
- Proactive management – better information, use of publications eg., wild camping website etc., formalised overnight camping, businesses to provide overnight spots, code of conduct;
- Possibility to change to current Coach Driver's Handbook to also become Motor Home Users Handbook.

The following suggestions were made:

- Information flow needs to start outside of our area eg., make use of caravan/motor home magazines to get the message across;
- Consider the reintroduction of 'no overnight parking' signs;
- Make better use of social media;
- Consider the use of private enterprises to offer designated parking spots for motor homes;
- Liaise with the Dartmoor Partnership to take this forward.

6 Dartmoor Sustainable Development Fund (SDF) 2014-15

Ally Kohler reported that the proposal is to link the SDF with the implementation of the Management Plan. It was proposed to re-brand the SDF as 'Your Dartmoor' and use the three themes – Sustain, Enjoy, Prosper. It was felt that this would encourage better community engagement in the future as the fund would be linked to the Plan. The New Homes Grant would be kept separate.

It was proposed that a small pot of money be set aside for rangers to use for small community schemes.

Members supported the new approach and suggested that a requirement of receiving a grant from the SDF is that feedback to DNPA is provided by the recipient – consider the creation of a form to ensure this.

7 Other Business

Future agenda items: Historic Environment work: weirs – character assessments
Higher Uppacott
Traffic Management

Date of next meeting - 27th June 2014