



EXMOOR

NATIONAL PARK

EXMOOR NATIONAL PARK AUTHORITY
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25 June 2021

EXMOOR NATIONAL PARK AUTHORITY

To: All Members of the Exmoor National Park Authority

The Annual Meeting of the Exmoor National Park Authority will be held **at Dulverton Town Hall, 27 Fore Street, Dulverton TA22 9EX on Tuesday 6 July 2021 at 10.00am.**

The meeting will be open to the press and public subject to the passing of any resolution under s.100(A)(4) of the Local Government Act 1972.

There is Public Speaking at this meeting, when the Chairperson will allow members of the public two minutes each to ask questions, make statements, or present a petition relating to any item relevant to the business of the Authority or relating to any item on the Agenda. Anyone wishing to ask questions should notify the Corporate Support Officer as soon as possible, or at the latest by 4pm on the working day before the meeting of the agenda item on which they wish to speak, indicating a brief summary of the matter or matters to be raised (contact Judy Coles on 01398 322250 or email jcoles@exmoor-nationalpark.gov.uk).

The meeting will be **recorded**. By entering the Authority's Committee Room and speaking during Public Speaking you are consenting to being recorded. We will make the recording available via our website for members of the public to listen to and/or view, within 72 hours of the meeting taking place.

Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairperson so that those present may be made aware.

(The agenda and papers for this meeting can be downloaded from the National Park Authority's website www.exmoor-nationalpark.gov.uk).

Sarah Bryan
Chief Executive

AGENDA

1. Election of Chairperson

The first section of the meeting will be chaired by the Chairperson of the Authority.

2. Election of Deputy Chairperson

3. Election of Deputy Chairperson (Planning)

4. Apologies for Absence

5. Declarations of Interest/Lobbying of Members/Unaccompanied Site Visits

Members are asked to declare:-

- (1) any interests they may have in relation to items on the agenda for this meeting;
- (2) any lobbying by anyone concerned with a planning application and any unaccompanied site visits where contact has been made with any person concerned with a planning application.

(NB. When verbally making these declarations, members are also asked to complete the Disclosures at Meetings form – attached for members only).

6. Chairperson's Announcements

7. **Minutes**
 - (1) To approve as a correct record the Minutes of the meeting of the Authority held on 4 May 2021 (Item 7).
 - (2) To consider any Matters Arising from those Minutes.

8. **Public Speaking:** The Chairperson will allow members of the public to ask questions, make statements, or present a petition. Questions of a general nature relevant to the business of the Authority can be asked under this agenda item. Any questions specific to an agenda item can be posed when that item is considered subject to the discretion of the person presiding at the meeting.

Agenda items relating to the Authority's role as sole local planning authority for the National Park area including determination of planning applications. This section of the meeting will be chaired by the Deputy Chairperson (Planning). If the Deputy Chairperson (Planning) is absent, the Deputy Chairperson of the Authority shall be preside.

9. **Development Management:** To consider the report of the Head of Planning and Sustainable Development on the following:-

Agenda Item	Application No.	Description	Page Nos.
9.1	6/15/20/101	Proposed demolition of existing single storey garage and erection of new two storey garage with office/studio over – Hillside, Exton, Dulverton TA22 9JT	1 – 12
9.2	WTCA 21/09	Works to Trees in Conservation Area: T2, T3 Plane (Platanus x hispanica) – repollard in line with previous management regime to prolong life of trees and reduce shade on neighbouring apple trees; T4 mature hawthorn (Cretaeagus monogyna) – coppice as part of hedgelaying management; G1 beech (Fagus sylvatica), approx. 20 stems – cut and lay as part of hedge management – Chypleighs, 3 Rosemary Lane, Dulverton, TA22 9DP	13 – 16

- 9.3 6/9/21/111LB Application Under Regulation 3 of The Town & Country 17 - 23
Planning General Regulations 1992 for Listed building
consent for the proposed removal and replacement of
stone capping on store room – Exmoor House,
Dulverton, Somerset, TA22 9HL

- 10. Site Visits:** To arrange any site visits agreed by the Committee (the reserve date being Friday, 30 July 2021 (am)).
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The remaining section of the meeting will be chaired by Mr R Milton, Chairperson of the Authority. If the Chairperson is absent, the Deputy Chairperson of the Authority shall preside.

11. 2020/21 Outturn – Budget Performance and Reserves:

- (1) To consider the report of the Chief Finance Officer on the Budget Performance and Reserves (Item 11.1)
- (2) To consider the report of the Chief Finance Officer on the Statement of Accounts (Item 11.2)

- 12. Annual Treasury Management Report:** To consider the report of the Head of Finance and Operations (Item 12)

- 13. Members' Allowances Scheme:** To consider the report of the Chief Finance Officer (Item 13)

- 14. Corporate Plan Report 2020-2021:** To consider the report of the Head of Strategy and Performance (Item 14)

- 15. Annual Appointments:** To consider the report of the Head of Strategy and Performance (Item 15)

- 16. Farming In Protected Landscapes Scheme:** To consider the report of the Head of Conservation and Access (Item 16)

- 17. England Trees Action Plan and England Peat Action Plan:** To consider the report of the Head of Conservation and Access (Item 17).

18. Personnel Update

New starters:

- 04/05/2021 – Josephine Bradford – Funding and Project Development Officer (one-year FTC)
- 17/05/2021 – Jennifer Nurse – Corporate Support Assistant (one-year FTC)
- 14/06/2021 – Julie Layzell – Future Landscapes Officer

19. Any Other Business of Urgency

Further information on any of the reports can be obtained by contacting the National Park Authority at the address and telephone numbers at the top of the agenda. Details of the decisions taken at this meeting will be set out in the formal Minutes which the Committee will be asked to approve as a correct record at its next meeting. In the meantime, details of the decisions can be obtained from Judy Coles, Corporate Support Officer, at Exmoor House.

EXMOOR NATIONAL PARK AUTHORITY

MINUTES of the Meeting of the Exmoor National Park Authority held on Tuesday, 4 May 2021 at 10.00am via Microsoft Teams Video Conferencing software.

PRESENT

Mr R Milton (Chairperson)
Miss A V Davis (Deputy Chairperson)
Mr S J Pugsley (Deputy Chairperson (Planning))

Mrs L Blanchard	Mrs F Nicholson
Mr M Ellicott	Mr J Patrinos
Mr D Elson	Mr B Revans
Mr J Holtom	Mrs E Stacey
Mr J Hunt	Mr N Thwaites
Dr M Kelly	Dr S Warren
M Kravis	Mrs P Webber
Mrs C M Lawrence	Mr V White
Mr E Ley	

Apologies for absence were received from Mr R Edgell and Mr P Pilkington.

300. DECLARATIONS OF INTEREST:

In relation to Agenda Item 7.1 - Application No. 6/8/21/102 – Proposed change of use of area from sheep and cattle feeding area to a timber storage area together with the widening of existing gateway and creation of banking and planting of hedgerow. Retrospective – Land Northern side of road between Couple Cross and Beech Trees (Easting: 294923, Northing: 138600), Allercott Farm, Timberscombe, TA24 7BN, all Members declared receiving correspondence from the Applicant's Business Partner.

The following interests were declared in relation to Agenda Item 7.3 – GDO 21/06 – Prior notification for the proposed erection of 2 no. polytunnels (15m x 6.4m each), 1 no. polytunnel (10m x 4.2m) and 1 no. open fronted timber framed packing shed (12m x 4m) – Horner Farm, Horner, Minehead TA24 8HY

- Mrs F Nicholson declared a personal interest as a Member of Somerset County Council which had provided a grant for the Veg Box proposal and indicated she would therefore leave the meeting when this item was considered.
- Mrs P Webber declared a personal interest as Chair of Selworthy and Minehead Without Parish Council who had supported the application and indicated she would therefore leave the meeting when this item was considered.

In relation to Agenda Item 11 – White Rock Cottage and the Former Simonsbath School – Lease to the Simonsbath & Exmoor Heritage Trust Mrs F Nicholson and Mr S Pugsley declared personal interests as they were both Trustees of the S&EHT and indicated they would therefore leave the meeting when this item was considered.

301. CHAIRPERSON'S ANNOUNCEMENTS:

- Whilst Mr Richard Edgell was unfortunately not able to join the meeting, the Chairperson noted that it would have been his last meeting as a Devon County Council appointed Member of the Authority. Mr Edgell joined the Authority in May 2007 and the Chairperson gave thanks for all his time and energy spent representing the interests of the National Park Authority over the last 14 years, especially during his tenures as Deputy Chair of Planning and Chair of Planning. A letter from Mr Edgell was read out to the meeting.
- In place of their normal Spring Conference, The Exmoor Society is hosting four free one-hour webinars on the theme of Nocturnal Exmoor. The first webinar – Nocturnal Wildlife featuring keynote speaker Professor Fiona Matthews – will take place on Friday, 7 May. Further information details can be obtained via The Exmoor Society website

302. MINUTES

- i. **Confirmation:** The **Minutes** of the Authority's meeting held on 6 April 2021 were agreed and signed as a correct record.
- ii. **Matters arising:** There were no matters arising.

303. PUBLIC SPEAKING: See Minute 305 and 307 for details of public speakers.

Items relating to the Authority's role as sole local planning authority for the National Park area including determination of planning applications. This section of the meeting was chaired by Mr S J Pugsley, Deputy Chairperson (Planning).

APPEALS

304. The Committee noted the **decision** of the Secretary of State for Housing, Communities and Local Government to dismiss the Appeal in relation to Application 6/34/19/108 – The Bungalow, Avill Nurseries, Knowle Lane, Timberscombe, Somerset, TA24 6TX

DEVELOPMENT MANAGEMENT

305. Application No. 6/8/21/102

Location: Land Northern side of road between Couple Cross and Beech Trees (Easting: 295923, Northing: 138600), Allercott Farm, Timberscombe, TA24 7NB

Proposal: Proposed change of use of area from sheep and cattle feeding area to a timber storage area together with the widening of existing gateway and creation of banking and planting of hedgerow. Retrospective

The Authority considered the **report** of the Head of Planning and Sustainable Development.

Public Speaking

Mr O Edwards, Local Resident

Mr R Wight, Local Resident

Mr R O'Hare, Local Resident

Mr D Knight, Local Resident

Mr W Lock, Exmoor Young Voices – statement read out
Mrs R Thomas, The Exmoor Society
Mr R Webber, Cutcombe Parish Council
Mr S Moore, Applicant's Business Partner
Mr R Willford, Applicant

The Authority's Consideration

The Authority Committee noted that Planning Officers recommended the application be refused, as they judged that the proposed development was contrary to Policies CE-S1, CE-D1 and SE-S3 of the Exmoor National Park Local Plan 2011-2031 and paragraphs 170 and 172 of the National Planning Policy Framework, based upon the fact the site lies within open countryside that is not an existing employment site; is isolated and is located away from other buildings; and the unacceptable harm its siting, position and form would cause to the scenic beauty and character of the landscape.

Members were mindful that they had refused a previous retrospective Application 6/8/19/101 at the same development site in May 2019. However, they noted that the revised Application proposed the creation of two new hedge banks with mixed species planting on the northern and western boundaries of the site, totalling approximately 110m, with further mixed species planting on the existing bank on the southern side of the site.

The Committee considered that the proposed planting scheme would help to mitigate the landscape impact caused by the development and it would also provide for additional wildlife habitat.

The debate then turned to the economic benefit that the proposed development would bring in terms of local employment opportunities and the contribution that such a sustainable development would bring to the wider Exmoor economy.

As the debate concluded, Members recognised that this was a particularly finely balanced case, and it was the judgement of the majority of the Committee that the Authority's duty to seek to foster the economic and social well-being of local communities, on this occasion, outweighed any other considerations.

It was therefore resolved to grant planning permission.

Following the vote, Members requested that Officers give consideration to amending the height restriction condition for the timber stacks to 4m, which would be in line with Health and Safety guidance. It was further agreed to delegate to Officers the detail of the conditions to be attached to the grant of planning permission, and if agreement cannot be reached with the applicant, then to bring back to the Committee for further consideration.

RESOLVED: To grant retrospective planning permission subject to the following conditions.

- 1) The development hereby approved shall be carried out strictly in accordance with drawings numbered by this Authority as 1 – Location Plan, 2 – Site Plan and 3 – Proposed Bank Elevation and Section and date stamped by the Local Planning Authority on 26 February 2021.

Reason: For the avoidance of doubt and to ensure the works accord with the approved details.

- 2) Within three months of the date of this permission, details for the proposed visibility splays (east and west) for the access, hereby permitted, shall be submitted to and approved in writing by the Local Planning Authority. The visibility splays for the access shall be constructed in accordance with the agreed details and shall be maintained in the agreed form thereafter unless otherwise agreed in writing by the Local Planning Authority.
Reason: In the interests of highway safety.
- 3) Within three months of the date of this permission, details for the provision within the site for the disposal of surface water so as to prevent its discharge onto the highway, shall have been submitted to and approved in writing by the Local Planning Authority. Such provision shall be installed in accordance with the agreed details and shall be maintained in the agreed form thereafter unless otherwise agreed in writing by the Local Planning Authority
Reason: In the interests of highway safety.
- 4) Within three months of the date of this permission, details for the proposed consolidated surface finish for the first 10m of access from the highway, hereby permitted, shall be submitted to and approved in writing by the Local Planning Authority. The access shall be constructed in accordance with the agreed design and shall be maintained in the agreed form thereafter unless otherwise agreed in writing by the Local Planning Authority.
Reason: In the interests of highway safety.
- 5) The site outlined in red on approved drawing 1 – Location Plan shall only be used for the storage of timber and associated machinery only and not for any other purpose.
Reason: To safeguard the visual amenity, landscape character and highway safety interests of the National Park in accordance with Policies GP1, CE-S1, CE-D1, CE-S6, AC-S3, AC-D1 and AC-D2 and of the Exmoor National Park Local Plan 2011-2031.
- 6) The timber and associated machinery storage area, hereby approved, shall be restricted to the area outlined in red on approved drawing 1 – Location Plan only.
Reason: To safeguard the visual amenity and landscape character of the National Park in accordance with Policies GP1, CE-S1, CE-D1 and CE-S6 of the Exmoor National Park Local Plan 2011-2031.
- 7) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any order revoking and re-enacting those Orders with or without modification), no buildings, enclosures or other structures shall be constructed or carried out on land outlined in red on approved drawing 1 - Location Plan, without the prior permission, in writing, of the Local Planning Authority.
Reason: To safeguard the visual amenity and landscape character of the National Park in accordance with Policies GP1, CE-S1, CE-D1 and CE-S6 of the Exmoor National Park Local Plan 2011-2031.
- 8) The timber and associated machinery storage area, hereby permitted, shall be returned to its former agricultural use and the associated fencing removed and the area of hardstanding covered and seeded within three months, of the use of the land for timber and associated machinery storage ceasing unless the Local Planning Authority have previously granted

planning permission for an alternative use or an alternative timeframe has been agreed in writing by the Local Planning Authority.

Reason: To achieve environmental and visual enhancement of this rural part of the National Park and to safeguard the visual amenity and landscape character of the National Park in accordance with Policies GP1, CE-S1, CED1, CE-S3 and CE-S6 of the Exmoor National Park Local Plan 2011-2031.

- 9) The timber storage piles/stacks associated with the development, hereby permitted, shall not exceed 4m in height above the existing ground level.

Reason: To safeguard the visual amenity and landscape character of the National Park in accordance with Policies GP1, CE-S1, CE-D1 and CE-S6 of the Exmoor National Park Local Plan 2011-2031.

- 10) Within six months of the date of this permission, the landscaping works proposed (proposed new hedgebanks to the western and northern boundaries and the planting of the southern bank) shall be carried out in accordance with the approved plans. A scheme identifying the species mix and density of plants to be planted on the banks, shall be submitted to and agreed in writing by the Local Planning Authority prior to their planting. The hedgebanks and planting shall, thereafter, be provided in accordance with the agreed details and the planting shall be carried out in full during the first planting season (15th September and 15th March inclusive) following the creation of the banks. Any tree or hedge found to be dying, damaged or diseased within 10 years from the date on which the scheme has been completed shall be replaced with the same species.

Reason: To enable the Local Planning Authority to consider details not sufficiently provided as part of the current application, to assimilate the development into the landscape and to safeguard the appearance and character of this part of the National Park in accordance with policies GP1, CE-S1, CE-D1 and CE-S6 of the Exmoor National Park Local Plan 2011-2031.

- 11) Any retained grassland strips within the site boundary outlined in red on approved drawing 1 – Location Plan, of the development hereby approved shall be managed to promote a species-rich sward and include the planting of native and locally occurring wild flowers and grasses.

Reason: To ensure the proposal meets the requirements within the National Planning Policy Framework 2019, allowing the development to contribute to and enhance the natural and local environment by minimising impacts on and providing net gain for biodiversity and accord with policies CE-S1, CE-D1 and CE-S3 of the Exmoor National Park Local Plan 2011-2031.

- 12) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any order revoking and re-enacting those Orders with or without modification), no external lighting shall be installed within the site hereby approved.

Reason: To safeguard the visual amenity, landscape character and dark night sky of the National Park in accordance with Policies GP1, CE-S1, CE-D1, CE-S6 and CE-S2 of the Exmoor National Park Local Plan 2011-2031.

Miss A V Davies and Mr N Thwaites did not vote on Agenda Item 7.1 above, as they were not present for the duration of the item.

Mr M Kravis and Mr N Thwaites left the meeting.

The meeting closed for recess at 11.59am and reconvened at 12.10pm.

Mr S J Pugsley, Deputy Chairperson (Planning), left the meeting due to a technical difficulty and Miss A V Davis, Deputy Chairperson, took over as Chairperson for Items 7.2 and 7.3

306. Application No. 6/9/21/108

Location: Varle Hill, Land by Cattle Grid off Winsford Hill (Easting: 289034, Northing: 132087)

Proposal: Application under Regulation 3 of the Town & Country Planning General Regulations 1992 for the proposed creation of banking to enclose two roadside pull in areas

The Authority considered the **report** of the Head of Planning and Sustainable Development.

RESOLVED: To grant planning permission subject to the conditions set out in the report.

Before the Officer presentation, Mrs F Nicholson and Mrs P Webber left the meeting

307. Application No. GDO 21/06

Location: Horner Farm, Horner, Minehead, TA24 8HY

Proposal: Prior notification for the proposed erection of 2 no. polytunnels (15m x 6.4m each, 1 no. polytunnel (10m x 4.2m) and 1 no. open fronted timber framed packing shed (12m x 4m)

The Authority considered the **report** of the Head of Planning and Sustainable Development.

Public Speaking

Mr A Reed, Good Vibe Veg – statement read out

RESOLVED: To confirm that prior approval is not required.

After the vote, Mrs F Nicholson and Mrs P Webber re-joined the meeting.

Mr S J Pugsley, Deputy Chairperson (Planning) returned to the meeting and resumed his duties as Chairperson for the remainder of this part of the meeting.

308. Application No. WTCA 21/03

Location: Land to the rear of Dunster National Park Centre, Dunster Steep, Dunster, TA24 6G

Proposal: Works to Trees in Conservation Area: Young Ash T1 fell to ground level

The Authority considered the **report** of the Head of Planning and Sustainable Development.

RESOLVED: To grant permission for Works to Trees in Conservation Area: Young Ash T1 fell to ground level.

Mrs C Lawrence did not vote on Agenda Item 7.4 above, as she was not present for the duration of the item.

309. APPLICATION DECISIONS DELEGATED TO THE CHIEF EXECUTIVE: The Authority noted the **decisions of the Chief Executive determined under delegated powers**.

310. SITE VISITS: There were no site visits to arrange.

The remaining section of the meeting was chaired by Mr R Milton, Chairperson of the Authority.

311. EXTERNAL AUDIT PLAN FOR THE YEAR ENDING 31 MARCH 2021

The Authority received a presentation from the external auditors and considered the **report** of the Chief Finance Officer.

RESOLVED: To receive the External Audit Plan for the year ending 31 March 2021.

Before the Officer presentation, Mrs F Nicholson and Mr S Pugsley left the meeting.

312. WHITE ROCK COTTAGE AND THE FORMER SIMONSBATH SCHOOL – LEASE TO THE SIMONSBATH AND EXMOOR HERITAGE TRUST

The Authority considered the **joint report** of the Head of Conservation and Access and the Land and Property Manager

RESOLVED:

- (1) To note the conservation works that have been completed at White Rock Cottage and the former Simonsbath School.
- (2) To approve the transfer of the property (via a 99 year lease) to the Simonsbath and Exmoor Heritage Trust.
- (3) To approve the principle of a draft Heritage Compact to facilitate close working with the S&EHT in the future.

After the vote, Mrs F Nicholson and Mr S Pugsley re-joined the meeting.

Mr M Kravis returned to the meeting.

313. EXMOOR CONSULTATIVE & PARISH FORUM: The Authority received and noted the **meeting notes** from the Exmoor Consultative & Parish Forum meeting held on 18 March 2021.

314. PERSONNEL UPDATE: The Authority noted the recent staff changes as set out on the agenda.

315. ANY OTHER BUSINESS OF URGENCY: There was none.

The meeting closed at 1.32pm

(Chairperson)

9.1



Committee Report

Application Number:	6/15/20/101
Registration Date:	08-Feb-2020
Determination Date:	02-Apr-2020
Applicant	Mrs A Ambler
Agent:	Exton Associates
Case Officer:	Yvonne Dale
Site Address:	HILLSIDE, EXTON, DULVERTON, TA22 9JT
Proposal:	Proposed demolition of existing single storey garage and erection of new two storey garage with office/studio over.
Recommendation:	Refuse
Reason for bringing before Authority Committee:	This application is brought before the Committee in accordance with the approved Scheme of Delegation because the officers recommendation to refuse is contrary to the recommendation of Exton Parish Council.

Relevant History

6/15/19/107 Single storey rear extension to dwelling, Hillside, Exton.
Approved 10/11/2009

Site Description & Proposal

Hillside is a detached, two storey dwelling with a painted render exterior, natural slate roof and upvc windows. Hillside is located within the centre of Exton, in an elevated position and lies adjacent to St Peters Church, which is a Grade II* Listed Building. Hillside has neighbouring properties on all sides, with those lying to the east in a more elevated position in relation to the house. To the east of the property lies a public right of way (DU 6/7 – Restricted Byway) from which the property is accessed and viewed from. Additionally, to the south west of the property lies public right of way (DU 6/20 – Restricted Byway).

This application seeks planning permission for the demolition of the existing detached garage and its replacement with a detached, two storey garage with office/studio over.

9.1

Consultee Representations

ENPA - Historic Buildings Officer – 02/03/2020 - Immediately to the north of the site is the grade II* listed church of St Peter. Grade II* buildings are of more than special interest and their conservation, including the contribution made by the setting of the building, is given great weight in the planning process.

The existing garage building is of poor quality and does not enhance the setting of the church and so I would have no concerns regarding its removal. The proposed structure is considerably larger than the existing garage with the ridge height being approximately 3m higher than existing. The proposed building is also approximately 2m wider than existing.

Paragraph 194 of the National Planning Policy Framework (NPPF) 2019 states that any harm to or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification. The height and mass of the garage would arguably cause substantial harm to the setting of the listed building. Causing substantial harm to a grade II* building should be wholly exceptional. Where there is less than substantial harm this harm should be weighed against the public benefits of the scheme. There are no such benefits in this application.

For the above reasons I would recommend refusal. I would also be unlikely to support any future application for a structure on this site higher than the existing garage.

ENPA - ROW and Access Officer - 21/02/2020 - Restricted byway DU6/7 passes just to the east of this development site and probably carries the private vehicular access to this property although I was not able to ascertain this from the documentation provided with the planning application). I am only able to comment from the point of view of public rights of access. I am not able to comment on the existence or otherwise of private rights of access along the public right of way. I do not consider that the proposed changes will lead to an increase in vehicular traffic along this section of restricted byway. The new building will be visible by members of the public using the right of way but I have no particular comments to make.

ENPA - Wildlife Conservation Officer - 11/03/2020 - From reviewing the photo file, which fortunately shows areas of the garage where potential bat roost presence may be found, i can see that the garage offer negligible potential to support roosting bats. No indication of nesting birds also appears to be present.

However, due to the opportunistic behaviour of some bats species and passerine bird species, along with the site's location set within habitats that will support bats and birds, please attach informatives to any planning permission granted and a condition relating to net gain with the installation of a standard nesting box:

9.1

Exton Parish Council - 11/02/2020 - Exton Parish Council considered the Application at their meeting last night. Whilst noting that the roofline was higher than the current building the Council were happy to support the Application as an overall improvement.

Historic England - 25/02/2020 - On the basis of the information available to date, we do not wish to offer any comments.

Historic England – 06/04/2020 – Further consideration of the scheme was requested. The application includes no Design and Access Statement, nor Heritage Statement. Paragraph 189 of the National Planning Policy Framework requires that in determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. From the information seen this analysis of significance and setting does not appear to have been carried out.

As the works proposed within this application will impact the setting of a Grade II* listed building, one of the top 8% of all listed buildings and therefore of more than special interest, the proposal will need to be considered against the national legislation (Planning (Listed Buildings and Conservation Areas) Act 1990) and Chapter 16 of the National Planning Policy Framework. The NPPF advises in paragraphs 193-4 that any harm or loss to a designated asset should require a clear and convincing justification – unjustified harm is never acceptable, regardless of the public benefit it brings, if alternative and less harmful options exist.

This applies most strongly to highly designated heritage assets. Before weighing up the harm against any public benefit associated with a proposal, it needs to be demonstrated that that harm cannot be avoided or reduced through amendments to the scheme, or offset by mitigation of the harm or enhancement of the asset. Historic England's Good Practice Advice Note 2: Managing Significance in Decision-Taking in the Historic Environment, sets out a clear process for making that assessment in paragraphs 6 and 25-26. When considering change, great weight should be given to the asset's conservation. The more important the asset, the greater the weight should be.

Given the topography of the site and that of the wider landscape, your Authority should be convinced that the proposed new building will not have a harmful impact on the significance which the Grade II* church derives from its setting, particularly the primacy of the church tower within the village but also in longer-range views towards and from the church and churchyard.

In determining this application you should bear in mind the statutory duty of section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to have special regard to the desirability of preserving listed buildings or their setting or any features of special architectural or historic interest which they possess and section 38(6) of the Planning and Compulsory Purchase Act 2004 to determine planning applications in accordance with the development plan unless material considerations

9.1

indicate otherwise. Your authority should take these representations into account and seek amendments, safeguards or further information as set out in our advice.

ENPA - Historic Environment Officer – No response received

Somerset West and Taunton Council – No response received

SCC - Highways Authority – No response received

National Amenity Society – No response received

Representations

One public letter of representation has been received objecting to the development. The objections relate to the unacceptability of the scale of the proposed structure, its detrimental effect on the amenity and view from Exton Lane and the Easterly approach to St Peter's Church including obscuring the tower of the Church and the graveyard. The objections also include the lack of clear and convincing justification in accordance with paragraph 194 of the NPPF and the lack of public benefits of the proposed development.

Policy Context

Exmoor National Park Local Plan 2011 – 2031 (including minerals and waste policies)

GP1 – General Policy

CE-S2 – Protecting Exmoor's Dark Night Sky

CE-S3 – Biodiversity and green infrastructure

CE-S4 – Cultural Heritage and Historic Environment

CE-D3 – Conserving Heritage Assets

CE-S6 – Design and sustainable construction principles

CE-D4 – Extensions to buildings

HC-D15 – Residential extensions

HC-D16 – Outbuildings

SE-D1 – Home Based Businesses

RT-D12 – Access land and rights of way

CC-S1 – Climate Change Mitigation and Adaptation

CC-D1 – Flood Risk

AC-S3 – Traffic Management and Parking

AC-D3 – Parking Provision and Standards

The National Planning Policy Framework (NPPF) is also a material planning consideration.

Planning Considerations

The main material planning considerations in this case are considered to be the principle of development, the design, scale and materials and the impacts on the setting of the Listed Building, the impacts on protected species and habitats and the impact on neighbouring amenity.

9.1

PRINCIPLE OF DEVELOPMENT

Policy HC-D16 of the Exmoor National Park Local Plan 2011 – 2031 (including minerals and waste policies) (the Local Plan) permits in principle the erection of ancillary outbuildings within the domestic curtilage of a dwelling.

The proposed development would comprise of a replacement garage and office/studio extension above as such, it is considered that it is acceptable in principle subject to other material planning interests being satisfied.

DESIGN, SCALE AND MATERIALS

The proposed work consists of the demolition of an existing detached, double garage that lies to the east of the existing dwelling together with a replacement detached, double garage with an office/studio above, in a similar location.

The garage to be demolished measures approximately 5.2m x 6m with a floor area of approximately 31.2m². The existing garage has a ridge height of approximately 3m and an eaves height of approximately 2m. The existing garage is constructed of precast concrete panels, an asbestos sheet panel roof and partial timber cladding. The existing garage has two double timber garage doors with windows above on the southern elevation and four timber framed windows on the western elevation.

The proposed two storey replacement garage with office/studio above measures approximately 6.8m x 6m with a floor area of approximately of 81.6m², of which 40.8m² would be habitable floor space on the first floor. The proposed building has a ridge height of approximately 6m and an eaves height of approximately 3.8m. The building would be constructed with a painted render exterior to match the existing dwelling and a natural slate roof. The building would have two double timber garage doors at ground floor and a tri-pane double glazed window at first floor on the southern elevation and a single timber door at ground floor on the western elevation. A tri-pane rooflight is proposed on the western roof slope.

Policy CE-S6 of the local plan encourages the use of traditional, natural and sustainable materials to ensure that the appearance of new developments conserves and enhances the quality and character of the built environment and will expect the use of traditional, vernacular materials. The proposed works include the use of timber and natural slate. It is considered that the proposed materials are in themselves acceptable.

Policy HC-D16 of the Local Plan relates to outbuildings such as garages. The policy states that outbuildings will be permitted where: a) in terms of scale and massing they are proportionate to the dwelling they are to serve; b) there is no unacceptable adverse impact on the character, appearance or setting of the existing dwelling, the surrounding landscape, or the amenity of neighbouring occupiers by reason of their siting and design in accordance with policy CE-S6 and d) private amenity space

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around the dwelling will not be reduced to an unacceptable level. The preamble to this policy also states that home offices within the domestic curtilage should accord with policy SE-D1.

Policy SE-D1 states that new buildings within the domestic curtilage, for a home based business will be permitted where a) there is no adverse impact on the landscape or the amenity of the area or on the occupiers of neighbouring properties and b) where an extension is proposed the development accords with policy HC-D15 residential extensions.

Policy HC-D15 of the Local Plan relates to residential extensions and clause 1(c) states that extensions should not be disproportionate to the original dwelling and in any case do not increase the external floorspace of the original dwelling by more than 35%.

The area of the dwelling is approximately 250m². The proposed first floor office/studio floorspace is approximately 40.8m² and represents, approximately, a 16.3% increase in the overall floor area of the property. The property has previously been extended under approved planning application reference 6/15/09/107. The total floorspace increase under that application was 11.6%. When added to the proposed increase under this application the total floorspace increase represents a 27.9% and this accords with the guidelines set by Policy HC-D15 of the Local Plan.

It is considered that in terms of scale and massing, however, the proposed garage/office/studio is disproportionate to the dwelling and its relationship on higher ground accentuates its impact. The proposed height of the garage would sit approximately 0.3m below the ridge line of the existing dwelling. Whilst it is accepted that the proposed garage building lies in an elevated position to the existing dwelling the proposed increase in height is disproportionate and doubles that of the existing garage.

The proposed building would be prominent from the public right of way and would present a stark view. The scale of the proposed building dominates the site. It is judged that the garage, by virtue of its scale and siting, causes harm to the surrounding area and the character and appearance of the dwelling. It is considered that the siting, design and scale of the proposed building are not acceptable and the proposed works are therefore, contrary to policies HC-D16, CE-S6 and SE-D1 of the Local Plan.

IMPACT ON THE SETTING OF THE LISTED BUILDING

Policy CE-S4 relates to cultural heritage and the historic environment and states that Exmoor National Park's local distinctiveness, cultural heritage, and historic environment, will be conserved and enhanced to ensure that present and future generations can increase their knowledge, awareness and enjoyment of these special

9.1

qualities and that development proposals affecting heritage assets and their settings, will be considered in a manner appropriate to their significance.

Policy CE-D3 states that development proposals that affect a heritage asset and its setting should demonstrate a) a positive contribution to the setting through sensitive design and siting; b) promote the understanding and enjoyment of the heritage asset and its setting or better reveal its significance and appreciation of the setting; and c) avoid unacceptable adverse effects and cumulative visual effects that would impact on the setting.

This Authority's Historic Building Officer has commented on the application. He states that immediately to the north of the site is the grade II* listed church of St Peter with the graveyard retaining wall forming the northern boundary of the site. Grade II* buildings are of more than special interest and their conservation, including the contribution made by the setting of the building, is given great weight in the planning process. The graveyard also contains the remains of a churchyard cross which is designated as a grade II listed building.

He also states that the church is clearly seen from the two footpaths that run north from Exton, in particular the eastern most path that runs north to Widlake Farm. The church tower can also be seen from a number of other distant views and is a landmark in the landscape. He considers that the existing garage building is of poor quality and does not enhance the setting of the church with the roof of the existing garage just projecting above the level of the graveyard and its retaining wall and would have no concerns regarding its removal.

He further states that when looking into the site from the entrance to the property, that lies adjacent to the public right of way (DU 6/7), the proposed building will largely block the view of the church and when viewed from the lane the roof will appear to be almost the same as the top of the church tower. The view from the church entrance across Exton to the open countryside beyond will be severely impacted by the mass of the new structure which will have an overbearing impact on the graveyard.

He advises that paragraph 194 of the National Planning Policy Framework (NPPF) 2019 states that any harm to or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting), should require clear and convincing justification and that the height and mass of the garage would arguably cause substantial harm to the setting of the listed building. Causing substantial harm to a grade II* building should be wholly exceptional. Where there is less than substantial harm this harm should be weighed against the public benefits of the scheme. There are no such benefits in this application.

He recommends refusal and indicates that he unlikely to support any future application for a structure on this site higher than the existing garage.

9.1

Historic England were consulted on the application and state that Paragraph 189 of the National Planning Policy Framework requires that in determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. From the information seen this analysis of significance and setting does not appear to have been carried out.

They also state that given the topography of the site and that of the wider landscape, the Authority should be convinced that the proposed new building will not have a harmful impact on the significance which the Grade II* church derives from its setting, particularly the primacy of the church tower within the village but also in longer-range views towards and from the church and churchyard.

They further state that in determining the application the Authority should bear in mind the statutory duty of section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 to have special regard to the desirability of preserving listed buildings or their setting or any features of special architectural or historic interest which they possess and section 38(6) of the Planning and Compulsory Purchase Act 2004 to determine planning applications in accordance with the development plan unless material considerations indicate otherwise. The Authority should take these representations into account and seek amendments, safeguards or further information as set out in their advice.

It is considered that the works would have an unacceptable impact on the existing dwelling and that the proposed works have an adverse impact on the setting of the Listed Building (St Peters Church). The distinctiveness, cultural heritage and the historic environment, namely the setting of the Grade II* listed St Peter's Church, would not be conserved and is therefore, contrary to policies CE-S4 and CE-D3 of the Local Plan.

IMPACT ON PROTECTED SPECIES AND HABITATS

Policy CE-S3 of the Local Plan relates to biodiversity and green infrastructure and states that the conservation and enhancement of wildlife, habitats and sites of geological interest within the National Park will be given great weight.

This Authority's Wildlife Officer has commented on the application and states that from reviewing the photo file, which fortunately shows areas of the garage where potential bat roost presence may be found, and can see that the garage offers negligible potential to support roosting bats. No indication of nesting birds also appears to be present.

Due to the opportunistic behaviour of some bats species and passerine bird species, along with the site's location set within habitats that will support bats and birds, it is recommended that informatives are added to any permission granted.

9.1

He further recommends a condition that requires a standard nest box be installed, as a biodiversity net gain, should be added to any permission granted. Provided that the condition and informatives are added, he has no objection to the application.

Through the recommendations and advice of suitably qualified professionals it is considered that there is potential for the proposed works to impact on protected species and habitats and the use of informatives and a condition are required to ensure that the proposals can comply with policy CE-S3 of the Local Plan and statutory legislation.

IMPACT ON NEIGHBOURING AMENITY

Policy GP1 of the Local Plan states that opportunities must be taken to contribute to the sustainable development of the area and particular attention will be paid to the impact on the amenities of local residents or occupiers of neighbouring properties.

Policy CE-S6 states that development should not detrimentally affect the amenities of surrounding properties and occupiers including overlooking, loss of daylight, overbearing appearance, or other adverse environmental impacts.

There are neighbouring properties on all sides of the property. The property to the west (Loggetts) is separated from the proposed development by its existing garden and the existing dwelling (Hillside). Loggetts sits in a lower position to Hillside. The properties to the south (Hare and Hounds and The Old School) are separated from the site by their existing gardens, the garden belonging to Hillside and the existing screening. The properties to the east (Church Cottage and Sunny Side) are separated from the site by the existing public right of way and sit in an elevated position in relation to Hillside. The property to the north (St Peters Church) shares a boundary wall with the application site.

One public letter of representation has been received objecting to the development. The objections relate to the unacceptability of the scale of the proposed structure, its detrimental effect on the amenity and view from Exton Lane and the Easterly approach to St Peter's Church including obscuring the tower of the Church and the graveyard. The objections also include the lack of clear and convincing justification in accordance with paragraph 194 of the NPPF and the lack of public benefits of the proposed development.

The proposed works consist of the replacement of an existing single storey double garage with a two storey double garage with office/studio at first floor. The proposed building would have a ridge height that is twice as high as the garage to be replaced at 6m. The replacement building proposes a rooflight in the western roof slope. It is considered that there would not be an unacceptable increase in overlooking. It is also considered that the proposed development would cause no adverse effect on the neighbouring occupiers from overbearing, loss of light or other adverse environmental impacts. Therefore, it is judged that the proposed development would have an

9.1

acceptable impact on the amenity of neighbouring residents, in accordance with policies GP1 and CE-S6 of the Local Plan.

OTHER MATTERS

Exton Parish Council have commented on the application and state that whilst noting that the roofline was higher than the current building, the Council were happy to support the application as an overall improvement.

Human Rights

The provisions of the Human Rights Act 1998 and Equalities Act 2010 have been taken into account in reaching the recommendation contained in this report.

Conclusion

It is considered that in terms of siting, scale and massing the proposed garage/office/studio is disproportionate to the dwelling and would cause harm to the character and appearance of the existing dwelling. Harm would also be caused to the street scene and setting of the site by virtue of the siting, scale and massing of the proposed building. The proposed development is, therefore, contrary to policies HC-D16, CE-S6 and SE-D1 of the Local Plan.

It is considered that the development would have an unacceptable impact on the existing dwelling and that the proposed development has an adverse impact on the setting of the Listed Building (St Peters Church) by virtue of its siting, scale and massing. The distinctiveness, cultural heritage and the historic environment would not be conserved and is therefore, contrary to policies CE-S4 and CE-D3 of the Local Plan.

Through the recommendations and advice of suitably qualified professionals it is considered that there is potential for the proposed works to impact on protected species and habitats and the use of informatives and a condition are required to ensure that the proposals can comply with policy CE-S3 of the Local Plan and statutory legislation.

It is considered that the proposed works would not adversely affect the public right of way either through its condition, its users' interests or affect its character and appearance. It is considered that the proposed development accords with policy RT-D12 of the Local Plan.

It is considered that the proposed development would not cause an unacceptable increase in overlooking. It is also considered that the proposed development would cause no adverse effect on the neighbouring occupiers from overbearing, loss of light or other adverse environmental impacts. Therefore, it is judged that the proposed

9.1

development would have an acceptable impact on the amenity of neighbouring residents, in accordance with policies GP1 and CE-S6 of the Local Plan.

For the reasons outlined above the development is considered to be unacceptable and not in accordance with the relevant development plan policies. The application is, therefore, recommended for refusal.

Recommendation

Refuse for the following reasons:

1. The proposed development seeks to replace an existing single storey garage with a two storey garage with office/studio at first floor. The proposed development would cause harm to the character and appearance of the existing dwelling, the street scene and the setting of the site by virtue of its siting, scale and massing and the proposal is considered to be contrary to policies HC-D16, CE-S6, SE-D1 and GP-1 of the Exmoor National Park Local Plan 2011-2031.
2. The proposed development by virtue of its siting, scale and massing, would cause substantial harm to the setting of the Grade II* listed building that is not outweighed by public benefits. The proposed development is therefore, contrary to policies CE-S4 and CE-D3 of the Local Plan and Paragraph 194 of the National Planning Policy Framework (NPPF) 2019.

Informatives

POSITIVE & PROACTIVE STATEMENT

This Authority has a pro-active approach to the delivery of development. Early pre-application engagement is always encouraged. In accordance with the requirements of Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015, in determining this application, Exmoor National Park Authority has endeavoured to work positively and proactively with the agent/applicant, in line with the National Planning Policy Framework, to ensure that all relevant planning considerations have been appropriately addressed to achieve a positive outcome. However, in this instance the relevant planning considerations have not been addressed and the application has therefore been refused.

9.2



Committee Report

Application Number:	WTCA 21/09
Registration Date:	21-May-2021
Determination Date:	22-Jun-2021
Applicant	Mrs. S Bryan, Chypleighs
Agent:	
Case Officer:	Jack Hunt
Site Address:	Chypleighs, 3 Rosemary Lane, Dulverton, Somerset, TA22 9DP
Proposal:	Works to Trees in Conservation Area: T2, T3 Plane (<i>Platanus x hispanica</i>) - repollard in line with previous management regime to prolong life of trees and reduce shade on neighbouring apple trees; T4 mature hawthorn (<i>Crataegus monogyna</i>) - coppice as part of hedgelaying management; G1 beech (<i>Fagus sylvatica</i>), approx 20 stems - cut and lay as part of hedge management.
Recommendation:	Approve
Reason for bringing before Authority Committee:	Applicant is ENPA staff member

Relevant History

None relevant to this application

Site Description & Proposal

All trees are located in the garden of Chypleighs, with T4 (hawthorn) and G1 (beech hedge) part of the garden boundary. G1 is part of the southern boundary which separates the garden with Abbots Lane, a public right of way. The proposal is to repollard two plane trees (T2, T3) which have previously been under pollard management to improve the health of the trees and nearby apple trees by reducing shade. Hedgerow trees T4 and G1 will be coppiced and laid following hedgelaying management practice.

9.2

Consultee Representations

ENPA - Historic Buildings Officer – No comments received

ENPA - Historic Environment Officer – No comments received

ENPA - Historic Environment Advisor – No comments received

ENPA - Wildlife Conservation Officer – No comments received

ENPA - ROW and Access Officer – Proposed works are adjacent to DU 3/23 footpath. The contractor should be made aware of this and ensure that the footpath remains safe and easy to use at all times, or contact ENPA to arrange a temporary closure with at least 2 weeks' notice.

ENPA – Ecologist – No comments received

SCC - Highways Authority – No observations

Somerset West and Taunton Council – No comments received

Dulverton Parish Council – No comments received

Representations

None received.

Policy Context

Trees in a conservation area that are not protected by an Order are protected by the provisions in section 211 of the Town and Country Planning Act 1990. These provisions require people to notify the local planning authority, using a 'section 211 notice', 6 weeks before carrying out certain work on such trees, unless an exception applies. The work may go ahead before the end of the 6-week period if the local planning authority gives consent. This notice period gives the authority an opportunity to consider whether to make an Order on the tree.

Planning Considerations

All trees are within the Dulverton Conservation Area and as such their contribution to the character of the Conservation Area must be considered. Trees T2 and T3 are not easily visible from a public space, but T4 and G1 are. In the case of this proposal, bringing previously pollarded trees and hedgerow trees back into management would not be detrimental to the character of the Conservation Area.

9.2

Human Rights

The provisions of the Human Rights Act 1998 and Equality Act 2010 have been taken into account in reaching the recommendation contained in this report.

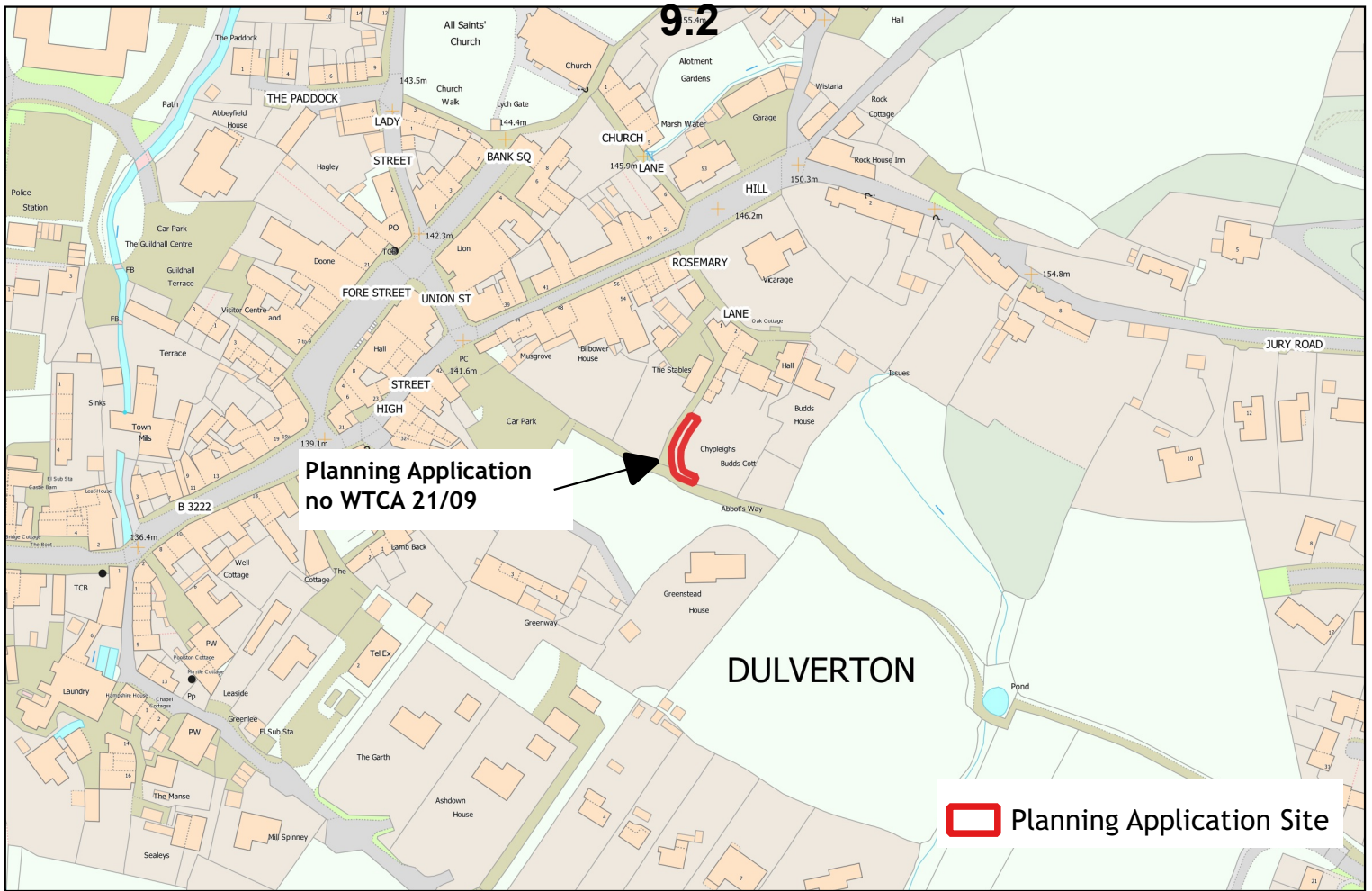
Conclusion

The proposal is to bring several trees in the Conservation Area back into management using management techniques which have historically been applied to the trees in this proposal. As this will not have a detrimental effect on the character of the Conservation Area, the recommendation is to approve the proposal. Consideration must be given to public access to the right of way during works; the ENPA Access officer is able to advise regarding this.

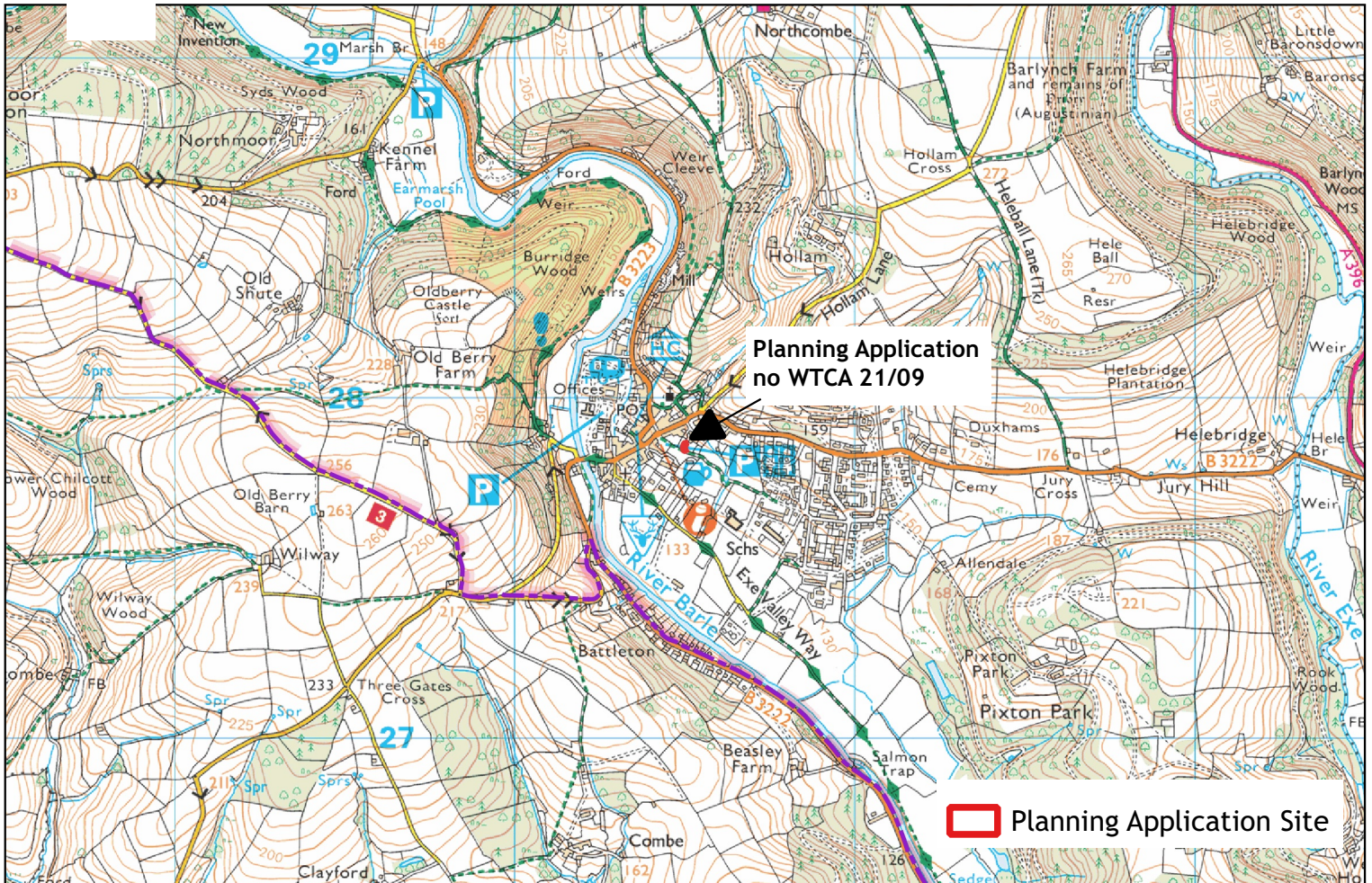
Recommendation

Approve

Informatives



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9.3



Committee Report

Application Number:	6/9/21/111LB
Registration Date:	07-May-2021
Determination Date:	
Applicant	Mr. M Harley, Exmoor National Park Authority
Agent:	
Case Officer:	Amy Sanders
Site Address:	Exmoor House, Dulverton, Somerset, TA22 9HL
Proposal:	Application Under Regulation 3 of The Town & Country Planning General Regulations 1992 for Listed building consent for the proposed removal and replacement of stone capping on store room.
Recommendation:	Approval subject to conditions.
Reason for bringing before Authority Committee:	This application comes before Members under the adopted Scheme of Delegation as the application has been submitted by Exmoor National Park Authority, and Exmoor National Park Authority are the landowner.

Relevant History

6/9/19/124LB Application Under Regulation 3 of The Town & Country Planning General Regulations 1992 for Listed Building Consent for the installation of insulation and dry lining of storage building together with works to remedy water ingress. Retrospective. Approved 06 Dec 2019

Site Description & Proposal

This application comes before Members under the adopted Scheme of Delegation as the application has been submitted by Exmoor National Park Authority.

Listed building consent is sought for an alteration to a short section of capping to the wall which forms the northern boundary of Exmoor House.

Exmoor House is a Grade II listed former workhouse. It was completed in 1855 and was designed to hold 100 men, women and children. The exterior is finished in random rubble stone under natural slate roofs. The building was converted in the early 20th Century.

The building has been extensively modified due to its various changes in use although its external appearance remains largely unchanged.

9.3

The building was listed as a Grade 2 in August 1986. The Historic England list description is as follows:

Union workhouse, now council offices. 1855, converted early C20. Random rubble local stone dressed voussoirs and jambs, slate roofs, overhanging eaves, stone stacks gable ends. T-plan facing south, central block with flanking wings and long range at rear. To storeys, single storey wings, 3:7:3 bays, central 3 bays break forward slightly with open pediment, first floor 9-pane sash windows, ground floor 12-pane to central entrance, panelled door, square headed entrance end bay left blocked. Wooden lantern centre above pediment, shallow pyramid roof, arched louvred openings on each face. Nine bay rear wing with plastic sashes. The history of the Dulverton workhouse is told in Jack Hurley's "Rattle His Bones".

The outbuilding in question is located in the rear car park. A floor plan from the mid 19th Century shows that the outbuilding was used as a "Dead House" (mortuary). It is constructed off the perimeter wall of the site and has a mono-pitched roof finished in natural slate. The external walls are finished in random rubble stone.

Consultee Representations

SCC - Highways Authority, 11-May 2021

No observations

Representations

No representation received.

Policy Context

Exmoor National Park Local Plan 2011 – 2031

CE-S4 - Cultural Heritage and Historic Environment

CE-D3 - Conserving Heritage Assets

A Listed Building application and proposed works must be considered under the Planning (Listed Buildings and Conservation Areas) Act 1990. In particular regard under Section 16 the Local Planning Authority has a statutory duty to have special regard to the desirability of preserving the building or its setting or any features of special architectural interest which it possesses.

The National Planning Policy Framework (NPPF) is also a material planning consideration.

Planning Considerations

9.3

Exmoor House is a Grade II listed building and therefore the main consideration for this listed building application is the impact of the proposed works on the historic significance of this designated heritage asset.

The works proposed in this Listed Building Consent application are limited to a section of wall capping approximately 3 meters in length. This runs above a small storeroom built as a lean-to against the north boundary wall. The store is shown on an 1854 plan of the building as being the 'Dead House'. The rear wall is the original rear wall. It is assumed that the 'Cock and Hen' capping is the original detailing.

The reasons for the proposed works are that the small store has suffered from historic damp issues related to the junction of the roof with the wall, and moisture tracking down through the wall into the store. An attempt was made to address these issues under application reference 6/9/19/124LB where the roof was re-slatted, and the lead flashing was adjusted. As part of this approved application, the lead work was altered to run under slates on top of the wall onto which the 'Cock and Hen' capping was bedded.

The storeroom damp problem has now been resolved, and it is now drying due to the works performed under approved application reference 6/9/19/124 LB. However, the leaching of the lime from the mortar bedding has caused staining to the roof slates, and to the back of the wall as seen from the campsite. Also, the wall capping stones are unstable as the bedding is weakened due to the lime and aggregate having been washed out.

It is therefore proposed to remove the 'Cock and Hen' capping and replace it with a short section of flat natural stone capping. A natural stone capping is the preferred material, because the existing cock and hen style capping is susceptible to leaching and is likely to cause mortar and water penetration into the wall.

This proposal therefore seeks Listed Building Consent to remove the 'Cock and Hen' capping and replace it with a short section of flat natural stone capping.

Policy CE-S4 of the Local Plan sets out that to be consistent with the conservation and enhancement of the cultural heritage of the National Park, proposals which may affect Exmoor's settlements, should seek to preserve or enhance their historic/architectural interest, character and appearance.

In addition, Policy CE-S4, point 1, reads:

'Exmoor National Park's local distinctiveness, cultural heritage, and historic environment will be conserved and enhanced to ensure that present and future generations can increase their knowledge, awareness and enjoyment of these special qualities'.

9.3

The Planning statement submitted with the application states that the works to the wall capping of the store are required to prevent the staining to the roof slates, and to the back of the wall as seen from the campsite. In addition, the capping stones are unstable as the bedding is weakened due to the lime and aggregate having washed out.

Without these works taking place, there is the potential that damage could occur to the fabric of the building over time. As such, the proposed works are considered to be of benefit to the long-term future of this part of Exmoor House. It is considered by Officers that the proposed works that are to be carried out to enhance the longevity of the building is sufficiently justified to comply with the requirements of Paragraph 194 of the National Planning Policy Framework (NPPF).

It is noted that the removal of the capping will result in a loss of the original historic fabric of the listed building. However, in this instance, the loss of this historic fabric is not considered to be of substantial harm to the Listed Building because it will result in the overall preservation of the building for future generations as per Policy CE-S4. The proposed works will also help to improve the appearance of the property and the rear of the wall, as it will prevent the staining. The proposed replacement stone capping will be read as a harmonious and congruous replacement to the existing capping, and is of a design, scale and material to appear as sympathetic to the listed building. The capping will abut a section of wall which has had its 'Cock and Hen' capping replaced with concrete at an unknown date and so will not form an obvious visual break in the wall capping detail. A reclaimed Pennant sandstone has been selected as a material choice, which will be similar in appearance to the existing stone detailing to the building.

Other matters

The Wildlife trigger list has not been activated in this instance so there is no requirement for a wildlife survey.

No response has been received from the Town Council.

Human Rights

The provisions of the Human Rights Act 1998 and Equality Act 2010 have been taken into account in reaching the recommendation contained in this report.

Conclusion

Given the works are considered to be necessary to conserve the historical and structural integrity of the listed outbuilding, the application is considered to be compliant with the development plan and to satisfy the requirements of Section 16 of the Planning (Listed Building and Conservation Areas) Act 1990. As such, Officers

9.3

recommend that the application be approved, subject to the attached of appropriate conditions.

Recommendation

Approval subject to the following conditions:

1. The works hereby approved shall be begun before the expiration of three years from the date of this consent.

Reason: To comply with Section 18(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

2. The works hereby approved shall not be carried out except in complete accordance with drawings numbered EXMH2, EXMH4 and EXMH6, and date stamped 7th May 2021.

Reason: For the avoidance of doubt and to ensure the works accord with the approved details.

Informatives

MONITORING OF DEVELOPMENT

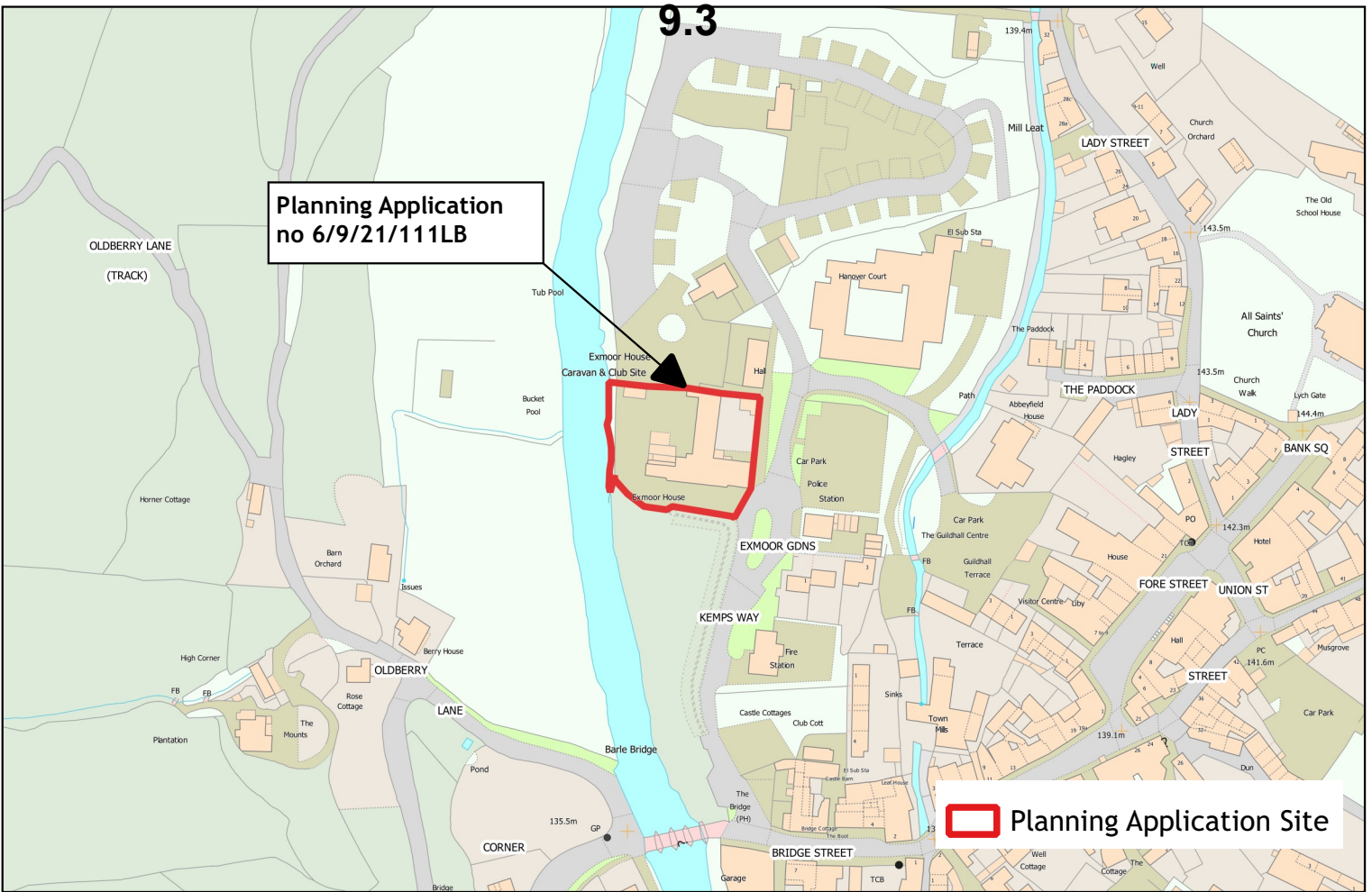
The applicant/developer is reminded that it is their responsibility to ensure that the requirements of each planning condition are met and that the works are undertaken in accordance with the approved plans. Any failure to meet the terms of a planning condition or work which does not accord with the approved plans leaves the applicant/developer liable to formal action being taken. The National Park Authority endeavours to monitor on site the compliance with conditions and building works. This has benefits for applicants and developers as well as the National Park. To assist with this monitoring of development the applicant/developer is requested to give at least fourteen days notice of the commencement of development to ensure that effective monitoring can be undertaken. The Planning Section can be contacted at Exmoor National Park Authority, Exmoor House, Dulverton, Somerset, TA22 9HL or by telephone on 01398 323665 or by email plan@exmoor-nationalpark.gov.uk.

POSITIVE & PROACTIVE STATEMENT

This Authority has a pro-active approach to the delivery of development. Early preapplication engagement is always encouraged. In accordance with the requirements of Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015, in determining this application, Exmoor National Park Authority has endeavoured to work positively and proactively

9.3

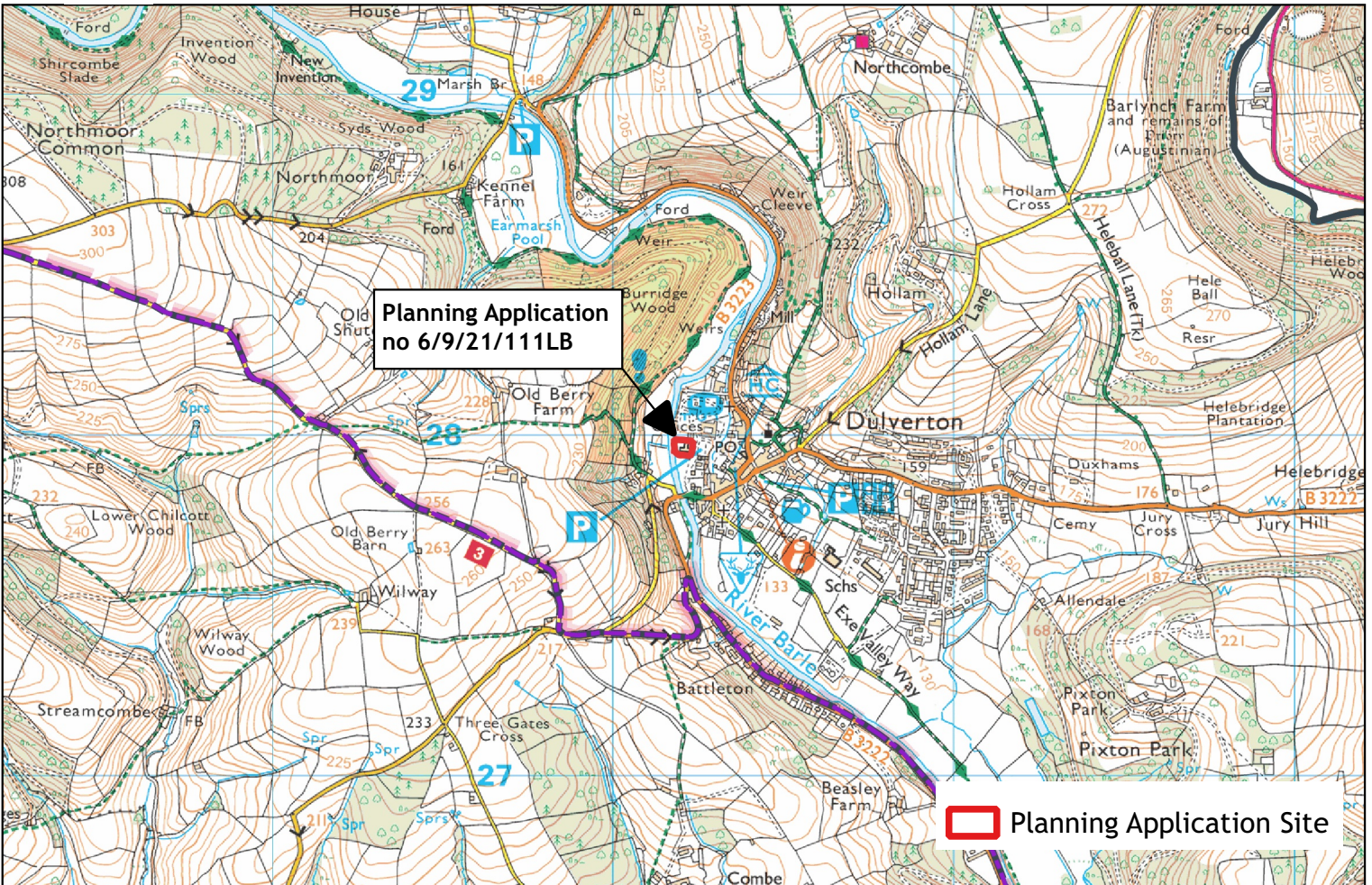
with the agent/applicant, in line with the National Planning Policy Framework, to ensure that all relevant planning considerations have been appropriately addressed to achieve a positive outcome.



 Planning Application Site

Site Map
Scale 1:2500

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 Planning Application Site

Overview Map
Scale 1:20000

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EXMOOR NATIONAL PARK AUTHORITY

6 July 2021

2020/21 OUTTURN – BUDGET PERFORMANCE AND RESERVES

Report of the Chief Finance Officer

Purpose of Report: To report on the outturn for 2020/21 compared with the revised and original budgets and also to note the position of reserves.

RECOMMENDATIONS: The Authority is recommended to:

- (1) NOTE the financial performance for 2020/21
- (2) APPROVE the adequacy of the General Fund Balance at 31 March 2021; and
- (3) APPROVE the transfers between reserves.

Authority Priority: Achieve by providing core services; getting best value from our resources and improving our performance.

Legal and Equality Implications: Local Government Act 2003, Parts 1-3 (Capital Finance, Financial Administration and Grants), Sections 1-39.

Accounts and Audit (England) Regulations 2011, Part 2 (Financial Management and Internal Control).

The equality and human rights impact of the recommendations of this report have been assessed as having no adverse impact on any particular group or individual.

Financial and Risk Implications: The outturn for the year is within the overall net budget of the Authority which is the National Park Grant from Defra.

Climate Change Implications: Budgets for climate response work have been identified as part of the corporate planning and budgetary processes.

1. INTRODUCTION

- 1.1 The 2020/21 revenue budget was agreed on 3 March 2020 and was revised by the Authority in November. The grant settlement from Defra for 2020/21 was for one-year and was the same as for 2019/20.
- 1.2 The finances of the Authority are structured in terms of the core budget, contributions to reserves, top sliced (fixed term) programmes and the small grants scheme. This report is also structured according to those categories. This report will highlight areas of variation or discretion that has been applied in financing in year spend and managing the use of reserves. This report needs to be read in conjunction with the Corporate Plan 2020/21 – Priority Achievements which details the non-financial results for the year.

- 1.3 In addition to the £3.211m of National Park Grant, in 2020/21 the Authority earned another £1.394m across all services and funding streams. This covers traded income, external grants and contributions (e.g. 'Tests and Trials'), fees, interest and capital receipts.
- 1.4 The Coronavirus outbreak has obviously had a major impact on the finances of the Authority in 2020/21. Business at the NPCs, the Outdoor Education Centre at Pinkery and Car Parks were all affected. The Authority was not required to 'furlough' any staff nor did it seek or receive any emergency funds from Defra to maintain operations.

2. CORE BUDGET OUTTURN 2020/21

- 2.1 Appendix 1 summarises budget performance for 2020/21 and shows the actual spending for the year against the original and revised budgets. The overall position for 2020/21 is an outturn of £2,908,169 against the approved revised net budget of £3,012,100. This is the position after appropriations to and from reserves have been made to meet specific funding requirements and to fund project work throughout the Authority.
- 2.2 The underspend of £103,931 is transferred to general balances in the first instance. As identified when the revised budget was agreed, significant underspends have occurred in Information and Interpretation Management and the National Park Centres. This is explained below.
- 2.3 Covid was a major shock to income received within certain services. Income down £100k at Pinkery, £45k at the National Park Centres, £10k for car parking and significantly lower against trend for CareMoor also. In addition the Authority purchased additional IT equipment to facilitate more widescale home working. On the flipside, travel costs were much lower and the Authority received £160k worth of government support.
- 2.4 Overall, the Authority was still negatively financially affected although the impact of the pandemic would have been much greater were it not for government support and the financial preparations that the Authority made when we closed the accounts for 2019/20. Funds were set aside before we knew if government support was available. Other Authority reports will detail the impact on service delivery and partnership working.
- 2.5 There are a few variations over £5,000 between the final budgets and the actual spend at Cost Centre level and these are:

Conservation & Access

- The £8k underspend was due to a range of factors including lower professional fees and a small amount of staff vacancy.

Sustainability & Economy

- The £8k underspend is due to a staff vacancy.

National Park & Information Centres

- The NPCs underspent by £60k as stock purchases was lower than in a 'usual' year, associated running costs of the premises at Lynmouth were below trend and traded income was good when they were able to open.

Information & Interpretation Management

- The significant underspend was due to the vacancy of the old Head of Service post. This budget for this post existed until the restructure was complete.

Pinkery

- The summary in Appendix 1 shows the budget that was set aside for a potential underspend (£70k). Within the spend figure of £75k includes a transfer of £40k to meet a potential overspend in 2021/22. The underlying deficit is £35k in a year when traded income was £100k lower than the year previous and the centre was unable to have any residential visits. The centre adapted their model by hosting more day visits and using available time to update the facilities.

Visitor Facilities

- The overspend was due to works at various public conveniences and project work at Tarr Steps car park.

Legal Support

- There were additional costs related to an ongoing planning dispute.

Members & Corporate Management

- There was very little travel related expenditure in 2020/21.

2.6 Aside from spend from the Core Budget the Authority also provides budget for contributions to Fixed Term Programmes, Reserves and the small grants scheme. These are detailed in Appendix 2.

3. FIXED TERM PROGRAMMES

- 3.1 The original fixed term programmes budget for 2020/21 was £269,400. Appendix 2 details the schemes approved against the 2020/21 Budget and their associated spend to the end of the year. There was also spend in 2020/21 against schemes that had been approved in previous years.
- 3.2 Approvals that are no longer required have been transferred to General Balances or Contingency. Other unspent approvals have been transferred to an alternative reserve if their objectives are closely aligned. This is detailed in Appendix 2.
- 3.3 This outturn also recommends some transfers from within Fixed Term programmes. Funding has been transferred to meet the Historic Buildings Officer post for an additional twelve months.

4. RESERVES

- 4.1 Reserves play a major role in understanding how Exmoor National Park budgets, finances spend, meets future obligations and receives external contributions. A detailed analysis of the reserves held at 31 March 2021 is shown in Appendix 3. Over 2020/21 reserves reduced by £99,902 from £2,885,118 to £2,824,287.
- 4.2 As part of setting the budget for 2020/21 there was a £175,000 contribution to reserves. There were also certain transfers between reserves at the point when the 2020/21 budget was revised as money was found to finance the redundancy costs and for Environmental Resilience.

- 4.3 The Authority does not present a capital budget within either the Original Budget in March or the Revised Budget in November although a Capital Strategy is now detailed when the forward budget is set. Capital schemes either have a unique Authority paper or are reasonably small scale in nature. Capital spend in 2020/21 is listed below and was funded from reserves or external grants:
- £70k on Woodside Bridge.
 - £45k on a new outbuilding at Driver Farm.
 - £46 on corporate equipment. This includes a new sawmill for the depot and some flails.
 - £41k on servers and other IT hardware.
- 4.4 Work has also continued to remove trees affected by Ash Die-Back and there has been further work at White Rock cottage. The Authority received £100k in capital receipts in 2020/21. £80k of which was at Cutcombe. This is yet to be allocated.
- 4.5 Appendix 3 also details certain recommended transfers between reserves to ensure that resources are allocated in line with need. The column 'Outturn Transfer between Reserves', suggests certain virements between reserves which are listed below. Members are asked to approve these changes.
- Of the in-year contributions to CareMoor (£65,244), £7k has been transferred to Rights of Way for access work and £1.4k to Heritage Projects for Historic Signpost. £7k has been retained for Conservation work. £50k of this year's CareMoor contributions relates to the previously reported legacy. We are still determining if we are to receive a further allocation from the estate. This is yet to be allocated to a scheme.
 - £60k from Contingency to Environmental Resilience. Nearly £100k has now been allocated to this reserve to meet this priority. An action plan is being developed and costed to allow the Authority to reduce its carbon output.
 - An additional £30k is recommended to be transferred to meet the service pressures within Planning and Planning Enforcement.
 - £54k to the Estates reserve for service pressures within Land & Buildings.
 - £20k for National Park Centres 'Spend to Save Reserve'. This provides some capacity to continue to refresh the look and appeal.
 - The Rural Enterprise Reserve has been established to manage external contributions in this area and to fund the External Funding Officer post. This has received funds from the old External Funding Bids reserve, specific contributions (e.g. Astro Tourism) and service underspends to provide some flexibility and capacity.
- 4.6 We are not seeking to add to the Woodland Reserve at this time for costs related to Ash Die-Back. They had an allocation in the forward year budget for 2021/22 and this may be sufficient to fund this year's activities. There are funds in Contingency should they require more money this year.
- 4.7 The balance on the General Fund is the amount held in reserve to meet any unforeseen or exceptional items of expenditure or to provide working capital. The balance of the General Fund at 31 March 2021 of £300,000 is in line with the forecasts contained in the Medium-Term Financial Plan. This sum is considered adequate to maintain the financial viability, security and stability of the Authority and provide working capital.

5. SMALL GRANTS SCHEME

- 5.1 The 2020/21 budget allocated £20,000 towards small grants primarily aimed at community and partnership groups to facilitate delivery of ambitions within the National Park Partnership Plan. A further £20k of underspend was carried forward allowing us to offer some Covid Response Funds to partner organisations that were significantly impacted by the pandemic.
- 5.2 Covid Response Funds could be used to help with core costs where a significant impact on income owing to the pandemic could be shown. Of 12 applications 5 offers were made, totaling £4,500. In time further discretionary government support was released via Local Authorities lessening the need for so much support from the Authority.
- 5.3 Following this, the Partnership Fund reopened with its usual criteria aimed at supporting one off projects and initiatives, with an additional priority of projects that also contributed to Covid-19 recovery alongside fulfilment of National Park Purposes. 11 full applications were received with 10 approved for funding totaling £20,066, against a combined total project value of just under £310,000.
- 5.4 A table detailing the offers made through the Covid Response Fund and Partnership Fund Small Grants follows.

G Bryant
Chief Finance Officer
June 2021

2020/21 Small Grant Allocations

Table 1 – Covid Response Fund Allocations 2020/21

Project	Summary	Partnership Fund Contribution
CRF01 Exmoor Magazine	Financial support towards the publishing of the autumn issue of Exmoor Magazine without advertising revenue to aid long term viability of the publication.	£1,000
CRF05 Channel Events	Offset losses incurred through cancellation of events to aid long term viability of the social enterprise delivering recreational events on Exmoor.	£1,000
CRF09 Exmoor Pony Project	Help with essential care and management of the Exmoor ponies with usual income streams cut off - including helping with hoof care, parasite control and essential veterinary care and specialist vitamin and nutrient blocks.	£1,000
CRF10 Dulverton Heritage Centre	The purchase of PPE and adaptations in order to reopen in line with Covid-19 requirements.	£500
CRF12 Moorland Mousie Trust	The purchase of PPE and adaptations in order to reopen in line with Covid-19 requirements.	£1,000

Table 2: Partnership Fund Small Grant Offers 2020/21

Project Name	Summary	Partnership Fund Contribution	Total Project Value	Partnership Fund intervention Rate	Progress Update (end of March 21)
PF20-01 Pony Compost	To develop a long-term, environmentally-sustainable farm diversification venture, producing quality potting and multi-purpose, peat free compost for gardeners and growers. The compost is produced using well-matured manure from the Exmoor Pony Project ponies.	£2,500	£8,500	29%	Completed
PF20-02 Exmoor Studios	Conversion of former Bank in Dulverton into a studio complex for local people, and to bring visitors and trade back to Dulverton and the villages recovering from Covid-19. It will be home to Exestream Radio, a streamed community service, a recording studio and a studio theatre. There will be facilities for meetings, conferences and exhibitions.	£2,500	£10,000	25%	Completed
PF20-03 Luxborough Playground Dormouse	To develop a new natural play area and raise awareness and inform the public of the secret life of the Dormice population in Chargot Woods.	£2,500	£23,500	11%	In progress
PF20-05 Ancient Woodlands (Somerset)	To bring the Somerset side of Exmoor National Park within the pre-existing Ancient Woodland Inventory Review Project within Devon, ensuring this work is undertaken consistently across the whole of this area. Increasing the inventories coverage and accuracy, and its ability to inform the decision making process within planning and the conservation sector. Increasing wider knowledge and understanding of this rich resource, within communities and with other stakeholder groups.	£2,500	£9,000	28%	In progress

PF20-06 Ponies for People	A project aimed at creating a new built equine therapy area at The Exmoor Pony Centre to work with clients to co-design enhanced small group and one-to-one therapy sessions at The Exmoor Pony Centre that can be more resilient to Covid-19 and other future threats.	£2,391	£39,500	6%	To be commenced – update awaited.
PF20-07 Exmoor Search and Rescue	Provision of new incident control vehicle to manage search and rescue operations across Exmoor.	£1,000	£75,000	7%	In progress
PF20-08 Kingsmead Exmoor Explorers	Young Somerset (YS) will work in partnership with Kingsmead school to deliver a John Muir Award to a group of year eight pupils including discovery, exploration, conservation activities and sharing with peers. This group with support from YS will share their experience of different Exmoor locations with the wider school community	£1,675	£5,875	29%	To be commenced
PF20-09 Good Veg Vibe CIC	Development of a Community Supported Agricultural market garden at Horner, growing local, healthy, seasonal and environmentally aware food whilst offering social, learning and well-being opportunities for the community.	£2,500	£38,849	7%	To be commenced
PF20-11 YMCA Dulverton Residential Centre	Renovate and reopen the Dulverton Residential Centre returning the building to its use as a residential centre for youth groups, school, college and universities, walking groups, sports and adventure activities groups as well as families and leisure groups exploring the National Park.	£2,500	£22,580	11%	In progress
PF20-12 Devon Nature Recovery Mapping	Nature Recovery Network Map for Devon's terrestrial, and coastal habitats (marine habitats will follow in subsequent iterations). The Nature Recovery Network Map will highlight the current natural resources and identify priority nature recovery areas and opportunities for nature's restoration. The Map will be available through a free to access online web portal.	£2,000	£77,000	3%	In progress

Section	Budget Heading	2020/21 Original Budget £	2020/21 Revised Expenditure £	2020/21 Revised Income £	2020/21 Revised Budget £	2020/21 Actual £	Variance between 20/21 Revised and 20/21 Outturn
Support to Land Managers	Access & Recreation	139,200	169,900	-27,500	142,400	138,441	-3,959
	Archaeology & Historic Environment	77,400	77,600	-1,200	76,400	76,388	-12
	Field Services	276,300	299,300	-23,000	276,300	275,249	-1,051
	Conservation Advice & Support	282,300	288,800	-4,000	284,800	277,318	-7,482
	Rangers	129,400	147,400	-18,000	129,400	130,482	1,082
Support to Land Managers Total		904,600	983,000	-73,700	909,300	897,878	-11,422
Support services to the Community	Development Management	316,400	452,400	-86,000	366,400	371,374	4,974
	Sustainability & Economy	77,900	66,700	0	66,700	58,139	-8,561
Support services to the Community Total		394,300	519,100	-86,000	433,100	429,513	-3,587
Support to National Park Users	Education & Volunteers	62,800	63,800	-1,000	62,800	58,366	-4,434
	National Park & Information Centres	152,300	281,800	-129,500	152,300	92,281	-60,019
	Information & Interpretation Management	219,300	188,900	0	188,900	144,107	-44,793
	Pinkery	0	124,200	-54,200	70,000	75,803	5,803
	Visitor Facilities	31,400	91,400	-60,000	31,400	36,538	5,138
Support to National Park Users Total		465,800	750,100	-244,700	505,400	407,095	-98,305
Corporate & Customer Support	Legal Support	65,000	65,000	0	65,000	77,345	12,345
	Strategy & Performance	327,800	298,800	0	298,800	301,833	3,033
Finance and ICT Services	Finance and ICT Services	367,900	392,600	-20,000	372,600	377,121	4,521
Land and Property Services	Land and Property Services	17,400	279,800	-252,000	27,800	32,282	4,482
Support Services Total		778,100	1,036,200	-272,000	764,200	788,581	24,381
Corporate Management	Corporate Management	165,500	177,600	0	177,600	168,833	-8,767
	Historic Pensions Contributions	138,000	138,000	0	138,000	138,000	0
	Members	95,800	84,500	0	84,500	78,270	-6,230
Corporate Management Total		399,300	400,100	0	400,100	385,102	-14,998
Total Core Budget		2,942,100	3,688,500	-676,400	3,012,100	2,908,169	-103,931

**EXMOOR NATIONAL PARK AUTHORITY
ANALYSIS OF PROGRAMMES, PARTNERSHIPS AND
CONTRIBUTIONS TO RESERVES**

2020/21

ORIGINAL BUDGET	269,400
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Contributions to Reserves

Woodlands	60,000
Corporate Equipment & Vehicle Replacement	50,000
Estates Reserve - Protection to Adits and Mines	40,000
Estates Reserve - Condition Maintenance work Driver Farm	10,000
Internship and Trainee Fund	15,000
	175,000

Top sliced Programmes

	Approval	Spend 2020/21	Balance Remaining	
Tourism	20,000	20,000	-	Approval all spent
Hill Farm Network	19,000	19,000	-	Approval all spent
Potential Pinkery overspend	15,000	15,000	-	Approval all spent
Naturally Active in Later Life	5,000	5,000	-	Approval all spent
Website Development	5,000	-	5,000	Unallocated funds transferred to IT & Web Reserve
SERC/DBRC Bio-records	5,000	4,658	342	Unallocated funds transferred to General Balances
STEAM	4,000	3,500	500	Unallocated funds transferred to General Balances
Joint committee	1,400	1,400	-	Approval all spent
	74,400	68,558	5,842	

Spend from Previous Year's Fixed Term Allocations	102,246
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Total Spend in 2020/21 on Fixed Term Priorities	170,804
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Small Grants Scheme

	Approval	Spend 2020/21	Balance Remaining	
Exmoor Magazine	1,000	1,000	-	Approval all spent
Channel Events	1,000	1,000	-	Approval all spent
Exmoor Pony Project	1,000	1,000	-	Approval all spent
Dulverton Heritage Centre	500	500	-	Approval all spent
Moorland Mousie Trust	1,000	1,000	-	Approval all spent
Pony Compost	2,500	2,500	-	Approval all spent
Exmoor Studios	2,500	2,500	-	Approval all spent
Luxborough Natural Play	2,500		2,500	Balance kept within Programmes - Small Grants
Ancient Woodland Inventory Review - Somerset	2,500		2,500	Balance kept within Programmes - Small Grants
Ponies for People	2,391		2,391	Balance kept within Programmes - Small Grants
Exmoor Search and Rescue	1,000		1,000	Balance kept within Programmes - Small Grants
Kingsmead Exmoor Explorers (Young Somerset)	1,675		1,675	Balance kept within Programmes - Small Grants
Good Vibe Veg	2,500		2,500	Balance kept within Programmes - Small Grants
Dulverton Residentai Centre (YMCA)	2,500		2,500	Balance kept within Programmes - Small Grants
Devon Nature Recovery Mapping (DWT)	2,000		2,000	Balance kept within Programmes - Small Grants
Unallocated budget	13,434		13,434	Unallocated funds transferred to General Balances
	40,000	9,500	30,500	

Spend from Previous Year's Small Grants Allocations	1,867
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Total Spend in 2020/21 on Small Grants	11,367
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**EXMOOR NATIONAL PARK AUTHORITY
ANALYSIS OF RESERVES**

	Balance 31/03/20	2020/21 Budget Allocations	2020/21 In year Reserve Transfers	Transfers to Reserves 2020/21	Transfers from Reserves 2020/21	Outturn Transfers between Reserves 2020/21	Balance 31/03/21
	£	£	£	£	£	£	£
REVENUE EARMARKED RESERVES							
Support to Land Managers							
Ashcombe Garden Restoration	10,000				-3,321		6,679
Mire - Archaeology	29,758						29,758
Headwaters of the Exe	28,731		-28,731				(0)
Heritage Projects	52,109			14,320	-35,280	-8,532	22,617
Deer Monitoring Study	13,424						13,424
Woodland Mgt Reserve	50,784	60,000	-17,268		-76,000		17,516
Ennis	0			6,117			6,117
Tests & Trials	0			4,137			4,137
External Funding Bids	23,274					-23,274	0
Rights of Way	259,663			10,000	-55,000	7,000	221,663
Simonsbath Project Delivery	32,792				-2,679		30,113
Landscape Conservation Grant Scheme	11,244					-11,244	(0)
Support to National Park Users							
Caremoor For Exmoor	15,016			65,244		-8,468	71,792
National Park Centres spend to save	17,336			20,000			37,336
Get Involved Programme	38,676				-33,930		4,745
Toilet Upgrade Programme	15,000						15,000
Health & Well-being	22,771				-1,440		21,330
Engagement & Outreach	15,911			10,000			25,911
Support to the Community and Business							
Development of Planning Service	41,257			38,000	-24,107	28,109	83,259
Conserv Area Appraisals & Neighbourhd Plan	12,283						12,283
Dunster Action Plan	21,189				-298		20,891
Rural Enterprise	0			30,347		40,239	70,586
Strategy & Performance							
Environmental Resilience	20,000	0	18,731			60,000	98,731
IT and Web Development	92,175				-41,300	5,000	55,875
Corporate Equipment & Vehicle Replacement	159,425	50,000		7,200	-46,000		170,625
Planning Policy	145,356						145,356
Research & Development	41,701	0					41,701
Modernisation (<i>Spend to Save</i>)	86,106		120,000		-106,800		99,306
Internship and Trainee Fund	43,533	15,000			-12,134		46,399
Authority Estate	226,428	50,000	17,268	56,132	-45,000		304,828
	1,525,940	175,000	110,000	261,498	-483,290	88,829	1,677,977
PROGRAMMES & PARTNERSHIPS							
Programmes - fixed term	326,236	4,400		40,000	-170,804	-42,223	157,609
Partnership Fund/ small grants scheme	59,256	20,000			-11,367	-13,954	53,935
Programmes & Partnership Earmarked - County	90,000						90,000
	475,492	24,400	0	40,000	-182,170	-56,177	301,545
GENERAL FUND AND CONTINGENCIES							
General Fund	325,494			103,931		-129,425	300,000
Contingency Fund - General (pf uncommit)	458,193		-110,000			96,773	444,966
Contingency Fund - Legal	100,000						100,000
	883,686	0	-110,000	103,931	0	-32,652	844,965
TOTAL RESERVES	2,885,118	199,400	0	405,429	-665,460	0	2,824,487

EXMOOR NATIONAL PARK AUTHORITY

6 July 2021

2020/21 OUTTURN – STATEMENT OF ACCOUNTS

Report of the Chief Finance Officer

Purpose of Report: To note the 2020/21 Statement of Accounts that will be presented to the External Auditors for audit.

RECOMMENDATION: The Authority is recommended to CONSIDER and NOTE the Statement of Accounts for 2020/21.

Authority Priority: Achieve by providing core services; getting best value from our resources and improving our performance.

Legal and Equality Implications: Local Government Act 2003, Parts 1-3 (Capital Finance, Financial Administration and Grants), Sections 1-39.

Accounts and Audit (England) Regulations 2011, Part 2 (Financial Management and Internal Control).

The equality and human rights impact of the recommendations of this report have been assessed as having no adverse impact on any particular group or individual.

Financial and Risk Implications: The financial and risk implications are shown throughout the report.

Climate Change Implications: Budgets for climate response work have been identified as part of the corporate planning and budgetary processes.

1. INTRODUCTION

- 1.1 Before the pandemic the Accounts and Audit (England) Regulations 2015 have required the responsible Finance Officer to produce and certify the Statement of Accounts by 31 May and for the Authority to adopt the audited Statement of Accounts by 31 July. In Exmoor this responsibility is delegated from the Authority to the Final Accounts Committee. Due to the COVID-19 pandemic, these dates have been temporarily revised to 31 July for the draft accounts and a target date set of 30 September for final publication. This is slightly earlier than the revised dates for the 2019/20 accounts and audit process. This Authority has endeavoured to continue to publish the draft accounts as soon as was practicable.
- 1.2 The certified Statement of Accounts for 2020/21 that has been produced has been presented to the External Auditor for consideration. The Auditor is required to issue an audit report giving their:
 - opinion on whether the financial statements presents a true and fair view of the financial position of the Authority as at 31 March 2021; and

- conclusion on whether the Authority has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

2. STATEMENT OF ACCOUNTS

- 2.1 The format and content of the Statement of Accounts comply with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2019 (the Code) – and are required to present a true and fair view of the financial position of the Authority at 31 March 2021 and its comprehensive income and expenditure for the year ended 31 March 2021.
- 2.2 As Chief Finance Officer, I signed off the accounts on 18 June 2021.
- 2.3 Members will note that the net worth of the Authority has decreased by £3.8m to £8.1m due to an increase in the pensions fund deficit.
- 2.4 Members of the Authority will note that the accounts have been prepared on a 'going concern' basis. This is based upon the fact that the Authority has a balanced MTFP, a robust budget setting process, ongoing funding streams and reserves that are adequate to meet challenges that arise. The 'going concern' basis assumes that the Authority will continue for the foreseeable future.
- 2.5 There are no significant changes to the structure of the accounts for 2020/21. Technical accounting changes that were due to be introduced were instead deferred.

Gordon Bryant
Chief Finance Officer
June 2021

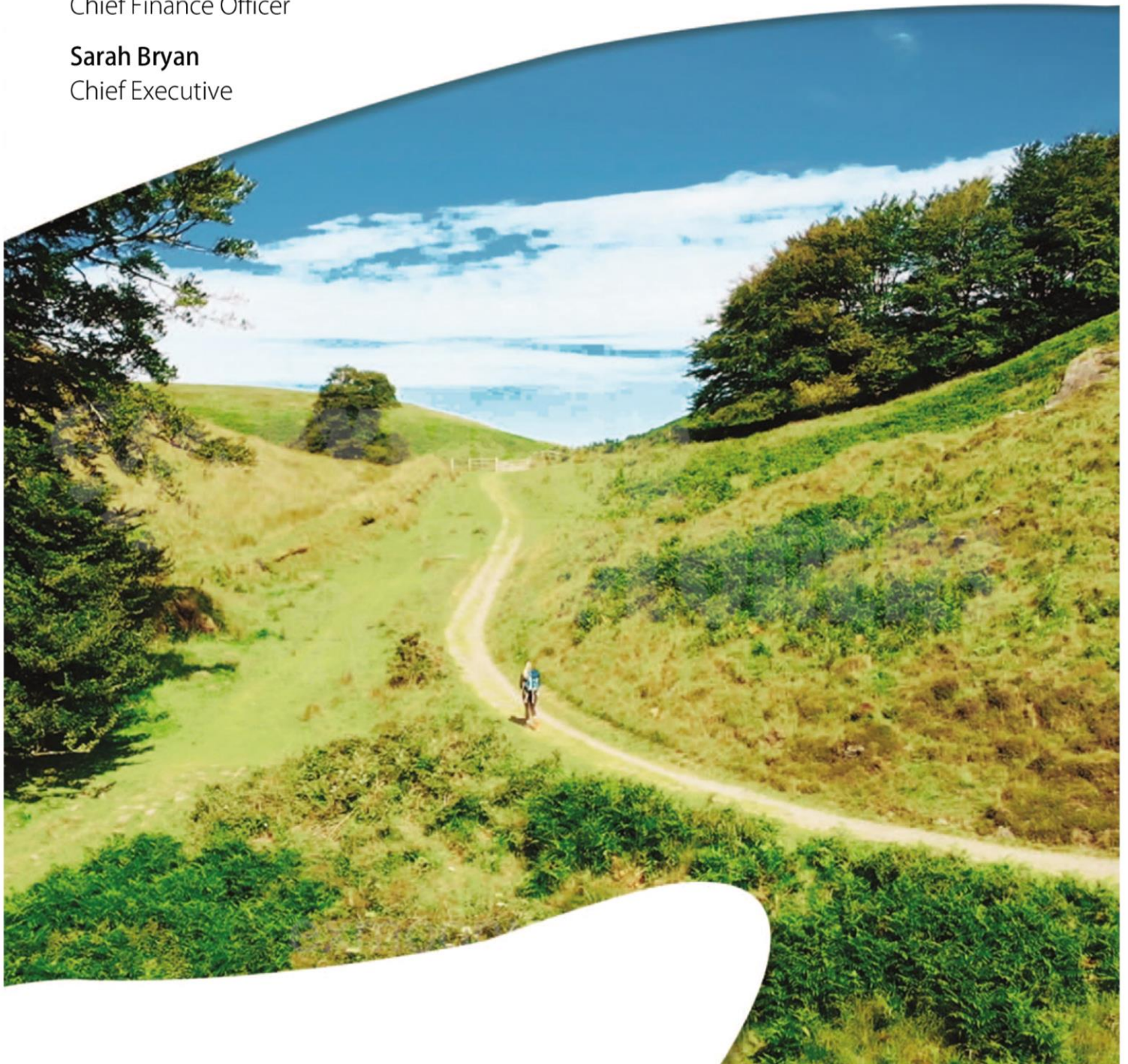


Exmoor National Park

Statement Of Accounts 2020/21

Gordon Bryant
Chief Finance Officer

Sarah Bryan
Chief Executive



UNAUDITED STATEMENT OF ACCOUNTS**2020/21****CONTENTS**

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STATEMENT OF ACCOUNTS 2020/21

NARRATIVE REPORT

Introduction

1. The Authority was created and given powers under the Environment Act 1995 and came into existence on 1 April 1997. The Act sets out two primary purposes for Exmoor National Park Authority ('the Authority'):
 - To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park area; and
 - To promote opportunities for understanding and enjoyment of the National Park's special qualities.
2. In carrying out these purposes the Authority also has a duty to seek to foster the social and economic well-being of local communities in the National Park and is the Planning Authority under the Town and Country Planning Acts for the National Park area.
3. Exmoor National Park Authority is required under section 66(1) of the Environment Act 1995 to produce a National Park Management Plan (the 'Partnership Plan') and State of the Park report and review them every five years. The National Park Authority is responsible for preparing the Plan, but it is developed in consultation with partner organizations, communities, visitors and businesses and will be delivered with a wide range of partners. The fundamental basis for the Plan, and for the work of the National Park Authority, are the National Park statutory purposes and duty. Evidence from the updated State of the Park report forms an important basis for the review of the Partnership Plan, and ongoing monitoring. In April 2018 the [Partnership Plan](#) 2018-23 was published by the Authority. This sets out the Vision and Ambitions for the National Park under three themes of 'People, Place and Prosperity'.

Governance

4. The Annual Governance Statement is included within this publication but does not form part of the Authority's accounts. The Annual Governance Statement (AGS) is found at the back of this document and explains the:
 - Scope of responsibilities;
 - Governance Framework; and
 - Significant governance issues and challenges faced by the Authority.
5. The AGS also details the impact of the pandemic on governance in 2020/21. Authority meetings were undertaken remotely and much partnership working was disrupted as projects were unable to be progressed in person.

6. An enhanced governance relationship with Defra began in 2019/20. This included an annual formal agreement and additional reporting requirements.

Organisation

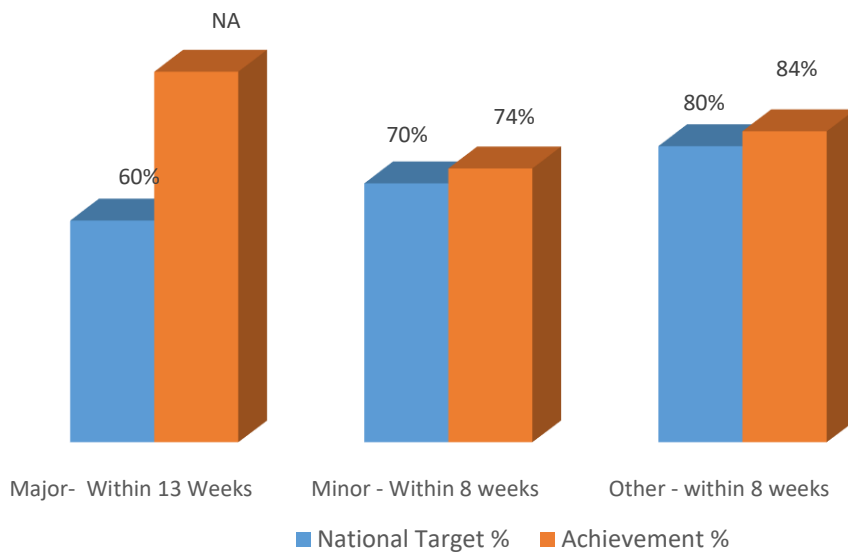
7. To achieve the purposes and duty described in 1 and 2, the organisation is structured in terms of Support to Land Managers, Support to National Park Users and Support to the Community and Business.

Performance

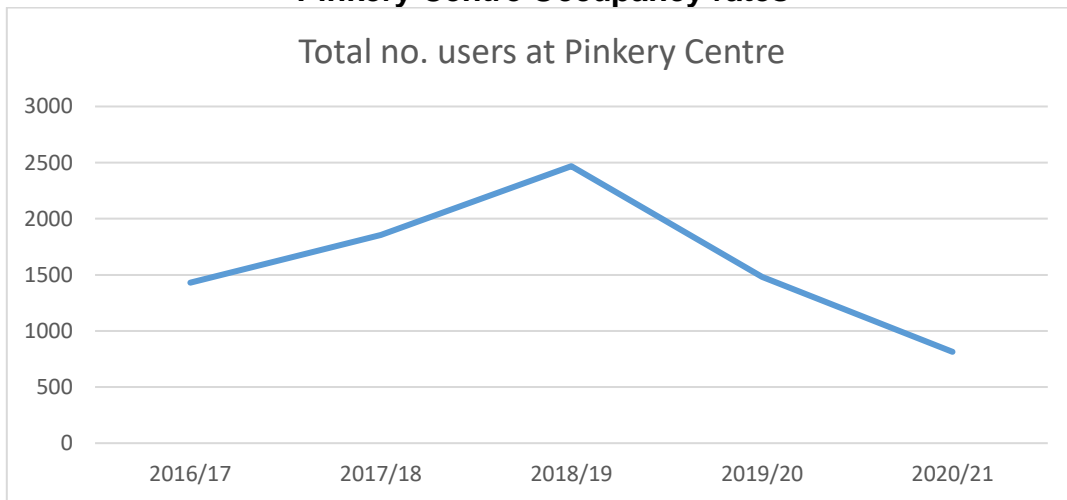
8. 2020/21 saw the completion of the single year Corporate plan for the Authority. A mid-year report of progress in implementing the previous Business Plan was taken to the Authority in December 2020, and the full report will go to the Authority in July 2021 alongside the draft accounts. Progress against key corporate indicators is given in the charts below. Performance is monitored quarterly by Leadership Team to ensure that the actions within the Corporate Plan are being achieved and, if necessary, to provide an opportunity for resources to be re-allocated or to review the proposed action.
9. The worldwide Covid-19 pandemic took hold during the last few weeks of 2019/20, and following the Government lockdown in March 2020, and 2 further lockdowns, the Authority closed all premises including offices, Field Services depot, National Park Centres, Pinkery Outdoor Education Centre, car parks and toilets, and cancelled all events. Many staff moved to home-working, although some (particularly field based, outreach and visitor services staff) were unable to continue their work from home, and many others were only able to work part time from home due to caring and home-schooling responsibilities. There has inevitably be an impact on delivery of the Corporate Plan priorities.
10. For an analysis of performance in 2020/21 that goes beyond the Key Corporate Indicators please look to the Authority report that will be submitted in July.

Key Corporate Indicators 1 April 2020 to 31 March 2021

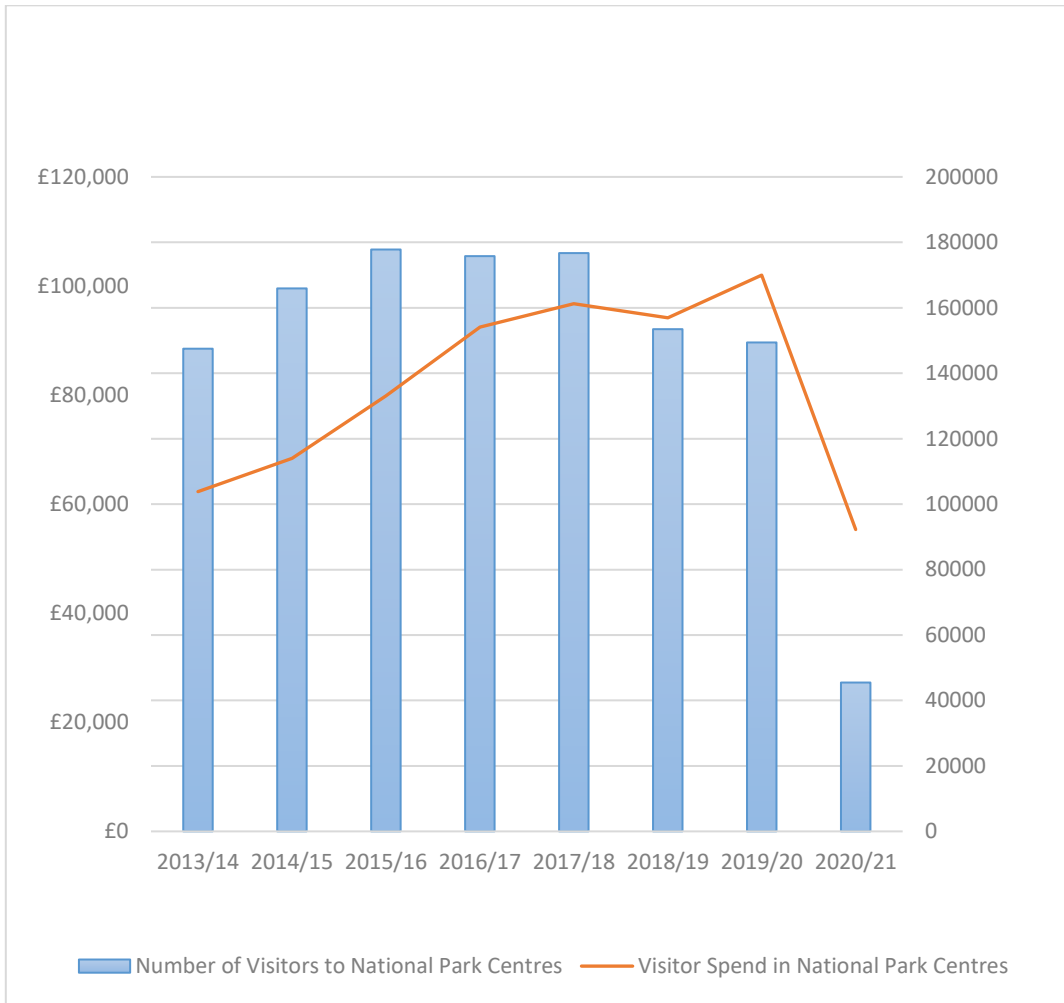
Planning Application determination - achievement against national targets



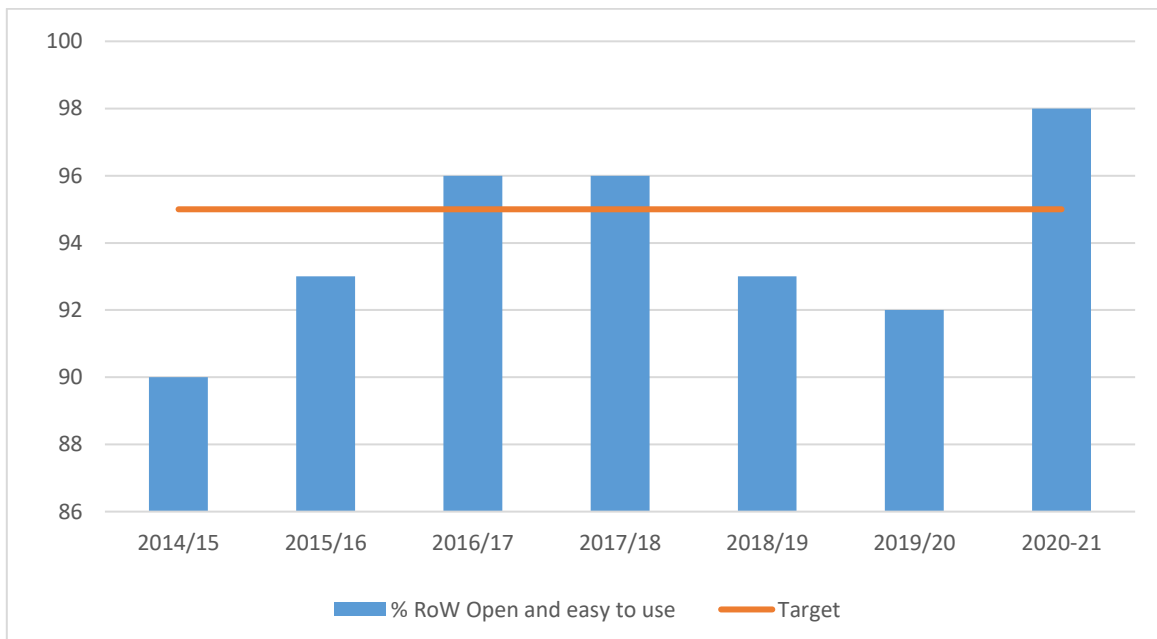
Pinkery Centre Occupancy rates



National Park Centre Visitor Numbers and Income Trend



Rights of Way Open and Easy to Use Score



11. 2020/21 is notable for being the year when Woodside Bridge near Lynmouth was built, further work was undertaken on White Rock Cottage at Simonsbath, new servers were introduced, and the Authority continued to manage the impact of Ash Die-Back on its Woodland Estate. It was also the year when the DEFRA funded ‘tests and Trials’ were undertaken.

Financial Statements

12. Information relating to financial performance for the year ended 31 March 2021 is contained in the following statements:

Comprehensive Income and Expenditure Statement (page 11);

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation.

The Comprehensive Income & Expenditure Statement shows a deficit for 2020/21 of £3.779m. This contrasts with a surplus of £0.391 for 2019/20.

Movement in Reserves Statement (page 12);

This statement shows the movement in the year on the different reserves held by the authority, analysed between ‘usable’ and other ‘unusable’ reserves. ‘Usable’ reserves are made up of Earmarked Reserves, General Fund Balances and Capital Receipts. The statement shows how the movements in year of the Authority’s reserves are broken down between gains and losses incurred with generally accepted accounting practices and the statutory adjustments required to return the amounts chargeable to government grants for the year.

Usable reserves increased by £39k over the course of 2020/21 to £2.923m and unusable decreased over the same period to £5.2m from £9.0m. The increase in usable reserves is due to £100k of capital receipts.

Balance Sheet (page 13)

This statement shows the values as at the Balance Sheet date of the assets and liabilities recognised by the Authority. The net assets of the Authority (assets less liabilities) are matched by the reserves held by the Authority.

Exmoor has £8.1m of assets in excess of its liabilities at the end of 2020/21. This is a decrease of £3.8m which is primarily due to an increase in the pensions deficit caused by changes to demographic and financial assumptions. The Authority owns £19.3m of Property, Plant and Equipment however many of these assets could not be realized at this level. Covenants attached to certain assets mean that they can only be sold to similar organizations and for the notional sum of £1.

Cash Flow Statement (page 14)

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

The statement shows how the amount of Cash and Cash Equivalents increased by £92k over the course of 2020/21.

Financial Performance

13. The revenue budget for 2020/21 was agreed on the 3 March 2020. Resources were applied to meet the purposes and duty described in 1 and 2. The approved budget was constructed across two themes:
 - A Core Budget with expenditure of £3,730,300 and income of £788,200 giving a net requirement of £2,942,100.
 - A Partnership budget involving expenditure of £269,400 of which £74,400 was top sliced for priority elements, £20,000 set aside for small grants and £175,000 added to reserves.

14. This was the budget that was set after receiving the very late notification of no inflationary increase and receiving funding for 'biodiversity' to bring us back to a cash neutral position. Schemes had to be removed from the budget in order that a balanced budget could be set.

15. When the Authority closed the accounts for 2019/20 in July there was a further opportunity to rebalance resources. At this point the impact of the pandemic was becoming clearer also. To the Authority the financial impact was assessed as most likely to be felt at the Outdoor Education Centre at Pinkery, car parking and retail sales at the National Park Centres. Government support was received for the National Park Centres and for Pinkery and additional funds were also put aside for the anticipated deficit there. The Authority also established a Covid Response Fund to assist social and community groups with the immediate impact of the pandemic.

16. The Authority considered a revised budget and reviewed the elements of the budget at its meeting on 3 November 2020. Additional resources were found for Environmental Resilience and to fund the redundancy process. Funding was also found in year for improvements to the car parks and visitor facilities at the Valley of Rocks and at Ashcombe.

17. The key financial outcomes for the year ended 31 March 2021 are:
 - The timing of the pandemic meant that the Authority was able to plan ahead for the assumed financial impacts. That, and government support, meant that Covid 19 did not produce immediate, unmanageable financial pressures. ENPA received gross support of £162k but, unlike other comparable organizations we did not require emergency funding, nor did we furlough any staff.
 - The revenue outturn for the year recommends that funds are redistributed towards the Environmental Resilience and Development of the Planning Service Reserves. Also, a Rural Enterprise Reserve has been established with funds from external funding and related underspends.
 - The core budget shows an underspend for the year of £104k when compared with the revised budget. The reconciliation between this surplus and that shown in the Comprehensive Income and Expenditure Account is as follows:

	£000	£000
--	-------------	-------------

Net Deficit on the Provision of Services in the Comprehensive Income & Expenditure Account		35
<i>Non Cash Transactions</i>		
Reverse Depreciation & Impairment charges	(50)	
Reverse IAS19 Pensions transactions	(417)	
Net transfers from earmarked reserves	(165)	
Asset written of on disposal	20	
Add in Capital Expenditure funded from Revenue	175	
Add in Capital Expenditure funded from Capital Grants	22	
Movement in Employee absence Accrual	(29)	
Upwards Revaluation of Assets	305	
Management Accounts Budget Surplus		(104)

18. 2020/21 was an unusual year but the Authority has continued to perform well against the original and revised budgets set. New challenges continue to arise, but the Authority continues to invest, adapt and evolve to meet these.

Financial Outlook

19. In recent years the Authority has been successful in managing resources and meeting obligations in the context of a slightly increasing or flat National Park Grant. This has been less than ideal but has at least provided stability and the time to seek out new sources of income.

20. We do not know what the National Park Grant figures will be in future years but we do now know of a new funding stream that will provide much needed additional financial capacity for the delivery of national park purposes. The 'Farming in Protected Landscapes' programme will give National Park Authorities and Areas of Outstanding Natural Beauty the opportunity to deliver a programme of work, aimed at land managers, which delivers elements of the 25 Year Environment Plan. The Authority has sought this for many years and is excited to be a part of it. There is the possibility that in the future, NPAs will have a closer role in the delivery of the new Environmental Land Management Schemes.

21. At the point when this Narrative Report is produced it appears probable that the worst of the financial impact of the pandemic is known. Our outdoor education centre is again providing a residential experience to children, the car parks are busy and visitors are returning to the National Park Centres. We have also received £40k in 'Restart Grants' from Government to facilitate this transition in 2021/22.

22. There will always be challenges arising and pressures to manage however, the Authority continues to maintain a solid financial position and opportunities from the Glover Review and new funding streams will also continue to arise.

G Bryant
Chief Finance Officer
June 2021

STATEMENT OF ACCOUNTS 2020/21**2. STATEMENT OF RESPONSIBILITIES****2.1 The Authority's Responsibilities**

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority that officer is the Chief Finance Officer.
- manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets; and
- approve the Statement of Accounts.

2.2 The Chief Finance Officer's Responsibilities

The Chief Finance Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (the Code).

In preparing this Statement of Accounts, the Chief Finance Officer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent, and
- complied with the local authority Code.

The Chief Finance Officer has also:

- kept proper accounting records which were up to date; and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

2.3 Chief Finance Officer's Certificate:

I certify that this Statement of Accounts has been prepared in accordance with the Accounts and Audit Regulations 2015 and that it gives a true and fair view of the financial position of Exmoor National Park Authority as at 31 March 2021 and its income and expenditure for the year ended 31 March 2021.

G Bryant

Chief Finance Officer: Date: 18 June 2021

Approval of Accounts:

This Statement of Accounts was approved by resolution of the Final Accounts Committee on xx 2021.

Chairman: Date:

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from National Park Grant. National Park Authorities receive National Park Grant and raise other income to cover expenditure in accordance with statutory requirements; this may be different from the accounting cost. The taxation (government grant) position is shown in both the Expenditure and Funding Analysis and the Movement in Reserves Statement.

2019/20				2020/21		
Gross Expenditure £000	Gross Income £000 (Notes 10 & 11)	Net Expenditure £000		Gross Expenditure £000	Gross Income £000 (Notes 10 & 11)	Net Expenditure £000
1,435	(487)	948	Support to Land Managers	1,685	(428)	1,257
494	(166)	328	Support to the Community	627	(224)	403
951	(341)	610	Support to National Park Users	283	(332)	(49)
1,373	(289)	1,084	Support Services	1,251	(271)	980
263		263	Corporate Management	264		264
238	(17)	221	Partnership Fund	195		195
4,754	(1,300)	3,454	Cost of Services	4,305	(1,255)	3,050
9	-	9	Other Operating Expenditure (Note 12)	8	(20)	(12)
225	(30)	195	Financing and Investment Income and Expenditure (Note 13)	225	(17)	208
-	(3,211)	(3,211)	Taxation and Non-Specific Grant Income (Note 14)	-	(3,211)	(3,211)
4,988	(4,541)	447	(Surplus)/Deficit on Provision of Services	4,538	(4,503)	35
		(596)	(Surplus) or deficit on revaluation of Property, Plant and Equipment (Notes 22 & 23)			(74)
		(242)	Remeasurement of Net Defined Benefit Liability/ (Asset) (Note 34)			3,818
		(838)	Other Comprehensive Income and Expenditure			3,744
		(391)	Total Comprehensive Income and Expenditure (Surplus)/Deficit			3,779

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the authority, analysed into 'General Fund Balance' (i.e. Earmarked Reserves and the General Fund proper which can be applied to fund expenditure) and other 'unusable' reserves. The statement shows how the movements in year of the Authority's reserves are broken down between gains and losses incurred with generally accepted accounting practices and the statutory adjustments required to return the amounts chargeable to government grants for the year. The Net Increase/Decrease line shows the statutory General Fund Balance movements in the year following those adjustments.

	General Fund Balance £000	Capital Receipts Unapplied £000	Total Usable reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2019	2,984	-	2,984	8,544	11,528
Movement in reserves during 2019/20					
Total Comprehensive Income and Expenditure	(447)	-	(447)	838	391
Adjustments between accounting basis & funding basis under regulations (Note 20)	347	-	347	(347)	-
Net Increase/(Decrease)	(100)	-	(100)	491	391
Balance at 31 March 2020	2,884	-	2,884	9,035	11,919
Movement in reserves during 2020/21					
Total Comprehensive Income and Expenditure	(35)	-	(35)	(3,744)	(3,779)
Adjustments between accounting basis & funding basis under regulations (Note 20)	(26)	100	74	(74)	-
Increase/(Decrease) in 2020/21	(61)	100	39	(3,818)	(3,779)
Balance at 31 March 2021 (Notes 21 and 31)	2,823	100	2,923	5,217	8,140

Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Authority. The net assets of the Authority (assets less liabilities) are matched by the reserves held by the Authority. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves the Authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the Authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

31 March 2021 £000		Notes	31 March 2021 £000
18,765	Property, Plant & Equipment	22	19,281
81	Heritage Assets	23	92
18,846	Long Term Assets		19,373
74	Inventories	-	67
256	Short Term Debtors	26	214
2,763	Cash and Cash Equivalents	27	2,855
80	Assets Held for Sale	24	-
3,173	Current Assets		3,136
(16)	Receipts in Advance	-	(8)
(246)	Short Term Creditors	28	(288)
(262)	Current Liabilities		(296)
(9,838)	Other Long Term Liabilities	34	(14,073)
(9,838)	Long Term Liabilities		(14,073)
11,919	Net Assets		8,140
2,884	Usable Reserves	21,29, 30	2,923
9,035	Unusable Reserves	31	5,217
11,919	Total Reserves		8,140

Authorised for Issue

The un-audited Accounts (may be subject to change) were authorised for issue by the Chief Finance Officer on 18 June 2021.

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. The statement shows how the authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of grant income or from the recipients of services provided by the Authority. Investing Activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Authority's future service delivery. Cash flows arising from financing activities are useful in predicating claims on future cash flows by providers of capital (i.e. borrowing) to the Authority.

2019/20 £000		2020/21 £000
447	Net (surplus) or deficit on the Provision of Services	35
	<i>Adjustments for-</i>	
(741)	Non Cash Movements (Note 36)	(224)
(294)	Net Cash flows from Operating Activities	(189)
331	Investing Activities (Note 37)	97
-	Financing Activities (Note 38)	-
37	Net (increase)/decrease in Cash and Cash equivalents	(92)
2,800	Cash and Cash Equivalents at the beginning of the reporting period	2,763
2,763	Cash and Cash Equivalents at the end of the reporting period	2,855
37	Net (increase)/decrease in Cash and Cash equivalents	(92)

STATEMENT OF ACCOUNTS 2020/21

NOTES TO THE ACCOUNTS

Note 1: Accounting Policies

i **General Principles**

The Statement of Accounts summarises the Authority's transactions for the 2020/21 financial year and its position at the year-end 31 March 2021. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015 in accordance with proper accounting practices. These practices under Section 21 of the 2003 Act primarily comprise the Code of Practice on Local Authority Accounting in the UK 2020/21 (The Code) supported by International Financial Reporting Standards (IRFS) and statutory guidance issued under section 12 of the 2003 Act.

The Statement of Accounts has been prepared using the going concern and accrual basis. The historical cost convention has been applied, modified by the revaluation of certain categories of non-current assets and financial instruments.

ii **Accruals of Income and Expenditure**

Activity is accounted for in the year it takes place, not simply when cash payments are made or received. In particular:

- Revenue from the sale of goods is recognised when the Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- Small amounts outstanding at year end are treated on a payments basis. In total, these do not have a material effect on the year's accounts.

iii **Cash and Cash Equivalents (Note 27)**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in no more than three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Authority's cash management.

iv **Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors**

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment. Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

v **Charges to Revenue for Non-Current Assets**

Services and support services are debited with the following amounts to record the cost of holding fixed assets during the year:

- depreciation attributable to the assets used by the relevant service
- revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off.

vi **Employee Benefits (Notes 16,34)**

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (or any form of leave e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the Service lines in the Comprehensive Income and Expenditure Statement when the Authority is demonstrably committed to the termination of the employment of an officer or group of officers or making an offer to encourage voluntary redundancy.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and to replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable at the year-end.

Post Employment Benefits

Most employees of the Authority are members of the following pension scheme:

- The Local Government Pensions Scheme, administered by Peninsula Pensions.

The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees who worked for the Authority.

The Local Government Pension Scheme

The Local Government Scheme is accounted for as a defined benefits scheme:

- The liabilities of the SCC LGPS pension fund attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc. and projections of earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on high quality corporate bond (annualised yield at the 20-year point on the Merrill Lynch AA-rated corporate bond yield curve).
- The assets of SCC pension fund attributable to the Authority are included in the Balance Sheet at their fair values.
 - quoted securities – current bid price
 - unquoted securities – professional estimate
 - unitised securities – current bid price
 - property – market value
- The change in the net pensions liability is analysed into seven components:
- **Service Cost comprising:**
 - Current service cost: the increase in liabilities as a result of years of service earned this year which is allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked.
 - Past service cost: the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years will be debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
 - Net interest on the defined liability: i.e. net interest expense for the authority – the change during the period in the net defined liability that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement. This is calculated by applying the discount rate used to measure the defined benefit obligation at the

beginning of the period to the net defined liability at the beginning of the period, taking into account any changes in the net defined liability during the period as a result of contribution and benefit payments.

- **Remeasurement comprising:**
 - The return on plan assets: excluding amounts included in net interest on the net defined liability – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
 - Actuarial gains and losses: changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- Contributions paid to the Somerset County Council pension fund:
 - Cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

The Authority also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

vii **Events After the Balance Sheet Date (Note 5)**

Events after the balance sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events
- those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

viii **Financial Instruments (Notes 25)**

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost.

Financial assets are classified on a classification and measurement approach that reflects the business model for holding the financial assets and their cashflow characteristics: there are three main classes of financial assets measured at:

- Amortised cost
- Fair value through profit and loss (none)
- Fair value through other comprehensive income (none)

Our business model is to hold investments to collect contractual cashflows. Financial assets are therefore classified at amortised cost (bank deposits and debtors).

Financial assets measured at amortised cost are recognised in the Balance Sheet when we become party to the contractual provisions of the instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits are made to the Financing and Investment Income and Expenditure line in the CIES for interest receivable, based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. Any gains and losses that arise on derecognition are credited or debited to the Financing and Investment Income and Expenditure line in the CIES.

Expected Credit Loss Model - we recognise expected credit losses on financial assets held at amortised cost either on a 12-month or lifetime basis and also applies to lease receivables and contract assets. Only lifetime losses are recognised for trade receivables (debtors). Impairment losses are calculated to reflect the expectation that the future cash flows might not take place due to default. Credit risk plays an important part in assessing losses. Where risk has increased significantly since initial recognition, losses are assessed on a life-time basis. Where risk has not increased significantly or remains low, losses are assessed on the basis of 12 month expected losses. If expected losses are not material then no allowance will be made.

ix Government Grants and Contributions (Note 19)

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Authority when there is reasonable assurance that:

- the Authority will comply with the conditions attached to the payments and
- the grants or contributions will be received.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income (non-ring-fenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

x Inventories

Inventories held for resale at the three National Park Centres are included in the Balance Sheet at cost. The cost of inventories is assigned using the weighted average costing formula.

xi Property, Plant and Equipment (Note 22)

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

De-minimus

Expenditure below £5,000 on property, plant and equipment is treated as revenue expenditure and is charged to the relevant service line in the Comprehensive Income & Expenditure Statement in the year that it is incurred.

Measurement

Assets are initially measured at cost, comprising the purchase price and any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (i.e. it will not lead to a variation in the cash flows of the Authority).

Assets are then carried in the Balance Sheet using the following measurement bases:

- infrastructure, community assets and assets under construction – depreciated historical cost
- all other assets – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV)

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value. Where non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains.

Where decreases in value are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer
- vehicles, plant, furniture and equipment – straight-line allocation over the useful life of the asset

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

Disposals

Where an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. The balance of receipts is required to be credited to the Capital Receipts Reserve and can then only be used for new capital investment or set aside to reduce

the Authority's underlying need to borrow (the capital financing requirement (England and Wales)]. Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

The written-off value of disposals is not a charge against National Park Grant, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

Non-current assets-held-for-sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an asset-held-for-sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell.

xii **Contingent Liabilities and Contingent Assets (Note 35)**

Contingent Assets

Contingent assets are disclosed by way of note where it is probable that there will be an inflow of economic benefits or service potential.

A contingent asset arises where an event has taken place that gives the Authority a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority.

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the authority a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the authority. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

xiii **Reserves (Notes 20, 21, 29, 31)**

The Authority sets aside specific amounts as reserves for future purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against National Park Grant for the expenditure.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Authority.

xiv **Heritage Assets (Note 23)**

The Authority's Heritage Assets are assets held by the Authority principally for their contribution to knowledge and/or culture. They are recognised and measured in accordance with the Authority's accounting policies on Property, Plant and Equipment. The authority only recognises two Heritage Assets; the Brendon Hill Incline and the Simonsbath Sawmill. These are recognised at historic cost as there is no market for such assets and no estimate could be made for their rebuild costs as such assets are no longer being built.

Note 2: Accounting Standards that have been issued but have not yet been adopted

The 2020/21 Code of Practice on Local Authority Accounting requires the Authority to identify any accounting standards that have been issued but have yet to be adopted and could have a material impact on the accounts.

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard which has been issued but is yet to be adopted by the 2020/21 Code. The Code also requires that changes in accounting policy are to be applied retrospectively unless transitional arrangements are specified, this would result in an impact on disclosures spanning two financial years.

IFRS16 Finance Leases was to have been introduced in the 2020/21 code. However, CIPFA has since deferred the start date (twice) until 1 April 2022. The impact of IFRS 16 cannot yet be estimated and work will be undertaken to inform the impact on the 2022/23 Accounts. There are therefore no accounting changes due in 2021/22 that are anticipated to have a material effect on the Authority's financial performance or financial position.

Note 3: Critical Judgements in applying Accounting Policies

In applying the accounting policies set out in Note 1, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- The accounts have been prepared on a going-concern basis. The concept of going concern assumes that the Authority, its functions and services will continue in operational existence for the foreseeable future. There is no indication that Defra or Central Government intends to abolish National Park Authorities.

Note 4: Assumptions about the future and other major sources of estimation uncertainty

The Statement of Accounts contains estimated figures that are based on assumptions made by the Authority about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

Two items in the Authority's Balance Sheet as at 31 March 2021, for which there is a significant risk of material adjustment in forthcoming financial years, is as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
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Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied. 26	The effects of the net pension liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £627K. However the assumptions interact in complex ways. During 2020/21, the Authority's actuaries advised that due to estimates being adjusted (as a result of experience and updating the assumptions) the net pension liability had increased by £4.2m.
Property Plant and Equipment	Market uncertainty for opinions of value in response to the potential impact of the Coronavirus pandemic	Valuation decreases would impact on the value of the Authority's balance sheet. The property portfolio is valued at either current value or depreciated replacement cost. Valuations have been undertaken on an annual basis in recent years and there is an expectation that markets will return to normal in time. The situation will be kept under review.

Note 5: Events after the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Chief Finance Officer on 18 June 2021. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2021, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

Note 6: Related Parties

The Authority is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Authority or to be controlled or influenced by the Authority. Disclosure of these transactions allows readers to assess the extent to which the Authority might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Authority.

Central Government

Central government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework within which the Authority operates, provides the majority of its funding in the form of grants. Grants received from government departments are set out in the subjective analysis in Note 19 on Grant Income.

Members

Members of the Authority have direct control over the Authority's financial and operating policies. 12 of the Authority's members are also elected members of other local authorities within Devon and Somerset. The Authority's Standing Orders requires a register to be kept of members disclosable pecuniary interests and declarations of related party transactions in a register of interests. In addition members are asked to declare separately any transactions with the Authority. A summary of the Members' allowances paid in 2020/21 is shown in Note 15.

Officers

Officers of the Authority are bound by the Authority's Code of Conduct which seeks to prevent related parties exerting undue influence over the Authority. Senior Officers are required to declare any transactions with the Authority. No transactions have been disclosed.

The Authority's transactions with the Somerset County Council Pension Fund are detailed within Note 35 to the Financial Statements.

Note 7: Expenditure and Funding Analysis

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources (government grants, other grants and contributions, sales, fees and charges) by the Authority in comparison with those resources consumed or earned by the Authority in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Authority's service areas. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

2019/20				2020/21		
Net Expenditure Chargeable to the General Fund £000	Adjustments between Funding & Accounting basis £000 (Note 8)	Net Expenditure in the CI&ES £000		Net Expenditure Chargeable to the General Fund £000	Adjustments between Funding & Accounting basis £000 (Note 8)	Net Expenditure in the CI&ES £000
1,113	(165)	948	Support to Land Managers	1,075	182	1,257
298	30	328	Support to the Community	376	27	403
532	78	610	Support to National Park Users	442	(491)	(49)
957	127	1,084	Support Services	867	113	980
240	23	263	Corporate Management	247	17	264
201	20	221	Partnership Fund	182	13	195
3,341	113	3,454	Net Cost of Services	3,189	(139)	3,050
(3,241)	234	(3,007)	Other Income & Expenditure	(3,228)	213	(3,015)
100	347	447	(Surplus)/Deficit on Provision of Services	(39)	74	35
(2,984)			Opening General Fund Balance	(2,884)		
100			Deficit on General Fund in Year	61		
(2,884)			Closing General Fund Balance	(2,823)		

Note 8: Note to the Expenditure and Funding Analysis

Adjustments between the Funding and Accounting Basis 2020/21.

Adjustments from the General Fund to arrive at the CIES amounts	Adjustments for Capital Purposes (note a)	Net change for Pensions Adjustment (note b)	Other Differences (note c)	Total Adjustments

	£000	£000	£000	£000
Support to Land Managers	116	57	9	182
Support to the Community	1	22	4	27
Support to National Park Users	(521)	26	4	(491)
Support Services	52	53	8	113
Corporate Management		15	2	17
Partnership Fund		11	2	13
Net Cost of Services	(352)	184	29	(139)
Other Income & Expenditure	(20)	233	-	213
Surplus/ Deficit on the Provision of Services	(372)	417	29	74

Adjustments between the Funding and Accounting Basis 2019/20

Adjustments from the General Fund to arrive at the CIES amounts	Adjustments for Capital Purposes (note a)	Net change for Pensions Adjustment (note b)	Other Differences (note c)	Total Adjustments
	£000	£000	£000	£000
Support to Land Managers	(254)	85	4	(165)
Support to the Community	2	27	1	30
Support to National Park Users	27	49	2	78
Support Services	40	83	4	127
Corporate Management	-	22	1	23
Partnership Fund	-	19	1	20
Net Cost of Services	(185)	285	13	113
Other Income & Expenditure	-	234	-	234
Surplus/ Deficit on the Provision of Services	(185)	519	13	347

a) Adjustments for Capital Purposes - this column adds in depreciation and impairment and revaluation gains and losses in the services line

b) Net Change for Pensions Adjustments - Net change for removal of pension contributions and the addition of IAS19 Employee Benefits pension related expenditure and income:

- **For services** - this represents removal of the employer pension contributions made by the Authority as allowed by statute and the replacement with current service costs and past service costs
- **For Financing and investment income and expenditure** - the net interest on the defined benefit liability is charged to the CIES

c) Other Differences - other differences debited / credited to the CIES and amounts payable / receivable to be recognised under statute i.e. accumulated absences.

Notes Supporting the Comprehensive Income and Expenditure Statement

Note 9: Material Items of Income and Expenditure

There are no material items to disclose in 2020/21.

Note 10: Expenditure and Income Analysed by Nature

2019/20 £000	Expenditure	2020/21 £000
2,619	Employee Benefits Expenses	2,885
2,027	Other Service Expenses	1,284
117	Depreciation, Amortisation & Impairment	124
225	Interest Payments	225
4,988	Total Expenditure	4,518
	Income	
(1,300)	Grants, Fees, Charges and other Service Income	(1,255)
(3,211)	Government Grants & Contributions	(3,211)
(30)	Interest & Investment Income	(17)
(4,541)	Total Income	(4,483)
447	(Surplus)/ Deficit on the provision of service	35

Note 11: Segmental Income

2020/21

	Grants & Contributions £000	Fees & Charges £000	Sales Income £000	Other £000	Total £000
Support to Land Managers	(413)	(10)	-	(5)	(428)
Support to the Community	(131)	(93)	-	-	(224)
Support to National Park Users	(164)	(87)	(51)	(30)	(332)
Support Services	(114)	(1)	-	(156)	(271)
Corporate Management	-	-	-	-	-
Partnership Fund	-	-	-	-	-
Total Income	(822)	(191)	(51)	(191)	(1,255)

2019/20

	Grants & Contributions £000	Fees & Charges £000	Sales Income £000	Other £000	Total £000
Support to Land Managers	(454)	(28)	-	(5)	(487)
Support to the Community	(14)	(152)	-	-	(166)
Support to National Park Users	(25)	(193)	(93)	(30)	(341)
Support Services	(121)	(3)	-	(165)	(289)
Corporate Management	-	-	-	-	-
Partnership Fund	(17)	-	-	-	(17)
Total Income	(631)	(376)	(93)	(200)	(1,300)

Note 12: Other operating expenditure

2019/20 £000		2020/21 £000
-	(Gains)/Losses on the disposal of non-current assets	(20)
9	IAS19 Administration expense	8
9	Total	(12)

Note 13: Financing and Investment Income and Expenditure

2019/20 £000		2020/21 £000
225	Net interest on the net defined pensions liability	225

(30)	Interest receivable and similar income	(17)
195	Total	208

Note 14: Taxation and non-specific grant incomes

2019/20 £000		2020/21 £000
(3,211)	Non-ring fenced government grants	(3,211)
(3,211)	Total	(3,211)

Note 15: Members Allowances

The Authority paid the following amounts to members of the Authority during the year:

2019/20 £000		2020/21 £000
16	Special Responsibility Allowance	16
59	Basic Allowance	61
7	Allowance for mileage	1
82	TOTAL	78

Note 16: Officers' Remuneration

The Authority is required to name all officers that earn over £150,000 per annum for all or part of a year (there are none); and to list all officers who earn between £50,000 and £150,000 for all or part of a year, and who also fit the following criteria:

- They report directly to the Chief Executive, or;
- They are part of the Authority's Senior Management Team, or;
- They hold posts required by statute (the Chief Finance Officer and the Monitoring Officer)

	Salary, Fees and Allowances	Expense Allowance	Total Remuneration (excl. pension contribution)	Pension Contribution	Total Remuneration including pension contribution
	£000	£000	£000	£000	£000
Chief Executive – 2020/21	88	-	88	16	104
Chief Executive – 2019/20	74	-	74	11	85

The number of employees whose remuneration, excluding employer's pension contributions, was £50,000 or more in bands of £5,000 (including those detailed in the above table) were:

2019/20 Number of employees	Remuneration band	2020/21 Number of employees
-	£50,000 - £54,999	1
-	£55,000 - £59,999	-
-	£60,000 - £64,999	-
-	£65,000 - £69,999	-
1	£70,000 - £74,999	-
-	£75,000 - £79,999	-
-	£80,000 - £84,999	-
-	£85,000 - £89,999	1

Note 17: Termination Benefits

The number of exit packages with total cost per band and total cost of the compulsory and other redundancies are set out in the table below:

Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band £000	
	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
£0 - £20,000	-	2	-	-	-	2	-	10
£20,001 - £40,000	-	-	-	1	-	1	-	24
£40,001 - £60,000	-	-	-	-	-	-	-	-
£60,001 - £80,000	-	-	-	1	-	1	-	70
£80,001 - £100,000	-	-	-	-	-	-	-	-
Total	-	2	-	2	-	4	-	104

Note 18: External Audit Costs

The Authority has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and statutory inspections and to non-audit services provided by the Authority's external auditors:

2019/20 £000		2020/21 £000
9	Fees payable to Grant Thornton with regard to external audit services carried out by the appointed auditor.	9
6	Audit Fee variation	-
15	Total	9

Note 19: Grant Income

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2020/21:

	2019/20 £000	2020/21 £000
Credited to Taxation and Non Specific Grant Income		
National Park Grant – DEFRA	3,211	3,211
Total	3,211	3,211
Credited to Services		
Tests and Trials – DEFRA	20	72
Astro Tourism – SWAT	-	20
Covid Support/ Rate reliefs – SWAT & NDCC	-	136
Walks Project – SWAT	-	11
Visit Exmoor Grant – Visit Britain	-	14
Brownfield Register – CLG	2	-
Custom Build Grant - CLG	15	-
Rural Crime Grant – Police Community Trust	3	-

Exmoor Tree Nursery – Devon Environmental Foundation	-	15
Woodlands – Plantlife	-	7
Woodside Bridge – Lyn Community Development Trust	-	22
Health & Wellbeing – Somerset County Council	-	18
Mend Our Mountains - BMC	35	-
Monument Management Scheme – Historic England	8	-
Cow Castle – Honeymead Arts Trust	-	2
Coast Path & Landscape Monitoring – Natural England	22	26
Woodland Visualisation Project – Natural England	-	5
Forestry Grant – Royal Forestry Grant	10	-
Grey Squirrel Control – Forestry Commission	-	3
Woodland Improvement Grant – RPA	17	-
White Rock Cottage Development – Leader (RPA)	88	-
Basic Payment & Higher Level Stewardship Scheme – RPA	100	106
Countryside Stewardship – RPA	48	48
Rhododendron Control - RPA	-	4
Long Holcombe – RPA	3	-
Total	371	509

Notes to Support the Movement in Reserves Statement

Note 20: Adjustments between accounting basis and funding basis under regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

2020/21	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
Adjustments to Revenue Resources:				
<u>Amounts by which income & expenditure included in the CIES are different from revenue for the year calculated in accordance with statutory requirements:</u>				
Pension Costs	417	-	-	(417)
Holiday pay	29	-	-	(29)
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	(197)	-	22	175
Total Adjustments to Revenue Resources	249	-	22	(271)
Adjustments between Revenue and Capital Resources:				
Capital expenditure financed from revenue balances	(175)	-	-	175

(transfer to the Capital Adjustment Account)				
Transfer of sales proceeds credited as part of the gain/loss on disposal	(100)	100	-	-
Total Adjustments between Revenue and Capital resources	(275)	100	-	175
Adjustments to Capital Resources:				
Application of Capital Grants to finance Capital Expenditure	-	-	(22)	22
Total Adjustments to Capital Resources	-	-	(22)	22
Total Adjustments	(26)	100	-	(74)

2019/20	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
Adjustments to Revenue Resources:				
<u>Amounts by which income & expenditure included in the CIES are different from revenue for the year calculated in accordance with statutory requirements:</u>				
Pension Costs	519	-	-	(519)
Holiday pay	13	-	-	(13)
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)	58	-	88	(146)
Total Adjustments to Revenue Resources	590	-	88	(678)
Adjustments between Revenue and Capital Resources:				
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	(243)	-	-	243
Transfer of sales proceeds credited as part of the gain/loss on disposal	-	-	-	-
Total Adjustments between Revenue and Capital resources	(243)	-	-	243
Adjustments to Capital Resources:				

Application of Capital Grants to finance Capital Expenditure	-	-	(88)	88
Total Adjustments to Capital Resources	-	-	(88)	88
Total Adjustments	347	-	-	(347)

Note 21: Transfers to/ from Earmarked Reserves

The Authority's reserve balances are continually reviewed to determine the appropriate level and use. We regularly establish new reserves, assess the appropriate level of existing reserves or cancel reserves that have met their objective. Our reserves are made up as follows:

- General Reserve (unallocated) – this is the minimum level required to maintain working balances (in accordance with CIPFA guidance).
- Partnership Fund Reserves (allocated) – these sums are set aside to meet one-off priorities that assist in the delivery of the Partnership Plan.
- Earmarked Reserves (allocated) – these consist of ring-fenced grants and contributions received from third parties, sums set aside for capital schemes and commitments against future obligations.
- Capital Grants – these include funds received from external organisations towards investment in assets.
- Capital receipts Reserve – holds the proceeds from the disposal of land or other assets which are restricted by statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure

It can therefore be seen that the majority of our Reserve Balances are “allocated”. The following table sets out the amounts set aside from the General Fund balance in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in year.

	Balance at 31 March 2019 £,000	Transfers between Reserves £000	Transfers In 2019/20 £000	Transfers Out 2019/20 £000	Increase/ Decrease (-) in useable Reserves 2019/20 £000	Balance at 31 March 2020 £,000	Transfers between Reserves £000	Transfers In 2020/21 £000	Transfers Out 2020/21 £000	Increase/ Decrease in useable Reserves 2020/21 £000	Balance at 31 March 2021 £,000
Earmarked Reserves	2,242	1	376	(535)	(158)	2,084	185	437	(483)	139	2,223
Partnership Fund Reserves	407	71	198	(201)	68	475	(56)	64	(182)	(174)	301
General Fund Balance	335	(72)	62		(10)	325	(129)	104		(25)	300
Capital Grants Unapplied	-	-	88	(88)	-	-	-	22	(22)	-	-
Capital Receipts Reserve	-	-	-	-	-	-	-	100	-	100	100
Total Useable Reserves	2,984	-	724	(824)	(100)	2,884	-	727	(687)	40	2,924

Notes to Support the Balance Sheet

Note 22: Property, Plant and Equipment

Movements on Balances

	Land & Buildings £000	Vehicles, Plant & Equipment £000	Infrastructure £000	Assets Under Construction £000	Total £000
Cost or Valuation 1 April 2020	18,368	242	-	297	18,907
Additions	61	66	70	-	197
De-recognition – Disposals	-	(84)	-	-	(84)
Reclassifications (to)/ from held for sale	-	-	-	-	-
Revaluation Increase/ decrease (-):					
- to Revaluation Reserve	71	-	-	-	-
- to Surplus/ Deficit on the provision of service	530	-	-	(233)	297
Other movement in cost of valuation	64	-	-	(64)	-
Cost or Valuation 31 March 2021	19,094	224	70	0	19,388

Accumulated depreciation 1 April 2020	-	(141)	-	-	(141)
Depreciation Charge	(74)	(47)	(3)	-	(124)
Derecognition - Disposals	-	84	-	-	84
Depreciation written out to the Revaluation Reserve	22	-	-	-	-
Depreciation written out to the Surplus/ Deficit on the provision of services	52	-	-	-	-
Total Depreciation at 31 March 2021	-	(104)	(3)	-	(107)
Net Book Value at 1 April 2020	18,368	101		297	18,766
Net Book Value at 31 March 2021	19,094	120	67	-	19,281

	Land & Buildings £000	Vehicles, Plant & Equipment £000	Infrastructure £000	Assets Under Construction £000	Total £000
Cost or Valuation 1 April 2019	17,831	316	-	-	18,147
Additions	55	-	-	277	332
De-recognition – Disposals	-	(74)	-	-	(74)
Reclassifications (to)/ from held for sale	-	-	-	-	-
Revaluation Increase/ decrease (-):					
- to Revaluation Reserve	595	-	-	-	595
- to Surplus/ Deficit on the provision of service	(93)	-	-	-	(93)
Other movement in cost of valuation	(20)	-	-	20	-
Cost or Valuation 31 March 2020	18,368	242	-	297	18,907

Accumulated depreciation 1 April 2019	-	(162)	-	-	(162)
Depreciation Charge	(63)	(53)	-	-	(116)
Derecognition - Disposals	-	74	-	-	74
Depreciation written out to the Revaluation Reserve	11	-	-	-	11
Depreciation written out to the Surplus/ Deficit on the provision of services	52	-	-	-	52
Total Depreciation at 31 March 2020	-	(141)	-	-	(141)
Net Book Value at 1 April 2019	17,831	154	-	-	17,985
Net Book Value at 31 March 2020	18,368	101	-	297	18,766

Depreciation

The following useful lives and depreciation rates have been used in the calculation of depreciation:

- Land and Buildings: 40-80 years
- Vehicles, Plant, Furniture and Equipment: 5-10 years
- Infrastructure: 25 years

Revaluations

The Authority carries out a valuation programme which ensures all Property, Plant and Equipment is measured at fair value in accordance with IAS16 and revalued at least every five years. We are currently revaluing assets every year to ensure that the values stated are materially correct. The valuation date is the 31st March. For 2020/21 the valuation was carried out by Mark Reynolds MRICS and Registered Valuer while employed by the NPS Group in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors – the RICS Valuation – Global Standards January 2020, Chartered Institute of Public Finance and Accountancy (CIPFA) accounting code and the International Financial Reporting Standards (IFRS) and the RICS Code of Measuring Practice.

There were no capital commitments at the 31 March 2021.

Market Uncertainty

It was reported last year that the outbreak of the coronavirus (COVID-19) and its impact on the world's economy could be felt for many months and possibly years. VPGA 10 of the Red Book gives guidance about matters that may give rise to material valuation uncertainty. Para 2.4 states that *'markets can be disrupted by relatively unique factors. Such disruption can arise due to unforeseen financial, macro-economic, legal, political or even natural events. If the valuation date coincides with, or is in the immediate aftermath of, such an event there may be a reduced level of certainty that can be attached to a valuation, due to inconsistent,*

or an absence of, empirical data, or to the valuer being faced with an unprecedented set of circumstances on which to base a judgment’.

It is considered that there is material uncertainty as at 31 March 2021 in respect of the commercial type assets, and, in line with the RICS document ‘Impact of COVID-19 on valuation – Supplement to RICS Practice Alert’ dated 06 November 2020, the following statement applies to the valuations: ‘The outbreak of COVID-29, declared by the World Health Organisation as a ‘Global Pandemic’ on the 11th March 2020, has and continues to impact many aspects of daily life and the global economy – with some real estate markets having experienced lower levels of transactional activity and liquidity. Travel, movement and operational requirements have been implemented by many countries. In some cases, ‘lockdowns’ have been applied to varying degrees and to reflect further ‘waves’ of COVID-19; although these may imply a new stage of the crisis, they are not unprecedented in the same way as the initial impact. The pandemic and the measures taken to tackle COVID-19 continue to affect economies and real estate markets globally’.

In respect of the Exmoor commercial property sector, as at 31 March 2021: ‘we continue to be faced with an unprecedented set of circumstances caused by COVID-19 and an absence of relevant/sufficient market evidence on which to base our judgements. Our valuations of the Authority’s assets are therefore reported as being subject to ‘material valuation uncertainty’ as set out in VPS 3 and VPGA 10 of the RICS – Global Standards. Consequently, in respect of these valuations less certainty – and a higher degree of caution – should be attached to our valuations than would normally be the case’.

For the avoidance of doubt this explanatory note, including the ‘material valuation uncertainty’ declaration, does not mean that the valuations cannot be relied upon. Rather, this explanatory note has been included to ensure transparency and to provide further insight as to the market context under which the valuation opinion was prepared. In recognition of the potential market conditions to move rapidly in response to changes in the control or future spread of COVID-19 we highlight the importance of the valuation date.

	Land & Buildings £000	Vehicles, Plant & Equipment £000	Infrastructure £000	Assets Under Construction £000	Total £000
Carried at Historical Cost	1,744	120	67	-	1,931
Valued at Current Value as at 31/03/2020	17,350	-	-	-	17,350
Net Book Value at 31 March 2021	19,094	120	67	-	19,281

Note 23: Heritage Assets

	Heritage Assets £000
Cost or Valuation 1 April 2020	81
Additions	-
Revaluation Increase/ decrease (-):	
- to Revaluation Reserve	3
- to Surplus/ Deficit on the provision of service	8

Cost or Valuation 31 March 2021	92
Cost or Valuation 1 April 2019	81
Additions	-
Revaluation Increase/ decrease (-):	
- to Revaluation Reserve	-
- to Surplus/ Deficit on the provision of service	-
Cost or Valuation 31 March 2020	81

Note 24: Assets Held for Sale

31 March 2020 £000		31 March 2021 £000
80	Balance outstanding at the start of the year	80
-	Assets newly classified as held for sale	-
-	Assets sold	80
80	Balance outstanding at the end of the year	-

Note 25: Financial Instruments

Financial instruments are defined as contracts that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

Financial Assets: Amortised Cost

31 March 2020 £000		31 March 2021 £000
2,800	Comingled Fund	2,900
-	Cash in hand and at bank	-
239	Contractual Debtors	183
3,039	Total	3,083

Financial Liabilities: Amortised Cost

31 March 2020 £000		31 March 2021 £000
(37)	Bank Overdraft	(45)
(204)	Contractual Creditors	(242)
(241)	Total	(287)

Interest and Investment Income:

The (gains) and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments is as follows:

31 March 2020 £000		31 March 2021 £000
(30)	Interest Income	(17)
(30)	Total	(17)

Financial assets and liabilities are carried in the Balance Sheet at amortised cost. Their fair value has been assessed by calculating the present value of the cash flows that will take place over the remaining life of the instrument using the following assumptions:

- The fair value of trade and other receivables and payables is taken to be the invoiced or billed amount
- The fair value of cash deposits is taken to be the cash balance as at 31 March

Nature and Extent of Risks Arising from Financial Instruments

The Authority's activities expose it to a variety of financial risks:

- Credit risk – the possibility that other parties might fail to pay amounts due
- Liquidity risk – the possibility that the Authority may not have funds available to meet its commitments to make payments
- Market risk – the possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates and stock market movements

The Authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by the Chief Finance Officer, under policies approved by the Authority. The Authority has adopted the CIPFA Code of Practice for Treasury Management and as part of this approves an annual Treasury Management Strategy and Practices which sets out the policies on borrowing, investment, credit risk and interest rate exposure.

Credit Risk and Expected Credit Loss Allowances

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Authority's customers. This risk is minimised through the Authority's Annual Investment Strategy and investment solely within the Somerset County Council Co-mingled Fund.

Amounts arising from expected credit losses would normally be established for investments and debtors based upon estimates of the losses that might be incurred if those owing money to the Authority fail to pay it back. As our primary counter party is a public body and as statute prevents a local authority from default, we have concluded that the expected credit loss is not material and therefore no allowance has been made.

The Authority's standard terms and conditions for payment of invoices (trade receivables) are 28 days from invoice date. Low risk, no history of default and with signed agreements in place with third parties, we have concluded that the expected credit loss is not material therefore no allowance has been made.

Liquidity Risk

The Authority has a comprehensive cash flow management system that seeks to ensure that cash is available when needed. Surplus cash is invested using an overnight clearing system operated by Somerset County Council.

All trade and other payables are due to be paid in less than one year. The Authority currently has no borrowings and so there is no significant current or future risk that it will be unable to raise finance to meet its commitments under financial instruments.

Market Risk

The Authority is currently debt free and does not have any investments in equity shares or financial assets or liabilities denominated in foreign currencies. Market Risk is therefore limited to Interest Rate Risk on our cash investments.

- Interest Risk

In terms of short-term cash investments, the variable rate of interest earned on surplus funds moves during the year and any assumptions in annual budgets are made cautiously based

on current market and treasury forecasts. A 1% movement in interest rates would result in approximately £30,000 more or less than budget if investments were held for a year.

Note 26: Debtors

31 March 2020 £000		31 March 2021 £000
104	Central government bodies	84
5	Other local authorities	52
19	Public corporations and trading funds	47
128	Other entities and individuals	31
256	Total	214

Note 27: Cash and Cash Equivalents

The balance of Cash and Cash Equivalents is made up of the following elements:

31 March 2020 £000		31 March 2021 £000
(37)	Bank Current Accounts	(45)
2,800	Co-mingled fund held by Somerset County Council	2,900
2,763	Total Cash and Cash Equivalents	2,855

Note 28: Creditors

31 March 2020 £000		31 March 2021 £000
(51)	Other local authorities	(116)
(42)	Public corporations and trading funds	(46)
(153)	Other entities and individuals	(126)
(246)	Total	(288)

Note 29: Usable Reserves

Movements in the Authority's usable reserves are detailed in the Movements in Reserves Statement and in notes 20 and 21.

Note 30: Capital Grants

31 March 2020 £000		31 March 2021 £000
-	Balance at 1 April	-
(88)	Capital grants received	(22)
88	Capital grants used to finance spend	22
-	Balance at 31 March	-

Note 31: Unusable Reserves

31 March 2020 £000		31 March 2021 £000
(10,813)	Revaluation Reserve	(10,861)
(8,113)	Capital Adjustment Account	(8,511)
9,838	Pensions Reserve	14,073

53	Accumulated Absences Account	82
(9,035)	Total Unusable Reserves	(5,217)

Revaluation Reserve

The Revaluation Reserve contains the gains made by the Authority arising from increases in the value of its Property, Plant and Equipment. The balance is reduced when assets with accumulated gains are:

- Revalued downwards or impaired and the gains are lost
- Used in the provision of services and the gains are consumed through depreciation, or
- Disposed of and the gains are realised.

The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

2019/20 £000		2020/21 £000
(10,217)	Balance at 1 April	(10,813)
(759)	Upward revaluation of assets	(311)
163	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the provision of Services	238
(596)	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	(73)
-	Difference between fair value depreciation and historical cost depreciation	-
-	Accumulated gains on assets sold or scrapped	25
-	Amount written off to the Capital Adjustment Account	25
(10,813)	Balance at 31 March	(10,861)

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisition, construction and enhancement.

The Account contains accumulated gain and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority.

The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

Note 22 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2019/20 £000		2020/21 £000
(7,928)	Balance at 1 April	(8,113)
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
53	Charges for depreciation and impairment of non-current assets	50
93	Revaluation losses on Property, Plant and Equipment	(306)
-	Revenue expenditure funded from capital under statute	-
-	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	55
(7,782)		(8,314)
-	Adjusting amounts written out of the Revaluation Reserve	-
(7,782)	Net written out amount of the cost of non-current assets consumed in the year	(8,314)
Capital financing applied in the year:		
(88)	Use of Capital Grants to finance capital expenditure	(22)
(243)	Capital Expenditure charged against the General Fund	(175)
(8,113)	Balance at 31 March	(8,511)

Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Authority makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2019/20 £000		2020/21 £000
9,561	Balance at 1 April	9,838
(242)	Remeasurement of net defined liability	3,818
962	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the CI & E	943

(443)	Employer's pensions contributions and direct payments to pensioners payable in the year	(526)
9,838	Balance at 31 March	14,073

Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year, e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

2019/20 £000		2020/21 £000
40	Balance at 1 April	53
(40)	Settlement or cancellation of accrual made at the end of the preceding year	(53)
53	Amounts accrued at the end of the current year	82
-	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements.	-
53	Balance at 31 March	82

Note 32: Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below, together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed. The Authority remains Debt Free throughout the periods contained in this Statement of Accounts and therefore does not have incurred expenditure yet to be financed.

	2019/20 £000	2020/21 £000
<i>Capital Investment</i>		
Property, Plant & Equipment	331	197
Revenue Expenditure Funded from Capital under Statute	-	-
<i>Sources of finance</i>		
Capital Receipts	-	-
Government Grants and other contributions	88	22
Sums set aside from revenue	243	175

Note 33: Impairment Losses

The Authority did not recognise any impairment losses during 2020/21 (2019/20 £0k). Impairment losses are recognised as part of the valuation of the authority's non-current assets.

Note 34: Defined Benefit Pension Schemes

Participation in Pension Schemes:

As part of the terms of employment of its officers, the Authority makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable

until employees retire, the Authority has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement. The Authority participates in the Local Government Pension Scheme that is administered locally by Somerset County Council. This is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

The Pension Fund Committee, at Somerset County Council, oversees the management of the Fund whilst the day-to-day fund administration is undertaken by a team within the administering authority. Where appropriate some functions are delegated to the Fund's professional advisers. As administering authority to the Fund, Somerset County Council, after consultation with the Fund Actuary and other relevant parties, is responsible for the preparation and maintenance of the Funding Strategy Statement and the Statement of Investment Principles. These should be amended when appropriate based on the Fund's performance and funding.

Contributions are set every three years as a result of the actuarial valuation of the Fund required by the Regulations. The latest actuarial valuation of the Fund was carried out as at 31 March 2019 and contributions have been set for the period from 1 April 2020 to 31 March 2023. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100% using the actuarial valuation assumptions.

In general, participating in a defined benefit pension scheme means that the Employer is exposed to a number of risks:

- Investment risk. The Fund holds investment in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over the long-term, the short-term volatility can cause additional funding to be required if a deficit emerges;
- Interest rate risk. The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount future liability cash flows. As the Fund holds assets such as equities the value of the assets and liabilities may not move in the same way;
- Inflation risk. All of the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation; and
- Longevity risk. In the event that the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks

In addition, as many unrelated employers participate in the Somerset County Council Pension Fund, there is an orphan liability risk where employers leave the Fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers. All of the risks above may also benefit the employer e.g. higher than expected investment returns or employers leaving the Fund with excess assets which eventually get inherited by the remaining employers. The Authority's Pension Fund liability does not represent an immediate call on reserves; it is a snap-shot valuation in time, based on assumptions. The true value of the deficit is assessed on a triennial basis with contribution rates set to recover the balance over the longer-term.

In 2019/20 we made allowance for the potential impact of the *McCloud & Sargeant* judgement, which has been rolled forward and remeasured to obtain the accounting results as at 31 March 2021. In 2019 a judgement was made in the Court of Appeal about cases involving judges' and firefighters' pensions (*McCloud & Sargeant*). The cases concerned age discrimination in the arrangements for protecting certain scheme members from the impact of introducing new pensions arrangements. This ruling will also extend to the LGPS; as when the LGPS was restructured in 2014, it allowed protections for those members who were active in the Scheme in 2012 and over the age of 55.

On 16 July 2020, the Government published a consultation on the proposed remedy to be applied to LGPS benefits in response to the *McCloud & Sargeant* cases. The consultation

closed on 8 October 2020 and the final remedy will only be known after the consultation responses have been reviewed and a final set of remedial Regulations are published. We do not believe there are any material differences between the approach underlying our estimated allowance and the proposed remedy. A more detailed analysis at this stage would require a significant volume of member data which is not yet available. Therefore, we have not included any further adjustment in light of the ongoing consultation in this report.

There are also uncertainties in relation to LGPS benefits due to the previously paused 2016 cost cap process, which has recently been un-paused by Government, but this process also needs to consider and include the remedy for the *McCloud & Sargeant* judgement; it remains uncertain what changes may be made to LGPS benefits as a result.

Transactions Relating to Post-Employment Benefits

We recognise the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid out as pensions. However, the charge we are required to make is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund via the Movements in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance through the Movement in Reserves Statement during the year:

	2019/20 £000	2020/21 £000
<i>Service Cost</i>		
<ul style="list-style-type: none"> • Current Service Cost • Past Service Costs (including curtailments) 	728	691
Total Service Cost	728	691
<i>Financing and Investment Income and Expenditure</i>		

<ul style="list-style-type: none"> • Net interest on the defined liability (asset) • Administration expenses 	225 9	225 8
Total Net Interest	234	233
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	962	924
<i>Remeasurement of the Net Defined Liability Comprising:</i>		
<ul style="list-style-type: none"> • Return on plan assets excluding amounts included in net interest • Experience gain/(loss) on defined benefit obligation • Actuarial losses arising from changes in demographic assumptions • Actuarial losses arising from changes in financial assumptions • Other actuarial gains & losses on assets 	1,051 1,274 10 (2,734) 157	(2,965) (268) (233) 7,284 -
Total re-measurements recognised in Other Comprehensive Income	(242)	3,818
Total Post Employment Benefits Charged to the Comprehensive Income and Expenditure Statement	720	4,742
Movement in Reserves Statement		
<ul style="list-style-type: none"> • Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code 	(962)	(943)
Actual amount charged against the General Fund Balance for pensions in the year:		
<ul style="list-style-type: none"> • Employer's contributions payable to scheme 	443	526

Pension Assets and Liabilities in Relation to Post-Employment Benefits Recognised in the Balance Sheet

	2019/20 £000	2020/21 £000
Present value of funded obligation	(21,387)	(29,145)
Fair value of employer assets	11,841	15,374
Present value of unfunded obligation	(292)	(302)
Net Liability Arising from Defined Benefit Obligation	(9,838)	(14,073)

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation):

	2019/20 £000	2020/21 £000
Opening Balance at 1 April	(22,074)	(21,679)
Current service cost	(728)	(691)
Interest cost	(528)	(507)

Change in financial assumptions	2,734	(7,284)
Change in demographic assumptions	(10)	233
Experience loss / (gain) on defined benefit obligation	(1,274)	268
Estimated benefits paid net of transfers in	302	339
Past service costs, including curtailments	-	(19)
Contributions by scheme participants	(125)	(131)
Unfunded pension payments	24	24
Closing Balance at 31 March	(21,679)	(29,447)

Reconciliation of the Movements in Fair Value of the Scheme (plan) Assets:

	2019/20 £000	2020/21 £000
Opening Balance at 1 April	12,513	11,841
Interest on assets	303	282
Return on assets less interest	(1,051)	2,965
Other actuarial gains/(losses)	(157)	-
Administration expenses	(9)	(8)
Contributions by employer including unfunded	443	526
Contributions by scheme participants	125	131
Estimated benefits paid plus unfunded net of transfers in	(326)	(363)
Closing Balance at 31 March	11,841	15,374

The liabilities show the underlying commitments that the authority has to pay post-employment (retirement) benefits. The total liability of £14,073k (2019/20 £9,838k) has a substantial impact on the net worth of the authority as recorded in the Balance Sheet, resulting in the overall balance of £8,140k (2019/20 £11,919k). However, arrangements for funding the deficit mean that the financial position of the Authority remains healthy.

The Local Government Pension Scheme's assets consist of the following categories, by proportion of the total assets held:

	2019/20		2020/21	
	£000	%	£000	%
Equities	7,986	67%	11,117	72%
Gilts	776	7%	857	6%
Other Bonds	1,187	10%	1,447	9%
Property	1,123	10%	1,031	7%
Cash and cash equivalents	769	6%	922	6%
Total	11,841	100%	15,374	100%

- The deficit on the Local Government Pension Scheme will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary
- Finance is only required to be raised to cover discretionary benefits when the pensions are actually paid.

The total contributions expected to be made to the LGPS by the Authority in the year to 31 March 2022 is £502k.

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years' dependant on assumptions about mortality rates, salary levels, etc. The LGPS liabilities have been assessed by Barnett

and Waddingham, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation as at 31 March 2019. Their estimate of the past service liability is 21 years. This is based on membership data provided as part of the recent valuation.

The principal assumptions used by the actuary have been:

<i>Mortality assumptions</i>	2019/20	2020/21
Retiring today:		
• Men	23.3	23.1
• Women	24.7	24.6
Retiring in 20 years:		
• Men	24.7	24.4
• Women	26.2	26.0
Rate of Inflation (RPI/CPI)	2.65%/1.85%	3.20%/2.85%
Rate of increase in salaries	2.85%	3.85%
Rate of increase in pensions	1.85%	2.85%
Rate for discounting scheme liabilities	2.35%	2.00%
Take-up of option to convert annual pension into retirement lump sum	50%	50%
Take-up of active members to pay 50% contributions for 50% benefits	10%	10%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analysis below is based on reasonably possible changes to the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit cost method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in 2019/20.

Sensitivity Analysis	£000	£000	£000
Adjustment to discount rate	+0.1%	0.0%	-0.1%
Present value of total obligation	28,820	29,447	30,088
Projected service cost	1,025	1,059	1,095
Adjustment to long term salary increase	+0.1%	0.0%	-0.1%
Present value of total obligation	29,511	29,447	29,384
Projected service cost	1,060	1,059	1,059
Adjustment to pension increases and deferred revaluation	+0.1%	0.0%	-0.1%
Present value of total obligation	30,019	29,447	28,888
Projected service cost	1,094	1,059	1,025
Adjustment to mortality age rating assumption	+1 Year	None	-1 Year
Present value of total obligation	30,734	29,447	28,216
Projected service cost	1,105	1,059	1,016

Note 35: Contingent Liabilities/Assets

Devon County Council agreed as part of its Investing in Devon Programme to grant the sum of £600,000 to support the refurbishment, improvement and adaptation of Lynmouth Pavilion. A contingent liability exists as part of the grant conditions require that in the event of the premises ceasing to be used as a visitor and interpretation centre and learning hub during the period of 20 years from the date of completion of the Project the Grantee shall repay the Grant to the Council but subject to a reduction of five per cent for each complete year which has elapsed following the date of completion of the project. With the completion date being the 8 August 2013 at the balance sheet date a contingent liability exists for £390,000.

The Authority is owed over £100k in relation to a long running listed buildings enforcement case. Whilst the Authority has received some monies in respect of this case and will eventually recover the money in full, given the protracted nature of this case over the last 10 years, recovery of the costs may take some time.

Notes to Support the Cash Flow Statement

Note 36: Cash Flow Statement – Adjustments to surplus or deficit on the Provision of Services for non-cash movements

2019/20 £000		2020/21 £000
(53)	Depreciation and Amortisation	(50)
(93)	Impairment and Downward Valuations	306
(519)	Actuarial Charges for Retirement Benefits	(417)
14	Increase/(Decrease) in Inventory	(7)
(94)	Increase/(Decrease) in Debtors	(42)
4	(Increase)/Decrease in Creditors & Receipts in Advance	(34)
-	Carrying amount of Non-Current Assets de-recognised	20
(741)		(224)

Note 37: Cash Flow Statement – Investing Activities

2019/20 £000		2020/21 £000
331	Purchase of property, plant and equipment, investment property and intangible assets	197
-	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(100)
331	Net cash flows from investing activities	97

Note 38: Cash Flow Statement – Financing Activities

2019/20 £000		2020/21 £000
-	Cash receipts of short and long-term borrowing	-
-	Other receipts from financing activities	-
-	Cash payments for the reduction of the outstanding liabilities relating to finance leases	-
-	Repayment of short and long-term borrowing	-
-	Other payments for financing activities	-
-	Net cash flows from financing activities	-



ANNUAL GOVERNANCE STATEMENT

1. Scope of responsibility

- 1.1 Exmoor National Park Authority 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. The Authority also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the Authority is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 1.3 Exmoor National Park Authority has approved and adopted a 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 can be obtained from the Chief Executive, Exmoor House, Dulverton, TA22 9HL. This statement explains how the Authority has complied with the code and also meets the requirements of regulations 4(3) of the Accounts and Audit (England) Regulations 2011 in relation to the publication of an annual governance statement.

2. The purpose of the governance framework

- 2.1 The governance framework comprises the systems and processes, and the culture and values, by which the Authority is directed and controlled and its activities through which it accounts to, engages with and the leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.
- 2.2 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 the Authority's policies and 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.
- 2.3 A governance framework has been in place at Exmoor National Park Authority for the year ended 31 March 2021 and up to the date of approval of the Corporate Plan and statement of accounts.

3. The Governance Framework

- 3.1 The key elements of the governance framework include:
 - A National Park Partnership Plan that contains a vision, priorities and a corporate strategy to meet National Park purposes;
 - The production of a Medium Term Financial Plan taking account of the anticipated level of National Park Grant;

- The production of a Corporate Plan that includes data on performance and objectives both achieved and planned;
- Committee papers that are linked to National Park Partnership Plan or Corporate Plan objectives and in compliance with equality and human rights legislation;
- Standing orders and financial regulations to regulate the conduct of the Authority's affairs;
- A Scheme of Delegation which sets out the functions and workings of the Authority and the powers delegated to Committees and the Chief Executive;
- Formal codes of conduct which define the standards of personal behaviour of members and staff. The code for Members was initially adopted in 2012 along with the establishment of a Standards Committee comprising 5 Authority members and the appointment of an "Independent Person" under the provisions of the 2011 Localism Act. A further process was the provision of guidance on the registration of interests. This was reviewed and refined in August 2012 with recommendations to Authority for standards arrangements and for the provision of member training on the new standards regime;
- Responsibility for audit matters are retained by the Authority;
- A Solicitor and Monitoring Officer who has a statutory responsibility supported by the Chief Finance Officer and financial regulations to ensure the legality of transactions, activities and arrangements the Authority enters;
- Financial management arrangements of the Authority which conform with the governance requirements of the CIPFA Statement on the role of the Chief Financial Officer in Local Government (2010) ;
- A Complaints procedure and a whistle-blowing policy in place for members of the public, members, staff or contractors;
- An Anti Fraud, Corruption and Bribery Policy;
- An ICT Acceptable Use Policy;
- Risk Management Policy, Registers and Business Continuity and Disaster Recovery systems which are approved, in place and subject to annual regular review;
- Extensive arrangements for partnership working on a range of projects. Partnership working is crucial to the achievement of the priorities set out in the National Park Partnership Plan.
- A staff performance and development review process which identifies training and development needs;
- Training, briefing and induction programmes for members; and
- Wide consultation with interested parties and an Exmoor Consultative and Parish Forum meets to engage with the community and a Local Access Forum considers access and rights of way issues. Numerous diverse organisations are represented on these consultative mechanisms.

4 Review of Effectiveness

- 4.1 Exmoor National Park Authority has responsibility for conducting at least annually, a review of effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the Chief Executive and Heads of Section within the Authority who have responsibility for the development and maintenance of the governance environment, the annual report on internal audit, and by the Annual Governance Report of the external auditors.

4.2 The process that has been applied in maintaining and reviewing the effectiveness of the governance framework is:

- The adoption of an updated Code of Corporate Governance in March 2017 with an annual review by the National Park Authority carried out by the Authority's Solicitor and Monitoring Officer to ensure compliance with the Code and audited by the Chief Finance Officer;
- Adoption of Standing Orders, the scheme of delegation and financial regulations which are periodically reviewed, updated and approved;
- Reports to the Authority on performance management including sustainability and the corporate planning and performance framework;
- Annual reports presented to the Authority in respect of internal audit which is a contracted service, and from the external auditor appointed by the Audit Commission;
- Annual reports presented to the Authority on risk management, performance indicators and treasury management; and
- An internal audit service is contracted from the Devon Audit Partnership and an annual work programme is agreed with the Chief Finance Officer with the internal auditors producing an annual report covering their activities for presentation to the Authority.

5. Significant governance issues

5.1 In general the governance and internal control systems within the Authority are working effectively and have been reviewed by the Solicitor and Monitoring Officer and the Chief Finance Officer and are independently validated by the internal and external auditors. As a consequence of certain Internal Audit findings, the Authority has undertaken a review of Safeguarding policies and practices. These changes will be discussed with Internal Audit in May 2021.

5.2 During 2021/22 the Authority will be:

- Continuing the communication and implementation of the 2018-23 National Park Partnership Plan;
- Producing guidance on the recently adopted Local Plan;
- Working with Defra to deliver the eight points of the National Parks Plan;
- Monitoring new legislation and changes in policy to ensure that account is taken of the impact on National Parks and National Park communities;
- Responding to the Government on the Landscape Review;
- Continuing to operate within limited resources while increasing revenue from alternative sources;
- Continuing to develop customer service standards and culture; and
- Monitoring the performance of the Corporate Plan.
- Abide by the working arrangements determined by law and recommended guidance in the context of the current pandemic.
- Implement the updated Safeguarding policies and procedures.
- Potentially establish a method of allocating new funding streams.
- Manage the ongoing impact of cv19.
- Implement the transition back to in person but distanced meetings, and staff gradually returning to Exmoor House.

EXMOOR NATIONAL PARK AUTHORITY

6 JULY 2021

ANNUAL TREASURY MANAGEMENT REPORT

Report of the Head of Finance & Operations

Purpose of Report: To report to Members on Treasury Management Performance in 2020/21.

Recommendation: The Authority is recommended to NOTE the Treasury Management Outturn for 2020/21.

Authority Priority: Achieve by providing core services; getting best value from our resources; and improving our performance.

Legal and Equality Implications: Section 65(4) Environment Act 1995 – provides powers to the National Park Authority to “do anything which in the opinion of the Authority, is calculated to facilitate, or is conducive or incidental to-

(a) The accomplishment of the purposes mentioned in s. 65 (1) [National Park purposes]

(b) The carrying out of any functions conferred on it by virtue of any other enactment.”

The Local Government Act 2003 (LGA 2003)

The CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes: Revised 2017 Edition (CIPFA TM Code).

The CIPFA Prudential Code for Capital Finance in Local Authorities: Revised 2017 Edition (CIPFA Prudential Code).

The equality and human rights impact of the recommendations of this report have been assessed as having no adverse impact on any particular group or individual.

Climate Change Implications: Budgets for climate response work have been identified as part of the corporate planning and budgetary processes.

1. INTRODUCTION

1.1 The Authority’s Treasury Management activities are defined as follows: -

“The management of the Authority’s investments and cash flows, its banking and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

It is acknowledged that effective treasury management provides support to the business and service objectives of the Authority.

- 1.2 Many Local Authorities continue to invest in non-financial assets, with the primary aim of generating profit. Others have entered into very long-term investments or providing loans to local enterprises or third sector entities as part of regeneration or economic growth projects. The National Audit Office and the Public Accounts Committee raised a number of concerns about Local Authority (investment) behaviour, and as a result Statutory Guidance on Local Government Investments has been revised as from 1st April 2018. The CIPFA Treasury Management and Prudential Codes have also been reviewed and updated.
- 1.3 The CIPFA Treasury Management Code requires public sector authorities to determine an annual Treasury Management Strategy and as a minimum, formally report on their treasury activities and arrangements mid-year and after the year-end. These reports enable those tasked with implementing policies and undertaking transactions to demonstrate they have properly fulfilled their responsibilities and enable those with ultimate responsibility/governance of the treasury management function to scrutinise and assess its effectiveness and compliance with policies and objectives.
- 1.4 During 2020-21, Somerset County Council (SCC) has continued to manage Treasury Management activities under an agreed Service Level Agreement. Investments were made on the basis of aggregating funds in order to maximise the benefits for both bodies (including using SCC's "Comfund"). Accounting arrangements were in place to divide the interest gained (and charged) between the Authorities.
- 1.5 As a result of the second Markets in Financial Instruments Directive (MiFID II), from 3rd January 2018 local authorities were automatically treated as retail clients but could "opt up" to professional client status, providing certain criteria was met. SCC continues to meet the conditions to opt up to professional status and has done so in order to maintain its erstwhile MiFID II status prior to January 2018. As a result, SCC will continue to have access to products including money market funds, pooled funds, treasury bills, bonds, shares and to financial advice.
- 1.6 The Authority delegates responsibility for the implementation and monitoring of its treasury management policies and practices, and the execution of administration of treasury management decisions, to me as Head of Finance & Operations.

2. THE ECONOMIC BACKGROUND TO 2020-21

- 2.1 All Treasury Management decisions are made in a dynamic environment in which market sentiment, and rates for borrowing and investment are subject to constant change from many different factors. Any volatility in markets makes risk management, forecasting and decision making more difficult. Here follows a brief review of the key issues for 2020-21.
- 2.2 The coronavirus pandemic dominated 2020-21, leading to almost the entire world being in some form of lockdown during the year. The start of the financial year saw many central banks cutting interest rates as lockdowns caused economic activity to grind to a halt. Some good news came in December 2020 as two COVID-19 vaccines were given approval and the UK vaccine rollout started in earnest; over 31 million people had received their first dose by 31st March.
- 2.3 A Brexit trade deal was agreed with only days to spare before the 11pm 31st December 2020 deadline having been agreed with the European Union on Christmas Eve.

- 2.4 Inflation has remained low over the 12-month period. Latest figures showed the annual headline rate of UK Consumer Price Inflation (CPI) at 0.7% year on year in March, below expectations (0.8%) and still well below the Bank of England's 2% target.
- 2.5 Despite the furlough scheme, unemployment still rose. Labour market data showed that in the three months to February 2021 the unemployment rate was 4.9%, in contrast to 3.9% recorded for the same period 12 months ago.
- 2.6 After contracting sharply in Q2 (Apr-Jun) 2020 by 19.8% q/q, growth in Q3 and Q4 bounced back by 15.5% and 1.3% respectively. The easing of some lockdown measures in the last quarter of the calendar year enabled construction output to continue, albeit at a much slower pace than the 41.7% rise in the prior quarter.
- 2.7 The Bank of England (BoE) held Bank Rate at 0.1% throughout the year but extended its Quantitative Easing programme by £150 billion at its November 2020 meeting.
- 2.8 Monetary and fiscal stimulus helped provide support for equity markets which rose over the period. The FTSE indices performed reasonably well during the period April to November, before being buoyed in December by both the vaccine approval and Brexit deal, which helped give a boost to both the more internationally focused FTSE 100 and the more UK-focused FTSE 250, however they remain lower than their pre-pandemic levels. The 5-year UK benchmark gilt yield began the financial year at 0.18% before declining to -0.03% at the end of 2020 and then rising strongly to 0.39% by the end of the financial year. Over the same period the 10-year gilt yield fell from 0.31% to 0.19% before rising to 0.84%. The 20-year declined slightly from 0.70% to 0.68% before increasing to 1.36%.
- 2.9 1-month, 3-month, 6-month, and 12-month LIBID rates (London Interbank Bid – daily average rates at which a group of selected banks will lend to each other) averaged -0.05%, 0.01%, 0.07%, and 0.17% respectively over the period. A summary of PWLB and key benchmark lending rates is included at Appendix A.

3. TREASURY MANAGEMENT OUTTURN FOR 2020-21

3.1 Debt Management

The Authority is currently debt free. Any potential borrowing is driven by the capital plan. There were no plans that necessitated borrowing during 2020-21.

3.2 Investment Activity

3.2.1 The Guidance on Local Government Investments in England gives priority to security and liquidity and the Authority's aim is to achieve a yield commensurate with these principles.

3.2.2 As mentioned in 1.4, SCC has managed Treasury Management activities under an agreed Service Level Agreement. Investments were made on the basis of aggregating funds in order to maximise the benefits for both bodies (including using SCC's "Comfund"). The current arrangement strategy of lending all surplus funds to SCC represents an investment that is virtually free from risk of counterparty default, as SCC is the only counterparty. Also, with MiFID II, SCC will continue to have access to products that would be beyond ENP.

3.2.3 Security of capital remained SCC's main investment objective. Current SCC approved counterparties are listed below. Those used during the year are denoted with a star.

Bank or Building Society		Bank or Building Society	
Australia & NZ Bank	*	Standard Chartered Bank	*
Bank of Scotland		Handelsbanken Plc	*
Bank of Montreal		Toronto-Dominion Bank	
Bank of Nova Scotia		United Overseas Bank	
Barclays Bank Plc			
Canadian Imperial Bank of Commerce		Sterling CNAV Money Market Funds	
Close Brothers Ltd		Goldman Sachs MMF	
Commonwealth Bank of Australia		Deutsche MMF	
DBS Bank Ltd	*	Invesco Aim MMF	*
DZ Bank		Federated Prime MMF	*
Goldman Sachs International Bank	*	JP Morgan MMF	
HSBC Bank	*	Insight MMF	*
Landesbank Hessen-Thuringen		Aberdeen Standard MMF	*
Lloyds Bank	*	LGIM MMF	*
National Australia Bank		SSGA MMF	*
National Westminster	*	Aviva MMF	*
Nationwide BS			
Nordea Bank		Other Counterparties	
OP Corporate Bank		Other Local Authorities	* (37)
Oversea-Chinese Banking Corporation		Debt Management Office	
Rabobank		CCLA Property Fund	*
Royal Bank of Scotland		RLAM Credit Fund	*
Santander UK	*	M&G Corporate Bond Fund	*

- 3.2.4 SCC has continuously monitored counterparties, and all ratings of proposed counterparties have been subject to verification on the day, immediately prior to investment. Other indicators taken into account have been:
- Credit Default Swaps and Government Bond Spreads.
 - GDP and Net Debt as a Percentage of GDP for sovereign countries.
 - Likelihood and strength of Parental Support.
 - Banking resolution mechanisms for the restructure of failing financial institutions i.e. bail-in.
 - Share Price.
 - Market information on corporate developments and market sentiment towards the counterparties and sovereigns.
- 3.2.5 For all the economic turmoil during the year, there were minimal credit rating changes during the period. However, in April 2020 Fitch Ratings applied a Negative outlook to most UK Banks, and S&P followed suit in May, and also included several European and Australian Banks. Fitch did downgrade Rabobank and ANZ from AA- to A+, S&P did likewise with HSBC. Moody's reduced Nationwide from Aa3 to A1.
- 3.2.6 There continues to be much uncertainty around the extent of the losses banks and building societies will suffer due to the impact from the coronavirus pandemic. While the UK and Non-UK banks on the Arlingclose counterparty list remain in a strong and well-capitalised position, the duration advice on all these banks remained at 35 days throughout the year, for new deposits.
- 3.2.7 As duration advice has been limited to 35-days on new bank lending (and the number of counterparties recommended has been significantly reduced by SCC Advisors, Arlingclose), there have been minimal opportunities to use banks, as they are either not in the market in this period, or rates have been negligible or even negative. In order to place deposits for longer maturities, and to pick up a better yield, SCC placed more deposits with UK Local Authorities. At times, this too has been difficult, as the deluge of money from Central Government has increased liquidity and reduced the number of Local Authorities looking to borrow money keeping rates suppressed.
- 3.2.8 After spiking in March 2020, credit default swap spreads declined over the remaining period of the year to broadly pre-pandemic levels.
- 3.2.9 In order to increase diversification of SCC's portfolio, more deposits were placed with UK Local Authorities. Thirty-seven deposits were placed with Local Authorities during the year. This allowed for longer-dated maturities with excellent creditworthiness and an appropriate yield.
- 3.2.10 It should be emphasised that the current Authority strategy of lending all surplus funds to SCC represents an investment that is virtually free from risk of counterparty default, as SCC is the only counterparty.

3.2.11 The Treasury portfolio at the end of this and the previous financial year is set out below.

	Balance on 31/03/2020 £000	Rate %	Balance on 31/03/2021 £000	Rate %	Average Balance £000	Average Rate %
Revenue Balances	-41	0.00	28	0.00	280	0.00
Comfund Balances	2,800	0.92	2,900	0.39	2,959	0.62
Total Balances	2,759	0.92	2,928	0.39	3,239	0.57

There was an increase of £169,000 in overall cash balances held by the Authority at 31st March 2021 as compared with 31st March 2020.

- 3.2.12 The average daily balance of the Authority's revenue cash was around £280k, an increase of £15k, earning net interest at Base Rate minus 0.375% which, as base rate was 0.10% throughout the year, remained at 0%. Net interest earned on revenue was therefore £0 compared to £934 for the year in 2019-20.
- 3.2.13 At year-end, revenue cash held by SCC was £28k. Minimising revenue cash enables a larger balance to remain invested in Comfund. The Comfund rate (net of fees of 2% of interest) earned more than the net revenue return of 0% by 0.60%.
- 3.2.14 Comfund investment averaged £2.959m over the year (£2.961m in 2019-20). Investment peaked at £3.2m in April, October, and January and ended the year at £2.9m. Interest earned was 0.62% gross, 0.60% net, producing £18,004 income net of fees (£28,873 in 2019-20). Fees amounted to £367 (2% of interest received).
- 3.2.15 The ENPA combined average gross return of 0.57% was 0.47% higher than the average Base Rate for the year. This out-performed the benchmark used by SCC and was 50 basis points in excess of that for the average 6-month LIBID rate, and 40 basis points above the average 12-month LIBID rate (see Table 1 in Appendix A).

4. COMPLIANCE

- 4.1 During the year, all ENPA treasury management policies, practices, and activities remained compliant with all relevant statutes and guidance, namely the MHCLG investment guidance issued under the Local Government Act 2003, the CIPFA Code of Practice for Treasury Management, and the CIPFA Prudential Code.
- 4.2 The MHCLG's current Guidance on Investments, revised 1st April 2018, reiterated security and liquidity as the primary objectives of a prudent investment policy. All lending was compliant with guidance issued by the MHCLG, and as SCC was the only counterparty for all funds for the year, this was achieved at minimal risk.
- 4.3 For completeness, and to comply with guidance, Prudential limits set, and actual outcomes are to be reported. All treasury activity was conducted within the benchmarks set as Prudential limits for prudent and sustainable capital plans, financing, and investment. Indicators approved for the year are set out in the left-hand columns, with actual outturns on the right.

1 Borrowing Limits

Authorised £100,000
Operational £100,000

Actual
Nil
Nil

2 Maturity Structure

	Upper Limit %	Lower Limit %	Value	Actual %
< 12m	100	0	0.00	0.0
> 12m < 24m	0	0	0.00	0.0
> 24m < 5yrs	0	0	0.00	0.0
> 5yrs < 10yrs	0	0	0.00	0.0
> 10yrs	0	0	0.00	0.0
			<hr/>	
			0.00	0.0

3 Investments > 365 days

0 **0**

Gordon Bryant
Head of Finance & Operations
June 2021

Table 1. Money Market Rates 2020-21 (LIBID Source = ICE LIBOR previously BBA LIBOR)

	O/N LIBID	7-Day LIBID	1-Month LIBID	3-Month LIBID	6-Month LIBID	12-Month LIBID	2-Yr SWAP
01/04/2020	-0.06	0.00	0.11	0.45	0.59	0.71	0.48
30/04/2020	-0.07	-0.03	0.08	0.47	0.56	0.70	0.43
31/05/2020	-0.07	-0.06	-0.03	0.10	0.25	0.44	0.25
30/06/2020	-0.07	-0.06	-0.03	0.02	0.17	0.30	0.18
31/07/2020	-0.07	-0.06	-0.07	-0.04	0.04	0.19	0.09
31/08/2020	-0.08	-0.07	-0.07	-0.06	-0.01	0.11	0.10
30/09/2020	-0.08	-0.08	-0.08	-0.06	-0.04	0.03	0.08
31/10/2020	-0.08	-0.08	-0.08	-0.08	-0.07	0.00	0.06
30/11/2020	-0.08	-0.09	-0.09	-0.08	-0.06	0.00	0.08
31/12/2020	-0.09	-0.10	-0.11	-0.10	-0.10	-0.04	0.03
31/01/2021	-0.09	-0.09	-0.10	-0.09	-0.08	-0.04	0.10
28/02/2021	-0.09	-0.09	-0.08	-0.06	-0.04	0.02	0.26
31/03/2021	-0.09	-0.08	-0.08	-0.04	-0.01	0.04	0.28
Average 2020-21	-0.08	-0.07	-0.05	0.01	0.07	0.17	0.17
Minimum	-0.09	-0.10	-0.11	-0.10	-0.10	-0.05	0.02
Maximum	-0.06	0.00	0.14	0.56	0.62	0.77	0.50
Spread	0.03	0.10	0.25	0.66	0.72	0.83	0.48
Average 2019-20	0.52	0.53	0.56	0.63	0.70	0.80	0.83
Difference in average	-0.60	-0.60	-0.61	-0.62	-0.63	-0.63	-0.63

Table 2. PWLB Rates 2020-21 (Maturity rates unless stated)

	5 Year	5 Year EIP	10 Year	15 Year EIP	30 Year	50 Year
01/04/2020	2.12	1.65	2.04	1.88	2.58	2.44
30/04/2020	2.11	1.78	2.22	2.06	2.71	2.58
31/05/2020	1.98	1.57	1.90	1.74	2.48	2.36
30/06/2020	1.94	1.59	1.88	1.73	2.49	2.36
31/07/2020	1.87	1.40	1.70	1.53	2.41	2.32
31/08/2020	2.02	1.35	1.41	1.31	2.01	1.88
30/09/2020	1.94	1.34	1.47	1.33	2.01	1.87
31/10/2020	1.96	2.48	2.61	2.48	3.18	3.05
30/11/2020	1.03	2.51	2.65	2.52	3.21	3.08
31/12/2020	0.95	2.60	2.87	2.74	3.39	3.25
31/01/2021	1.03	2.45	2.53	2.43	3.04	2.91
28/02/2021	1.40	2.33	2.45	2.32	2.94	2.79
31/03/2021	1.38	2.12	2.34	2.22	2.80	2.58
Average 2020-21	1.70	1.64	2.01	1.86	2.51	2.33
Minimum	0.92	0.87	1.20	1.06	1.71	1.51
Maximum	2.19	2.16	2.48	2.29	3.06	2.90
Spread	1.27	1.29	1.28	1.23	1.35	1.39
Average 2019-20	1.97	1.97	2.20	2.07	2.74	2.60
Difference in average	-0.27	-0.33	-0.19	-0.21	-0.23	-0.27

EXMOOR NATIONAL PARK AUTHORITY

6 July 2021

MEMBERS' ALLOWANCES SCHEME

Report of the Chief Finance Officer

Purpose of Report: To publish the amounts paid to Members during 2020/21 by way of the Members' Allowances Scheme adopted by the Authority for that year.

RECOMMENDATION: The Authority is recommended to NOTE the amounts paid to Members in 2020/21 through its Scheme for Members' Allowances.

Authority Priority: Achieve by providing core services; getting best value from our resources; and improving our performance.

Legal and Equality Implications: Publication of the amounts paid to members through the Members' Allowance Scheme is required under The Local Authorities (Members' Allowances) (England) Regulations 2003.

The equality and human rights impact of the recommendation of this report has been assessed as having no adverse impact on any particular group or individual.

Financial and Risk Implications: No financial or risk implications have been identified in publishing the amounts paid to members of the Authority by way of the approved scheme of allowances.

Climate Change Implications: Budgets for climate response work have been identified as part of the corporate planning and budgetary processes.

1. INTRODUCTION

- 1.1 Members agreed the Scheme of Members' Allowances to be operated in 2020/21 at the Authority's meeting held on 4 February 2020. The scheme adopted provided for:-
 - Future in-year adjustments to Basic Allowances and Special Responsibility Allowances to be linked to staff pay cost of living awards.
- 1.2 The final pay award for Staff and Members for 2020/21 was 2.75%.

2. SCHEME OF ALLOWANCES 2020/21

- 2.1 The total allowances paid to Members for meetings attended during the year are set out in Appendix 1. The allowances and reimbursements paid in 2020/21 totals £76,391 (2019/20 = £82,210). The amount paid in 2020/21 represents a decrease from the previous year of £5,819, or 7%.

- 2.2 When looked at in isolation the reduction on mileage claims is even more stark. In 2019/20 Members claimed £6,846 for their mileage claims whereas in 2020/21 this fell to £797. Of this, a significant element will actually relate to meetings attended in the previous year. This reduction is of course due to the pandemic.
- 2.3 The financial data in the appendix is supplemented by columns which show for each Member the actual mileage claimed, the number of main meetings of the Authority, Standards and Final Accounts Committees attended by Members in the year, and the number of other meetings and training / awareness events attended.

Gordon Bryant
Head of Finance and Operations
June 2021

SUMMARY OF ALLOWANCES PAID TO MEMBERS 2020/21

Member (Home town)	Basic Allowance £	Special Responsibility Allowance £	Sub-sistence £	Re-imbursment for Fares, Tickets etc £	Mileage Allowance £	Total Allowances paid £	Miles claimed in connection with Authority business	Main business meetings attended Actual/Possible	Other meetings and training events attended
Mrs L Blanchard Tansley (Parracombe)	2,815			9	45	2,869		11/11	20
Miss A Davis (Kentisbury)	2,815	4,222		5	85	7,126	140	11/12	30
Mr R Edgell (South Molton)	2,815			5	40	2,859	31	9/12	17
Mr M Ellicott (Exford)	2,815	1,407		5	28	4,254	40	13/13	24
Mr D Elson (appointed from 07.07.20) (Combe Martin)	2,066					2,066		8/8	24
Mr N Holliday (appointed to 30.06.20) (Stroud)	685					685		2/2	3
Mr J Holtom (Parracombe)	2,815					2,815		11/11	15
Mr J Hunt (Wellington)	2,815			7	38	2,859		10/11	8
Mr M Kelly (appointed from 07.07.20) (Barnstaple)	2,066				56	2,122	71	7/8	19
Mr M Kravis (Blue Anchor)	2,815					2,815		10/11	13
Mrs C Lawrence (Minehead)	2,815					2,815		11/11	16
Mr E Ley (Bishops Nympton)	2,815					2,815		11/11	20
Mr R Milton (West Anstey)	2,815	5,629		134	161	8,739		13/13	30
Mrs F Nicholson (East Anstey)	2,815					2,815		12/12	20
Mr J Patrinos (Parracombe)	2,815	704		9	50	3,578		10/13	15
Mr P Pilkington (Wheddon Cross)	2,815					2,815		9/11	12
Mr S Pugsley (Withypool)	2,815	4,222			107	7,144	267	13//13	51
Mr W Revans (North Petherton)	2,815					2,815		6/11	13
Mr M Ryall (appointed to 30.06.20) (Kentisbury)	685			9	66	760		2/2	3
Mrs E Stacey (Chudleigh)	2,815			9	121	2,945		12/11	13
Mrs S Takle (appointed to 30.11.20) (Timberscombe)	2,111					2,111		0/5	3
Mr N Thwaites (Dulverton)	2,815					2,815		12/12	15
Dr S Warren (appointed from 07.07.20) (Ottery St Mary)	2,066							7/8	15
Mrs P Webber (appointed from 30.11.20) (Minehead)	938					938		3/4	4
Mr V White (Wheddon Cross)	2,815			5		2,819		10/11	20
TOTALS	61,281	16,185	-	195	797	76,391	549		

NB:

- Due to Covid, the majority of meetings were held virtually rather than in-person
- Mileage allowances paid vary because of the distances members have to travel to attend meetings
- Those members in particular who receive a special responsibility allowance attended a range of other meetings and events outside the recognised Authority meetings
- Some details of "Other meetings and training events attended" are noted from claims submitted by members. If members have chosen not to claim, it may mean that some meetings attended by that member are not included.

EXMOOR NATIONAL PARK AUTHORITY

6 July 2021

CORPORATE PLAN REPORT 2020-2021

Report of the Chief Executive and Head of Strategy and Performance

PURPOSE OF THE REPORT: To report to Members achievements in delivering the Corporate Plan for the period April 2020 to March 2021.

RECOMMENDATION: The Authority is recommended to:

1. NOTE the achievements in delivering the Authority's key commitments set out in the Corporate Plan 2020-2021 and to formally note Members' and Leadership Team's thanks to the staff for continuing to deliver services and corporate priorities despite the disruption caused by the Covid pandemic.
2. DELEGATE to the Finance and Performance Advisory Panel and Leadership Team further scrutiny of Authority performance across the Corporate Plan 2021-2022 actions for the reporting period to 31 March 2022.

Authority Corporate Plan: The Corporate Plan 2020-2021 outlines the priorities for the Authority for the period to March 2021 and sets out how the Authority will lead delivery of the Exmoor National Park Partnership Plan 2018-23.

Legal and Equality Implications: Section 65(4) Environment Act 1995 – provides powers to the National Park Authority to “do anything which in the opinion of the Authority, is calculated to facilitate, or is conducive or incidental to:-

(a) the accomplishment of the purposes mentioned in s. 65 (1) [National Park purposes]

(b) the carrying out of any functions conferred on it by virtue of any other enactment.”

The equality impact of the recommendations of this report has been assessed as follows: There are no foreseen adverse impacts on any protected group(s). Engagement through the outreach work within the plan is designed to have a positive impact on protected groups.

Consideration has been given to the provisions of the Human Rights Act 1998 and an assessment of the implications of the recommendations of this report is as follows: There are no implications for the Human Rights Act.

Financial and Risk Implications: No financial or risk implications have been identified. Performance management exerts a positive influence on financial and risk management.

Climate Response: In October 2019 the Authority declared a Climate Emergency. The Corporate Plan includes many actions which will contribute to the Authority's response, and a specific action plan has been prepared.

1. Introduction

- 1.1 The 2020-2021 Corporate Plan was approved by the Authority on 3 March 2020. It set out the key priorities for the Authority for the period of the Plan.
- 1.2 Performance is monitored quarterly by Leadership Team to ensure that the actions within the Business Plan are being achieved and, if necessary, to provide an opportunity for resources to be re-allocated or to review the proposed action.
- 1.3 This end of year report provides an overview of key achievements during the year and reports on performance against key corporate indicators. There have been some significant achievements throughout the year, and good progress against delivery of the majority of the actions in the Corporate Plan 2020-21. Further details are given in Section 3 below. The areas where there has been lack of delivery, either due to slippage in timescales or actions not progressed, are primarily due to the Covid pandemic, which placed pressure on staff capacity as we adjusted to staff working from home and moving to online meetings. Some posts were held vacant during the year which also impacted on the ability of some teams to deliver actions.
- 1.4 The most significant disruption occurred during the first Quarter of 2020-21 with the first Covid lockdown when the Authority had to close all its premises including offices, the Field Services depot, National Park Centres, Pinkery Outdoor Education Centre, car parks and toilets, and cancelled all events. Many staff moved to home-working, although some (particularly field based, outreach and visitor services staff) were unable to continue their work from home, and many others were only able to work part time from home due to caring and home-schooling responsibilities. No staff were furloughed. During this period staff priorities were adjusted to provide support to local communities for example through delivering food parcels and prescriptions.
- 1.5 After restrictions were partially lifted, there was a return to some activities which could be undertaken in a Covid-safe way, primarily outside, including site visits, rights of way maintenance, some volunteering, and day visits from schools. A Covid recovery fund was also set up for local businesses impacted by the lockdowns. All other services continued with staff primarily working from home. Formal Authority meetings and all other meetings moved to online formats, with only one meeting having to be cancelled in April 2020, which ensured that disruption to decision-making on planning applications and other Authority business, was kept to a minimum.
- 1.6 The delivery of so many of the Corporate Plan actions as detailed below, is testament to the hard work and dedication of staff and Members during an unprecedented time and despite all the disruption and difficulties encountered. Members may wish to join Leadership Team in formally thanking staff for their flexibility and commitment in continuing to deliver services and corporate priorities despite all the difficulties encountered.

2. Corporate Plan at a Glance

- 2.1 The [Corporate Plan](#) outlines the priorities for the Authority for the period April 2020 to March 2021. The actions within the plan follow the Exmoor National Park [Partnership Plan](#) ambitions and are grouped as follows:

Corporate Plan at a Glance



3. Performance Report - Key Priorities

3.1 An assessment against the actions within the plan are outlined below. In addition to the numerous successes marked in green, areas where progress was not on target are marked in amber and include areas where there was not as much progress as expected, timetables slipped, or where progress was not made due to factors outside the Authority's control. Actions marked red are those which were not completed or progressed, these primarily relate to restrictions due to Covid 19 or officer capacity.

3.2 People – The Exmoor Experience

Highlights:

- • Whilst many of our **volunteer activities** were paused for much of the year in line with Covid 19 restrictions, our Pathwatchers, dormice surveying and invasive species monitoring work resumed in June and a small number of volunteer-led guided walks ran August-October.
- • Evening online get-togethers helped keep our volunteers engaged throughout the year. These developed into a series of online species ID and monitoring training sessions, attracting new audiences from further afield too (205 attendees). Over 4,700 species ID records were submitted to our online **Exmoor Wildwatch** projects via iNaturalist, which ENPA volunteers are helping to validate.
- • **Get Involved** has led the development of a iNaturalist project, LookWild supported by National Parks England, and involving all 15 National Parks.
- • Our volunteering newsletter now goes out to 1,055 registered contacts - a 9.5% rise on last year.
- • **Health and Wellbeing.** We were successful in getting funding to allow the continuation of the **FUN project (Families United through Nature)** beyond March 2021. Despite the obvious challenges of lockdown - the project continued to support families to engage with nature, although at times this was on a one-to-one basis due to the need to comply with Covid safe working practices. The FUN Project Officer also worked to support families by delivering food parcels during the most restrictive period of lockdown.
- • Our **Learning and Outreach service at Pinkery Outdoor Education Centre** has continued to provide safe educational experiences by welcoming schools for day visits rather than residential stays (from September). Despite a challenging year visitor numbers to Pinkery were 814 for the year. Bookings are looking very good for 2021/22.
- • Given lockdown and Covid restrictions the **National Park Centres** were closed for over half the year. When open, footfall was significantly down on previous years at 45,282 but spend per head increased to £1.22 from £0.68 per head in 2019/20, an increase of 79%. This was due to a combination of factors:
 - Continued and enhanced efforts to improve our retail performance through new product ranges, better marketing and focusing more on improving visual merchandising.
 - New audiences requiring more maps and guides etc than traditional repeat visitors.

- Covid restrictions meant in some cases 1 party member may come into make a purchase, whereas previously the whole party may have come in.
- The team took the time to review and adapt services and developed a new **online store** and a range of new publications and products.
- On **public engagement events** the Dark Skies Festival was adapted to ensure some form of continuity amidst the Covid-19 pandemic with a range of both smaller physical events as well as new virtual offerings.
- Due to the unusually busy summer (we estimate around a 30% increase in visitors) we put extra **Ranger resources** in place along with support from our **Education team** to regularly visit all popular sites, engaging with visitors and clearing litter. A one-way system was installed at Tarr Steps along with signage and special arrangements at our toilet blocks to help reduce Covid-19 risk and improve visitor confidence. On site signage and a careful media campaign were put in place to help improve the visitor experience and encourage positive behaviours. Substantial works were carried out to prepare for the lifting of government restrictions in April 2021 onwards including liaison with community partners, media and leaflets, equipment and staff resources including casual Ranger support contracts and a new seasonal Assistant Ranger post.

3.3 People – Well-managed Recreation and Access

Highlights:

- Despite a challenging year in relation to Covid 19, the team have adapted, the weather has been kind, and we have achieved an Open and Easy to Use score for our **Public Rights of Way network** of 98% - our best result and a fantastic achievement by the team.



New signage made and installed by our Field Services Team

- The **Field Services Team** “completion of tickets before their due date” slipped below our target of 80% due to Covid impacts and starting the year still behind due to extra resource being allocated to paring. However, the team are now making great progress on overdue tickets and as of May 2021 in the current financial year there were 75 tickets on the system with only 7 overdue, compared to May 2020 when there were 131 tickets on the system with 70 overdue.

- Good progress has been made this year with the Secretary of State's decision on the **England Coast Path** route now confirmed and all planning applications submitted. It has required a great effort from ENPA to get a good route in place.
- **Woodside Bridge** was completed in May 2020, unfortunately the planned opening event could not be held due to Covid restrictions, but an alternative virtual event and some great online media marked the occasion.



** Woodside Bridge part funded by donations to CareMoor*

- Work has continued on **family friendly cycle trails** liaising with landowners, Somerset County Council Highways and carrying out design works. Public consultation has begun with Brompton Regis and Upton Parish Councils. The whole process has been slower than we would like, partly due to Covid-19 impacts however we have made good progress and the report will be published later in 2021 and wider public consultation will begin.
- Detailed design, internal consultation and Environmental Agency consent is in place for **Great Bradley Bridge** but work on re-costing and planning application submission is delayed due to Covid-19 impacts on staff capacity.

3.4 People – Thriving Tourism built on Sustainability

Highlights:

- The impact of Covid-19 has had a profound impact on tourism and altered our work for 2020-21. We mobilised a responsive network of tourism partners to lead a united Exmoor **Tourism Recovery Plan** which has since been held up nationally as an example of best practice.
- This has been a significant and productive year concluding the funded element of the **National Park Experience Collection**. Despite the obvious impacts of Covid the final outcome is positive with a renewed focus on developing and promoting authentic Exmoor experiences to domestic markets, reaching new audiences and helping businesses in telling the stories that bring the landscape to life.
- The profile of **Eat Exmoor** and local produce has been significantly increased this year in a number of locations and new local producers have been established. The

pandemic and initial supermarket shortages have helped to garner a stronger interest in buying local that we have been able to utilise in roll out.

- **Ranger Experience Days** were not able to go ahead due to the pandemic.
- Limited progress was made with '**green tourism**' training for local tourism providers due to Covid. Opportunities have been taken where available to support green tourism initiatives, with actions rolled forward to the new financial year. The proposed new **Exmoor Coaster** bus service is a welcome contribution to visitor travel by public transport and will assist with our response to the climate emergency.

3.5 Place – Celebrated Landscapes

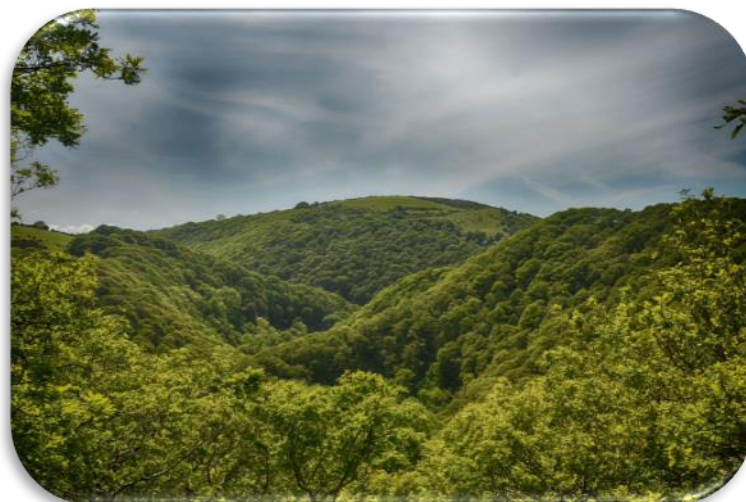
Highlights:

- The cessation of work by the **Ashcombe Garden** volunteers due to the pandemic has limited progress with the gardens. Nevertheless, the planting of around 90 trees following ash dieback marks a step change in the re-wakening of the garden landscape. The transfer (by lease) of White Rock Cottage to the Simonsbath and Exmoor Heritage Trust also marks a new and exciting chapter in the story of the buildings in Ashcombe.

3.6 Place - Wildness & Tranquillity, Dark Night Skies and Sensitive Development

Highlights:

- Work to take forward the Design **Group** has stalled due to lack of staff resources, although a lead officer has now been identified and officers are considering ENPA's approach to design particularly in response to national policy on design guides and codes.
- The **Astro Tourism** development project has been delivered as planned despite Covid - albeit with some changes to planned activities. Good progress has been made in order to launch various new products in 2021/22 including the **Dark Sky Discovery Trail, Dark Sky Hubs** and a new astronomers pack.



** Snapper View to Wind Hill, near Countisbury*

3.7 Place – Valued Historic Environment and Cultural Heritage

Highlights:

- Completion of the **Monuments Management Scheme** 2019-21 included the consolidation of Barlynch Priory and conservation work at 10 other sites from stone settings to hillforts and small structures such as St Leonard's Well. Associated reports were produced, and permission received to continue work on three sites to October 2021. Results of a geophysical survey at Cow Castle are awaited. Conservation work was undertaken at Old Burrow Roman fortlet as part of a Countryside Stewardship Scheme. Plans are underway for a **Scheduled Monument Condition Survey** likely to start in summer 2021 involving potential volunteers and the **Get Involved** team.
- Work associated with peatland restoration programmes continues to increase our **understanding of the historic environment**, with archaeological surveys at Wester Emmetts and Blackpitts and a small-scale excavation at Codsend Moor by the University of Brighton, which dated two peat covered boundaries to the Bronze Age period. A study of medieval tile fragments from Barlynch Priory has shown fine tiles not only similar to more local establishments such as Cleeve Abbey but the import of high-quality tiles from Exeter. Development related excavations at Timberscombe Church recorded evidence for Saxon timber building. Recording of historic buildings through planning and through the work of Somerset Archaeological and Natural History Society in Dunster has resulted in an increased understanding of building and settlement development. Most planned events were cancelled; however, an outdoor open day was held in September at Barlynch Priory following the consolidation project. Online presentations were given on Rapid Coastal Zone Assessment Survey (RCZAS) to Severn Estuary and Levels Research Committee and Archaeology in Somerset and on Exmoor's archaeology and peatlands to the North Devon and Devon Archaeological Societies.
- Appraisals and guidance documents have been produced for the proposed new **Conservation Areas** but their consultation and adoption have been put on hold due to Covid-19 restrictions.
- Funding was secured from Historic England to move their National Records of Historic Environment to the **Exmoor National Park Historic Environment Record Project**. The data processing work will commence in April 2021.



Consolidated conservation works at Barlynch Priory

3.8 Place: Rich in Wildlife

Highlights:

- The development and adoption of the **Nature Recovery Vision** has succeeded in raising the profile of securing the future of Exmoor's wildlife and this now needs to be progressed further towards a common understanding with those who own and manage the land.
- Partnership working on planning for Nature Recovery has continued with the 'Wessex' AONB group and Somerset Local Nature Partnership.
- Opportunities are being investigated for new woodland creation as part of the nature recovery vision and in response to the climate emergency. ENPA has commissioned a series of “visualisations” to help us to better understand what increased tree cover in some of the ENPA owned combes and tributaries of the River Barle will look like. This work is being carried out by Land Use Consultants, supported by Natural England and will report back in the Autumn. Work has begun on new woodland creation at Bye Wood near Winsford where ENPA will be creating around 12 ha of new woodland starting in the winter of 2021/22. Plans are advanced and funding applications are progressing.
- Despite the Covid-19 pandemic, the **ENNIS Project** has still been able to deliver this year on key actions on invasive species including monitoring 90% of knotweed sites.



Surveying Signal Crayfish

3.9 Prosperity – Working Landscapes

Highlights:

- The **Defra Test and Trial** project was completed involving 26 land holdings across Exmoor and delivered by ENPA staff, consultants Rural Focus, Corylus Ecology and FWAG SW with support from Exmoor Hill Farm Network. Public goods were mapped for each holding using 'natural capital' map data. Costs to deliver the public goods were estimated by a farm business consultant and tested with participant farmers to see if the costs were viable. In addition, public goods were mapped at a landscape scale and tested with a group of stakeholders. A report of the findings

was submitted to DEFRA and is available on the ENPA website: [Exmoor - DEFRA Tests and Trials \(exmoor-nationalpark.gov.uk\)](https://www.exmoor-nationalpark.gov.uk/exmoor-defra-tests-and-trials)

- Game shoot businesses have had a very difficult year due to Covid-19 restrictions and uncertainties. The **Game Shoot Working Group** has not met this year but have continued to liaise with the Greater Exmoor Shoots Association and submitted a response to the DEFRA gamebird release licence consultation.
- ENPA have continued with the management of the group scheme for the **Grown in Britain sustainable timber** project which aims to increase the use of locally grown timber and its links with sustainable woodland management. This comprises seven Woodland Members including ENPA. All have continued to trade and sell timber including ENPA (showing a healthy £13K in timber sales). Timber values have been steadily rising and we are aware of many examples of increased uses of local timber. However, we have been unable to organise the kind of profile raising and demonstration events which would increase the visibility of the project. The project is up for review in April 2022 (after 5 years of operation) and ENPA will review our continued involvement.
- In April 2020, project management of the **Headwaters of the Exe (HotE)** project passed from Exmoor National Park Authority to FWAG South West. The two organisations will continue to work together closely, as well as with other organisations and groups including Exmoor Hill Farming Network, Exmoor Society, HotE Advisory Group, the Riverfly Partnership, Exmoor Mires Partnership and University of Exeter. As before, project targets are to improve water quality through measures that will also provide benefits to maintaining and increasing the stock of natural capital within the catchment. The Project is committed to delivering advice on beneficial management to 3,000ha of new land holdings, and developing work with 3,000ha of holdings previously engaged.
- The **Exmoor Pony** genome project has not been able to progress, partly through technical difficulties with the DNA samples and partly due to the effects of the pandemic. Project partners are considering potential next steps.
- Plans are underway to establish a conservation herd from **ENPA's own ponies**, that could potentially be sold in the future and a stallion was sourced for the coming year.



**Exmoor Pony, Cheriton Ridge*

3.10 Prosperity – Strong Local Economy

Highlights:

- Following the completion of the research report into **Rural Enterprise Exmoor** which was published in June 2020, the programme was paused due to Covid (though a Covid Impact survey was undertaken and published in this period). The main programme of activity resumed in December and is on track to deliver a draft vision for rural enterprise on Exmoor in the summer of 2021.
- On **post-Brexit Rural Development funding opportunities in National Parks**, it was a year of transition with previous EU funded rural Development programmes coming to an end. So far there has been limited opportunity to benefit from successor schemes - though these are still embryonic in nature. The **Farming in Protected Landscapes Programme** will be a key opportunity in the future for the development of local schemes which reward the delivery of public goods through sustainable land management.

3.11 Prosperity – Thriving Communities

Highlights:

- A total of 15 grants totalling £26,566 were offered including Covid recovery Fund support.
- A scheme of 18 **affordable houses** in Dulverton by Live West Housing Association is complete and the six local need one-bed homes are all occupied following joint working between Live West, ENPA and the local community. This is a great outcome, especially as delivery of local need affordable housing has been of concern since the Rural Housing Project ended (which provided affordable housing enabling across ENP), and the withdrawal of Homes England social rent grant levels after 2012 which were key in enabling Registered Providers to deliver truly affordable local need housing.
- The appointment by SWT of a **Rural Housing Enabler (RHE)** at the end of 2020 has been a major step forward, ensuring more support is available for people in local housing need in the Somerset part of ENP. The RHE post will aid local need self/custom builders including through groups such as Exmoor Young Voices. The RHE and ENPA have also worked jointly with the community, notably to provide support to the 8 Parishes Affordable Housing Working Group, which has, despite Covid-19 restrictions, carried out an online and paper consultation on sites with potential for affordable housing.
- While Covid-19 restrictions and the Planning Officer post vacancy have impacted on the capacity of the team, work on **Local Plan** implementation and associated policy work has continued in 2020-21. This has included updating the Statement of Community Involvement (which guides how the Authority consults and engages with people on planning matters), with an interim version approved which reflects restrictions to how consultations can be undertaken due to Covid-19. A **Local Plan summary** and the 2017-19 AMR were also completed during this period.
- Regular liaison has continued with virtual **Exmoor Rural Crime Initiative** meetings. Work has continued around poaching and additional police efforts have gone into off road driving. Illegal motorbike riding on moorland and elsewhere has seen an

increase during lockdown. Police have helped lead on planning for visitor management at Bessom Bridge (Wimbleball Lake) along with ENPA and South West Lakes Trust.

3.12 Prosperity – A Valued Asset

Highlights:

- An 'Advocacy' project was completed to deliver targeted advice to farmers within protected landscapes to help them prepare for the new environmental land management schemes. Ten workshops were held on five separate themes covering the Agricultural Transition Plan, an update on Countryside Stewardship for both uplands and lowlands, Countryside Stewardship Capital programme and advice on future schemes. This project was delivered by Farming and Wildlife Advisory Group (FWAG) SW with support from the Exmoor Hill Farming Network, in conjunction with the Quantocks AONB to maximise the use of the available resources.
- A revised plan for the UK **National Parks Conference** has now been agreed for Exmoor to host in Dunster in September 2022.
- ENPA have continued to work with the Heart of the South West (HotSW) Local Enterprise Partnership (LEP) Joint Committee to take opportunities available to us to engage in sub regional work and to put forward a strong case for support of Exmoor's rural communities whilst pursuing National Park purposes. We have joined the recently established Rural Productivity Working Group hosted within the place theme of the Local Enterprise Partnership. Funding programmes this year have been in hiatus as a result of both the pandemic and the UK's exit from European Union and transitional arrangements coming to an end.

3.13 Monitoring and Research

Highlights:

- The deer count for 2020-21 was cancelled due to Covid. Concern around bovine tuberculosis in deer is ongoing. A working group has been set up but has not yet met.
- A Review of the **State of Park** monitoring framework is underway.
- The 2020 **Visitor Survey** was postponed to 2021 due to Covid. In the interim ENPA ran a virtual visitor survey online ahead of the reopening of the hospitality sector to gauge visitor views on likelihood to visit and views post Covid as part of Tourism Recovery work. This was published July 2020.

3.14 Corporate Priorities - Manage Corporate finances and diversify income streams

Highlights:

- Despite the lack of a Funding Officer and the obvious impact of Covid closing National Park Centres, the cancellation of events and so on, we have raised over £65k including receipt of a £50k legacy for **CareMoor for Exmoor**. This is a good outcome given the challenges of the year.
- We have made a good start at collating project ideas for **external funding** and agreeing a strategic approach. However further progress has been hampered by a

combination of workloads, lack of dedicated resource and responding to reactively to a significant number of potential (sometimes speculative) opportunities.

- A few new opportunities to grow ENPA's income base have been delivered but further progress is difficult to achieve without cultural change and increased capacity and investment. The opportunities delivered comprised of:
 - a new Online shop
 - sale of redundant waymarking signposts for CareMoor
 - expanding the **Donate A Gate** scheme.

3.15 Corporate Priorities - Work with communities, businesses, and partners to deliver the National Park Partnership Plan and statutory purposes.

Highlights:

- The **Partnership Plan Progress Report** is being prepared, with a range of articles being collated by officers and partner organisations, to highlight delivery against the Plan Ambitions over the last two and a half years. A meeting of Partnership Plan Group chairs will be held later in 2021 to discuss progress and where further actions should be focused for the remaining half of the five-year Plan period.
- The Authority has continued to liaise where appropriate with **Exmoor Young Voices** on numerous matters and initiatives (for example feeding into the Rural Enterprise Exmoor work and housing need surveys). A combination of Covid and a vacancy for the group co-ordinator post has limited activity this year with the deferral of the planned summit amongst partner organisations.
- ENPA are delighted to continue to support the **Exmoor Hill Farming Network CIC** which goes from strength to strength. The Directors are supported at Board meetings by advisory members, including ENPA. In these difficult times, the EHFN has continued to be a point of contact for its members and the wider farming community, through knowledge transfer, peer- group support, training and co-operation to safeguard upland farming and landscape management. The Network was integral to the development and delivery of the Exmoor Tests & Trials project, along with other projects in preparation for the new schemes for environmental land management.

3.16 Corporate Priorities – Develop and maintain effective and efficient services

Highlights:

- **Planning performance** dipped just below national targets, however we were able to successfully make the case that it was not necessary to put ENPA in special measures, given the actions that had already been taken to increase capacity and the improvements in performance that were already being achieved.
- On **Organisational Development**, a staff consultation and change process has been completed and communicated to staff. Changes were effective from 1 April 2021. Work on an Organisational Development Strategy will continue during 2021/22.
- ENPA continue to employ a Conservation Intern - the placement is due to end in November 2021. Due to capacity and a busy summer season, we have been unable to go ahead with the Ranger Placement. If the funding is extended into

2022, then we will consider moving forward with this placement. Plans were also put in place for 4 Kickstart Placements during 2021, although difficulties with recruitment may mean that these do not go ahead.

- The planned ENPA **Asset Review** has not progressed due to lack of capacity.
- Significant interior improvements have been made to **Pinkery Outdoor Education Centre**, making the most of the Centre being closed due to Covid. A development plan is in place with further proposed improvement to follow subject to funding and permissions.
- The **Land Visioning** exercise identified opportunities across the **ENPA Estate** to address the climate and ecology emergencies, increase income, engage the public and work more closely with our neighbours and partners. Eight priorities were identified: the landscape of the former royal forest; coastal woodlands; ENPA carparks; branding and signage; Burridge Woods circular trail; review leased-in land; a tree nursery; a new woodland at Bye Hill. Significant progress has been made during 2020-21 with an initial focus on carpark improvements and woodland creation.
- The Covid lockdowns and restrictions on working by ENPA and contractors has undoubtedly had an impact on the **ENPA Woodland Estate**. Time and effort have been diverted to dealing with Ash-die-back work so under the circumstance progress has been good, but we are behind in our programme. Measures are already in place for a comprehensive forestry works and conservation programme for 2021/22. ENPA have submitted a new **Countryside Stewardship Application** to cover the period 2022 - 2027.
- Given the difficulties of the pandemic, our programme of building maintenance for the **Authority's Estate** has progressed well. This is due in part to the use of external building surveyors and a planning consultant, but in large measure to the Facilities Officers.
- Work continues to sign up businesses and community allies as part of working towards **Plastic Free Exmoor** status. National Park Centres have already taken steps to reduce single use plastic and identify future activities to reduce plastic use.
- The **ENPA Climate Action Plan** was completed and signed off by Leadership Team. Priority actions have been identified and will be progressed as budgets allow.



**Winsford Hill*

Clare Reid, Head of Strategy and Performance

Hazel Malcolm, Business Support Officer

Ellie Woodcock, HR Adviser

Photos marked * credit: Jon Coole IT Manager.

July 2021

Background papers on which this report, or an important part of it are based, constitute the list of background papers required by Section 100 D (1) of the Local Government Act 1972 to be open to Members of the public comprise:

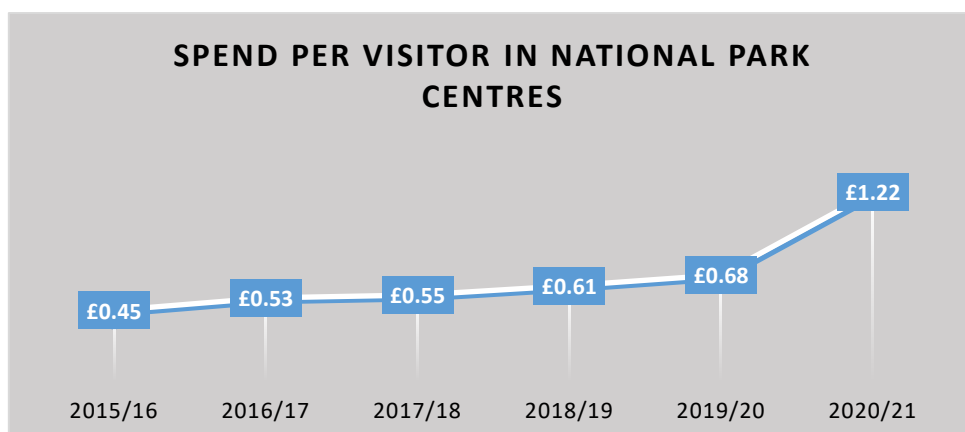
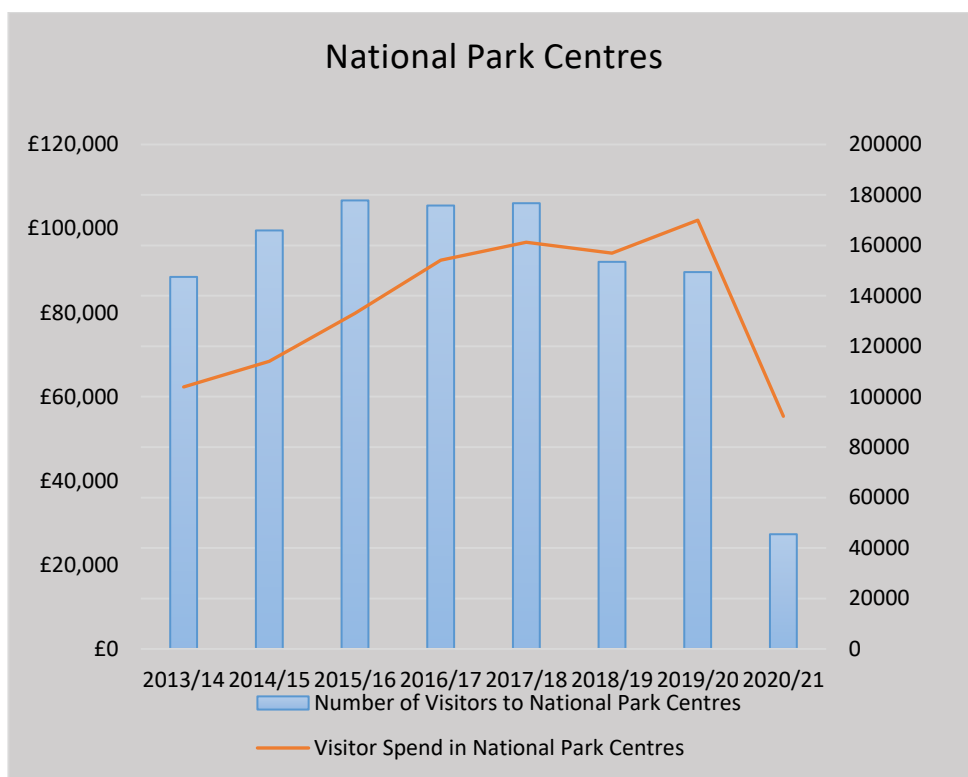
Corporate Plan 2020/21

8-Point Plan for England's National Parks – March 2016 (Department for Environment, Food and Rural Affairs)

Key Corporate Indicators 1 April 2020 to 31 March 2021

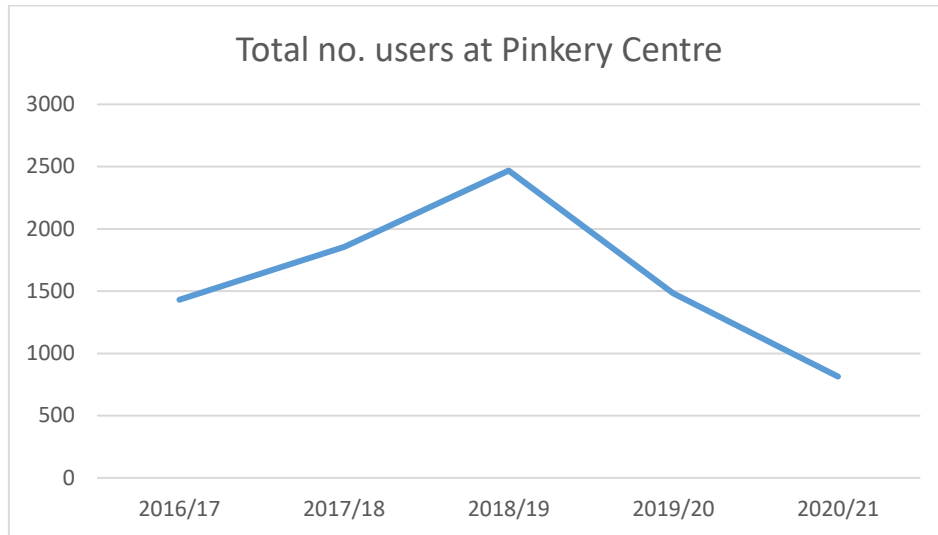
National Park Centre Visitor Numbers and Income Trend

- Total visitor numbers are significantly down due to Covid, at 45,282 compared with nearly 150,000 last year.
- Visitor spend is also down, at £55,346 compared with over £100,00 last year.
- However, spend per visitor has almost doubled, from £0.68 to £1.22 an increase of 79%.



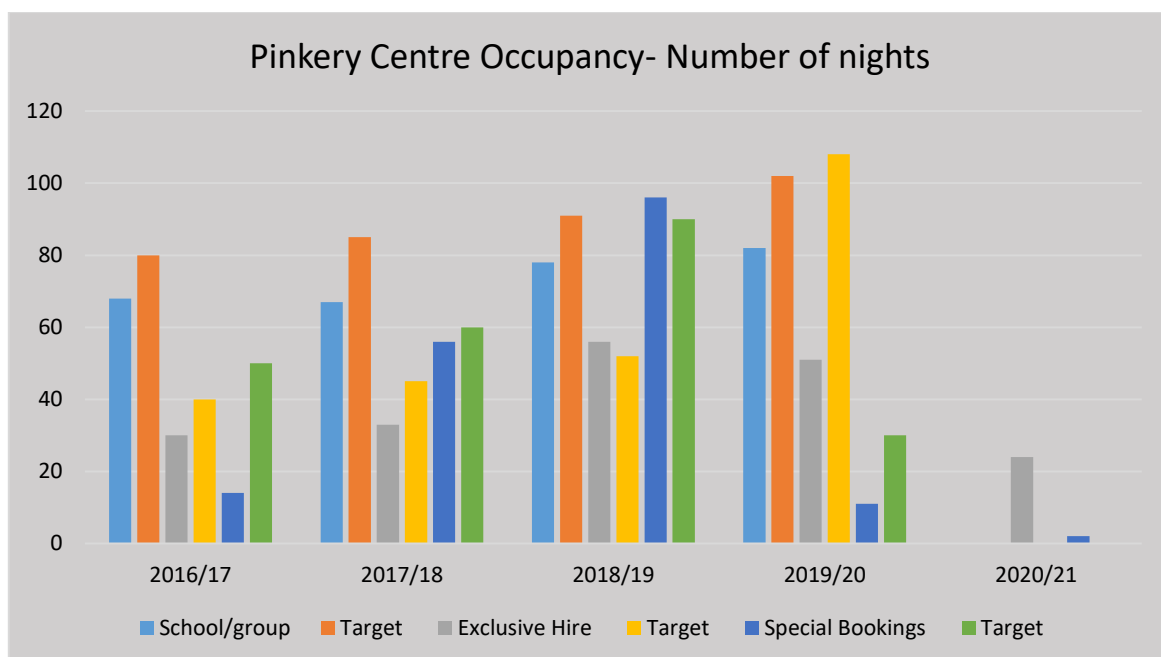
Education and Outreach

- The total no. of users at Pinkery is down at 814 for the year, (compared with 1,481 for last year and 2,468 the previous year), although this is still a considerable achievement given Covid restrictions.



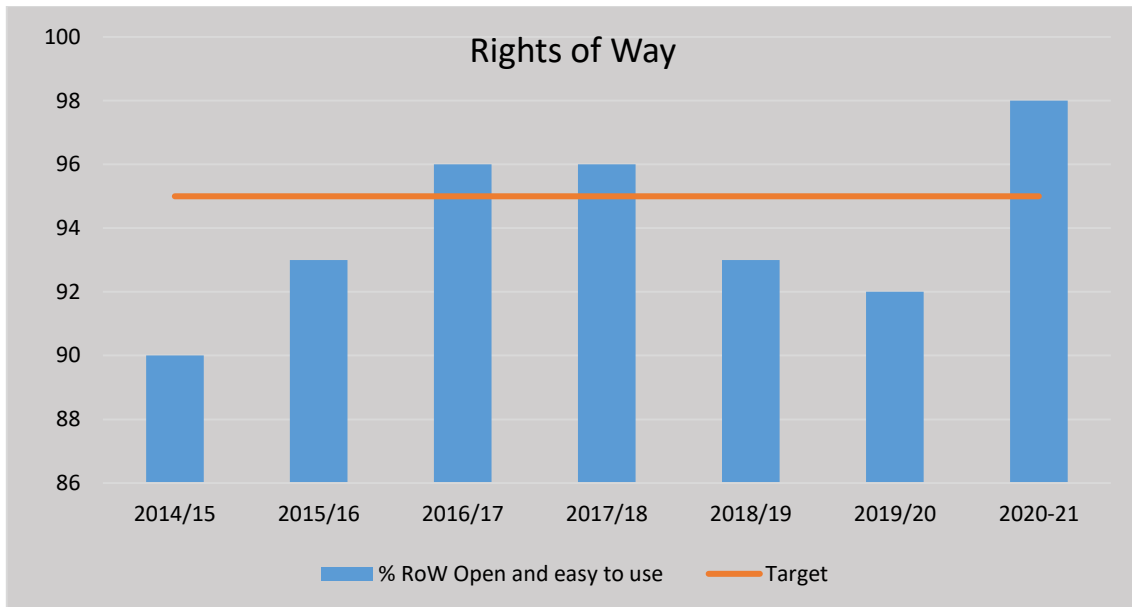
Pinkery Centre Occupancy Rates (number of nights)

- The Covid pandemic affected all bookings, with either no bookings or bookings cancelled in 2020-21.
- There were no overnight stays for schools due to Covid.
- Schools did go ahead with day visits for 2020-21 which in total were attended by 634 pupils and staff.



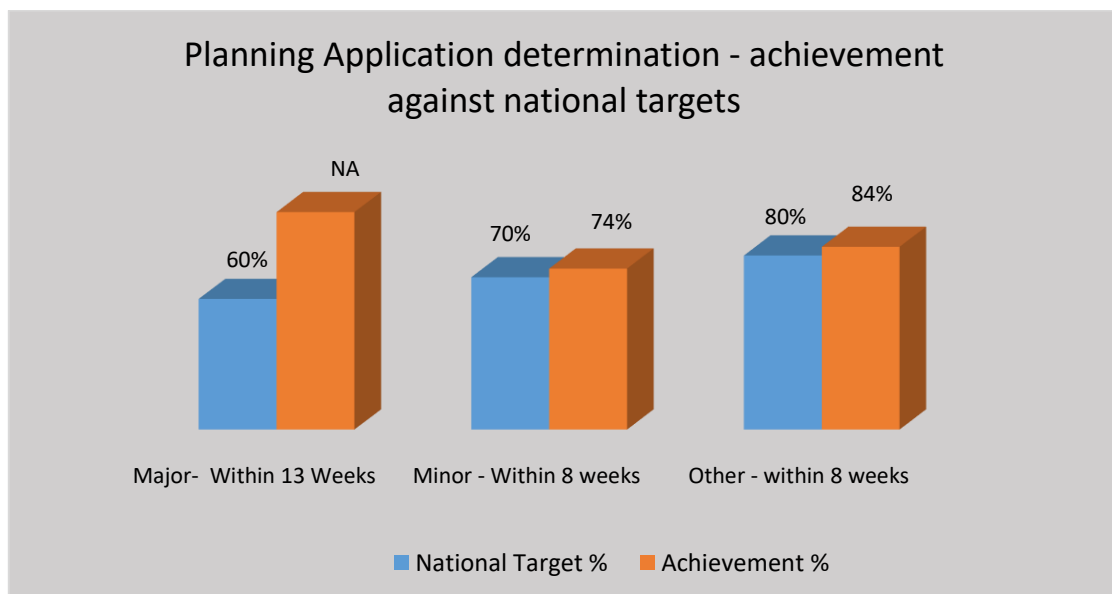
Rights of Way Open and Easy to Use Score

- 98% of our rights of way are open and easy to use. This percentage score, which was over the target was a fantastic achievement for 2020-21 and is the best result ever.
- The Field Services Team adapted quickly to the challenging Covid situation and worked hard resulting in fewer tickets outstanding than the same time last year.



Planning Application determination – achievement against National targets

- There has been a fall in performance which had already been identified and action taken to address this.
- Recent figures show an improvement in performance. All planning application determinations are now above national targets.





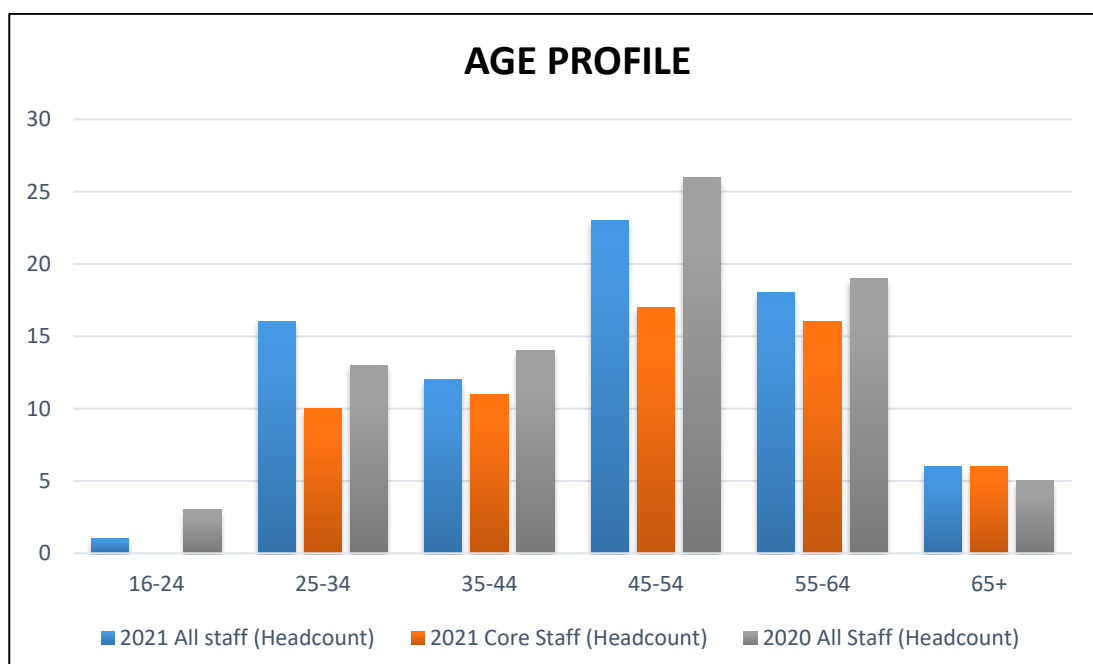
EMPLOYEE PROFILE 31 March 2021

A summary of employee demographics and key indicators of organisation wellbeing for the period 1 April 2020 to 31 March 2021.

NUMBER OF EMPLOYMENT CONTRACTS HELD (core staff in post 31 March 2021)

Section	Headcount	Full Time Equivalent
Support to Land Managers	20	18.2
Support to National Park Users	13	8.86
Support to the Community and Business	11	11.00
Strategy and Performance	6	5.60
Finance and Operations (includes ICT)	6	5.60
Land and Property Services	3	2.60
Chief Executive	1	1.00
Total (Core staff in post)	60	52.86
<i>Vacancies (Senior Landscape Officer)</i>	<i>1</i>	<i>1.00</i>
Non-Core (Seasonal/Project/Partnership/trainee) contracts	17	12.90
Total (all staff) <small>(Note: true headcount is 76 as 1 member of core staff holds 2 contracts)</small>	77	65.76

AGE PROFILE (staff in post 31 March 2021)

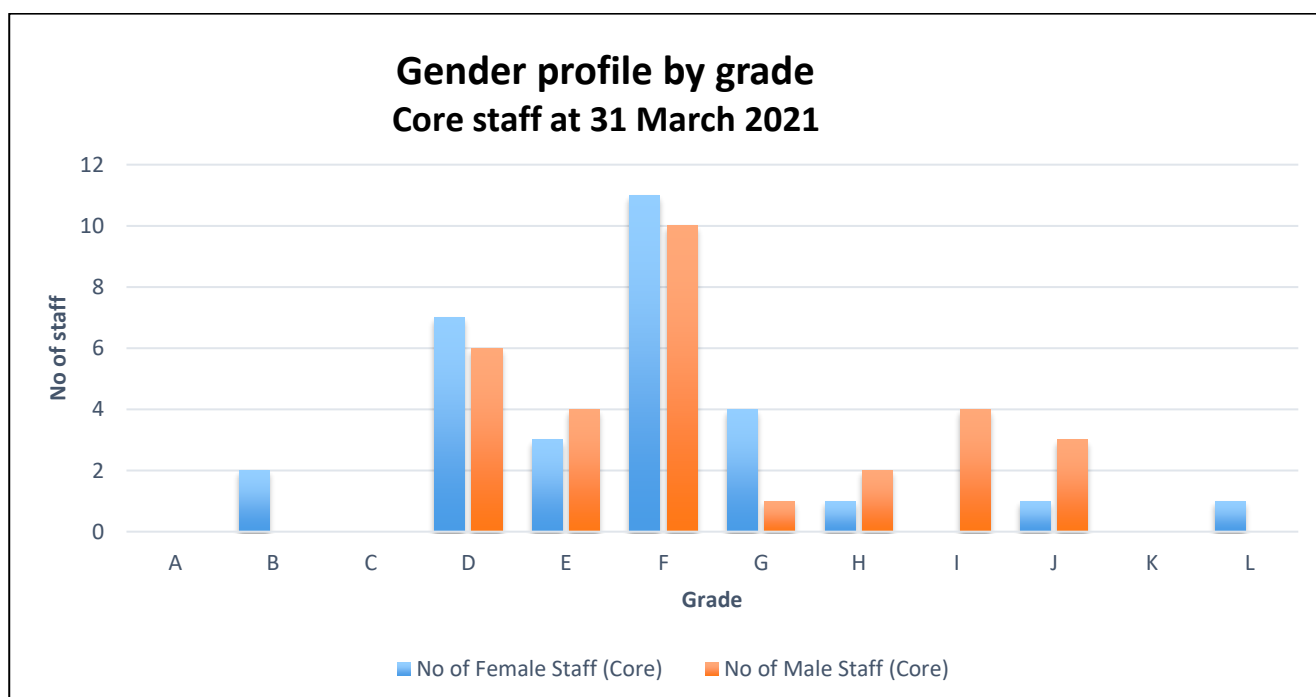


The Authority's stability index has increased this year (80% of core staff have over 3 years of service, 70% on 31 March 2020). A significant strength of the Authority is an experienced work force with 65% of the Authority's core staff aged over 45. However, this is a limiting factor to people joining the Authority to start their career and may be a future risk with experienced staff potentially choosing retirement at a similar time.

The Authority was not able to go ahead with the internship within the Land and Property team partly due to staff working from home during the pandemic and capacity to support such a placement. We successfully recruited a Conservation Intern in November 2020 who has adapted well to working remotely.

GENDER PROFILE BY GRADE (core staff in post 31 March 2021)



CORE STAFF GENDER PROFILE (BY GRADE)			
Grade	Top of Pay Scale £	Female Staff	Male Staff
A	18,198	0	0
B	18,933	2	0
C	19,698	0	0
D	21,748	7	6
E	25,481	3	4
F	29,577	11	10
G	34,728	4	1
H	40,876	1	2
I	47,391	0	4
J	54,954	1	3
K	Not used		
L	86,985	1	0
Total posts		30	30
Average (mean) salary 2020/21 (based on top salary point for each grade)		Female £30,454 £26,666 Without CE post included	Male £33,303



QUARTILE DATA					
	Women	Male	All	% Women	% Male
Lower (A-C)	2	0	2	100	0
Lower Middle (D-F)	21	20	41	51	49
Upper Middle (G-I)	5	7	12	42	58
Upper (J-L)	2	3	5	40	60
	30	30	60	50	50

The overall mean gender pay gap¹ has decreased to 8.5% (from 11.9% in 2020). The Authority still has fewer female staff employed in posts in the upper middle or upper quartile of salaries.

The median pay gap² is more typically used as a measure nationally as outliers can skew the mean, particularly in small data sets such as these. **The Authority's median gender pay gap remains at 0%.** According to the ONS³, the gender pay gap nationally based on median hourly earnings for full time employees was 7.4% in 2020.

	AUTHORITY MEDIAN HOURLY EARNINGS (March 2021)	CHANGE IN GAP FROM 2020/21	UK MEDIAN HOURLY FULL TIME EARNINGS (April 2020)
	£15.33	0%	£14.37
	£15.33	0%	£15.60

DECLARED DISABILITY (all staff in post 31 March 2021)

Physical	1	5.2% of the total staff group declare a disability A disability may be defined as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"
Progressive conditions e.g., MS, cancer	1	
Sensory	1	
Mental Health	0	
Learning Difficulties	0	
Other	1	

ETHNICITY (all staff in post 31 March 2021)

White	British	75	99% of employees identify themselves as white British 1% prefer not to say Comparative data: population of the national park =97%; and regionally (SW) = 92%
	Irish and wider European	0	
Asian or Asian British	0		
Black or Black British	0		
Chinese or Chinese British	0		
Gypsy	0		
Mixed Ethnicity	0		

¹ The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees

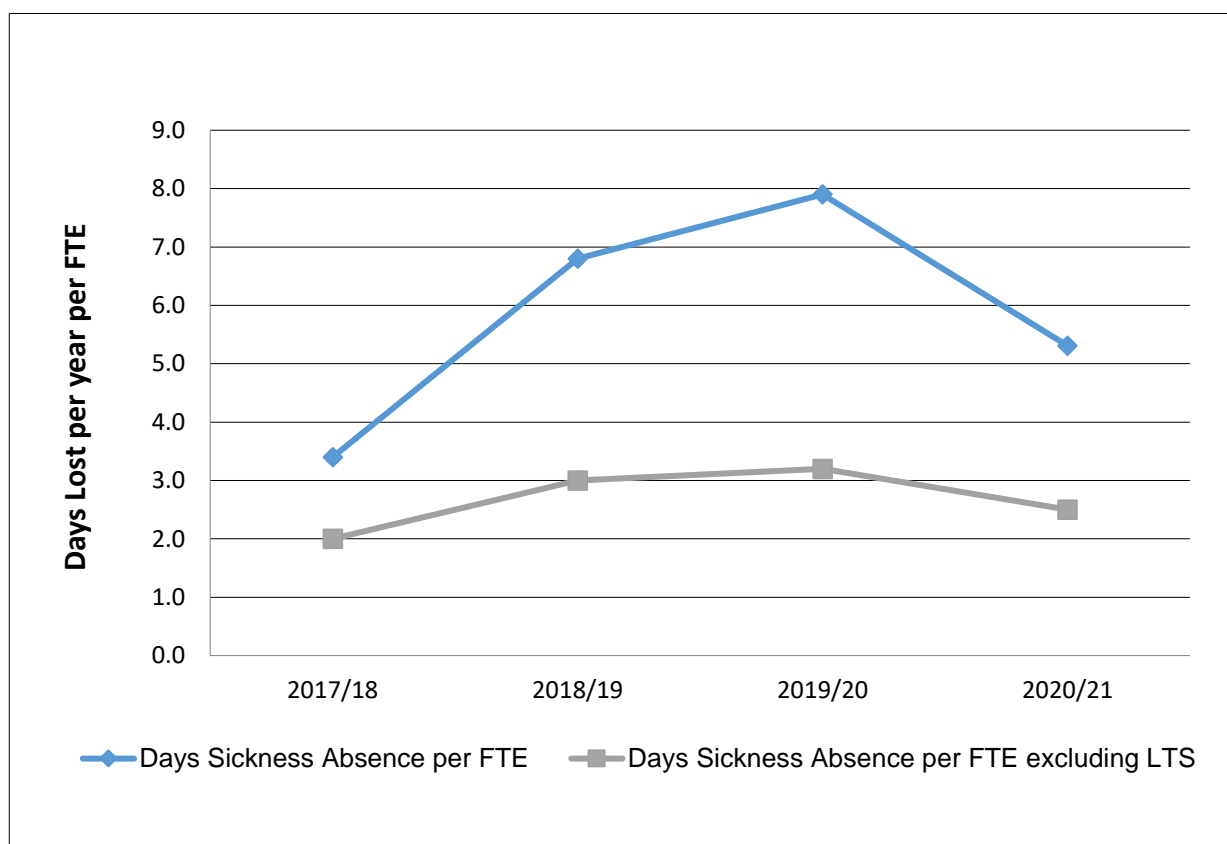
² The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees

³ ONS data 2020: [Gender pay gap in the UK - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk/gender-pay-gap)

REPORTED ABSENCE DUE TO SICKNESS (all staff)

Year End March:	2020/21	2019/20	2018/19	2017/18	2016/17
Total Days lost through sickness absence	352	506	478	214	259
Total Days lost excluding LTS*	168	206	212	129	149
Total Days per FTE (Avg. FTE over year)	5.3	7.9	6.8	3.0	3.6
Total Days per FTE excluding LTS	2.5	3.2	3.0	1.8	2.1

*LTS=Long Term Sick (20 consecutive working days or over)



Sickness levels have significantly decreased this year with 43 separate occasions of sickness absence being reported (compared to 73 in 2019/20). 57 staff members had no reported sickness absence during this period. This decrease in recorded sickness absence is directly linked to the increase in home-working due to lockdown measures, where staff may have been working flexibly around sickness and with less contact with others, did not have the opportunity to catch common illnesses. This year the Authority recorded only 4 absences for colds, coughs, and influenza, as opposed to 28 days the year before. These low sickness levels were experienced across the National Park family. The low sickness levels and concerns about presenteeism were raised regularly with Managers throughout this time so it could be closely monitored.

Coronavirus

The Authority recorded 7 absences relating to coronavirus. The Authority quickly implemented safe working procedures at all its premises. There were 2 occasions where Exmoor House was closed to staff for one day to be 'fogged' due to positive test results. The

Exford Depot was also ‘fogged’ because of 3 positive test results over the Christmas period. Safe working practices were immediately reviewed and shared. Two members of staff have been shielding throughout the pandemic due to medical circumstances, with one of them being able to work from home. Between January and March, another member of staff was ‘shielding’ because of their medical circumstances at home.

The Authority has not furloughed any staff throughout the pandemic:

- Office-based staff have continued to work from home throughout this period. Some staff returned to the office once it was safe for them to do so, but not on a regular basis.
- When retail was closed, National Park Centre staff were set-up and provided with work to do from home.
- The Depot reopened as soon the government advised it was safe to do so with safe working practices in place and adjustments made to working arrangements

All coronavirus related incidents were reported regularly to the Authority’s Health and Safety Committee which took place more often throughout the pandemic.

The lockdowns and working from home have impacted on staff mental health. We have promoted regular contact and communication between managers and staff, regular virtual team meetings, and a regular online Keeping in Touch sessions. We are a Mindful Employer and staff have access to information and support should they need it. This will be a continuing area of work in 2021-22.

REPORTED ACCIDENTS/INCIDENTS (all staff and volunteers)

During the period 1 April 2020 to 31 March 2021 there were:

- 3 staff accidents
- 1 public accidents
- There were no accidents/incidents reported from volunteers most likely due to the limited events taking place during the pandemic.

Cause of injury

Slips, trips, and falls	1
Office equipment/materials	2
Other (dog bite)	1

Resulting Injury

Bruise	1
Cuts	3

No accidents were required to be reported as RIDDOR.

All accidents and incidents, whether they result in injury or are considered a ‘near-miss’, are reported at the Authority’s quarterly Health and Safety Committee and, where necessary, modifications to processes to prevent reoccurrence and to control risk.

Ellie Woodcock
HR Advisor



Customer Feedback Report 2020-21

A summary of the compliments, complaints, freedom of information requests and survey results for the period 1 April 2020 - 31 March 2021

Customer Compliments

Below are a sample of the 92 written compliments received in 2020/21. Many compliments in this year were related to ENPAs efforts during the Covid pandemic. We receive many more through the visitor books in National Park Centres, calls to our offices or in conversation with officers in the field. It is apparent that our staff take pride in the work they do and strive to offer good service.

I want to say how grateful I am for ENPA's support for children in the current crisis, in particular the great contribution to the Somerset Outdoor Curriculum which has been and is being developed at great speed to help schools use their outdoor space as well as their indoor space as more children return to school, so that they can learn in small groups within the Government guidance (as well as all normal health and safety considerations). – **Education**

Just a few lines to say how grateful we were to be able to park in the Simonsbath car park and so have a picnic along the riverside. It was our first trip out of Barnstaple for 10 weeks and it was wonderful! Also, many thanks for the pristine toilets. – **Facilities**

Thank you very much for your diligent work on the technology. I really appreciate it. I've copied Sarah Bryan into this email as I am sure she will want to know the huge technical effort you're making. – **IT & Corporate Support**

We wanted to send a thank you to you all for making our visit so pleasurable. Our 1st 'day out' since the lockdown. We ended our day at Tarr steps and were, glad to see the 'one way system' in operation. This made us feel a lot more comfortable and made the experience a pleasure. Thank you to you all for the efforts put in so we can all use the park in these difficult times. - **Recreation and Access.**

Ref the newsletter that was a replacement for the Covid cancelled ECPF meetings. An excellent newsletter. Well done. I hope this continues. **Business Support & Education**

Yesterday, my husband and I travelled to Tarr Steps with our dogs as we have done for a countless number of times. I just wanted to congratulate yourselves on doing such a wonderful job making it a safe environment without distracting the beauty of the place in these uncertain times. The one-way system and removal of gates were well thought out and appreciated as were the clean toilets and sanitisers. **Recreation and Access and Facilities**

Many thanks for letting me know about the approval for the new entrance. We are very grateful for all the help and advice as I embarked on putting the application together myself. Thanks again – **Planning**

What a good job Field Services Team did today lovely sign erected on the bank on right of our front gate - looks good - thank you – **Field Services Team**

Many thanks for dealing admirably with my recent series of applications. It is much appreciated. When I first bought the cottage in July 2019, I was told by a few of my neighbours that the chances of obtaining planning permission for my ideas were very slim indeed. **Planning**

We think ENPA have the most eye-catching Local Plan, when we received the hard copy in the office, there were several comments about its beauty! It sits proudly on the shelf and puts other plans to shame.- **Planning Policy and Graphic Design**

Just to let you know that the Exmoor Society called, they loved the Exmoor Day, the Parish newsletter, and wanted to pass on congratulations – **Communications, Sustainable Economy and Strategy and Performance**

Thank you and your team for erecting the post, it looks very smart and hopefully everyone will be more than happy. Please thank the field services team – **Rangers and Field Services Team**

Thank you all for coming yesterday. The students loved it and it sounds like it was helpful for them in a number of ways – boosting their confidence, helping them think about their options and inspiring them about their futures. **Education and Strategy and Performance**

It is an opportune time for me to write to you as Chairman of the Exmoor National Park Authority to express pleasure that the Headwaters of the Exe Project has, during the five years under PR14, achieved indeed surpassed its objectives and the tasks set. **Conservation team**

I wanted to personally write to express our strong support for Exmoor’s ambitious Nature Recovery Vision and attach a letter detailing such support. We are extremely heartened and very excited by Exmoor’s leadership and I applaud the National Park Authority members for being bold in adopting it and backing its ambitions for nature’s recovery. We look forward to working with you and other partners to take the vision forward and to support it becoming reality, creating a better future for nature and us all. **Conservation team**

Formal Customer Complaints

From time to time Officers deal with concerns and issues raised by members of the public but these are usually resolved at an informal stage without the need to invoke the formal complaints procedure. The Authority received 3 complaints regarding the provision of its services via the formal complaints procedure as follows:

Complaints 2020-21		
Reason for the Complaint	Date	Authority Response
Sustainable Economy Complaint of unfair competition from the ENPA Day out with a Ranger experiences	April 2020	Complaint not upheld. No fault found in ENPA’s setting up and running of the Ranger Experience Days.

Planning Enforcement - Complaint about unlawful storage of an advertising sign in a neighbour's garden	April 2020	Complaint not upheld. No breach of planning enforcement was found and therefore no action was taken.
Planning and Planning Enforcement - complaint of harassment over a sustained period	November 2020	Complaint upheld. ENPA found that the complainant had followed advice and guidance on the ENPA website which was out of date and should not have been available to the public. ENPA apologised for the distress caused, closed the enforcement case, and removed the incorrect information from the website.

Customer Surveys

It has not been possible to analyse customer survey information from Planning Applicants

Freedom of Information and Environmental Information Regulations Requests

The Authority received 46 requests for information using the Freedom of Information Act 2000/Environmental Information Regulations 2004.

FOI / EIR Requests 2020/21	
Data/Information Requested	Authority Response
FOI – IT Suppliers	Information Disclosed
FOI – Event Security	Information Disclosed
FOI – Postal Services inwards	Information Disclosed
FOI – Outgoing Postal Services	Information Disclosed
EIR – Stewardship Scheme	Information Disclosed
EIR – Planning	Information Disclosed
FOI – Legal advice on Shoots and Planning	Exemption 42 Legal Professional Privilege applied
FOI – Litter in the NP	Information Disclosed
FOI – Exmoor Ranger Days	Information Disclosed
FOI – Intranet and Staff	Information Disclosed
FOI – Planning Legal Advice	Exemption 42 Legal Professional Privilege applied
FOI – Personal Data	Information Not Held
EIR – Planning	Information Disclosed
FOI – Shoots Members Financial Conflicts of Interest	Information Disclosed
FOI – Planning Number of Judicial Review Claims Received	Information Not Held
EIR – Shoots Legal Advice	Information Disclosed
FOI – Staff and Covid	Information Disclosed
FOI – Number of CL Caravan and Camping sites within ENPA	Information Disclosed
EIR – request for the draft Devon Carbon Plan	information withheld under Exception 12(4) (d) - information still in draft.
FOI – Repairs to Ashcombe Toilets	Information Disclosed
FOI – Ashcombe Toilets Staff Costs	Information Disclosed

FOI / EIR Requests 2020/21

Data/Information Requested	Authority Response
FOI - 2020-21 Pay settlement	Information Disclosed
FOI - Costs incurred in Judicial Review Planning Cases – Financial Years 2014/2015 to 2018/2019 FOI - Costs incurred in Planning Appeals – Financial Years 2014/2015 to 2018/2019	Information held but not disclosed. Under FOI a public body is not required to undertake analysis solely to satisfy a request. List of over £500 expenditure sent to requestor.
FOI - What Operating Systems do ENPA use	Information not held
FOI - Custom and Self Build Housing	Information Disclosed
EIR - Landscape Officers comments on a Planning Application	Information Disclosed
FOI - Complaints about Shooting	Information Disclosed
EIR - Compulsory Purchase order	Information Disclosed
FOI - Costs of Planning Appeals	Information Not Held
EIR - Scents used by Hunts on ENPA Land	Information Disclosed
FOI/EIR- Correspondence between ENPA and Exmoor Society for the last 5 years and any donations made, and qualifications of the Landscape Officer	Partially responded to with available information. Requestor was asked to refine the request or be charged, no refined request received within FOI/EIR timescales
EIR - ENPA and Hunting	Information Disclosed. Some information withheld on grounds of protection of personal data under GDPR.
FOI - IT Contacts	Information Disclosed
EIR - Pest Control	Information Disclosed
EIR - Money received from Hunting	Information Disclosed
FOI - Web Contacts	Information Not Held
EIR - Enforcement Orders and Compulsory Purchase Orders	Information Disclosed
FOI - Management of Physical Records	Information Disclosed
FOI - ENPA and ELAF	Information Disclosed

FOI / EIR Requests 2020/21

Data/Information Requested	Authority Response
EIR - UAV over ENPA Owned Land	Information Disclosed
FOI - Correspondence between ENPA CEO and Exmoor Society (ES) for last year and correspondence between ENPA and ES for the last year.	Information Disclosed
FOI - Unconscious Bias Training	Information Disclosed
FOI - Whistleblowing	Information Disclosed
FOI - Telephony	Information Disclosed
EIR - Marine litter	Information Not Held
FOI - Affordable Housing	Information Disclosed

EXMOOR NATIONAL PARK AUTHORITY

6 July 2021

ANNUAL APPOINTMENTS

Report of the Head of Strategy and Performance

Purpose of the report: In accordance with Standing Orders to set out the annual appointments to be made to the Authority's Committees, partnership boards and working groups as are necessary to carry out the work of the Authority, and to set out the annual appointments to be made to other organisations.

RECOMMENDATION: To make appointments to all operational Committees, partnership boards, working groups and outside bodies as listed in the Appendix to this report, or as agreed by the Authority Committee.

Authority Priorities: The Authority's annual appointments are central to the achievement of each of the Partnership Plan and Corporate Plan priorities.

Legal and Equality Implications: Local Government Acts 1972, 2000 etc. – the meetings and proceedings of a National Park Authority are regulated by local government law as if the National Park Authority was a local authority. The equality impact of the recommendations of this report have been assessed as having no adverse impact on any particular group or individual.

Financial and Risk Implications: There are no significant financial or risk implications of the recommendation of this report.

Climate Change Implications: It has been assessed that this report does not have an adverse impact on our ability to respond to climate change. Many of the groups listed will be instrumental in supporting our climate response. A lead Member for Climate Change will be identified.

1. INTRODUCTION

1.1 At its Annual Meeting, the Authority makes appointments to its Committees, panels or working groups as are necessary to carry out the work of the Authority.

2. APPOINTMENTS TO COMMITTEES, PARTNERSHIP BOARDS, WORKING GROUPS AND OUTSIDE BODIES

2.1 Attached at Appendix A is a schedule of the Authority's Committees, partnership boards and working groups, together with a schedule of appointments to outside bodies. The Appendix includes current appointments and expressions of interest in appointment/reappointment for 2021-22. The Authority is recommended to consider and agree appointments in accordance with the schedule.

Clare Reid
Head of Strategy and Performance
June 2021

MEMBER APPOINTMENTS: 2021/22

Statutory Meetings	Current Appointments	Expressions of Interest 2021/22
<p>Final Accounts Committee The Committee comprises at least 5 Members of the Authority (with a maximum of 11), of whom at least one shall be a local authority member and at least one shall be a member appointed to the Authority by the Secretary of State. The Members shall be the Chairperson of the Authority (who shall preside at meetings) and the Deputy Chairperson of the Authority and at least 3 Members chosen by the Authority.</p> <p>The Committee will meet annually to receive and approve the annual Statement of Accounts in accordance with statutory deadlines. Committee members will meet at regular intervals as the Finance & Performance Advisory Panel with the Chief Executive, Head of Finance & Operations and Head of Strategy & Performance to maintain a detailed overview of the financial position, overall performance and management of risk within the Authority; the membership of the Panel to comprise (but not be limited to) the members of the Final Accounts Committee.</p>	<p>Mr R Milton (Parish) Miss A V Davis (DCC) Mr M Ellicott (Parish) Mrs F Nicholson (SCC) Mr J Patrinos (NDC) Mr S J Pugsley (SWT) Miss E Stacey (SoS) Mr V White (Parish) VACANCY formerly Mr R Edgell (DCC) VACANCY formerly Mr N Holliday (SoS) VACANCY formerly Mrs S Takle (Parish)</p>	<p>Chairperson of the Authority Deputy Chairperson of the Authority</p> <p>Miss A V Davis (DCC) Mr M Ellicott (Parish) Mr R Milton (Parish) Mrs F Nicholson (SCC) Mr J Patrinos (NDC) Mr S J Pugsley (SWT) Miss E Stacey (SoS) Mr N Thwaites (SWT) Mr V White (Parish)</p>
<p>Standards Committee Comprises 5 Authority Members of whom at least one shall be a local authority Member and at least one shall be a Member appointed to the Authority by the Secretary of State. The general functions of the Committee are to promote and maintain high standards of conduct by members and officers; to assist members to observe the Code of Conduct; and to consider and determine complaints against members under the Code of Conduct and keep an overview of other complaints received by the Authority. Meets as required, at least twice a year including after the Authority AGM to appoint a Chairperson and Deputy Chairperson.</p>	<p><u>Chairperson</u> Mr J Patrinos (NDC) <u>Deputy Chairperson</u> Miss E Stacey (SoS)</p> <p>Mr M Ellicott (Parish) Mr S J Pugsley (SWT) Mr N Thwaites (SWT)</p>	<p>Mr M Ellicott (Parish) Mr J Patrinos (NDC) Mr S J Pugsley (SWT) Mr N Thwaites (SWT) Miss E Stacey (SoS)</p>
<p>Exmoor Local Access Forum (Lead Officer: Dan Barnett, Access & Recreation Manager) The Forum is a <i>Partnership Plan Group</i> with a key role to lead in the development and delivery of relevant action plans set out in the Exmoor National Park Partnership Plan and is a statutory independent advisory body which includes 2 representatives from the Authority. The Forum advises on the improvement of public access to land for the purposes of open-air recreation and enjoyment and meets twice a year.</p>	<p>Mr R Milton (Parish) <i>Dr S Warren (SoS) – shadowing</i></p>	<p>Mr R Milton (Parish) Dr S Warren (SoS)</p>
<p>External Consultation Group</p>	<p>Current Appointments</p>	
<p>Exmoor Consultative and Parish Forum Acts as a forum for consultation and discussion of matters of principle affecting the National Park and promotes better understanding between the National Park Authority and other bodies having an interest in the National Park. Meets 5 times a year. <u>The Authority to appoint the Chairperson and Deputy Chairperson(s) of the Forum.</u></p>	<p>All Authority Members</p> <p><u>Chairperson</u> Mr M Ellicott (Parish) <u>Deputy Chairperson</u> Mr V White (Parish)</p>	<p>Mr M Ellicott (Parish) Mr V White (Parish)</p>

Partnership Boards and Working Groups	Current Appointments	Expressions of Interest 2021/22
<p>Dartmoor and Exmoor Joint Member Liaison Meeting: (Lead Officers: Clare Reid, Head of Strategy & Performance and Gordon Bryant, Head of Finance & Operations) Initially, this group was set up as a Joint Member Working Group, whose terms of reference were to produce a joint strategy for sustainable income generation.</p> <p>The format of the meetings have now changed to be more of a bi-annual liaison meeting & site visit hosted in turn by each Park Authority. All Members will be given the opportunity to attend these meetings when they are reinstated post-Covid.</p>	<p>Miss A V Davis (DCC) Mr M Ellicott (Parish) Mr J Hunt (SCC) Miss E Stacey (SoS)</p>	<p>All Members invited to meetings</p> <p>Miss A V Davis (DCC) Mr M Ellicott (Parish) Mr J Hunt (SCC) Miss E Stacey (SoS)</p>
<p>Deer Monitoring Panel (Lead Officer: Sarah Bryan, Chief Executive) The panel's focus is a stable and healthy population of red deer in balance with its impact on the natural environment. Meets occasionally as required and includes up to 3 Members of the Authority.</p>	<p>Mr M Ellicott (Parish) VACANCY formerly Mr R C Edgell (DCC) VACANCY formerly Mrs S Takle (Parish)</p>	<p>Mr M Ellicott (Parish) Mrs P Webber (Parish) M N Thwaites (SWT)</p>
<p>Exmoor Historic Environment Advisory Group (Lead Officer: Shirley Blaylock (Conservation Officer Historic Environment). The Group meets 2 or 3 times a year including a summer field visit. The group is a <i>Partnership Plan Group</i> and reviews current issues, opportunities, work and research relating to the Historic Environment on Exmoor. Progress is monitored against the Exmoor Partnership Plan and the Historic Environment Research Framework. The group comprises representatives from partner organisations, public, private and voluntary sections and 2 Authority Members).</p>	<p>Mrs L Blanchard (SoS) Mr J Holtom (Parish)</p>	<p>Mrs L Blanchard (SoS) Mr J Holtom (Parish)</p>
<p>Exmoor Landscape Advisory Group (Lead Officer: Julie Layzell – Future Landscapes Officer). Originally established and chaired by the Exmoor Society to provide independent advice to the Authority on landscape issues, the group also acts as a <i>Partnership Plan Group</i> with a key role to lead in the development and delivery of relevant action plans set out in the Exmoor National Park Partnership Plan. The group is a partnership of landscape planners and managers from the public, private and voluntary sectors which reviews all landscape matters in the National Park, in particular the relationships between people and place. The group includes at least two member appointments. Meets as required, usually twice a year.</p>	<p>Mrs L Blanchard (SoS) Mr R Milton (Parish)</p>	<p>Mrs L Blanchard (SoS) Mr R Milton (Parish)</p>
<p>Exmoor Learning and Engagement Network (Lead Officer: Ben Totterdell, Learning & Engagement Manager). The panel is a <i>Partnership Plan Group</i> with a key role to lead in the development and delivery of relevant action plans set out in the Exmoor National Park Partnership Plan (<i>comprises representatives from partner organisations and to include up to 3 Authority Members</i>). Meets twice a year.</p>	<p>Mrs L Blanchard (SoS) Mr B Revans (SCC)</p>	<p>Mrs L Blanchard (SoS) Mr B Revans (SCC) Dr S Warren (SoS)</p>

Partnership Boards and Working Groups	Current Appointments	Expressions of Interest 2021/22
<p>Exmoor Moorland & Farming Board (Lead Officers: Alex Farris, Conservation Manager & Heather Harley, Conservation Officer Farming & Land Management). The group is a <i>Partnership Plan Group</i> with a key role to lead in the development and delivery of relevant action plans set out in the Exmoor National Park Partnership Plan (<i>comprises 4 Members of the Authority plus people nominated by other organisations with a particular interest in Exmoor's moorlands</i>). The Board usually meets two or three times a year.</p>	<p>Mr J Holtom (Parish) Mr E Ley (NDC) Mr R Milton (Parish) <i>as NFU rep</i> VACANCY formerly Mrs S Takle (Parish)</p>	<p>Mr D Elson (SoS) Mr J Holtom (Parish) Mr E Ley (NDC) Mr R Milton (Parish)</p>
<p>Exmoor Nature Conservation Advisory Panel (Lead Officer: Ali Hawkins (Senior Conservation Officer (Wildlife)). The group is a <i>Partnership Plan Group</i> with a key role to lead in the development and delivery of a Wildlife Delivery Plan to take forward the wildlife ambition in the Exmoor National Park Partnership Plan and deliver the Nature Recovery Vision for Exmoor (<i>comprises representatives from partner organisations and up to 4 Authority Members</i>). Meets twice a year.</p>	<p>Mrs L Blanchard (SoS) Mr J Holtom (Parish) VACANCY formerly Mr R C Edgell (DCC)</p>	<p>Mrs L Blanchard (SoS) Mr J Holtom (Parish) Mr J Hunt (SCC) Dr S Warren (SoS)</p>
<p>Exmoor Rural Housing Network (Lead Officers: Dean Kinsella, Head of Planning & Sustainable Development, Clare Reid, Head of Strategy & Performance, & Ruth McArthur, Policy & Community Manager). The Exmoor Rural Housing Network brings together a group of organisations/individuals with interest in affordable housing on Exmoor to improve access to housing on Exmoor for local people and support a locally managed and delivered programme for local needs rural housing. Meets once a year. <i>Comprises up to 5 Members of the Authority</i>.</p>	<p>Mr M Ellicott (Parish) Mr J Holtom (Parish) Mrs F Nicholson (SCC) Mr S J Pugsley (SWT) Mr V White (Parish)</p>	<p>Mr M Ellicott (Parish) Mr J Holtom (Parish) Mrs F Nicholson (SCC) Mr S J Pugsley (SWT) Mr V White (Parish)</p>
<p>Exmoor Woodland and Forestry Advisory Group (Lead Officer: Graeme McVittie (Senior Conservation Officer (Woodlands)) The group is a <i>Partnership Plan Group</i> with a key role to lead in the development and delivery of relevant action plans set out in the Exmoor National Park Partnership Plan (<i>comprises representatives from partner organisations and up to 2 Authority Members</i>). Meets as required.</p>	<p>Mr J Holtom (Parish) Mr J Hunt (SCC)</p>	<p>Mr J Holtom (Parish) Mr J Hunt (SCC)</p>
<p>External Funding Working Group (Lead Officer: Dan James, Rural Enterprise Manager). The group is a joint Member / Officer task force to help develop and implement our strategy and approach to securing external project funding towards the Authority's work. <i>Comprises of relevant Leadership and Delivery Team Members and 3-4 Members</i>. Meets as required, usually four times a year.</p>	<p>Miss A V Davis (DCC) Mr D Elson (SoS) Miss E Stacey (SoS) Dr S Warren (SoS)</p>	<p>Miss A V Davis (DCC) Mr D Elson (SoS) Miss E Stacey (SoS) Dr S Warren (SoS)</p>

Partnership Boards and Working Groups	Current Appointments	Expressions of Interest 2021/22
<p>Planning Policy Advisory Group (Lead Officers: Clare Reid, Head of Strategy & Performance & Ruth McArthur, Policy & Community Manager). The Advisory Group assists Officers in relation to the preparation of planning policy and documents to guide the development and use of land in the National Park, and which inform decisions on planning applications and appeals. The group also considers national consultations, and key issues for the community and economy. Meets as required.</p> <p><i>Formal membership of the group is made up of the Chairperson and both Deputy Chairpersons of the Authority, and 7 appointed Members, however the meetings are open to other Authority Members to attend if they wish</i></p>	<p><u>Authority Chairperson</u> Mr R Milton (Parish)</p> <p><u>Authority Deputy Chairperson</u> Miss A V Davis (DCC)</p> <p><u>Deputy Chairperson (Planning)</u> Mr S J Pugsley (SWT)</p> <p>Mr J Holtom (Parish) Mrs F Nicholson (SCC) Mr V White (Parish) <i>Dr M Kelly (SoS) – shadowing</i> VACANCY formerly Mr N Holliday (SoS) VACANCY formerly Mrs S Takle (Parish)</p>	<p>Miss A V Davis (DCC) Mr J Holtom (Parish) Dr M Kelly (SoS) Mrs C Lawrence (SCC) Mr R Milton (Parish) Mrs F Nicholson (SCC) Mr S J Pugsley (SWT) Mr V White (Parish)</p>
<p>Pony Panel (Lead Officer: Matt Harley, Land & Property Manager). (<i>Comprises up to 2 members of the Authority</i>). The Panel's role is to advise on the management of the Authority's pony herds. Meets as required, usually annually.</p>	<p>Mr R Milton (Parish) Mr N Thwaites (SWT)</p>	<p>Mr N Thwaites (SWT)</p>
<p>Simonsbath Steering Group (Lead Officer: Rob Wilson-North, Head of Conservation & Access) (<i>The group comprises Authority officers and 1 Member appointment (1 sub), together with community and business representatives</i>). The role of the group is to take forward the vision for Simonsbath as a visitor destination following the restoration of White Rocks Cottage, including restoration of the gardens, links to other historic buildings in the area and potential to provide a centre for the interpretation of the Exmoor Forest. Meets as required.</p>	<p>VACANCY formerly Mr N Holliday (SoS) (Miss A V Davis sub (DCC))</p> <p><i>Mr S J Pugsley (SWT, Trustee)</i> <i>(Mrs F Nicholson sub (SCC, Trustee))</i></p>	<p>Miss E Stacey (SoS) (Miss A V Davis sub (DCC))</p> <p><i>Mr S J Pugsley (SWT, Trustee)</i> <i>(Mrs F Nicholson sub (SCC, Trustee))</i></p>
<p>Visit Exmoor (Lead Officer: Dan James, Rural Enterprise Manager). Visit Exmoor is the recognised tourism industry body promoting Exmoor, its brand and visitor economy businesses. Meets as required, usually six times a year. <i>N.B. VE propose to register as a Community Interest Company (CIC) within the next 12 months, which will have an impact upon its membership make-up with the ENPA appointed Member offered an 'observers' seat on the board</i>.</p> <p>In addition, the Exmoor Tourism Network brings together ENPA, Visit Exmoor and local tourism organisations together to act as a <i>Partnership Plan Group</i> with a key role to lead in the development and delivery of relevant action plans set out in the Exmoor National Park Partnership Plan (comprises representatives of the tourism organisations and industry providers). <i>1 Authority Member required to serve on both Visit Exmoor and the Exmoor Tourism Network.</i></p>	<p>Miss E Stacey (SoS)</p>	<p>Miss E Stacey (SoS)</p>

Appointments to Outside Bodies	Current Appointments	Expressions of Interest 2021/22
<p>National Parks UK Executive Committee (Lead Officer: Sarah Bryan, Chief Executive) National Parks UK is an association of the 15 Chairpersons and Convenors of the UK National Park Authorities. The vision is to raise the profile, understanding and relevance of these protected landscapes and to facilitate training and development opportunities for Members and staff.</p>	<p><u>Authority Chairperson</u> Mr R Milton (Parish)</p> <p><u>Authority Deputy Chairperson</u> (sub) Miss A V Davis (DCC)</p>	<p>Chairperson of the Authority Deputy Chairperson of the Authority</p>
<p>National Parks England Executive Committee (Lead Officer: Sarah Bryan, Chief Executive) National Parks England exists to promote and further the needs of the ten English National Park Authorities by providing a collective voice; representing their interests to a range of policy makers, Parliamentarians and other decision makers; and raising the profile of the work of the authorities and facilitating discussion on issues of common concern.</p>	<p><u>Authority Chairperson</u> Mr R Milton (Parish)</p> <p><u>Authority Deputy Chairperson</u> (sub) Miss A V Davis (DCC)</p>	<p>Chairperson of the Authority Deputy Chairperson of the Authority</p>
<p>National Parks Climate Change Group (Lead Officer: Clare Reid, Head of Strategy and Performance). The group consists of Member and Officers to champion the development and coordination of policy and action on climate change within the National Parks</p>	<p>VACANCY formerly Mr P Pilkington (SWT)</p>	<p>Mr D Elson (SoS)</p>
<p>Campaign for National Parks (Lead Officer: Sarah Bryan, Chief Executive) The Campaign for National Parks is a national charity that campaigns and speaks out to protect and promote National Parks.</p>	<p>Miss A V Davis (DCC)</p>	<p>Miss A V Davis (DCC)</p>
<p>Exmoor Hill Farming Network (Lead Officer: Heather Harley, Conservation Officer (Farming & Land Management) The Network helps livestock farmers to improve the profitability of their businesses, including the development of strategic projects as well as encouraging access to support and funding. Up to 3 members</p>	<p>Mr M Ellicott (Parish) Mr R Milton (Parish) as NFU representative <i>Mr D Elson (SoS)- shadowing</i></p>	<p>Mr M Ellicott (Parish) Mr D Elson (SoS) Mr E Ley (NDC)</p>
<p>North Devon AONB Partnership (Lead Officer: Rob Wilson-North, Head of Conservation & Access) The North Devon AONB Partnership's primary task is taking forward the objective of conserving the natural beauty of the landscape of the North Devon Area of Outstanding Natural Beauty.</p>	<p>Miss A V Davis (DCC)</p>	<p>Mr D Elson (SoS)</p>
<p>South West Uplands Network (Lead Officer: Rob Wilson-North, Head of Conservation & Access) The primary focus of the Network is to help achieve sustainable livestock farming and environmental management in the region's upland areas. Meets as required.</p>	<p>VACANCY formerly Mr M Ryall (SoS)</p>	<p>Mrs P Webber (Parish)</p>

Appointments to Outside Bodies	Current Appointments	Expressions of Interest 2021/22
<p>South West Water Recreation and Conservation Forum (Lead Officer: Rob Wilson-North, Head of Conservation & Access) This Forum consists of representatives of South West Water, local authorities, Exmoor National Park Authority, conservation bodies and recreation user groups. It advises South West Water on recreation and conservation issues on its property holding and meets twice a year.</p>	Mrs L Blanchard (SoS)	Mrs L Blanchard (SoS)
Appointment of Independent Person	Current Appointments	Expressions of Interest 2021/22
<p>Independent Person Under the Localism Act 2011, the Authority must promote and maintain high standards of conduct by Members and co-opted Members of the authority.</p> <p>To this end the Council has adopted a Code of Conduct for Members and has agreed arrangements for dealing with any allegation that a member or co-opted member has breached the code. In accordance with the requirements of the Localism Act 2011, these arrangements include the appointment of an Independent Person to advise on breaches of the Member Code of Conduct.</p>	Mr M Riggulsford	Mr M Riggulsford

EXMOOR NATIONAL PARK AUTHORITY

6 July 2021

FARMING IN PROTECTED LANDSCAPES SCHEME

Report of the Head of Conservation & Access

Purpose of the report: To outline the scope and objectives of the Farming in Protected Landscapes programme (a second Authority paper will be brought in August setting out the details of the scheme's operation).

RECOMMENDATIONS: The Authority is recommended to:

- (1) WELCOME additional funding from Defra in 2021/22 in order to deliver the first year of the Farming in Protected Landscapes programme.
- (2) AUTHORISE the CEO to set up a Local Assessment Panel which will consider and recommend the payment of grant applications over £5,000.

Authority Priority: Support delivery of the Exmoor National Park Partnership Plan – These proposals will help farmers and other land managers move towards the future Environmental Land Management Scheme. The Farming in Protected Landscapes programme will provide opportunities to enhance habitats, enhance the landscape of Exmoor and protect the historic environment and will also improve access to and engagement with Exmoor's special qualities.

Legal and Equality Implications: It is considered there will be no adverse impacts on any protected groups.

Consideration has been given to the provisions of the Human Rights Act 1998 and an assessment of the implications of the recommendation(s) of this report is as follows: There are considered to be no human rights issues in relation to this report.

Financial and Risk Implications: The financial and risk implications of the recommendations of this report have been assessed as follows:

- i. ENPA will receive £507,486 for the delivery of the Farming in Protected Landscapes programme on Exmoor in 2021/2. This will be added to the annual Defra grant as a variation.
- ii. Responsibility for the scheme and accountability (to the RPA) for the spend within year rests with ENPA. In respect of any grants awarded, works will need to be completed and claimed within year and accounted for to RPA.
- iii. Considerable focus will be placed on this scheme and in that sense it is of great reputational significance – to our farmers and land managers, to our stakeholders and to our funding body.

Climate Change Response: Two of the key targets of the scheme spend are to recover nature and also to address the impacts of the climate emergency. This therefore offers an important opportunity to assist our climate change response.

1. INTRODUCTION / BACKGROUND

- 1.1 Defra has set aside an additional £22 million in 2021/22 for protected landscapes (both NPs and AONBs). This funding is allocated to the new 'Farming in Protected Landscapes' programme. Defra intends that this is the first in a three year programme of funding although only the first year of funding is confirmed.
- 1.2 The funding is intended to encourage farmers and other land managers to align more closely with providing public goods for public money as part of the transition away from the Common Agricultural Policy (CAP) towards Environmental Land Management (ELM).
- 1.3 The programme has four broad priorities:
 - i. nature and nature recovery
 - ii. climate change mitigation
 - iii. people (engaging groups with protected landscapes)
 - iv. place (landscape, beauty and heritage)
- 1.4 Each protected landscape will receive funding via a set formula that Defra has developed. In the case of Exmoor, ENPA will receive £507,486 of which Defra has stipulated that administration of the scheme is up to £34,000 and advice, guidance and engagement is up to £59,000.

2. OPERATION OF THE FARMING IN PROTECTED LANDSCAPES PROGRAMME ON EXMOOR

- 2.1 The programme will be run and administered by ENPA which is accountable to Defra for the funding and all targets associated with it. However, it is our firm intention that, in order for the programme to be as successful as possible on Exmoor, it will be run in close conjunction with our existing partners. In particular, the Exmoor Hill Farming Network will play a crucial role.
- 2.2 Applications will be scored according to a National Framework set out by Defra.
- 2.3 Applications of less than £5,000 will be determined by ENPA Officers.
- 2.4 Applications over £5,000 will be determined by a Local Assessment Panel (LAP). The composition of the LAP will be made up from ENPA Members and Natural England with additional representation from the Exmoor Hill Farming Network and others. Defra has stipulated that the Panel will include members of the farming community as well as one officer from Natural England and one from Exmoor National Park Authority. Subject to this paper being approved, ENPA will progress the setting up of the LAP in the coming weeks.
- 2.5 The maximum grant that can be awarded is £250,000, but this will be for landscape scale initiatives and will be an exceptional award from the fund.
- 2.6 The application window, in the first year, will run from 1 July 2021 to 31 January 2022. Funding will be awarded to successful applicants throughout the application window. Applicants are actively encouraged to discuss potential applications with the relevant protected landscape before submitting. The Defra allocation of funding for advice and guidance is to ensure that good quality applications are fully supported, that there is strong integration on the ground and landscape scale

action; this funding will also ensure that the fund reaches across the farming and land management community. Applicants must also demonstrate that their proposals link to local priorities as well as to the national outcomes.

- 2.7 Any grants awarded must be spent and claimed within the financial year (ie by 31st March 2022).
- 2.8 ENPA intends to run the Farming in Protected Landscapes programme through a combination of re-prioritising existing staff resources and expertise, adding new staff capacity funded from the Farming in Protected Landscapes allocation, and by funding existing partners to deliver elements of administration and operation.
- 2.9 A second Authority paper will be brought in August 2021 setting out more details as these are developed.

3. CONCLUSION

- 3.1 The Farming in Protected Landscapes programme provides an exceptional opportunity – if delivered well – both to further National Park purposes and also to provide opportunities and encouragement to landowners/land managers on Exmoor. It may also influence the future direction and level of environmental land management incentives.
- 3.2 Exmoor pioneered the concept of environmental land management schemes back in the 1970s and 80s, with the first UK management agreements on moorland and subsequently its own Farm Conservation Scheme. With the Exmoor Hill Farming Network, it developed *Exmoor's Ambition*, and recently took part in one of Defra's Test and Trials. The Farming in Protected Landscapes is a natural successor to this work and the NPA is well placed to administer this new programme working closely with its existing partners on the ground.

Rob Wilson North
Head of Conservation and Access
June 2021

EXMOOR NATIONAL PARK AUTHORITY

6 July 2021

ENGLAND TREES ACTION PLAN AND ENGLAND PEAT ACTION PLAN

Report of the Head of Conservation & Access

Purpose of the report: To summarise the Government's recent England Trees Action Plan and England Peat Action Plan.

RECOMMENDATION: The Authority is recommended to welcome the England Trees Action Plan and the England Peat Action Plan as a mechanism to further the Climate Emergency declaration and the Nature Recovery Vision for Exmoor.

Authority Priority: Support delivery of the Exmoor National Park Partnership Plan – These proposals will enhance habitats and Exmoor's natural environment; They will take us closer to becoming a carbon neutral National Park.

Legal and Equality Implications: It is considered there will be no adverse impacts on any protected groups.

Consideration has been given to the provisions of the Human Rights Act 1998 and an assessment of the implications of the recommendation(s) of this report is as follows: There are considered to be no human rights issues in relation to this report.

Financial and Risk Implications: There are no significant financial or risk implications of the recommendations of this report.

Climate Change Response: The establishment of new woodlands and the restoration of peatland will both achieve carbon sequestration.

1. INTRODUCTION / BACKGROUND

- 1.1 In 2018 the government produced its strategic document 'A Green Future: Our 25 Year Plan to Improve the Environment', setting a long-term approach to the environment. The two Plans reported on here represent specific elements to progress this long-term strategy.
- 1.2 The Plans will be driven forward by funding set aside in the Nature for Climate Fund (£640 million). Of this, £500 million is dedicated to trees and c. £50 million aimed at restoring the function of our peatland.

2. ENGLAND TREES ACTION PLAN

- 2.1 The Plan [The England Trees Action Plan \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) is wide ranging and is supported by a number of specific funds to which the £500 million is allocated. These include an Urban Tree Challenge Fund, a Local Authority Treescape Fund and substantial funding for the England Woodland Creation Offer.

At least three new community forests will be created. A Centre for Forest Protection will be set up and a Woodland Resilience Implementation Plan will be developed to improve the ecological condition of woodlands, as well as increasing resilience to climate change and to pests and diseases. Funding will also be provided to increase tree nursery capacity in England. The intention is to treble tree planting by the end of the current Parliament as part of the UK's ambition to plant 30,000 hectares of woodland per year by then.

- 2.2 We will shortly be consulting on a draft Woodland Strategy for Exmoor which will set out local guidance. The target of 30,000 ha per year to lift woodland cover nationally to 17% equates to around 2500ha of new woodland on Exmoor over 25 years or around 100ha per year.
- 2.3 Exmoor currently has around 14% woodland cover. We look forward to continuing to work with landowners to explore opportunities for new woodland which will help with nature recovery, flood management, access, landscape, carbon sequestration and timber production.

3. ENGLAND PEAT ACTION PLAN

- 3.1 With only 13% of England's peatland in a 'near-natural' state the England Peat Action Plan [England Peat Action Plan \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) sets out plans to restore damaged peatland, as well as to sustainably manage and protect peatlands in the future. The objectives are to restore functioning peatland ecosystems to halt carbon emissions from them and to ensure carbon sequestration. They will also form a key part of the Nature Recovery Network.
- 3.2 The Plan will use £50 million to restore 35,000 hectares of peat by 2025 through the Climate for Nature Peatland Grant Scheme administered by Natural England. This grant scheme is now open and will run for three years with annual bidding rounds. A 'discovery grant' will also be available shortly to help landowners identify ways in which their peatlands can be restored.
- 3.3 The Plan makes clear (page 4, footnote 2) that 'peatland restoration should be regarded as a process and not as a one-off restoration event' and this is welcomed in the Exmoor context, because ENPA initiated peatland restoration on its own land around 25 years ago. Since then, it has been carried forward principally by South West Water through its Upstream Thinking Programme with various funding rounds supporting it and has expanded across Exmoor and now covers the three south-western moors.
- 3.4 The Plan makes clear that government sees a role for private investment in peatland restoration through natural capital markets that enable accreditation and sale of the ecosystem services that healthy peatlands can provide.
- 3.5 Burning on peatland. Since 2018 the government has been working to remove consents for burning on deep peat. This is mainly driven by the impact of rotational burning on grouse moors in the north of England. The new arrangements are expected to protect 142,000 hectares of upland deep peat, which is roughly 40% of all blanket bog in England. Exmoor's deep peats are very limited in extent and are not burnt/swaled.
- 3.6 Wildfires. The Plan highlights the lack of sound evidence about the causes of wildfires (such as whether arson, BBQs, cigarettes etc). It stresses that poor management of peatland can enhance the conditions for wildfires to take hold and

cause more damage. It sees the need for land managers to implement a Wildfire Management Plan, and government intend to work with Wildfire Forums across the country.

- 3.7 Historic England have simultaneously published an accompanying report to the Peat Action Plan, entitled 'Peatlands and the Historic Environment, an introduction to their Cultural and Heritage Value'. [Peatlands and the Historic Environment \(historicengland.org.uk\)](https://historicengland.org.uk)

Rob Wilson North
Head of Conservation and Access
June 2021