



NPA/25/033

# Dartmoor National Park Authority

3 October 2025

## Website Redevelopment – Timeline and Cost

Report of the Head of Communications and Engagement

Recommendation: **That Members:**

- (i) **Note the Invitation to Tender for the website redevelopment, use of capital grant monies and the associated timeline.**
- (ii) **Grant approval for the Chief Executive (NPO) to authorise expenditure for the website redevelopment in line with the invitation to tender responses.**

### 1 Introduction

- 1.1 DNPA Financial Regulations (Issued 02 May 2008, latest revision March 2025 [NPA/25/014]) state in section A8 that 'If any professional person or firm is to be engaged on behalf of the Authority to provide consultancy support on a project, review or task involving expenditure in excess of £10,000 on that consultancy support, the prior approval of Members must first be obtained.'
- 1.2 Following the allocation of the core capital grant and the criteria for capital spend identified, a maximum sum of £50,000 has been identified to deliver the redevelopment of the DNPA website – [www.dartmoor.gov.uk](http://www.dartmoor.gov.uk)

### 2 Background

- 2.1 For 2025/26 the Authority received a total National Park Grant of £5,403,865. This comprises of:

Core revenue grant	£3,512,028
Core capital grant	£1,453,837
National Parks England membership	£ 20,000
Dartmoor Land Use Management Grant	£ 418,000

- 2.2 On 27 June 2025 (NPA/25/021), Members agreed on the capital criteria for how we allocate the core capital grant elements. Criteria 1 (Innovation, invest-to-save and/or income generating activities) states that projects must meet one or more of the following criteria:
- Activities projecting quantifiable cost savings.
  - Activities projecting quantifiable income generation or which help leverage other funding.
  - Upgrades of capital assets to avoid major defects/maintain operation/reduce carbon emissions and accelerate net zero progress.
  - Activities which seek to identify innovative new approaches and efficiencies.
  - Direct contribution to furthering the statutory purposes of National Parks to avoid unnecessary use of revenue grant.
- 2.3 The redevelopment of the National Park Authority's website meets the criteria outlined in 2.2 and we need to ensure that the website is redeveloped within this financial year – 2025/26.
- 2.4 The identified sum of £50,000 to redevelop the website has been benchmarked against other National Park Authorities that have undertaken the work in the last 12-18 months.
- 2.5 Subject to member approval the timeline is as follows for procurement:

Stage	Date
Procurement launch	6 October 2025
Deadline for submitting clarification requests	Noon 20 October 2025
Deadline for submitting Tender documents	Noon 23 October 2025
Evaluation of Tenders	24 – 29 October 2025
Invitation to interview for shortlisted suppliers	30 October 2025
Interviews with shortlisted suppliers	6 November 2025
Contract award to successful supplier	7 November 2025

- 2.6 The project team has been identified and will be overseen by Charlotte Easton, Head of Communications and Engagement, and managed by the newly recruited Project Manager, Christina MacDonald.

### 3 Equality and Sustainability Impact

- 3.1 Accessibility of information for all user groups will be paramount in the redevelopment of the website.

### 4 Financial Implications

- 4.1 The funding identified for the website has been ring-fenced from the core capital grant received for 2025/26. There are expected ongoing maintenance costs of £12,000, in line with current expenditure, which have been added to the medium-term financial plan.

## 5 **Conclusion**

- 5.1 The Dartmoor National Park Authority website is a key strategic tool for communications and wider public engagement. To be fit for purpose over the coming years it needs to be redeveloped, and the core capital grant allows the opportunity to undertake this work this financial year.
- 5.2 The identified sum to deliver this project is £50,000. This sum needs member approval, for the Chief Executive (NPO) to authorise expenditure, as it falls outside DNPA Financial Regulations.

Charlotte Easton