



EXMOOR

NATIONAL PARK

EXMOOR NATIONAL PARK AUTHORITY
EXMOOR HOUSE, DULVERTON
SOMERSET TA22 9HL
TEL: (01398) 323665
FAX: (01398) 323150
E-mail: info@exmoor-nationalpark.gov.uk
www.exmoor-nationalpark.gov.uk

21 June 2019

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 in the Committee Room, Exmoor House, Dulverton on **Tuesday 2 July 2019 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 Chairman 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 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 **video and audio recorded**. By entering the Authority's Committee Room and speaking during Public Speaking you are consenting to being video and audio recorded.

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 Chairman 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 June 2019 (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 No's.
9.1	6/27/19/102	Proposed installation of 10m high timber Airband mast. (Full) – Porlock Village Hall Car Park, Toll Road, Porlock, Somerset	1 - 12

Agenda Item	Application No.	Description	Page No's.
9.2	6/42/19/101	Proposed change of use of land and construction of a 40m x 20m sand school together with erection of fencing and formation of access track. (Full) – Halsgrove House, Sparrows Lane, Withypool, Somerset	13 – 22
9.3	62/50/19/006	Application to discharge Section 106 Agreement under application 62/50/93/003. (Full) – Heale Farm, Parracombe, Barnstaple, Devon	23 - 34
10.	Application Decisions Delegated to the Chief Executive: To note the applications determined by the Chief Executive under delegated powers (<u>Item 10</u>).		
11.	Site Visits: To arrange any site visits agreed by the Committee (the reserve date being Friday, 2 August (am)).		

The remaining section of the meeting will be chaired by the Chairperson of the Authority. If the Chairperson is absent, the Deputy Chairperson of the Authority shall preside.

12. 2018/19 Outturn – Budget Performance and Reserves

- (1) To consider the report of the Chief Finance Officer on the Budget Performance and Reserves (Item 12.1)
- (2) To consider the report of the Chief Finance Officer on the Statement of Accounts (Item 12.2)

13. Business Plan Report 2018-2019: To consider the report of the Chief Executive and Head of Strategy and Performance (Item 13).

14. Annual Appointments: To consider the report of the Chief Executive and to make annual appointments for 2019/20 to serve on the Authority's statutory Committees and to the partnership boards, working groups and other organisations as listed in Appendix A (Item 14).

15. Personnel Update

Leavers

- 23/06/19 Robin Offer – Conservation Officer (Trees and Woodlands) – resignation
- 23/06/19 Liz Cwilewicz – Information Advisor – resignation

Contract extension

Grace Hammond – Land and Property Intern – extended to 16/08/19

16. 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.

ITEM 7

EXMOOR NATIONAL PARK AUTHORITY

MINUTES of the Meeting of the Exmoor National Park Authority held on Tuesday, 4 June 2019 at 10.00am in the Committee Room, Exmoor House, Dulverton.

PRESENT

Mr R Milton (Chairperson)	
Miss A V Davis (Deputy Chairperson)	
Mr M Dewdney (Deputy Chairperson (Planning))	
Mrs L Blanchard	Mr J Patrinos
Mr R C Edgell	Mr B Peacock
Mr M Ellicott	Sir Richard Peek
Mr B Heywood	Mr S J Pugsley
Mr N Holliday	Mr B Revans
Mr J Hunt	Mr M Ryall
Mr I Jones	Mrs E Stacey
Mrs C Lawrence	Mrs P Webber
Mrs F Nicholson	Mr V White

An apology for absence was received from Mr E Ley.

169. DECLARATIONS OF INTEREST: There were no declarations of interest.

170. CHAIRPERSON'S ANNOUNCEMENTS: Members were reminded that the meeting was being audio and video recorded by sensitive equipment, which had the potential to pick up all conversations and not just comments made during debates.

171. MINUTES

- i. **Confirmation:** The **Minutes** of the Authority's meeting held on 7 May 2019 were agreed and signed as a correct record.
- ii. **Matters arising:** There were no matters arising.

172. PUBLIC SPEAKING: There were no 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 M Dewdney, Deputy Chairperson (Planning).

DEVELOPMENT MANAGEMENT

173. Application No. 6/23/19/101

Location: The Green, North End Road, Monksilver, Somerset

Proposal: Resubmission of planning application 6/23/18/102 for the erection of a single storey extension (Householder)

4 June 2019

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

RESOLVED: To refuse planning permission for the reasons set out in the report.

Sir Richard Peek and Mr S Pugsley joined the meeting.

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

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

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

176. INTERNAL AUDIT ARRANGEMENTS

The Authority considered the **report** of the Internal Auditor and the Chief Finance Officer.

The Authority's Consideration

Members noted the Internal Audit Report and requested that Officers provide an update at a future meeting in relation to the concerns raised at paragraphs 4.4, 4.5, 4.6 and 4.7 of the report.

A copy of the **Internal Audit Charter** and **Internal Audit Strategy** reports were tabled at the meeting by Mr Dominic Measures of the Devon Audit Partnership.

RESOLVED:

- (1) To receive the Internal Audit report for 2018/19 and to instruct Officers to consider the concerns raised in paragraphs 4.4, 4.5, 4.6 and 4.7 of the report and update Members at a future meeting.
- (2) To note the Work Programme and Safeguarding audit planned for 2019/20.
- (3) To receive the Internal Audit Charter and Internal Audit Strategy report.

177. MEMBERS' ALLOWANCES SCHEME

The Authority considered the **report** of the Chief Finance Officer.

The Authority's Consideration

Members queried the accuracy of the figures contained within Appendix 1 to the report, in relation to the number of "Other meetings and training events attended". It was noted that the figures differed from information contained on the Member Development Review forms that had recently been issued and Members requested that the information be re-checked.

4 June 2019

The Chairman of the Authority reminded Members that the meeting figures are only ever an estimate, as some details are taken from claims submitted by members. If members have chosen not to claim, it may mean that some meetings are not included.

UPDATE: Upon the conclusion of the Authority meeting, the figures on Appendix 1 were re-checked and confirmed to be correct. It was discovered that the error lay with the information contained on the Member Development Review forms, where the number of "Main business meetings" attended had mistakenly also been included in the "Other meetings" tally.

RESOLVED: To note the amounts paid to Members in 2018/19 through its scheme for Members' Allowances, subject to making any necessary amendments to Appendix 1 to the report.

178. ANNUAL TREASURY MANAGEMENT REPORT

The Authority considered the [report](#) of the Head of Finance & Operations.

RESOLVED: To note the Treasury Management Outturn for 2018/19.

179. PERSONNEL UPDATE: The Authority noted the recent staff changes as set out on the Agenda.

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

The meeting closed at 11:53 am

(Chairperson)

9.1

Application No: **6/27/19/102**

Grid Ref. 288350 146759

Applicant: Mrs D Pitkin, Porlock Parish Council, Old School Centre
West End, Porlock, Somerset

Location: Porlock Village Hall Car Park, Toll Road, Porlock, Somerset

Proposal: **Proposed installation of 10m high timber Airband mast. (Full)**

Introduction: The application comes before the Authority Committee in accordance with the agreed scheme of delegation, because the Officer recommendation to refuse planning permission is contrary to the view of Porlock Parish Council.

The planning application proposes the installation of a 10 metre high mast for the purposes of providing broadband (via Airband) to Porlock Village Hall. The mast proposed comprises a 6.5 metre high timber pole topped with a 3.5 metre aluminium pole providing a mast with an overall height of 10 metres above ground level. A radio antenna is proposed near the top of the mast to receive broadband and a cable duct is proposed below ground to connect the mast to the village hall.

Porlock Village Hall lies within the main built up area of the village and at the junction between Toll Road and Redway at the western end of the High Street and the village.

The mast is proposed within the car park to the village hall in a position approximately 50 metres to the west of the hall building and to the northern boundary of the car park, approximately 20 metres from the Toll Road which runs along the southern boundary of the site. There are small grass paddocks and the access drive leading to Court Place Farm to the north of the site, with the Porlock Weir road (the B3225) beyond that. The traditional building of Court Place Farm and more modern farm buildings lie to the north west and west.

The application site is located within Porlock Conservation Area and near to historically significant buildings as identified on the Historic Environment Record.

Consultee Response:

PORLOCK PARISH COUNCIL: Porlock Parish Council fully endorse this application for the supply of Broadband to the Village Hall. I have attended several Exmoor Parish Consultative Forums over the past few years where the provision of Airband / Broadband has been discussed and the economic benefits that it would bring to the greater Exmoor area reinforced by all members present. The Porlock Airband project is being delivered by a volunteer group of experienced people at minimal cost to our community .The Council members feel strongly that the benefits that this important facility would bring to the village far outweigh the scenic effect of a pole in the Village Hall car park on the fringe of the conservation area. Please support this application.

SOMERSET WEST AND TAUNTON COUNCIL: No comment received

SCC - HIGHWAY AUTHORITY: Standing advice

ARCHAEOLOGIST - ENPA: No comment received

HISTORIC BUILDINGS OFFICER - ENPA: Comments 7 May 2016 – The proposal

9.1

EXMOOR NATIONAL PARK AUTHORITY MEETING

seeks to install a 6.5metre high timber pole topped with a 3.5 aluminium pole to provide Airband for the Village Hall. The site is located within Porlock Conservation Area and near to a number of historically significant buildings as identified on the Historic Environment Record.

I am concerned that addition of the pole into the historic environment in this location will have a harmful impact on Porlock Conservation Area. The pole is in an open area of ground and will break the horizon when seen from the south and that it will interrupt views into and out of the village. The Coleridge Way footpath also enters the village directly past the site.

The Village Hall is a Voysey designed building that is of historical importance. It is a simple, well proportioned, low level building and I am concerned that the addition of further tall infrastructure in this area would begin to dominate the building and its surroundings.

I do not believe that the justification provided is robust enough to overcome these impacts when set against ENPA and National policy.

I have sympathy with the Parish Council's desire to provide free broadband to the Village Hall but would ask that other options are considered such as attaching the mast to the nearby agricultural barn, or if possible, an existing telegraph pole.

Comments 4 June 2019 - Thank you for passing me the additional information supplied by Mr Haw.

The information provided is very interesting, shedding new light on the building and I am happy to accept that the village hall might not be attributed to the CFA Voysey. However, this does not change the fact that the addition of a mast in this location will have a detrimental impact on the surrounding built environment nor does it mean that the hall has no historical significance. I remain of the opinion that there are better alternatives available such as fixing the aerial to nearby structures. I also appreciate that there are a number of telegraph poles in the area but this does not justify the further harm caused to the setting by the addition of the mast.

ECOLOGIST - ENPA: No comment received

LANDSCAPE OFFICER - ENPA: I have reviewed the documents for this application and would express concern regarding the impact of this proposed structure on the wider setting. This is a site in an area of significant quality and value in terms of its landscape setting within the settlement, including the adjacent village hall designed by the internationally renowned Arts and Crafts architect, CFA Voysey.

Any proposal should seek to protect the importance of this building and of the open views enjoyed from this location.

The introduction of a single pole of significant scale in this location will impact on both the visual and landscape character and quality of the site.

I would suggest that alternative adjacent buildings may offer suitable and less visually intrusive options for hosting the broadband service infrastructure whilst maintaining the importance and quality of this site within this notable settlement within the National Park.

Public Response:

3 letters of support 1 other letter

A letter of SUPPORT has been received from Porlock Village Hall Committee. The letter expresses surprise at the comments of the Historic Building's Officer and comments that there are at least five electricity poles close to the application site and that there are several telegraph poles of considerable height in the adjacent farm.

The writer comments that the application sets out just a few reasons for needing the broadband connection and that BT are not going to dig up the High Street to install fibre to the western end of the village – commenting that the telephone exchange is at Bossington Lane at the farthest eastern end of the village.

3 other letters of SUPPORT have been received, including from the District Councillor for Porlock. The comments include:

- The development would allow a free broadband service to the village hall;
- There are many telegraph poles in fields anywhere where people want to be connected, including some of the Airband infrastructure – it is a reality of being connected;
- The mast would sit within the car park and would be no more obtrusive than the 3 storey buildings that surround it;
- The fact that this could be done through the BT box is unsustainable for the organisations in the building;
- We have the fact that there are people in the community that do not have superfast broadband and this allows those residents the ability to access great technology and the good bit for nothing;
- The installation of this mast would go some way to helping the village survive and flourish;
- This is a heavily used community facility and the organisers are regularly asked by users for access to Broadband.
- Land/fibre cable was looked at but for various practical reasons had to be dismissed;
- One would have to have good and critical eyesight to be concerned at the erection of this mast at the edge of the car park – particularly as it is surrounded by numerous other poles and set against trees and the hillside behind it;
- A member of the Skills for Business Panel for West Somerset advises that an initiative is being developed to deliver education packages remotely and village halls have been identified as the best venues for this – fast broadband is required to support such use.

A letter has been received following the comments of the Historic Buildings Officer and Senior Landscape Officer and, in particular, in relation to the suggestion that the Village Hall is CFA Voysey designed. The writer provides evidence that the building is not designed by Voysey.

RELEVANT HISTORY

54804	Proposed erection of an outdoor ground-mounted electricity sub-station on land adjoining the County road B3225, at the Village Hall, Porlock, and the formation of pedestrian access thereto, as described in the plans submitted
	Full Approved 24 July 1963
	Same Site
6/27/78/014A	Proposed display of two signs in connection with the Toll Road,

9.1

EXMOOR NATIONAL PARK AUTHORITY MEETING

	Porlock Manor Estate, one at Pitcombe Head and one beside the Village Hall at Porlock as described in the plans and application submitted		
	Full	Approved	03 May 1978
	Same Site		
28282	Proposed erection of additions to village hall		
	Full	Approved	18 May 1956
	Same Site		
28282/A	Proposed formation of a car park for the village hall		
	Full	Approved	05 January 1972
	Same Site		
28282/B	Proposed erection as an addition of a kitchen and store to the village hall		
	Full	Approved	05 October 1971
	Same Site		
28282/C	Proposed layout of land as a public car park for approximately 76 cars		
	Outline	Approved	05 June 1973
	Same Site		
6/27/79/020	Proposed construction of a car park on land adjoining the Village Hall, Porlock and the formation of a vehicular access to the Toll Road, as described in the plans submitted		
	Full	Approved	03 October 1979
	Same Site		
6/27/79/031	Proposed construction of a car park with vehicular access on land adjoining the Village Hall, Porlock, as described in the plans submitted		
	Full	Approved	10 March 1979
	Same Site		
6/27/10/125	Proposed construction of an enclosure to house a new wood pellet boiler.		
	Full	Approved	13 December 2010
	Same Site		
6/27/10/126	Proposed installation of 9 no. photo voltaic panels.		
	Full	Approved	10 December 2010
	Same Site		
6/27/99/113	Extension & alterations to existing property		
	Full	Approved	05 August 1999
	Same Site		

Most Relevant Development Plan Policies:

EXMOOR NATIONAL PARK LOCAL PLAN 2011-2031

GP1 Achieving National Park Purpose and Sustainable Development

CE-S1 Landscape Character

CE-D1 Protecting Exmoor's Landscapes and Seascapes

CE-S3 Biodiversity and Green Infrastructure

CE-S4 Cultural Heritage and Historic Environment

CE-D3 Conserving Heritage Assets

CE-S6 Design and Sustainable Construction

AC-S4 Electricity and Communications Networks

AC-D5 Radio and Mobile Telecommunications Infrastructure

Observations:

The main planning considerations are whether the proposed mast is acceptable in landscape terms, in particular whether the proposal conserves the natural beauty, wildlife and cultural heritage of the area, and the impact of development on the character and appearance of Porlock Conservation Area, and an assessment of the socio-economic benefits from the mast.

Policy GP1 of the Local Plan advises that sustainable development for the National Park will conserve and enhance the National Park, its natural beauty, wildlife and cultural heritage and its special qualities, while promoting opportunities for the understanding and enjoyment of these qualities by the public and, in doing so, foster the social and economic wellbeing of local communities.

Policy CE-D1 requires that development is compatible with the conservation and enhancement of Exmoor's landscapes. This policy advises that development should not detract from the natural beauty of the National Park through cumulative and/or sequential landscape and visual effects of development.

Policy CE-S4 refers to cultural heritage and historic environment and advises that Exmoor National Park's local distinctiveness, cultural heritage and historic environment will be conserved and enhanced and that development proposals should make a positive contribution to local distinctiveness.

Policy CE-D3 advises that development proposals affecting conservation areas should ensure that the character and appearance of the area is preserved and enhanced. CE-D3 also advises that development should deliver high quality design that reflects the scale, architectural quality and detailing of the area.

Policy AC-S4 advises that development to improve the accessibility and standard of telecommunications network will be encouraged in order to contribute to thriving communities and businesses. The Policy confirms that great weight will be given to ensuring that the National Park and its special qualities are conserved and enhanced.

AC-S4 also advises that proposals will be supported where the location, siting, scale and design of structures will not cause any unacceptable adverse impacts on the landscape and/or seascape character, visual amenity, biodiversity and cultural heritage of the National Park.

Policy AC-D5 sets out a sequential approach to the consideration of radio and mobile

9.1

EXMOOR NATIONAL PARK AUTHORITY MEETING

telecommunication development, including to first consider sharing of existing infrastructure and, if that is not possible, to consider installing apparatus on existing masts or other features, such as buildings, to minimise the adverse effects on landscape character.

AC-D5 advises that, in all cases, the highest standards of design will be sought and there will be no unacceptable cumulative or sequential visual impact with other vertical structures in the landscape.

Paragraph 112 of the National Planning Policy Framework (NPPF) says advanced, high quality and reliable communications infrastructure is essential for economic growth and social well-being. Paragraph 113 says the number of radio and electronic communications masts, and the site for such installations, should be kept to a minimum consistent with the needs of consumers, the efficient operation of the network and providing reasonable capacity for future expansion. Use of existing masts, buildings and other structures for new electronic communications capability (including wireless) should be encouraged. Where new sites are required, equipment should be sympathetically designed and camouflaged where appropriate.

Paragraph 172 is the relevant section that refers to National Parks. This sets out that: Great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty, which have the highest status of protection in relation to these issues. The conservation and enhancement of wildlife and cultural heritage are also important considerations in these areas, and should be given great weight in National Parks and the Broads.

Paragraph 193 of the National Planning Policy Framework advises that when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation. This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance.

The site is within a Conservation Area where there is a requirement to ensure that any development preserves or enhances the character or appearance of the area, as embodied in Section 72 of the Planning (Listed Buildings and Conservation Area) Act 1990.

The Village Hall site lies adjacent to the public highway (Toll Road), a low grass bank forms this boundary between the road and the car park for the village hall. The land begins to rise to the south of the site, providing a back drop of ground and there are a number of two storey buildings within this back drop. The land slopes down gently across the width of the car park in a northerly direction and to a stock fence at the boundary to the grass paddock. Beyond that the land continues to slope down and views towards Porlock Bay and Hurlstone Point are achieved over the low hedgerows and two-storey buildings, which sit down in the view.

The village hall lies to the east of the car park and site for the proposed mast. The hall building is essentially single storey. There are trees and modern agricultural buildings to the west, and Court Place, which is a substantial building, lies adjacent to the farm buildings to the north west of the application site. Court Place is a traditional building,

9.1

EXMOOR NATIONAL PARK AUTHORITY MEETING

which because of its scale and open backdrop is a relatively prominent building in views from Toll Road.

There are a number of timber 'telegraph' poles within the locality, as highlighted by the applicant, including a pole with two wire stays positioned on the low grass bank forming the boundary between the village hall car park and Toll Road – that pole is one of a line of poles along the road. There are also telegraphs poles visible to the north, which occupy a lower lying ground level.

Notwithstanding this, as you approach the village hall car park, because of the low lying nature of the car park, its open boundaries and the immediate context of grass paddocks and long reaching view across Porlock Bay towards Hurlstone Point, the site does have an open character.

The existing telegraph poles do not contribute positively to the character and scenic beauty of the site. In fact, they detract from it.

The Senior Landscape Officer has expressed concern in relation to the impact of this structure on the setting. She comments that the site is an area of significant quality and value in terms of its landscape setting within the settlement and that the introduction of a single pole of significant scale in this location will affect both the visual and landscape character and quality of the site.

In addition, the Historic Buildings Officer has raised concern in relation to the impact of the development on the significance of important heritage assets.

The harm to heritage assets, namely the character and appearance of the conservation area, and to the beauty and character of the landscape is given great weight as a material planning consideration, in accordance with the NPPF, and that harm remains of considerable importance.

Against this is the socio-economic benefits of the proposed development and the need to seek to foster economic and social wellbeing of local communities within the National Park where this meets the National Park statutory purposes.

In having regard to this, there would be benefit to the village hall and its users with access to broadband and the value this brings to the community would provide some counter benefit.

The applicant has explained that there is currently no phone line to the hall and that, in any case, likely broadband download speed would be between 8.5 – 16mbps and that the guaranteed speed is 3.4mbps. Upload speed is anticipated to be 1mbps. The applicant explains that there would be on-going costs for this, in addition to set up, whereas the proposed mast with Airband development would be free.

The applicant explains that the hall is well used and that, for May 2019 there were 39 bookings. The hall is used for a variety of events and activities, including fairs, weddings receptions, training events and meetings. The applicant explains that not all the users require access to broadband, but that the main commercial events and those that bring in revenue for the hall do require either Wi-Fi or 3G mobile phone signal. The details explain

9.1

EXMOOR NATIONAL PARK AUTHORITY MEETING

that 3G mobile signal can be unreliable and that users seeking card payments at craft fairs, for example, have had to exit the building to get sufficient signal.

The applicant is concerned that the hall cannot provide acceptable broadband and that this will lead to the loss of use for craft fairs and other commercial activities that bring in revenue for the hall and that this would have a significant effect on the finances of the hall.

The applicant explains that BT are not able to provide a good enough broadband speed and, that Airband, with the development proposed, would address this.

The applicant also explains that the village hall is a designated Emergency Evacuation Centre for flooding and emergency contingency services where there needs to be alternative means of communication.

The papers submitted comment that “another pole to add to the 15 visible from the hall car park will not be beautiful to behold, but the community benefits are significant. The hall cannot afford to lose its commercial events and still remain viable without Parish Council financial support.” And that “one more pole amongst the 15 already visible in the area, although not beautiful to view, is considered more important by the Porlock community for the Wi-Fi benefits it will bring.”

The applicant has explained that they have explored the potential to install equipment on adjacent buildings, but that this is not possible because of lack of signal.

The application is made by the Parish Council and the Council has confirmed support for the proposal. There are also other letters of support from local residents.

It is the case that the proposal would bring community benefit and this is material to the consideration of the merits of the proposal.

The overarching planning policy GP1 of the Local Plan, in accordance with National Park purposes, requires that development should conserve and enhance the natural beauty, wildlife and cultural heritage of the area. The National Planning Policy Framework requires that this be given great weight in the decision making process. Policy AC-S4 of the Local Plan encourages development to improve telecommunications networks in order to contribute to thriving communities and businesses. The policy requires that, in doing so, great weight be given to ensuring the National Park and its special qualities are conserved and enhanced.

The policy advises that, among other things, proposals will be supported where the location, siting, scale and design of structures will not cause any unacceptable adverse impact. The policy does, in this case, therefore anticipate some harm from such development. Policy AC-D5 seeks a sequential analysis of first looking at sharing masts, altering existing masts and buildings, and only then erecting new masts. The policy requires the highest standards of design in terms of colour, dimensions, construction and overall shape to minimise any visual impact.

The site for the proposed mast lies within the built up area of Porlock. It is however within Porlock Conservation Area and the proposal mast would be visible from a number of publically accessible locations within the locally, including the local network of roads and

most notably from Toll Road and the publically accessible car park for the village hall. The proposed mast would stand clear of other built forms and, while there are trees to the western end of the car park, the proposed mast would form a stark vertical feature within the site, and in the view from the car park (and the adjacent section of Toll Road) across Porlock Bay.

While there is public benefit in providing a free broadband service to the village hall, and although the applicant considers the benefit offered by the mast justifies and outweighs the harm caused to the landscape character and scenic beauty, and the character and appearance of the Conservation Area, Officers consider that the proposed development causes unacceptable harm to the character and scenic beauty of the landscape and to the character and appearance of the Conservation Area.

In addition, while the applicant explains issues experienced with the lack of connection at the site, it would appear that an internet connection could be achieved at the village hall via a digital subscriber line using a standard telephone line, which it would appear is possible to install. There is also 4G broadband signal at the site and there is insufficient evidence to show that this is not an alternative to achieving a reliable connection. While anecdotal evidence has been provided, the weight to be attached to this is not considered to outweigh the harm when considered against the landscape and heritage impact of the development.

Notwithstanding that and while there may be alternatives available for broadband access at the village hall, the applicant is clear that the proposal presented offers the most practical and cost effective solution for them.

In having regard to these benefits and considering this against the harm identified to landscape and heritage assets, which must be given great weight in accordance with the NPPF, Officers consider that the harm caused to the landscape and heritage assets is unacceptable and that this harm is not outweighed by the overall benefits from the proposed development. It is therefore recommended that planning permission be refused.

Recommendation:

Refuse for the following reasons

1. The proposed development, by virtue of its siting, appearance and design will cause unacceptable harm to the character and scenic beauty of the landscape and character and appearance of Porlock Conservation Area, and the benefits associated with the proposed development are not judged to outweigh this harm. As a consequence, the proposal is contrary to Policies GP1, CE-S1, CE-D1, CE-S4, CE-D3, CE-S6, AC-S4 and AC-D5 of the Exmoor National Park Local Plan (2011-2031) and the guidance in the National Planning Policy Framework.

Notes to Applicant:

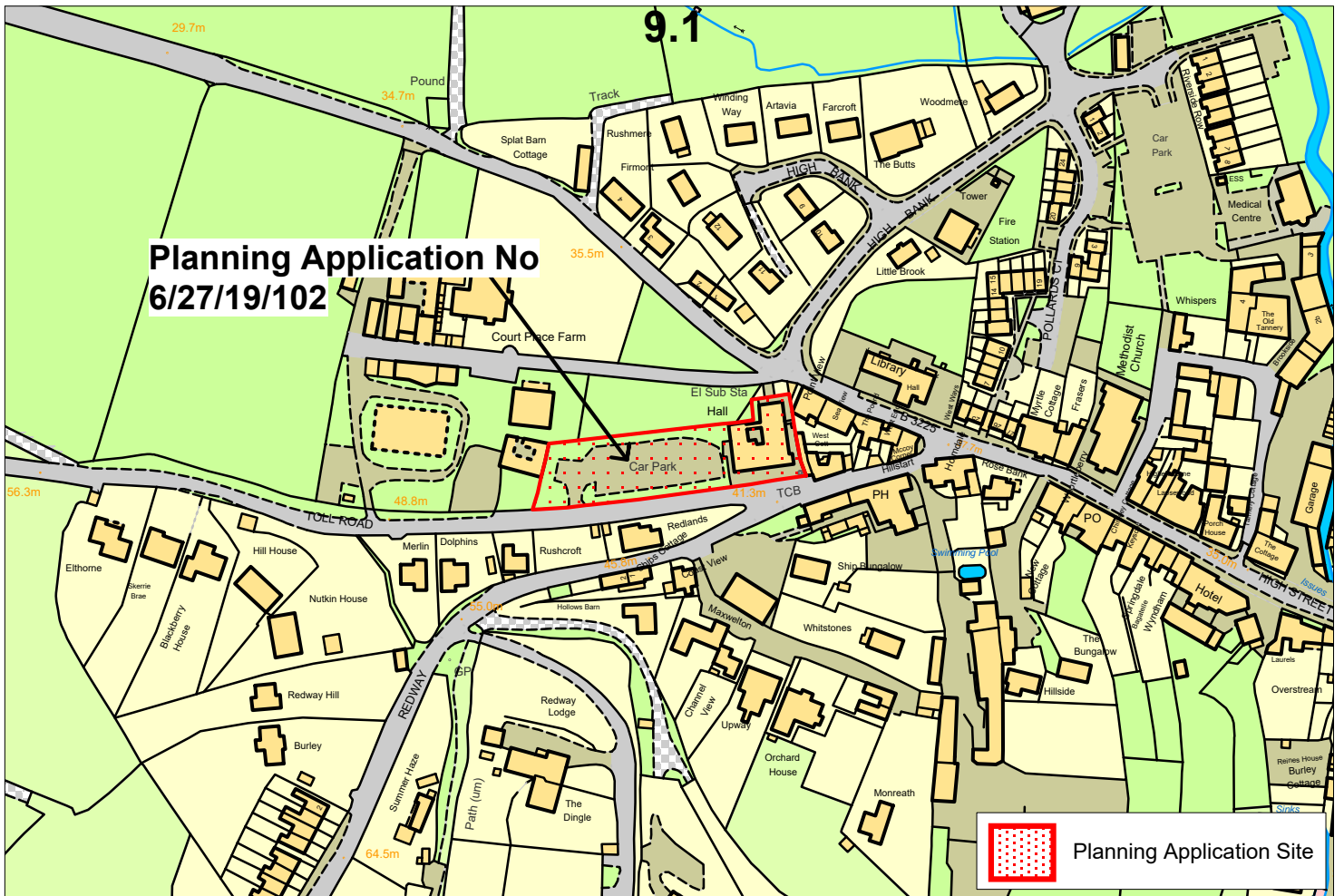
Positive and Proactive Statement

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 (General Management Procedure)

9.1

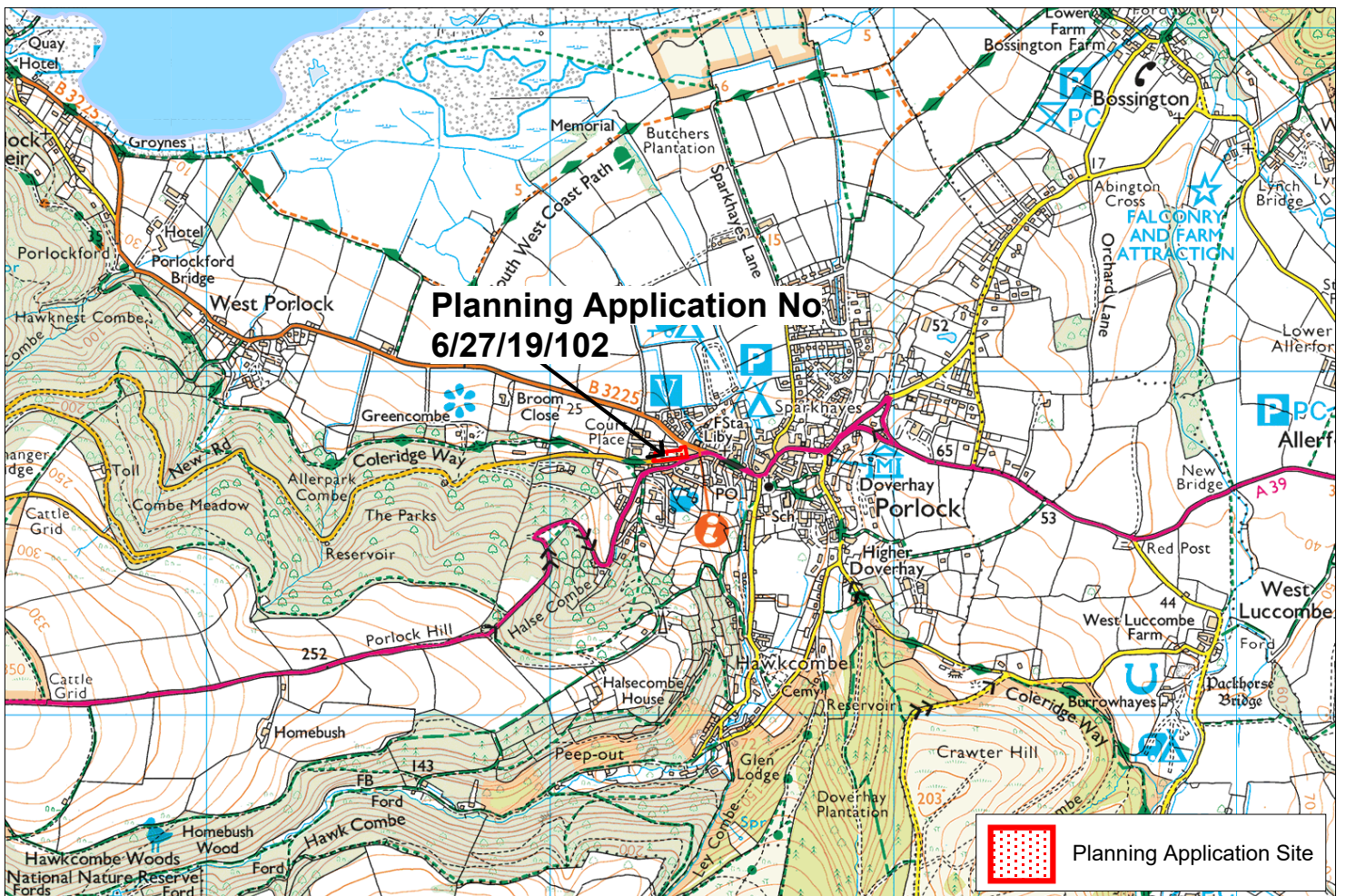
EXMOOR NATIONAL PARK AUTHORITY MEETING

(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 considerations have not been addressed and the application has therefore been refused.



Site Map
1:2500

Reproduced from an Ordnance Survey map with the permission of the Controller of HMSO © Crown Copyright reserved. Licence No 100024878



Overview Map
1:20000

Digital Mapping Solutions (OS Explorer Map) provided by Dotted Eyes.
© Crown Copyright 2006. All rights reserved. Licence number 100019918

9.2

EXMOOR NATIONAL PARK AUTHORITY MEETING

Application No: **6/42/19/101** Grid Ref. 284439 136606

Applicant: Mr & Mrs Quinn, Halsgrove House
Sparrows Lane, Withypool, Somerset

Location: Halsgrove House, Sparrows Lane, Withypool, Somerset

Proposal: **Proposed change of use of land and construction of a 40m x 20m sand school together with erection of fencing and formation of access track. (As per amended plans). (Full)**

Introduction: This application comes before the Authority Committee in accordance with the agreed Scheme of Delegation, because Withypool Parish Council has a view contrary to the recommendation of Planning Officers.

Planning permission is sought for the construction of a manège at Halsgrove House. Halsgrove House is a residential property that is situated to the north of Withypool. The property consists of a large detached dwelling, a stable block and a barn adjacent to the drive into the property. The nearest property to the application site is Halsgrove Farm, which is situated to the north.

The manège would be constructed in a field adjoining the north western boundary of the residential curtilage of Halsgrove House. The field has a downward sloping form from east to west, and the manège would be constructed in the south western corner of the field.

The manège would measure 40 metres by 20 metres and is proposed to be used only for domestic purposes in association with Halsgrove House. The perimeter of the manège would be finished with a post and rail fence, and the surface would be covered with dark grey micro PVC granules.

The proposed development would include alterations to the levels of the field around the manège in order to ensure a flat and level surface. In the north eastern corner of the site would be an approximate reduction in levels by 2.1 metres. A 0.6 metre high retaining wall would be erected adjacent to the north eastern edge of the manège.

A gravel path would lead to the manège from the dwelling at Halsgrove House and there would be an area of gravel adjacent to the south western corner of the manège that would be approximately 200 square metres. A gravel path would pass around the edge of the manège.

Consultee Response:

SOMERSET WEST AND TAUNTON COUNCIL: No comment received

SCC - HIGHWAY AUTHORITY: Standing advice.

WITHYPOOL & HAWKRIDGE PARISH COUNCIL: Approved this planning application on the grounds that it fits well in to the landscape.

ARCHAEOLOGIST - ENPA: No comment received

LANDSCAPE OFFICER - ENPA: Site Context: the proposed site is located to the west

9.2

EXMOOR NATIONAL PARK AUTHORITY MEETING

of Sparrow Lane public road, approximately 1km to the north of Withypool. It is located on a west facing slope at an elevation ranging between 330m and 340m AOD. Existing structures at the property include a stable block and shed in close association with the house, and a barn/ agricultural storage building to the north of the existing hedgebank that bisects the property. Panoramic views into and out of the site are experienced from the surrounding wider landscape to a distance of up to 3.5km. The site location when viewed from the west and south west sits prominently in the rising ground leading to the remains of Hernes Barrow on the top of Court Hill. Settlement and development is scarce and largely limited to individual farmsteads at this elevation.

Landscape Character: this site is located within the Exmoor Landscape Character Type (LCT) F 'Enclosed Farmed Hills with Commons'. Key features of this LCT include a broad rolling terrain of hills and ridges offering extensive panoramic views across wooded valleys and open moorland. Land use is typically defined by permanent pasture enclosed by beech hedging giving a managed, enclosed pattern to the landscape. Typically, smaller irregular fields are found in the lower valley sides extending to larger more regular fields reaching upwards to join with the more open moor. There is a strong influence of the adjacent LCT's of D 'Open Moorland' and G 'Incised Wooded Valleys' giving an open and very expansive landscape setting to the site as a whole.

Visual Amenity: This application site is in an area of elevated agricultural land, adjacent to and in the visual setting of Combe Hill immediately to the north east when viewed from Withypool Common and Withypool Hill.

A pre application meeting was held on site with the applicants to discuss a number of proposed development changes to the property including the potential for constructing a menage within the property holding. Early discussion proposed a number of site options to be considered including the scale and siting of any proposal in this location and if development of this nature seeks to conserve and enhance the wider landscape of the National Park.

The application for change of land use and the development of a 20m x 40m menage (sand school) and its associated infrastructure would be visually prominent in the surrounding wider landscape at this elevation. The associated infrastructure of surfaced tracks, hard standing and fencing to provide access to the menage as well as 'cut and fill' earthworks into the existing ground to provide a level surface further contribute to the impact of development change in this sensitive location.

This application site is located within an area where existing extensive off road bridle paths and open access land are in close proximity to this property. It should be noted that the surfacing for the arena at Halsgrove proposes the use of micro PVC chippings mixed with sand as compared to a surface of more natural materials. In light of current national concerns regarding pollution of the environment by plastic waste, the proposed use of micro plastic chips in an outdoor environment needs to be reviewed in context with Local Plan Policy RT-D11 1a. It is acknowledged there are a number of existing properties with menage facilities within the Withypool area including the recent construction of a sand school at Uppington of similar dimensions to the one that this is the subject of this application. The development at Uppington is finished with a natural grass surface.

9.2

EXMOOR NATIONAL PARK AUTHORITY MEETING

However the open, elevated and exposed nature of this application site is somewhat more prominent in the surrounding landscape, and the required surfacing and associated infrastructure works would further increase this prominence and permanent change in the wider landscape creating difficulty in achieving a sensitive design solution for this development.

WILDLIFE CONSERVATION OFFICER - ENPA: From reviewing the proposal, it looks as though the development will largely be placed over improved pasture. However for the purposes of landscaping and biodiversity net gains please attach the following conditions.

Recommendation

As enhancement and compensation measures, and in accordance with National Planning Policy Framework (NPPF), please apply the following conditions to any planning permission granted, to be captured within a landscape plan submitted to the LPA:

- Hedgerow/bank to be managed at a height above 3 metres with scattered trees above 3 metres to provide screening and habitat for wildlife. New trees sapling will be planted to diversify the existing hedgerow, using species from local native stock, such as field maple, ash, hornbeam, dogwood, spindle and beech.

- A 1 metre wild flower buffer strip will be managed around the hedgerows bordering the proposals along the southern and western boundary. The strip is to be cut twice a year, including an early cut in late February and a late cut in late September. The planting and sowing of nectar producing flowers is recommended, which will encourage a range of pollinators to the site and to provide foraging for bats and birds. The Royal Horticultural Society guide, "RHS Perfect for Pollinators, www.rhs.org.uk/perfectforpollinators" provides a list of suitable plants both native and non-native.

Reason: To ensure the development contributes to the Government's target of no net biodiversity loss as set out in the National Planning Policy Framework; ENPA Local Plan - ENPA Local Plan: Policy CE-S3 Biodiversity and Green Infrastructure; and the Authorities obligations for biodiversity under the Natural Environment and Rural Communities Act 2006. To ensure the success of mitigation measures are sustained for the duration of the development and that there is no net biodiversity loss in the long term as per Government and local minerals planning policy. Furthermore, the recently updated National Planning Policy Framework states in section 15, paragraph 170, that "Planning policies and decisions should contribute to and enhance the natural and local environment by: ... d) minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures".

Birds

I don't believe that any nesting bird habitat is to be removed to facilitate the proposal, however in the event that such habitat is to be removed, please attach the following condition:

- No vegetation removal works around the site shall take place between [1st March and

9.2

EXMOOR NATIONAL PARK AUTHORITY MEETING

31st August] inclusive, unless a competent ecologist has undertaken a careful, detailed check of any trees, shrubs and scrub and tall ruderal vegetation to be cleared for active birds' nests immediately before works proceed and provided written confirmation that no birds will be harmed and/or that there are appropriate measures in place to protect nesting bird interest on site. Any such written confirmation should be submitted to the local planning authority.

Reason: Nesting birds are afforded protection under the Wildlife and Countryside Act 1981 (as amended). Although this is a legal obligation the law does not specify a time period – some species can breed outside the time frame given.

Public Response:

1 letter of support

A letter has been received from the owner of Halsgrove Farm stating that she does not wish to oppose the application.

RELEVANT HISTORY

- 54739** Proposed erection of a dwellinghouse on land off Sparrow Lane at Halgrove Farm, Withypool, as described in the plans and drawings submitted as amended by letter dates 20 November 1962
Outline Approved 15 January 1963
Same Site
- 6/42/81/001** Proposed alterations and extension to existing house at Halsgrove House, Withypool as described in the plans and drawings submitted
Full Approved 15 July 1981
Same Site
- 54739/2** Proposed formation of a vehicular access on to Sparrow Lane, Halgrove, Withypool
Full Approved 24 July 1963
Same Site
- 54739/1** Proposed erection of a dwellinghouse on land off Sparrow Lane at Halgrove Farm, Withypool,
Full Approved 06 May 1963
Same Site
- 6/42/86/109** Proposed erection of double garage and entrance lobby at Halgrove House, Withypool as described in the plans and drawing submitted
Full Approved 09 October 1986
Same Site

Most Relevant Development Plan Policies:

EXMOOR NATIONAL PARK LOCAL PLAN 2011 – 2031

GP1 – General Policy: Achieving National Park Purposes and Sustainable Development

CE-S1 – Landscape and Seascape Character

CE-D1 – Protecting Exmoor's Landscapes and Seascapes

CE-S2 – Protecting Exmoor's Dark Night Sky

CE-S3 – Biodiversity and Green Infrastructure
CE-S6 – Design and Sustainable Construction Principles
RT-S1 – Recreation and Tourism
RT-D11 – Equestrian Development

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

Observations:

The main material planning considerations in this case are considered to be the principle of the development, the design, scale and materials of the development and its impact on the landscape, neighbouring amenity and biodiversity.

PRINCIPLE OF DEVELOPMENT

The proposal is for the construction of an equestrian manège for domestic use. The proposed manège would be sited within an agricultural field, adjacent to the hedgerow boundary of the curtilage of Halsgrove House. In terms of distance, the site for the manège is considered to be closely related to the dwelling it would serve. In addition to this, it is considered that the property has adequate and suitable grazing land to support domestic equestrian activities, and the property is well related to suitable networks of equestrian routes. Given the above, the proposed development is considered to be compliant in principle with the equestrian development planning policy, Policy RT-D11 of the Exmoor National Park Local Plan 2011 – 2031 (the Local Plan).

DESIGN, SCALE & MATERIALS AND IMPACT ON LANDSCAPE

The proposed manège would be constructed within an undeveloped corner of an agricultural field. In terms of its design and appearance, it would be typical for this type of development, with a large flat surface and a timber post and rail fence around the perimeter. It would measure 40 metres by 20 metres but the area of cut would be a larger area to take account of the alteration to the existing ground levels and the provision of an access track around the perimeter of the manège. The surface itself would be covered with dark grey micro PVC granules.

The submission papers refer to another manège that has been recently constructed at Uppington, Withypool. The scale of this proposed manège is contiguous with the size of manèges recently constructed across the National Park, and that constructed at Uppington. However, this does not mean that this particular development will be acceptable as it should be judged on a case by case basis whether the landscape impact is acceptable or not. Whilst the manège is typical in terms of the design and scale of recently constructed manèges in the Park, Officers are concerned by the proposal for a development of this scale on this particular site. These concerns are expanded on below.

The existing built form at the property consists of the dwelling, a stable block and a barn. The stable block sits within the domestic curtilage of the property and the barn is situated adjacent to the access drive into the property. There are panoramic views into the site from the wider landscape, including the open access land on Withypool Common and Withypool Hill. It is a sloping landform that the application site is located on, rising to Hermes Barrow and falling to the settlement of Withypool. The Authority's Landscape Officer has advised that development is scarce around the application property and is largely limited to individual farmsteads at this elevation.

As noted in the submission papers, the applicant engaged the Local Planning Authority in pre-application discussions over this proposed development. Officers, including the Landscape Officer, visited the site and the discussion proposed a number of site options to be considered including the scale and siting of any proposal in this location and if development of this nature seeks to conserve and enhance the wider landscape of the National Park. Officers raised landscape concerns with the applicant at this early stage. The Landscape Officer has assessed this application and has provided a consultation response.

The Landscape Officer has advised that the proposal for a 40 metres by 20 metres manège, and its associated infrastructure would be visually prominent in the surrounding wider landscape at this elevation. The associated infrastructure of surfaced tracks, hard standing and fencing to provide access to the manège as well as 'cut and fill' earthworks into the existing ground to provide a level surface further contribute to the impact of development change in this sensitive location.

The Landscape Officer comments further by stating that the open, elevated and exposed nature of this application site is somewhat more prominent in the surrounding landscape than sites in the local area where manèges have been previously constructed, and the required surfacing and associated infrastructure works would further increase this prominence and permanent change in the wider landscape creating difficulty in achieving a sensitive design solution for this development.

Taking the above advice, it is considered that the proposed development is not of an appropriate scale in this context and it is obtrusive in its form. Further to this, it is considered that it would see the introduction of a equestrian structure with a large levelled surface and, therefore, would fail to reflect the agricultural character and sloping form of the surrounding landscape.

The proposed development is not considered to be sited sensitively in terms of visual impact and the landscape setting of the area, and when taking into account the great weight to be applied to conserving and enhancing the landscape and scenic beauty of National Parks (as per Paragraph 172 of the National Planning Policy Framework), it is considered that it would cause a level of harm to the character and appearance of the landscape and visual amenity that warrants refusal of the application.

IMPACT ON BIODIVERSITY

The Authority's Wildlife Officer has reviewed the proposal and has advised that the proposed development will predominantly be placed over improved pasture. However, as enhancement and compensation measures, in accordance with the National Planning Policy Framework, it is recommended that certain conditions are attached to any planning permission granted, that would be captured within a landscape plan submitted to the Local Planning Authority. These conditions are detailed in the Wildlife Officer's consultation response.

The Wildlife Officer has also commented that it appears that the proposal does not include any nesting bird habitat is to be removed to facilitate the proposal. However, a further condition is recommended to prevent the removal of any vegetation during the bird nesting season.

CONCLUSION

The proposed development involves the construction of a manège in a prominent position within the landscape. This development includes the significant reduction and alteration of ground levels to accommodate the manège and the laying down of an artificial surface on currently undeveloped agricultural land. It would be visually prominent within the landscape and the associated infrastructure and changes to ground level would only serve to exacerbate this impact. It is not of an appropriate scale in this context and it is obtrusive in its form. Overall, the proposed manège is considered to cause material harm to the character and appearance of the landscape and visual amenity, particularly when taking into account Paragraph 172 of the NPPF, which requires great weight to be applied to conserving and enhancing the landscape and scenic beauty of National Parks. The application is considered to be contrary to Policies GP1, CE-S1, CE-D1, CE-S6, RT-S1 and RT-D11 of the Exmoor National Park Local Plan 2011 – 2031 and Paragraph 170 of the National Planning Policy Framework.

Recommendation:**Refuse for the following reasons**

1. The proposed manege by reason of its siting, scale, materials and associated groundworks is not of an appropriate scale in this context and would be obtrusive in its form. It would cause material harm to the character and appearance of the landscape and visual amenity, particularly when taking into account Paragraph 172 of the National Planning Poilcy Framework, which requires great weight to be applied to conserving and enhancing the landscape and scenic beauty of National Parks. As such, the proposed manege is contrary to Policies GP1, CE-S1, CE-D1, CE-S6, RT-S1 and RT-D11 of the Exmoor National Park Local Plan 2011 – 2031 and Paragraph 170 of the National Planning Policy Framework.

Notes to Applicant:**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.

APPEAL INFORMATION

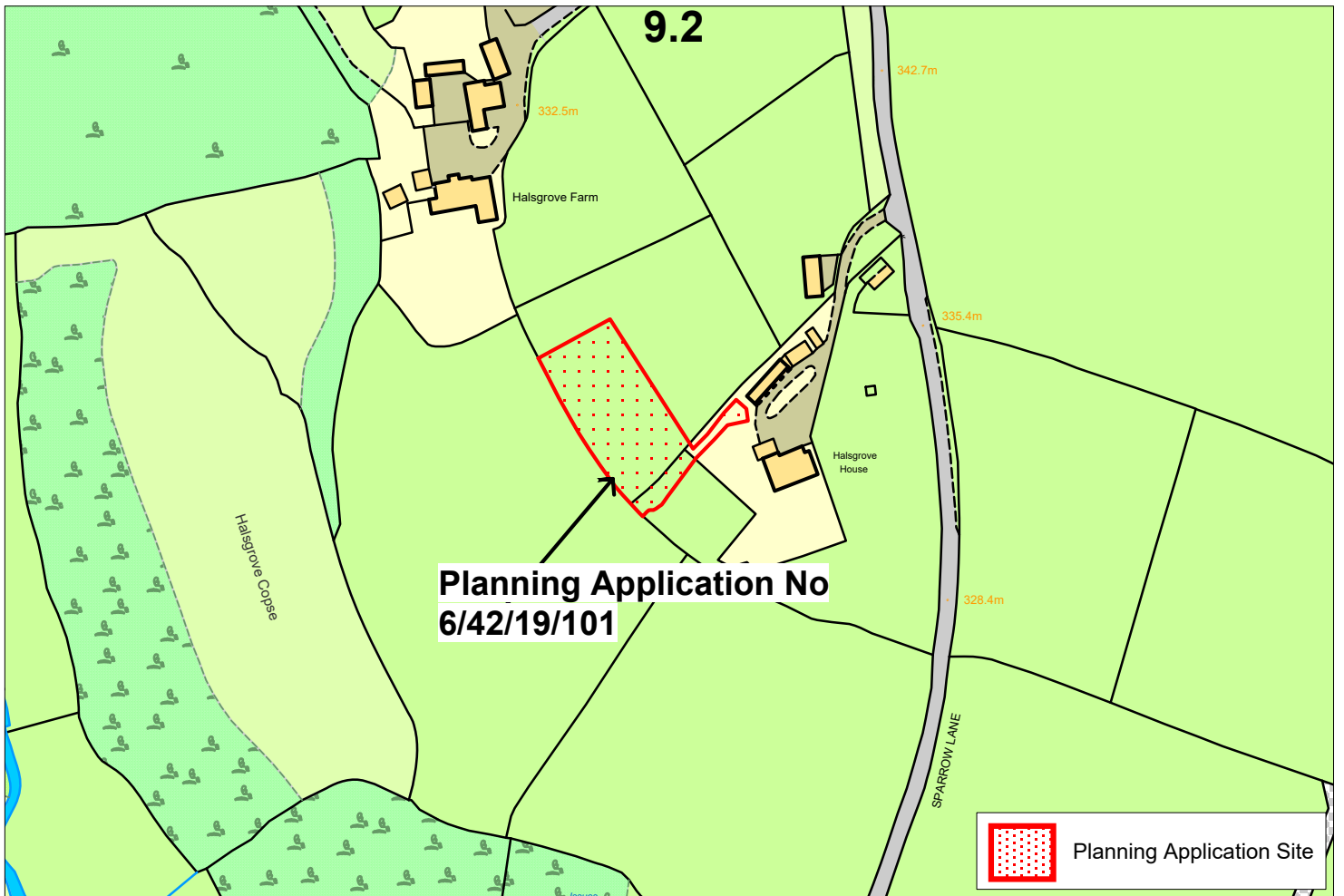
If you want to appeal against your Local Planning Authority's decision then you must do so within 6 months of the date of this notice.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the

9.2

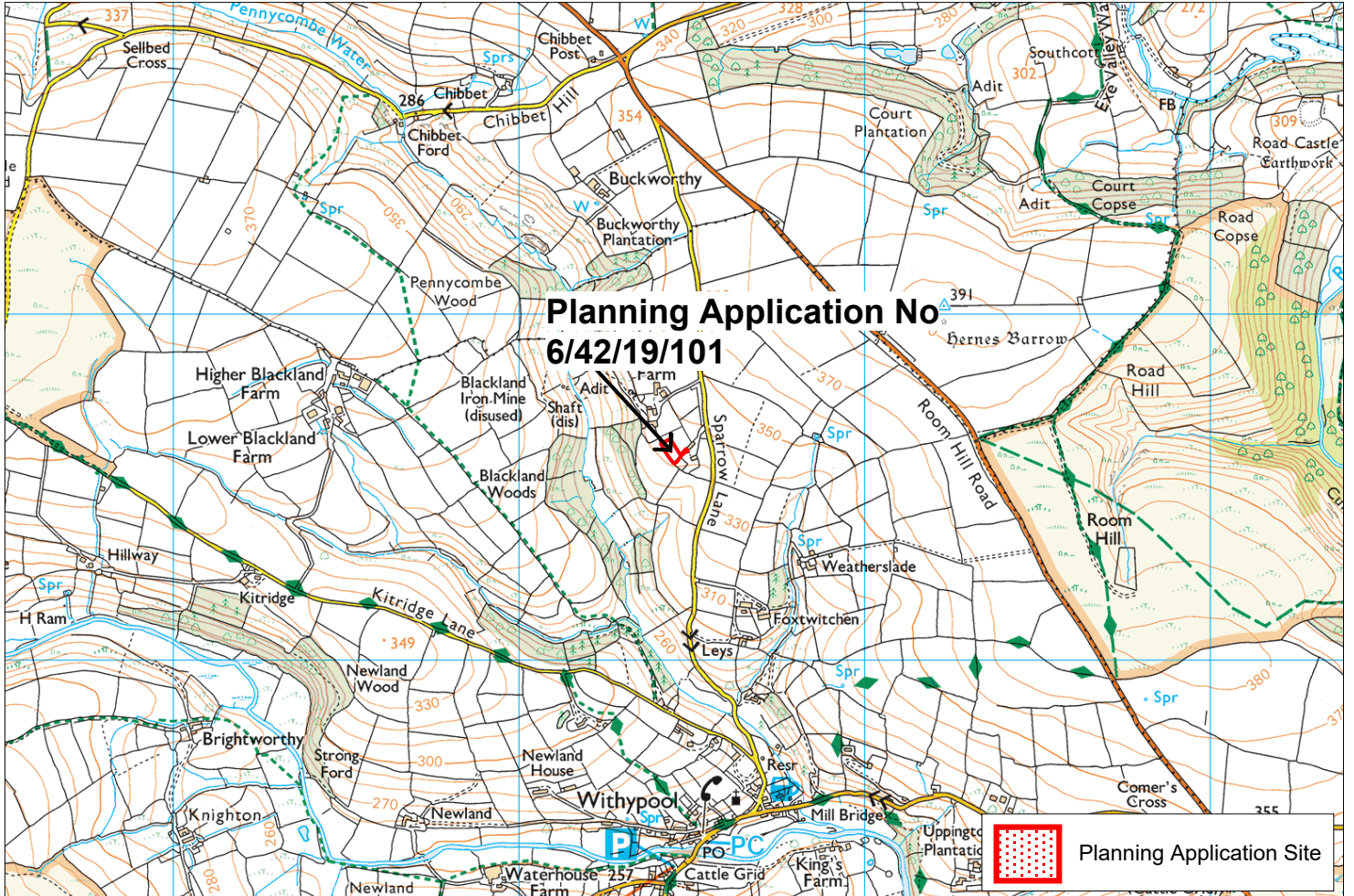
EXMOOR NATIONAL PARK AUTHORITY MEETING

appeal. Further details are on GOV.UK.



Site Map
1:2500

Reproduced from an Ordnance Survey map with the permission of the Controller of HMSO © CrownCopyright reserved. Licence No 100024878



Overview Map
1:20000

Digital Mapping Solutions (OS Explorer Map) provided by Dotted Eyes. © Crown Copyright 2006. All rights reserved. Licence number 100019918

9.3

EXMOOR NATIONAL PARK AUTHORITY MEETING

Application No: **62/50/19/006** Grid Ref. 264545 146980

Applicant: Mr P Chapman-Walker, Heale Farm
Parracombe, Barnstaple, Devon

Location: Heale Farm, Parracombe, Barnstaple, Devon

Proposal: **Application to discharge Section 106 Agreement under application 62/50/93/003. (Full)**

Introduction: This application seeks to discharge the Section 106 Agreement under application ref. 62/50/93/003. The application site is Heale Farm and the aforementioned 1993 application concerned the swapping of an agricultural occupancy from a converted barn to the current farmhouse, and the holiday occupancy restriction on to the converted barn.

The site consists of a farmhouse, which is also a converted barn, three holiday letting cottages that were converted from barns, another stone barn and a range of modern agricultural buildings. The property also has an agricultural holding of approximately 23 acres.

The applicant seeks to discharge the Section 106 Agreement so that the agricultural occupancy restriction would be removed from the farmhouse and it would have an unrestricted open market nature.

Consultee Response:

DCC - HIGHWAYS: No comment received

NORTH DEVON COUNCIL - PLANNING REGISTRATION: In accordance with the agreed protocol, the District Council, as a consultee to the Exmoor National Park Authority, has no observations.

ARCHAEOLOGIST - ENPA: No comment received

PARRACOMBE PARISH COUNCIL: Support the application.

Public Response:

1 letter of support

One public representation has been made in relation to this application. The authors support the discharge of the Section 106 "in principle" for the reasons set out in the covering letter from Mr Challacombe. However, they do have reservations about the future use of the land, although, it appears that there are several parties interested in purchasing the property as it is. It has been stated that they would strongly object to a change in use of the property in its entirety if it resulted in an increase in traffic and noise, or, further development of the existing buildings. They would also expect any change of use to comply with the overarching Exmoor National Park Local Plan for the future.

RELEVANT HISTORY

62/50/19/006 Application to discharge Section 106 Agreement under application 62/50/93/003.

Full

9.3

EXMOOR NATIONAL PARK AUTHORITY MEETING

	Same Site		
62/50/99/005	Variation of Section 106 agreement - Removal of Agricultural Tying Clause.		
	Full	Rejected	03 August 1999
	Appeal lodged: 14/04/2000	Result:	Upheld with Mods
	Same Site		
62/50/88/003	Conversion of barn to holiday cottage.		
	Full	Approved	02 August 1988
	Same Site		
62/50/93/003	Extension of holiday cottage to incorporate farm building, transfer agricultural tie to new dwelling & holiday occupancy condition to existing farmhouse.		
	Full	Approved	22 March 1993
	Same Site		
62/50/14/002	Lawful Development Certificate for the existing occupation of a dwelling in breach of the agricultural occupancy condition (detailed in section 106 agreement) for approved application 62/50/93/003.		
	CLEUD	Withdrawn	20 August 2014
	Same Site		
62/50/18/005	Proposed conversion of barn to holiday unit. Retrospective.		
	Full	Approved	18 June 2018
	Same Site		
62/50/14/002	Lawful Development Certificate for the existing occupation of a dwelling in breach of the agricultural occupancy condition (detailed in section 106 agreement) for approved application 62/50/93/003.		
	CLEUD	Withdrawn	20 August 2014
	Same Site		
62/50/18/005	Proposed conversion of barn to holiday unit. Retrospective.		
	Full	Approved	18 June 2018
	Same Site		
62/50/93/003	Extension of holiday cottage to incorporate farm building, transfer agricultural tie to new dwelling & holiday occupancy condition to existing farmhouse.		
	Full	Approved	22 March 1993
	Same Site		
62/50/88/003	Conversion of barn to holiday cottage.		
	Full	Approved	02 August 1988
	Same Site		
62/50/99/005	Variation of Section 106 agreement - Removal of Agricultural Tying Clause.		
	Full	Rejected	03 August 1999
	Appeal lodged: 14/04/2000	Result:	Upheld with Mods

Same Site**Most Relevant Development Plan Policies:**

EXMOOR NATIONAL PARK LOCAL PLAN 2011 - 2031

GP1 - General Policy: Achieving National Park Purposes and Sustainable Development

GP5 - General Policy: Securing Planning Benefits - Planning Obligations

HC-S1 - Housing

HC-S2 - A Balanced Local Housing Stock

HC-S3 - Local Occupancy Criteria for Affordable Housing

HC-D9 - Rural Workers

HC-D12 - Replacement of Rural Workers Occupancy Conditions

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

Observations:

This is an application to discharge the planning obligation that ties the farmhouse at Heale Farm as an agricultural workers dwelling. The tie on the farmhouse means that it can only be occupied by people who are mainly or solely employed locally, or were last mainly or solely employed locally, in agriculture or forestry.

PLANNING LEGISLATION

Section 106A of the Town and Country Planning Act 1990 sets out the process for Local Planning Authorities. Subsection 3 explains:

Where an application is made to an authority under subsection (3), the authority may determine -

- (a) that the planning obligation shall continue to have effect without modification;
- (b) if the obligation no longer serves a useful purpose, that it shall be discharged; or
- (c) if the obligation continues to serve a useful purpose, but would serve that purpose equally well if it had effect subject to the modifications specified in the application, that it shall have effect subject to those modifications.

The key consideration in this case is whether, having regard to policies and latest Government Guidance, the obligation continues to serve a useful purpose. If it does continue to serve a useful purpose, then would it serve that purpose equally well if it had effect subject to the modifications specified in this application.

The Community Infrastructure Levy Regulations 2010 introduced stricter tests limiting when planning obligations can be used. The tests are that a planning obligations can be used where it is:

1. Necessary to make the development acceptable in planning terms,
2. Directly related to the development, and
3. Fairly and reasonably related in scale and kind to the development.

Policy HC-D12 of the Exmoor National Park Local Plan 2011 – 2031 is the key policy for applications that propose the replacement of rural workers occupancy restrictions. Clause 2 of this policy states that the removal of a condition, or variation of a planning obligation,

9.3

EXMOOR NATIONAL PARK AUTHORITY MEETING

which limits the occupancy of a dwelling to a person employed or last employed in agriculture or forestry (prior to the adoption of the Local Plan), will be permitted where it can be demonstrated that:

- a) reasonable attempts have been made to allow the dwelling to be used by a person who could occupy it in accordance with the condition or obligation; and
- b) the long term need for the dwelling in the locality, in accordance with the condition or obligation, has ceased and removing the condition would be more appropriate than a temporary relaxation.

BACKGROUND

The planning history for this property indicates that the applicant purchased the property in 1982 when it included the original farmhouse that is located on the opposite side of the lane.

A stone barn (still in the ownership of the applicant) was converted following the granting of planning permission in 1986 for its conversion to a self-catering holiday let. Planning permission was then granted the following year under application reference 62/50/87/007 for the alteration of the occupancy restriction on the barn to an agricultural workers tie. The application papers for this 1987 application included a statement from the applicants, Mr and Mrs Chapman-Walker, that stated:

“The existing farmhouse is on a grand scale, with very large rooms. It is expensive to run – i.e. heat and maintain (due to long-term neglect prior to our occupation). Due to our level of borrowing and the earning capacity of a small farm we cannot afford to continue farming here, let alone improve this house. The proceeds of the sale of this house would enable us to carry on farming here and improve the farm. The converted barn is part of the farm complex – in a functional position and economical to run. This house is on the opposite side of the road and so lends itself to separation from the working farm.”

Following planning permission being granted for an agricultural occupancy restriction on the converted barn, the original farmhouse was then sold by the applicant in 1988.

Also that year, planning permission was granted under application reference 62/50/88/003 for the conversion of part of another barn to a self-catering holiday let. Following this approval, planning permission was granted in 1994 under application reference 62/50/93/003 for the incorporation of the 1988 holiday let into the remaining larger part of the barn. As part of this permission, a Section 106 legal agreement was secured to swap the holiday let restriction on this barn with the agricultural occupancy restriction on the barn converted in 1986. As a result of this legal agreement, the building that now functions as the farmhouse (and is the subject of this current application) is agriculturally tied and the barn that was converted first is restricted to holiday occupancy only.

A further farm building was converted to holiday accommodation in 1996 under application reference 62/50/96/001.

The applicant submitted an application in June 1999 for the removal of the agricultural occupancy restriction from the farmhouse. Planning permission was refused in August 1999. The reason for refusing the application was as follows:

“In opinion of the Exmoor National Park Authority, the applicants have failed to test the current market situation regarding prospective purchasers in order to ascertain if a continuing agricultural need exists to retain the occupancy clause. In the absence of any recent details of genuine efforts to dispose of the property by advertising in the local and more specialist farming press, at a price which reflects the occupancy clause, the Authority considers that the removal of the clause would be harmful to the agricultural needs of the locality and set an undesirable precedent in respect of other tied properties elsewhere in the National Park.”

The decision made by the Authority to refuse the application was appealed. The Inspector concluded in June 2000 that the agricultural occupancy restriction should be retained as they did not consider that it had been shown that the restriction had outlived its usefulness. It was stated in the Inspector’s report that the occupancy restriction would ensure that the farmhouse is available to meet the needs of other farm or forestry businesses in the locality thus avoiding the proliferation of dwellings in the open countryside. It was also stated that it had not been demonstrated that the existing need for agricultural dwellings in the locality no longer warranted reserving the farmhouse for that purpose.

More recently, in May 2014, the applicant submitted an application for a certificate of lawfulness for the lawful existing occupation of the farmhouse in breach of the agricultural occupancy restriction. The applicant sought to demonstrate that the occupation of the farmhouse in breach of the occupancy restriction had occurred for a period in excess of 10 years and was therefore lawful and immune from enforcement action under Section 171B(3) of the Town and Country Planning Act 1990. However, this Section of the Act only relates to breaches of planning conditions and not breaches of Section 106 Agreements. Section 106(2)(b) of the Act states that a planning obligation imposes any restriction relating to the use of the land in any specified way either indefinitely or for such period or periods as may be specified. Section 106(5) states that a restriction or requirement imposed under a planning obligation is enforceable by injunction. Given that a legal agreement cannot be lawfully breached, the 2014 application was withdrawn.

However, the 2014 application drew Officers attention to the fact that the applicant was occupying the farmhouse in breach of the legal agreement, and that the agricultural activities at Heale Farm ceased in 2001 following the sale of the majority of the land and all stock and equipment.

In terms of the historic size of the holding, when the applicant purchased the property in 1982 there were 45 acres. Between 1984 and 1986 a further 25 acres was purchased from neighbours. In 1991 a further 123 acres of off lying land was purchased in partnership with a family member, bringing the total holding to 193 acres. Since agricultural activities have ceased, the holding has been significantly reduced to 23 acres. The applicant states that only 18 acres are “workable”.

From 1982 until 1991 the principal farming activity on the holding comprised of a dairy herd, and following that the farming activity concentrated on arable cropping and sheep. As explained above, all the stock was sold in 2001.

MARKETING OF PROPERTY

9.3

EXMOOR NATIONAL PARK AUTHORITY MEETING

Heale Farm has been marketed since April 2017 in the local press and on national websites such as Rightmove, Zoopla, OnTheMarket and Primelocation. It is stated in the application papers that there has been no interest locally, with interest and viewings only associated with people elsewhere in the country or abroad.

It is explained in the application papers that the value of the farmhouse and the two smaller holiday letting cottages would have a minimum sale value of £550,000. This is not including the larger holiday letting cottage (value - £170,000) and the 23 acres of land (value - £115,000). There is also further stone barn that is currently used as a games room and laundry, and this has been given a separate value of between £35,000 and £60,000. However, no planning permission can be found for the use of this barn for such purposes. The estate agent advised the applicant of an asking price of £895,000. However, they were instructed to advertise the property at £950,000. It was a year later when the asking price was reduced to £900,000 and it was reduced further in September 2018 to £850,000.

The estate agent explains that they have had over 75 viewers of the property, including a couple of people who viewed the property three times and another person who has viewed it four times.

The case put forward is that the property must be sold as one entity with a farmhouse, three holiday letting cottages and 23 acres of land. It is asserted that the land must be included with the farmhouse in order to comply with the occupancy restriction and the holiday letting units are subject to conditions tying them to the farmhouse. It should be noted that two of three holiday letting units are tied to the farmhouse, not all three. It is also asserted that there are practicality issues with separate off parts of the property from the farmhouse. Selling the property as one entity has meant that the estate agent has valued the property at £895,000 and they state that there has been no local interest. The interest has been from elsewhere nationally or abroad. The applicant states that those that have looked to purchase the property have been unable to comply with the occupancy restriction unless they are able to construct new buildings to run an agricultural business from the holding.

Officers have taken into account that the property has been marketed since April 2017, a period of over two years. However, it is also noted that the asking price has only been close to the valuation since April 2018 and lower than the asking price for the last 9 months.

The preamble to Policy HC-D12 states that the National Park Authority will require evidence that appropriate steps have been taken to try to sell or rent the property with the occupancy condition at a price reflecting the condition and potential market. If after a reasonable period of a minimum of twelve consecutive months, the property has not been sold or let, then permission to remove the condition and replace it with a local need affordable occupancy agreement in accordance with Policies HC-S1 (Housing), and HC-S3 (Local Occupancy Criteria for Affordable Housing), may be permitted. The latter part of this section of the preamble is considered in more detail later in this report.

The property has been marketed for a minimum of twelve consecutive months but it is debateable how long the property has been marketed at a price reflecting the condition and potential market. Given that the property was marketed between April 2017 and April

9.3

EXMOOR NATIONAL PARK AUTHORITY MEETING

2018 at a price that was significantly over the valuation provided by the estate agent, this period of marketing should be discounted. The property was marketed at £5,000 over the valuation between April 2017 and September 2018. This is not considered to be a significant amount over the valuation and Officers consider that the property has been marketed for fourteen months at a price reflecting the condition and potential market. However, this is only if the assertion that the property must be sold as one entity is agreed. If the property could be split into smaller lots, then the value of the farmhouse would be significantly less than £895,000 and the case that the property has been marketed at a price reflecting the condition and potential market for a reasonable period of a minimum of twelve consecutive months cannot be agreed by Officers.

As noted earlier in this report, two of the three holiday letting cottages are tied to the farmhouse. The two storey barn that has been valued at £170,000 could be sold off separately. The selling off of the other two holiday letting cottages would require separate applications to remove the tying conditions attached to them. It has stated to Officers during the determination process that marketing separate units of the farmhouse, cottages, land and farm buildings that form a tightly grouped entity, is a matter that the estate agent would need to comment further on. But it has also been stated that the group of the farmhouse, cottages and buildings at Heale Farm, are serviced by one water supply and a combined electricity and sewage system, all requiring a degree of understanding and maintenance. It is asserted by the applicant that it is difficult to comprehend how to make separation of any kind, but it is known that it would be both costly and lengthy.

Taking the property as it is, as a single entity, it could be argued that reasonable attempts have been made to allow the dwelling to be used by a person who could occupy it in accordance with the planning obligation. However, Officers consider that the applicant has not sufficiently explored whether the farmhouse could be made more affordable by selling off some of the holiday letting units on the property.

NEED FOR AGRICULTURAL WORKERS DWELLING

Policy HC-D12 only permits the replacement of agricultural occupancy restrictions where it is also demonstrated that the long term need for the dwelling in the locality, in accordance with the planning obligation, has ceased and removing the restriction would be more appropriate than a temporary relaxation.

It is noted that the estate agent has explained that no persons who are local, in terms of the requirement of the occupancy restriction, has shown an interest. A list of people who have shown interest in the property has been provided to Officers. Taking it at face value, the lack of local interest does suggest that the long term need for this agricultural workers dwelling in the locality has ceased. It has been in existence as an agricultural workers dwelling since the early 1990s, a period of approximately 25 years, and has been owned and occupied by the same people. However, the question over subdividing the property to create a more affordable farmhouse is also relevant to this section of the policy. Again, Officers consider that the applicant has not sufficiently explored whether the farmhouse could be made more affordable by selling off some of the holiday letting units on the property. If a more affordable farmhouse could be achieved, then it may well be the case that local agricultural workers become interested in the property.

REMOVAL OF OCCUPANCY RESTRICTION

9.3

EXMOOR NATIONAL PARK AUTHORITY MEETING

If it could be considered that the applicant has demonstrated that reasonable attempts have been made to allow the farmhouse to be used by a person who could occupy it in accordance with the planning obligation, and that the long term need for the dwelling in the locality has ceased (which for the avoidance of doubt, Officers are not convinced it has), then Policy HC-D12 states that the occupancy of the dwelling will be limited by agreement to a person(s) in local affordable housing need as defined in Policy HC-S3 (Local Occupancy Criteria for Affordable Housing).

The applicant is proposing that if the occupancy restriction is removed, then there would be no restriction and it would have an unrestricted open market nature. This would be contrary to not just Policy HC-D12, but the entire housing strategy of the adopted Local Plan.

Policy HC-S1 (Housing) specifically states that “consistent with an exceptions approach to housing, provision will not be made for housing solely to meet open market demand”. This strategic policy carries forward the policy approach to housing in Exmoor National Park; that it is not appropriate to permit new housing simply in response to the significant external demand for open market housing. Instead, within the National Park, policies provide for new housing as an exception to normal policies of restraint. The limited number of opportunities for new housing development emphasises the importance of concentrating on the identified local need for affordable housing within the National Park.

Policy GP3, the spatial strategy for the National Park, aims to address the local need for affordable housing, and the provision of an unrestricted open market dwelling would not aid this key strategy in respect of housing in the National Park. It would also be contrary to Policy GP1, which states that opportunities must be taken to contribute to the sustainable development of the area, with particular attention being paid to providing for a size, type and tenure of housing to address local affordable needs. The provision of affordable housing and the prevention of unrestricted open market dwellings is one of the key threads that runs through the adopted Local Plan.

This is supported by national planning legislation. The National Planning Policy Framework sets out that the planning system has three overarching objectives, one of which is a social objective. Part of meeting this social objective is to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generation. Further to this, Paragraph 77 of the NPPF states that in rural areas, planning policies and decisions should be responsive to local circumstances and support housing developments that reflect local needs.

It is acknowledged that the farmhouse in this case has an approximate floorspace of 190 square metres. Policy HC-S2 of the Local Plan restricts the net internal floorspace of affordable housing to 93 square metres, but there is scope in the preamble to provide a larger affordable dwelling where it would involve a conversion of an existing building. It would not be policy compliant to provide an affordable dwelling of 190 square metres. However, there is the potential for the farmhouse to be subdivided to provide to smaller units that would be more in line with the requirements of Policy HC-S2. There is also the potential option to tie one of the holiday letting cottages as local needs affordable housing and then move the holiday occupancy restriction from that cottage on to the farmhouse, a similar concept to the scheme that the applicant gained approval for in the 1990s.

As it stands, the removal of the agricultural occupancy restriction and its replacement with an unrestricted open market dwelling would be contrary to Policy HC-D12 and the housing strategy of the Local Plan.

CONCLUSION

Officers consider that the applicant has marketed the property in its entire form at a reasonable price for a period in excess of 12 months. However, this is based on it being agreed that the property cannot be subdivided into smaller lots to allow the farmhouse itself to be sold at a more affordable price. Without this exercise being explored, it cannot be demonstrated that there is not a local need for the farmhouse on its own. Further to this, the key policy for the removal of agricultural occupancy restrictions, Policy HC-D12 of the Local Plan, requires the agricultural occupancy restriction to be replaced with a restriction limiting the dwelling as affordable housing for local people in housing need. The applicant's proposal for the farmhouse to be open market and unrestricted is contrary to this policy approach and the housing strategy of the Local Plan.

Officers consider that it has not been sufficiently demonstrated by the applicant that the Section 106 Agreement does not serve a useful purpose anymore. Officers consider that it does serve a useful purpose by preventing an unrestricted open market dwelling and no case has been put forward that it could still serve a useful purpose with modification. Given this, and the non-compliance with planning policy as set out above, Officers consider that they cannot support the application and the recommendation to Members is that the application be refused.

If Members are minded to approve the application, then it should be noted that the Section 106 Agreement should technically be modified rather than discharged as it also serves to restrict the use of one of the holiday letting cottages. Discharging the Section 106 would also leave this other unit without any occupancy restriction.

Recommendation:

Refuse for the following reasons

1. The Section 106 Agreement attached to the farmhouse at Heale Farm is considered to serve a useful purpose as it prevents the creation of an unrestricted open market dwelling in the National Park. The applicant has not sufficiently demonstrated that there is not a local need for the dwelling with the agricultural occupancy restriction given that the potential to subdivide the property to achieve a more affordable farmhouse has not been sufficiently explored. Further to this, the proposal for the farmhouse to be open market and unrestricted would be contrary to both local and national planning policy. The application is contrary to Policies GP1, GP3, HC-S1, HC-S2 and HC-D12 of the Exmoor National Park Local Plan 2011 - 2031, and the National Planning Policy Framework.

Notes to Applicant:

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

9.3

EXMOOR NATIONAL PARK AUTHORITY MEETING

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.

APPEAL INFORMATION

If you want to appeal against your Local Planning Authority's decision then you must do so within 6 months of the date of this notice.

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your Local Planning Authority's decision on your application, then you must do so within:

28 days of the date of service of the enforcement notice, or within 6 months of the date of this notice, whichever period expires earlier.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are on GOV.UK.

Application decisions delegated to the Chief Executive

<u>Ref and Grid Ref</u>	<u>Applicant & Location</u>	<u>Decision and Date</u>
6/26/19/108LB ST026390	Mr D Latimer - Listed Building Consent for proposed replacement of existing open tin roof with WC and shower room. (Listed Building), Golsoncott Cottage, Golsoncott, Rodhuish, Minehead, Somerset	Approved 12-Jun-2019
6/27/19/105 SS891469	Mr & Mrs N Brown - Proposed single storey extension. (Householder), 12 Hurlstone Park, Porlock, Somerset	Approved 05-Jun-2019
6/34/19/102 SS964401	Mr & Mrs Minchin - Lawful Development Certificate for the lawful construction of the dwelling not in accordance with planning permission ref. 6/34/89/115. (CLEUD), Thorn Farm, Luxborough, Watchet, Somerset	Approved 28-May-2019
6/34/19/103 SS945419	Mr & Mrs Takle - Proposed external alterations and changes to the appearance of the building. (Full), Barn at Well Farm Cottage, Horsepark Lane, Timberscombe, Somerset	Approved 20-Jun-2019
WTCA 19/06 SS991437	Mr J Reeves - Works to trees in Conservation Area: Fell Eucalyptus (Works to Trees in Conservation Area), 20-22 The Willow Rooms, High Street, Dunster, Somerset	Approved 20-Jun-2019
62/41/18/023 SS714476	Mr & Mrs Goodman Barbrook Service Station - Proposed raising of ridge line of existing dwelling to facilitate the extension of the dwelling and the commercial unit together with installation of two electric car charging points. As per amended and additional plans and additional information. (Full), Barbrook Service Station, Lynton, Devon	Approved 29-May-2019
6/26/19/105 ST032366	Mr P Whitmarsh - Demolition of existing single garage and erection of double garage. (Householder), Myrtle Cottage, Ham Lane, Roadwater, Somerset	Approved 20-May-2019

Application decisions delegated to the Chief Executive

<u>Ref and Grid Ref</u>	<u>Applicant & Location</u>	<u>Decision and Date</u>
6/26/19/107 ST026390	Mr D Latimer - Proposed replacement of existing open tin roof store with WC and shower room. (Householder), Golsoncott Cottage, Golsoncott, Rodhuish, Minehead, Somerset	Approved 12-Jun-2019
6/14/19/104 SS757398	Mr E Greenall Exmoor Forest Estate Company Ltd - Proposed variation of condition 2 (The development hereby approved shall be carried out strictly in accordance with the following schedule of plans: i. Drawing number 3889/PL/01 – Locations Plans, as amended and date stamped 23 July 2018, ii. Drawing number 3889/PL/03 – B3358 Junction and date stamped 25 May 2018, iii. Drawing number 3889/PL/05 – Site Plan Proposed and date stamped 25 May 2018, iv. Drawing number 3889/PL/02 – Block Plan Proposed and date stamped 25 May 2018, v. Drawing number 3889/PL/10 – Farmhouse Elevations Existing & Proposed, as amended and date stamped 23 July 2018, vi. Drawing number 3889/PL/07 – Farmhouse Ground Floor Plan Proposed and date stamped 25 May 2018, vii. Drawing number 3889/PL/09 – Farmhouse First Floor Plan Proposed and date stamped 25 May 2018, viii. Drawing number 3889/PL/13 – Stables Elevations Existing & Proposed and date stamped 25 May 2018, ix. Drawing number 3889/PL/12 – Stables Ground Floor Plan Proposed and date stamped 25 May 2018, x. Drawing number 3889/PL/16 – Barn Elevations Existing & Proposed and date stamped 25 May 2018, xi. Drawing number 3889/PL/15 – Barn Floor Plans Proposed and date stamped 25 May 2018, and xii. Additional Plan showing “sketch of joinery to north facing opening” and date stamped 23 July 2018.) of approved application 6/14/18/102 to relocate the 3 guest bedrooms in the stable building to the small barn in the north west corner of the yard. (Alteration/Lift Condition), Duredon Farm, Simonsbath, Somerset	Approved 23-May-2019

Application decisions delegated to the Chief Executive

<u>Ref and Grid Ref</u>	<u>Applicant & Location</u>	<u>Decision and Date</u>
6/9/19/101 SS913282	Mrs JM Brookes - Proposed demolition and replacement of existing sheds. (Amended description) (As per amended and additional plans and additional information). (Householder), Hope Cottage, Northmoor Road, Dulverton, Somerset	Approved 23-May-2019
6/43/19/103 SS934436	Mr & Mrs Nurse - Certificate of lawfulness for the installation of replacement windows and doors together with the re-roofing of the dwellinghouse. (CLOPUD), Whithill, Wootton Courtenay, Minehead, Somerset	Approved 23-May-2019
6/9/19/109 SS913278	Mr K Reeves - Lawful Development Certificate for the formation of a single, independent unit of residential accommodation (re-submission of application ref. 6/9/18/118). (CLEUD), Whitehall Cottage, 19 High Street, Dulverton, Somerset	Approved 19-Jun-2019
6/10/19/104 SS993440	Mr D Colley - Retrospective alterations to agricultural building used for honey extraction, honey bottling and bee equipment storage. (Full), Land adjacent to The Archer House, The Steep, Dunster, Somerset	Approved 23-May-2019
62/41/19/005 SS722495	Mrs J Glover The Bake House - Proposed air conditioning unit for heating and timber enclosure. Retrospective. (Amended description) (As per amended and additional plans). (Full), 3 Lynmouth Street, Lynmouth, Devon	Approved 12-Jun-2019
6/26/19/104 ST027390	Mr & Mrs Armstrong - Proposed single storey side extension. (Householder), Willow Cottage, Golsoncott Lane, Old Cleeve, Watchet, Somerset	Approved 23-May-2019

Application decisions delegated to the Chief Executive

<u>Ref and Grid Ref</u>	<u>Applicant & Location</u>	<u>Decision and Date</u>
62/41/19/007 SS713474	Mr A Phillips - Proposed wooden garden shed. Resubmission of withdrawn application 62/41/17/010. (Householder), Riverglade, Cherrybridge, Barbrook, Lynton, Devon	Withdrawn 10-Jun-2019
62/50/19/005 SS647477	Mrs S Lancaster - Retrospective planning for 2no footbridges. (As per additional information). (Full), Cleave Wood House, Trentishoe, Devon	Approved 21-May-2019
6/42/18/106 SS865319	Mr & Mrs P Carew - Application to modify Section 106 Agreement under 6/42/00/109 to allow holiday letting of Barn Cottage ancillary to Tarr House. (Full), Barn Cottage, Tarr House, Tarr Steps, Hawkridge, Dulverton, Somerset	Approved 11-Jun-2019
GDO 19/06 SS936356	Mr O Robins - Prior notification for proposed agricultural building (18.3m x 13.7m). As per amended plan. (General Development Order), Stone Farm, Wheddon Cross, Minehead, Somerset	GDO - Prior Approval Refused 21-May-2019
6/10/19/109 SS983447	Mr D Merson - Proposed Variation of Condition 2 (The development hereby approved shall not be carried out except in complete accordance with the details shown on the drawing submitted with the application and numbered 736.18.004 rev. B) of approved application 6/10/18/116. To vary the design of the first floor bedroom windows from rooflights to dormer windows. (Alteration/Lift Condition), Dunstercombe, Dunster, Minehead, Somerset	Approved 05-Jun-2019
62/41/19/006LB SS722495	Mrs J Glover The Bake House - Listed Building Consent for Proposed air conditioning unit for heating and timber enclosure. Retrospective. (Amended description) (As per amended and additional plans). (Listed Building), 3 Lynmouth Street, Lynmouth, Devon	Approved 12-Jun-2019

Application decisions delegated to the Chief Executive

<u>Ref and Grid Ref</u>	<u>Applicant & Location</u>	<u>Decision and Date</u>
62/41/19/012 SS715493	Mr & Mrs G & P Morgan - Change of Use of Guesthouse (Use Class C1) to residential dwelling (Use Class C3). (Full), Kingford House, Longmead, Lynton, Devon	Approved 10-Jun-2019
GDO 19/05 SS944419	Mr & Mrs Takle - Prior notification under Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) Order 2015 for change of use of building from agricultural use to B8 storage use. As per amended information and additional information. (Corrected site address). (General Development Order Change of Use), Barn at Well Farm Cottage, Timberscombe, Minehead, Somerset	GDO - Prior Approval Approved 23-May-2019
6/3/19/106 SS938286	The Haddeo Sporting Club Ltd - Proposed replacement of grain silo. (Retrospective). (Full), Land at Louisa Gate, Minehead Lane, Brompton Regis, Somerset	Withdrawn 28-May-2019
6/26/18/110 ST036395	Mr Cole - Retrospective field access. (As per additional information and plan). (Full), Land at Batallers Lane, Roadwater, Somerset	Refused 05-Jun-2019
6/24/19/102 ST040389	Mr & Mrs Dowd - Proposed erection of glazed link between main house and annex and replacement porch, together with demolition of garage and erection of car port and alterations to landscaping and vehicular access. (As per additional information and amended and additional plans). (Householder), Slade House, Slade Lane, Old Cleeve, Somerset	Approved 23-May-2019
6/3/19/105 SS954350	Mr & Mrs S Gammon c/o Acorn Rural Property Consultants - Certificate of Lawfulness for erection of extensions to dwelling and double garage in accordance with planning permission 6/3/98/107. (CLOPUD), Springfield Farm, Armoor Lane, Exton, Somerset	Approved 22-May-2019

Application decisions delegated to the Chief Executive

<u>Ref and Grid Ref</u>	<u>Applicant & Location</u>	<u>Decision and Date</u>
6/26/19/109LB ST031381	Mr B Harper - Listed building consent for the proposed removal of chimney stack and associated fireplace to southern elevation, replacement of chimney pot to north west elevation and removal of aluminium cowl and replacement with chimney pot to central chimney. (Listed Building), Oatway House, Tackers Street, Roadwater, Watchet, Somerset	Approved 05-Jun-2019

EXMOOR NATIONAL PARK AUTHORITY

2 July 2019

2018/19 OUTTURN – BUDGET PERFORMANCE AND RESERVES

Report of the Chief Finance Officer

Purpose of Report: To report on the outturn for 2018/19 compared with the revised and original budgets and also to note the position of reserves.

RECOMMENDATIONS: Authority is recommended to:

- (1) NOTE the financial performance for 2018/19.
- (2) APPROVE the adequacy of the General Fund Balance at 31 March 2019.
- (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.

1. INTRODUCTION

- 1.1 The 2018/19 revenue budget was agreed on 6 February 2018 and was revised by the Authority in November. 2018/19 is the third year of the four where we have a high degree of certainty over funding from National Park Grant.
- 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, concern 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 Business Plan 2018/19 – Priority Achievements which details the non financial results for the year.
- 1.3 In addition to the £3.157m of National Park Grant, in 2018/19 the Authority earned another £1.285m across all services and funding streams. This covers traded income, external grants and contributions, fees and interest.

2. CORE BUDGET OUTTURN 2018/19

- 2.1 Appendix 1 summarises budget performance for 2018/19 and shows the actual spending for the year against the original and revised budgets. The overall position for 2018/19 is an outturn of £2,662,898 against the approved revised net budget of £2,742,300. 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 £79,402 is transferred to general balances in the first instance. This underspend is at this level as the Authority has held off in filling certain vacancies until the financial impact of Job Evaluation is fully known. This underspend would have been greater but funds from the core budget were used to fund the purchase of a new printer and phone system to relieve the pressure on reserves.
- 2.3 There are a few variations over £5,000 between the final budgets and the actual spend at Cost Centre level and these are:

Development Management

- The £28k underspend was due to vacancies at the beginning and end of the year and fee income that was higher than estimated when the revised budget was set.

Sustainability & Economy

- The £9k underspend was primarily due to the surplus on the Ranger Experience Days.

Education & Volunteers

- The £7k underspend was due to the income that was delivered, in excess of budget.

National Park & Information Centres

- The £8k overspend was due to certain improvements that were undertaken to the Audio-Visual equipment at the NPC in Lynmouth, repairs to the chimney in Dulverton and the cost of covering staff sickness.

Information & Interpretation Management

- The £12k underspend was due to savings on printing costs and the projects budget and additional external funds that were brought in.

Strategy & Performance

- The service underspent by £21k due to staff vacancies and a fall in Printing & Stationery costs.

Finance & IT

- There was a small underspend due to a fall in External Audit costs, Interest Receivable being higher than anticipated and hardware budgets not being fully required.

Members Expenses

- The underspend of £6k was due to a slight reduction in travel costs.

- 2.4 Members will be pleased to note that the trading overspend on the Outdoor Education Centre was only £4k. This is a reduction of £12k on last year and overall income has increased by £16k also.
- 2.5 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 2018/19 was £144,900 and an additional £10k was allocated for National Parks Partnership. Appendix 2 details the schemes approved against the 2018/19 Budget and their associated spend to the end of the year. There was also spend in 2018/19 against schemes that had been approved in previous years. A large proportion of this relates to Exmoor's £525,000 allocation to implement DEFRA's 8 Point Plan for National Parks from July 2016.
- 3.2 Approvals that are no longer required have been transferred to General Balances. Other unspent approvals have been transferred to an alternative reserve if their objectives are closely aligned. This is detailed in Appendix 2.

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 2019 is shown in Appendix 3. Over 2018/19 reserves reduced by £46,437 from £3,031,457 to £2,985,020.
- 4.2 As part of setting the budget for 2018/19 there was a £210,000 contribution to reserves. There were also certain transfers between reserves at the point when the revised budget was set as the Research & Development reserve was established.
- 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 2018/19 is listed below and was all funded from reserves:
- £50,000 on 3 vehicles from the Corporate Equipment and Rights of Way Reserve.
 - £19,000 on Lithium Batteries at the Pinkery Centre from the Invest to save Reserve.
 - £65,000 on Superfast Broadband.
 - From the Estates Reserve £100k on Weir Cleave and £12k on fencing at Long Holcombe.
- 4.4 In line with the longer term objective of seeking to simplify our use of reserves, the balance on the Knotweed & Invasive reserve is being transferred to General Balances as the reserve is no longer required. 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 (£26,610), £15k has been transferred to Rights of Way and £10k to Ashcombe Gardens reserve. The remainder is set aside for wildlife reintroductions or habitat restorations.
- £10k is transferred between the Health& Wellbeing and New Audience Funds to reflect the new audiences that are being approached and engaged with via the Health & Wellbeing workstream.
- £15k from General Balances to Fixed Term Programmes to meet the cost of the 'Big Picnic' although it is anticipated that external contributions will meet the bulk of the costs.
- £100k from General Balances to the General Contingency to maintain General Balances at an appropriate level.
- There are also the reserves transfers referred to in 3.2.

4.5 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 2019 of £336,337 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 £50,000 was set aside when the 2018/19 budget was determined. £18,550 has been allocated to schemes and the remaining £31,450 is recommended to be transferred to General Balances alongside other unneeded allocations from previous years.
- 5.2 A paper detailing the work of the Partnership Fund in 2018/19 follows in Appendix 4.

G Bryant
Chief Finance Officer
June 2019

CORE BUDGET OUTTURN 2018/19

Section	Budget Heading	2018/19 Original Budget £	2018/19 Revised Budget £	2018/19 Actual £	Variance between 18/19 Revised and 18/19 Outturn
Support to Land Managers	Access & Recreation	126,500	126,700	126,093	-607
	Archaeology & Historic Environment	117,600	71,900	70,209	-1,691
	Field Services	245,800	243,200	246,818	3,618
	Conservation Advice & Support	244,200	271,800	272,037	237
	Rangers	125,100	121,000	120,401	-599
Support to Land Managers Total		859,200	834,600	835,557	957
Support services to the Community	Development Management	153,000	289,000	260,911	-28,089
	Sustainability & Economy	69,700	69,700	60,797	-8,903
Support services to the Community Total		222,700	358,700	321,708	-36,992
Support to National Park Users	Education & Volunteers	56,900	54,900	48,084	-6,816
	National Park & Information Centres	121,500	127,500	135,335	7,835
	Information & Interpretation Management	203,200	201,200	188,713	-12,487
	Pinkery	0	0	4,071	4,071
	Visitor Facilities	38,200	33,200	31,957	-1,243
Support to National Park Users Total		419,800	416,800	408,160	-8,640
Corporate & Customer Support	Legal Support	65,000	70,000	66,536	-3,464
	Strategy & Performance	287,600	216,000	194,967	-21,033
	Planning Policy & Community Management	156,700	96,800	95,668	-1,132
Finance and ICT Services	Finance and ICT Services	346,000	341,100	335,209	-5,891
Land and Property Services	Land and Property Services	7,900	11,900	15,186	3,286
Support Services Total		863,200	735,800	707,566	-28,234
Corporate Management	Corporate Management	123,000	123,000	121,972	-1,028
	Historic Pensions Contributions	140,000	140,000	140,000	0
	Corporate Subscriptions	32,000	32,000	32,843	843
	Members	92,400	101,400	95,090	-6,310
Corporate Management Total		387,400	396,400	389,906	-6,494
Total Core Budget		2,752,300	2,742,300	2,662,898	-79,402

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

APPENDIX 2

	2018/19			
REVISED BUDGET	404,900			
LESS: Contributions to Reserves				
Contingency	160,000			
Corporate Equipment & Vehicle Replacement	50,000			
	210,000			
LESS: Top sliced Programmes		Spend 2018/19	Balance Remaining	Treatment of Balance on the Scheme
Historic Buildings Officer post	30,000	29,599	401	Balance kept within Programmes - Fixed Term
Tourism	23,000	18,463	4,537	Balance kept within Programmes - Fixed Term
Potential Pinkery overspend	15,000	-	15,000	Unallocated funds transferred to Estates Reserve
Housing Network Coordinator	15,000	13,841	1,159	Balance kept within Programmes - Fixed Term
Research & Data Gathering	15,000	12,778	2,222	Unallocated funds transferred to R & D Reserve
Aerial Photography	12,000	9,983	2,017	Unallocated funds transferred to IT & Web Development Reserve
National Parks Partnership contribution	10,000	10,000	-	Approval all spent
Hill Farm Network	9,000	9,000	-	Approval all spent
Naturally Active in Later Life	5,000	5,000	-	Approval all spent
Website Development	5,000	512	4,488	Unallocated funds transferred to IT & Web Development Reserve
SERC/DBRC Bio-records	5,000	4,554	446	Balance kept within Programmes - Fixed Term
STEAM	4,000	3,500	500	Balance kept within Programmes - Fixed Term
Ponies	3,000	774	2,226	Unallocated funds transferred to Estates Reserve
Planning Fee Reimbursement Fund	2,500	193	2,307	Unallocated funds transferred to General Balances
Joint committee	1,400	1,400	-	Approval all spent
	154,900		119,597	35,303
Spend from Previous Year's Fixed Term Allocations		75,768		
Total Spend in 2018/19 on Fixed Term Priorities		195,365		
LESS: Partnership Fund - small grants scheme	Budget	Spend 2018/19	Balance Remaining	Treatment of Balance on the Scheme
Lorna Doone Exhibition	2,500	-	2,500	Balance kept within Programmes - Small Grants
Lynmouth Western Beach Flood Gate	2,000	2,000	-	Approval all spent
Brendon Hill Methodist Chapel	2,500	-	2,500	Balance kept within Programmes - Small Grants
Exmoor Poetry	2,500	2,313	187	Balance kept within Programmes - Small Grants
Porlock Pilot Gig Club	2,500	2,500	-	Approval all spent
E-bike trail	2,500	-	2,500	Balance kept within Programmes - Small Grants
Plastic Free Exmoor	2,500	-	2,500	Balance kept within Programmes - Small Grants
The Exmoor Centre - Wild Experiences	1,550	-	1,550	Balance kept within Programmes - Small Grants
Unallocated budget	31,450	-	31,450	Unallocated funds transferred to General Balances
	50,000		6,813	43,187
Spend from Previous Year's Small Grants Allocations		22,722		
Total Spend in 2018/19 on Small Grants		29,535		
2018/19 Programmes, Partnerships and Reserves	414,900	224,900		

**EXMOOR NATIONAL PARK AUTHORITY
ANALYSIS OF RESERVES**

	Balance 31/03/18	2018/19 Original Budget Allocations	2018/19 In- Year Reserve Transfers	Current Balance	Transfers to Reserves 2018/19	Transfers from Reserves 2018/19	Outturn Transfers between Reserves 2018/19	Balance 31/03/19
	£	£	£	£	£	£	£	£
REVENUE EARMARKED RESERVES								
Support to Land Managers								
Ashcombe Garden Restoration	21,353			21,353		-21,100	10,000	10,253
Mire - Archaeology	29,758			29,758				29,758
Headwaters of the Exe	149,683			149,683		-2,544		147,139
Headwaters of the Exe 20/21 - 25/26 (PR 19)	50,000			50,000				50,000
Heritage Projects	40,057			40,057	55,400	-33,962	20,000	81,495
Deer Monitoring Study	13,424			13,424				13,424
Woodland Mgt Reserve	47,784			47,784	5,000	-27,000		25,784
Knotweed and Invasive Species	20,000			20,000		-2,200	-17,800	0
External Funding Bids	23,274			23,274				23,274
Rights of Way	124,863			124,863	51,000	-9,600	15,000	181,263
Simonsbath Project Development	9,017			9,017		-5,000		4,017
Simonsbath Project Delivery	200,000			200,000		-9,916		190,084
Porlock Marsh Vision	6,319		-6,319	(0)				(0)
Landscape Conservation Grant Scheme	50,244			50,244		-25,000		25,244
Support to National Park Users								
Caremoor For Exmoor	6,793			6,793	26,610		-21,792	11,611
National Park Centres spend to save	7,336			7,336				7,336
Get Involved Programme	79,357			79,357		-29,289		50,068
Toilet Upgrade Programme	15,000			15,000				15,000
Health & Well-being	10,257			10,257	16,697		10,000	36,954
Support for New Audiences Fund	27,411			27,411		-5,000	-10,000	12,411
Support to the Community and Business								
Development of Planning Service	76,963			76,963		-22,169		54,794
Conserv Area Appraisals & Neighbourhd Plan	22,283			22,283				22,283
Superfast Broadband Last Mile	65,000			65,000		-65,000		0
Dunster Action Plan	21,449			21,449		-260		21,189
Strategy & Performance								
IT and Web Development	62,192			62,192	10,000		14,983	87,175
Corporate Equipment & Vehicle Replacement	94,925	50,000		144,925	8,000	-40,500		112,425
Planning Policy	77,910			77,910	50,000			127,910
Research & Development	928		41,741	42,669	2,500	-3,120		42,049
Improving and Innovating/ Spend to Save	155,606			155,606		-24,500		131,106
Internship and Trainee Fund	76,365			76,365		-31,552		44,813
Pony Reserve	1,075		-1,075	0				0
Authority Estate	285,784		1,075	286,859	42,866	-226,200	23,226	126,751
	1,872,408	50,000	35,422	1,957,830	268,073	(583,912)	43,617	1,685,608
PROGRAMMES & PARTNERSHIPS								
Programmes - fixed term	369,748	144,900	-25,422	489,226		-195,365	-51,056	242,805
Partnership Fund/ small grants scheme	91,619	50,000		141,619		-29,535	-38,007	74,077
Programmes & Partnership Earmarked - County	90,000			90,000				90,000
	551,367	194,900	(25,422)	720,845	0	(224,900)	(89,063)	406,882
GENERAL FUND AND CONTINGENCIES								
General Fund	311,489			311,489	79,402		-54,554	336,337
Contingency Fund - General (pf uncommit)	196,193	160,000		356,193			100,000	456,193
Contingency Fund - Legal	100,000			100,000				100,000
	607,682	160,000	0	767,682	79,402	0	45,446	892,530
TOTAL RESERVES	3,031,457	404,900	10,000	3,446,357	347,475	(808,812)	0	2,985,020

Exmoor National Park Partnership Fund Small Grant Scheme Annual Report 2018/19



1. *Introduction*

- 1.1 The Exmoor National Park Authority (ENPA) Partnership Fund Small Grants Scheme makes funding available to support projects that help to achieve National Park purposes. The scheme is open to external applications from community groups, businesses, charities, individuals and other organisations. Grants up to £2,500 are available for use over a maximum of two (2) years.
- 1.2 The focus of the fund is the achievement of National Park purposes and the fulfilment of Partnership Plan ambitions that make a difference for People, Place and Prosperity on Exmoor.

2. *Essential Criteria*



- 2.1 To qualify for funding all applications need to demonstrate that the project furthers one or both National Park purposes:
- Conservation and enhancement of the wildlife, natural beauty and culture heritage
 - Promotion of opportunities for public understanding and enjoyment of the special qualities of Exmoor
- 2.2 Projects also need to make a measurable contribution to achieving the strategic actions set out in the Exmoor National Park Partnership Plan, demonstrate community involvement or support, that other funding opportunities have been explored and have lasting benefits beyond the funding period.
- 2.3 Weighting is given to those projects that include innovation or the use of best practice, volunteer opportunities and/or audience development on Exmoor, contributions to local social and economic well-being, and opportunities for others to learn from the project.
- 2.4 The Chief Executive and Leadership Team make decisions on all grants at regular panel meetings throughout the year.



3. *Grant offers 2018/19*

- 3.1 Over the financial year, the Partnership Fund allocated £18,550 of grant-aid to eight (8) projects. This has helped lever in a further £106,100 of in-kind (£7,000) and cash (£99,100) investment for Exmoor. Details provided in Table 1 below.

Philip Kiberd
Funding Officer
5 June 2019

Table 1 - 2018/19 Small Grant Allocations

Project	Summary	Partnership Fund contribution	Total project value (PF contribution plus cash and in kind match)	Partnership Fund intervention rate	Progress update
<p>PF18-01 Lorna Doone exhibition</p> 	<p>Contribution to Dulverton Heritage Centre exhibitions and activities celebrating the 150th anniversary of the publication of Lorna Doone.</p>	<p>£2,500</p>	<p>£20,364</p>	<p>12%</p>	<p>Exhibition has been created and is on show at Dulverton Heritage Centre. Proving very popular.</p>
<p>PF18-05 Lynmouth Western Beach Flood Gate</p> 	<p>Funding toward installation of flood gate at Lynmouth Western Beach to provide winter access for pedestrians while retaining flood protection.</p>	<p>£2,000</p>	<p>£3,610</p>	<p>55%</p>	<p>Completed and installed. A valued new asset for Lynmouth.</p>

<p>PF18-06 Brendon Hill Methodist Chapel</p> 	<p>Contribution to essential repairs to this historic building and local community asset, regarded as a distinct landscape feature on Exmoor.</p>	<p>£2,500</p>	<p>£4,985</p>	<p>50%</p>	<p>In progress</p>
<p>PF18-12 Exmoor Poetry</p> 	<p>Support for a partnership project with Exmoor Hill Farming Network and Exmoor Society to fund a poet commissioned by the Pasture-Fed Livestock Association to visit farms on Exmoor and to present a new perspective on farming and Exmoor through poetry.</p>	<p>£2,500</p>	<p>£4,500</p>	<p>56%</p>	<p>Poems are being shaped and the new 'Exmoor' edition of The Soil Never Sleeps will be launched at Dunster Show, Friday August 16th.</p>
<p>PF18-14 Porlock Pilot Gig Club</p> 	<p>Contribution to the establishment of a gig club at Porlock to help develop a new recreational offer for residents and visitors.</p>	<p>£2,500</p>	<p>£51,900</p>	<p>5%</p>	<p>The gig club has been launched and a boat purchased. It will feature the Dream, Discover, Explore branding, promoting Exmoor.</p>

<p>PF18-16 E-bike trail – Exmoor Adventures</p> 	<p>Funding to support the development of an e-bike trail in and around Porlock and to promote e-biking to visitors.</p>	<p>£2,500</p>	<p>£15,500</p>	<p>16%</p>	<p>Bikes have been purchased and the route trail is being developed and will be available to visitors through ENPA.</p>
<p>PF18-23 Plastic Free Exmoor</p> 	<p>Contribution to a campaign to promote the Plastic Free message on Exmoor to reduce environmental impacts.</p>	<p>£2,500</p>	<p>£20,691</p>	<p>12%</p>	<p>Project is in progress and the Plastic Free message will be taken across Exmoor at various ENPA events throughout the year.</p>
<p>PF18-22 The Exmoor Centre – Wild Experiences</p> 	<p>Funding to support an options appraisal for the Exmoor Centre to develop new outdoor learning experiences.</p>	<p>£1,550</p>	<p>£3,100</p>	<p>50%</p>	<p>The Exmoor Centre has started working with ENPA Education to develop ideas and partnership opportunities.</p>
<p>Totals</p>		<p>£18,550</p>	<p>£106,100</p>	<p>32%</p>	

ITEM 12.2

EXMOOR NATIONAL PARK AUTHORITY

2 July 2019

2018/19 OUTTURN – STATEMENT OF ACCOUNTS

Report of the Chief Finance Officer

Purpose of Report: To note the 2018/19 Statement of Accounts that will be presented to the External Auditors for audit.

RECOMMENDATIONS: The Authority is recommended to CONSIDER and NOTE the Statement of Accounts for 2018/19.

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: There are no financial or risk implications in connection with this report.

1. INTRODUCTION

- 1.1 The Accounts and Audit (England) Regulations 2015 require the responsible Finance Officer to produce and certify the Statement of Accounts by 31 May each year. Under these regulations this Authority is required to adopt the audited Statement of Accounts by 31 July by which time the governance report of the Appointed Auditor on the Statement of Accounts will have been presented to the Authority. In Exmoor these responsibilities are delegated from the Authority to the Final Accounts Committee.
- 1.2 The certified Statement of Accounts for 2018/19 that has been produced and has been presented to the External Auditor for consideration. The Auditor is required to issue an audit report giving his:
 - opinion on whether the financial statements presents a true and fair view of the financial position of the Authority as at 31 March 2019; 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 2018 (the Code) – and are required to present a true and fair view of the financial position of the Authority at 31 March 2019 and its comprehensive income and expenditure for the year ended 31 March 2019.
- 2.2 As Chief Finance Officer, I signed off the accounts on 31 May 2019.
- 2.3 Members will note that the net worth of the Authority has increased by £0.8m to £11.7m. This is due to an increase in Land and Buildings Valuations.
- 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 some minor changes to the structure of the accounts for 2018/19. Certain assets have been transferred from ‘Operational’ to either ‘Heritage Assets’ or ‘Assets Held for Sale’ and there are greater Financial Instruments disclosures.

G Bryant
Chief Finance Officer
June 2019

Exmoor National Park

Statement Of Accounts 2018/19

Gordon Bryant
Chief Finance Officer

Sarah Bryan
Chief Executive





UNAUDITED STATEMENT OF ACCOUNTS

2018/19

CONTENTS

SECTION	PAGE
1 Narrative Report	3
2 Statement of Responsibilities	9
3 Comprehensive Income and Expenditure Statement	10
4 Movement in Reserves Statement	11
5 Balance Sheet	12
6 Cash Flow Statement	13
7 Notes to the Accounts	14
8 Annual Governance Statement	42

STATEMENT OF ACCOUNTS 2018/19

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 organisations, 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 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.

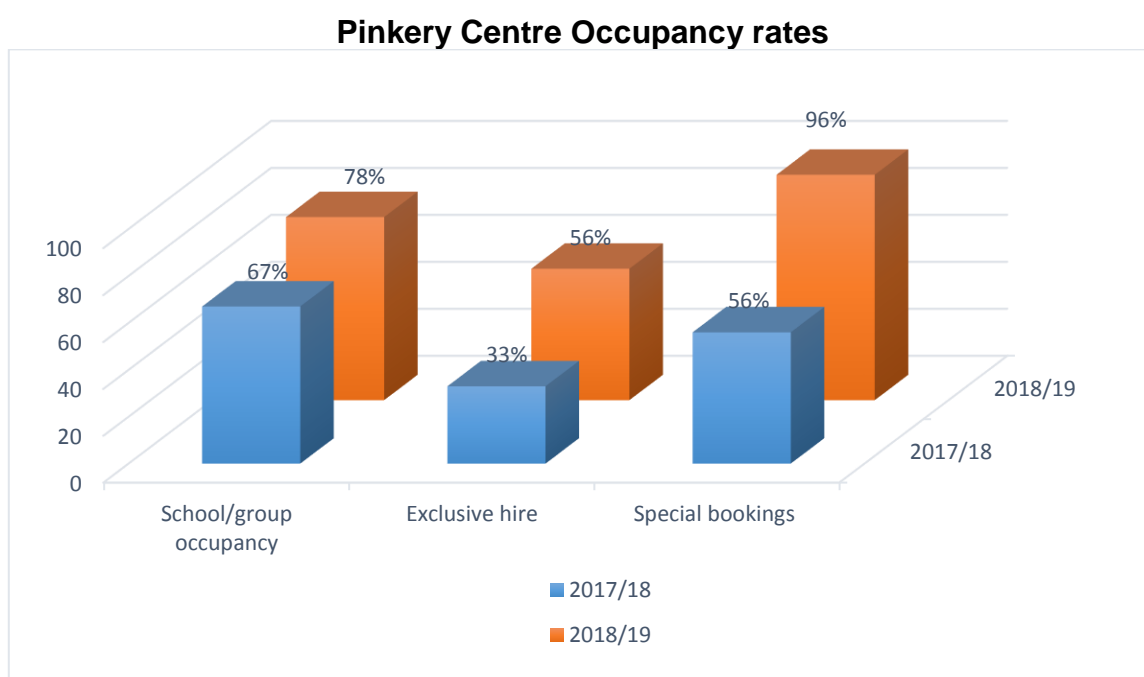
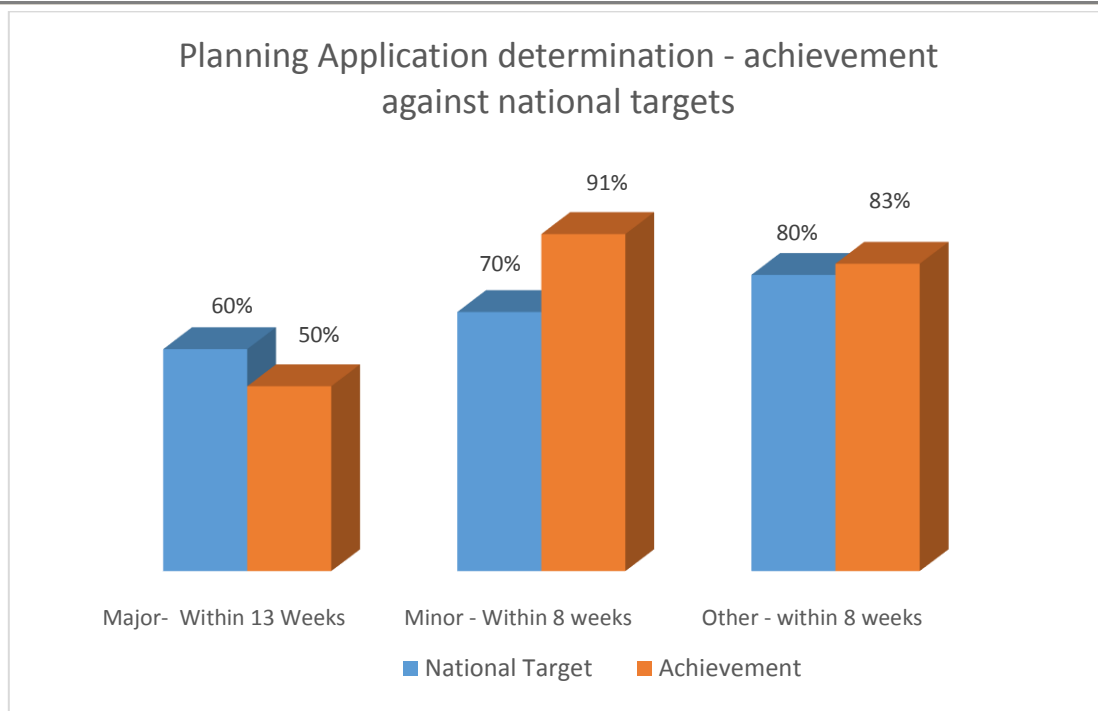
Organisation

5. 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.

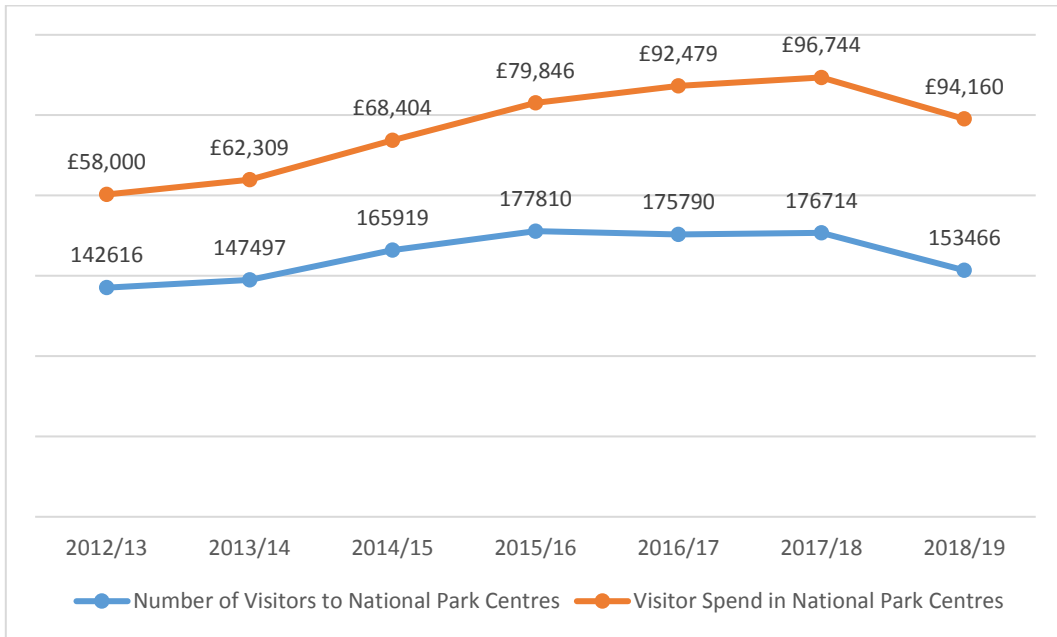
Performance

6. 2018/19 saw the completion of the previous Business Plan for the Authority. A mid-year report of progress in implementing the previous Business Plan was taken to the Authority in December 2018, and the full report will go to the Authority in July 2019. Progress against key corporate indicators is given in the charts below. A new 'Corporate Plan' has since been developed which sets out how we will achieve the priorities set out in the Partnership Plan over the next twelve months. 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.

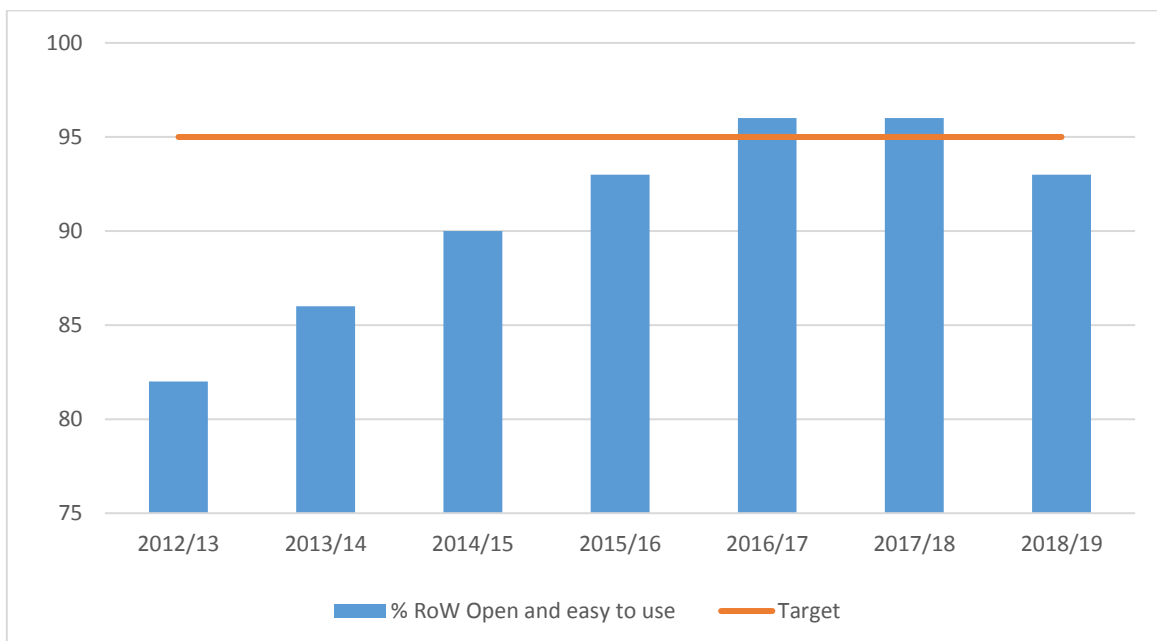
Key Corporate Indicators 1 April 2018 to 31 March 2019



National Park Centre Visitor Numbers and Income Trend



Improvements in Rights of Way Open and Easy to Use Score



- Exmoor National Park continues to work with a variety of external agencies and partners to deliver park purposes. For example, in 2018/19 we worked with South West Water to improve water quality in the river Exe and its catchment. Other notable activities include stabilizing the rock face at Weir Cleave, undertaking repairing work at Exmoor House and the Outdoor Education Centre at Pinkery that arose because of the condition maintenance surveys and work was begun to restore White Rock Cottage in Simonsbath.

Financial Statements

- Information relating to financial performance for the year ended 31 March 2019 is contained in the following statements:

Comprehensive Income and Expenditure Statement (page 10);

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 surplus for 2018/19 of £0.763m. This contrasts with a surplus of £1.289 for 2017/18.

Movement in Reserves Statement (page 11);

This statement shows the movement in the year on the different reserves held by the authority, analysed between general fund 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 and earmarked reserves fell by £46k over the course of 2018/19 to £2.984m and unusable increased over the same period to £8.7m from £7.9m.

Balance Sheet (page 12)

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 £11.7m of assets in excess of its liabilities at the end of 2018/19. This is an increase of £0.8m which is primarily due to an increase in the value of Land and Buildings. The Authority owns £18.1m 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 13)

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 fell by £145k over the course of 2018/19.

Financial Performance

- The revenue budget for 2018/19 was agreed on the 6 February 2018. 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 £3,493,700 and income of £741,400 giving a net requirement of £2,752,300;
- A Partnership budget involving expenditure of £404,900 of which £144,900 was top-sliced for priority elements, £50,000 set aside for small grants and £210,000 added to reserves.

10. The Authority considered a revised budget and reviewed the elements of the budget at its meeting on 6 November 2018. Funds were shifted between expected underspends due to staff vacancies and pressures that had arisen in year and £10k was transferred from the Core Budget to 'Top- Sliced' programmes to fund one more years contribution to the costs of National Park Partnership.

11. The key financial outcomes for the year ended 31 March 2019 are:

- Transfers from reserves to support spending during the year amounted to £46,000. The most significant involved the use of the Estates Reserve due to spend on Weir Cleave and Exmoor House, and the Fixed Term Programmes Reserve as we spend against the Authority's schemes to implement DEFRA's National Park Plan.
- The core budget shows an underspend for the year of £79,000 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		818
<i>Non Cash Transactions</i>		
Reverse Depreciation & Impairment charges	(89)	
Reverse IAS19 Pensions transactions	(498)	
Net transfers from earmarked reserves	(126)	
Add in Capital Expenditure funded from Revenue	255	
Capital Grants (Refcus)	(65)	
Movement in Employee absence Accrual	(5)	
Downwards Revaluation of Assets	(369)	
Management Accounts Budget Surplus		(79)

12. The Authority has an excellent record in managing its financial affairs within its resources, and in 2018/19 has performed well, against the original and revised budgets set. 2018/19 was a year when the Authority met significant costs that had arisen within the Estate.

Financial Outlook

13. 2018/19 and 2019/20 are the final two of the four years of the notified funding period. This has provided the Authority with a high degree of assurance over the level of funding and provides increases of 1.7% per year after many years of declining support.

14. From 2020/21 onwards, funding is less certain. As stated in the Authority report that set the 2018/19 budget:

The Authority will continue to work hard to manage costs, plan for various scenarios and to develop new income streams. Because of the clear and significant risks to

funding in the medium term we need to be very careful to not enter in to new ongoing commitments and must keep on top of the long term liabilities to avoid the risk of them taking up an increased proportion of limited funding.

15. There are also opportunities and challenges in the medium term from the UK's exit from the European Union and The Designated Landscapes (National Parks and AONBs): 2018 review. In addition, the Authority will have to manage the financial impact of the Job Evaluation review and there remains ongoing financial obligations within the land and building's estate.
16. The Authority stands with a solid financial position through prudent financial management and forward planning with clear and robust plans to meet National Park Partnership Plan targets and objectives.

G Bryant
Chief Finance Officer
May 2019

STATEMENT OF ACCOUNTS 2018/19**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 Declaration of the Chief Finance Officer:

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 2019 and its income and expenditure for the year ended 31 March 2019.

G Bryant

Chief Finance Officer: Date: 31 May 2019

Approved by Exmoor National Park Authority:

This Statement of Accounts was approved by resolution of the Final Accounts Committee on 24 July 2019.

R Milton

Chairman: Date: 24 July 2019

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.

2017/18				2018/19		
Gross Expenditure £000	Gross Income £000 (Notes 10 & 11)	Net Expenditure £000		Gross Expenditure £000	Gross Income £000 (Notes 10 & 11)	Net Expenditure £000
1,368	(418)	950	Support to Land Managers	1,390	(416)	974
587	(167)	420	Support to the Community	531	(130)	401
1,006	(324)	682	Support to National Park Users	1,261	(387)	874
1,365	(278)	1,087	Support Services	1,304	(314)	990
269	-	269	Corporate Management	275	-	275
300	(28)	272	Partnership Fund	257	(12)	245
4,895	(1,215)	3,680	Cost of Services	5,018	(1,259)	3,759
6	-	6	Other Operating Expenditure (Note 12)	7	-	7
266	(19)	247	Financing and Investment Income and Expenditure (Note 13)	235	(26)	209
-	(3,104)	(3,104)	Taxation and Non-Specific Grant Income (Note 14)	-	(3,157)	(3,157)
5,167	(4,338)	829	(Surplus)/Deficit on Provision of Services	5,260	(4,442)	818
		(1,225)	(Surplus) or deficit on revaluation of Property, Plant and Equipment (Notes 22 & 23)			(1,077)
		(893)	Remeasurement of Net Defined Benefit Liability/ (Asset) (Note 34)			(504)
		(2,118)	Other Comprehensive Income and Expenditure			(1,581)
		(1,289)	Total Comprehensive Income and Expenditure (Surplus)/Deficit			(763)

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	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2017	3,114	6,529	9,643
Movement in reserves during 2017/18			
Total Comprehensive Income and Expenditure	(829)	2,118	1,289
Adjustments between accounting basis & funding basis under regulations (Note 20)	745	(745)	-
Net Increase/(Decrease)	(84)	1,373	1,289
Balance at 31 March 2018	3,030	7,902	10,932
Movement in reserves during 2018/19			
Total Comprehensive Income and Expenditure	(818)	1,581	763
Adjustments between accounting basis & funding basis under regulations (Note 20)	772	(772)	-
Increase/(Decrease) in 2018/19	(46)	809	763
Balance at 31 March 2019 (Notes 21 and 30)	2,984	8,711	11,695

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 2018 £000		Notes	31 March 2019 £000
17,318	Property, Plant & Equipment	22	17,985
19	Heritage Assets	23	81
17,337	Long Term Assets		18,066
67	Inventories	-	60
253	Short Term Debtors	26	350
2,945	Cash and Cash Equivalents	27	2,800
-	Assets Held for Sale	24	80
3,265	Current Assets		3,290
(16)	Receipts in Advance	-	(24)
(254)	Short Term Creditors	28	(243)
(270)	Current Liabilities		(267)
(9,400)	Other Long Term Liabilities	34	(9,394)
(9,400)	Long Term Liabilities		(9,394)
10,932	Net Assets		11,695
3,030	Usable Reserves	29, 21	2,984
7,902	Unusable Reserves	30	8,711
10,932	Total Reserves		11,695

Authorised for Issue

The audited accounts were authorised for issue by Gordon Bryant, Chief Finance Officer (s.151 Officer) on 31 May 2019.

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.

2017/18 £000		2018/19 £000
829	Net (surplus) or deficit on the Provision of Services	818
	<i>Adjustments for-</i>	
(786)	Non Cash Movements (Note 36)	(928)
43	Net Cash flows from Operating Activities	(110)
122	Investing Activities (Note 37)	255
-	Financing Activities (Note 38)	-
165	Net (increase)/decrease in Cash and Cash equivalents	145
3,110	Cash and Cash Equivalents at the beginning of the reporting period	2,945
2,945	Cash and Cash Equivalents at the end of the reporting period	2,800
165	Net (increase)/decrease in Cash and Cash equivalents	145

STATEMENT OF ACCOUNTS 2018/19

NOTES TO THE ACCOUNTS

Note 1: Accounting Policies

i **General Principles**

The Statement of Accounts summarises the Authority's transactions for the 2018/19 financial year and its position at the year-end 31 March 2019. 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 2018/19 (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 16,19)**

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 and 33)**

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 18)

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, 30)**

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 2018/19 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 2018/19 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.

Accounting changes that are introduced by the 2019/20 code are:

- Amendments to IAS 40 Investment Property: Transfers of Investment Property
- Annual Improvements to IFRS Standards 2014-2016 Cycle
- IFRIC 22 Foreign Currency Transactions and Advance Consideration
- IFRIC 23 Uncertainty over Income Tax Treatments
- Amendments to IFRS 9 Financial Instruments: Prepayment Features with Negative Compensation.

These changes are not expected to have a material impact on the Authority's financial statements.

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. Defra has confirmed National Park Grant for the period 2017/18 to 2019/20, which provides for an annual increase of 1.72%.

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.

One item in the Authority's Balance Sheet as at 31 March 2019, 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
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.	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 £433K. However the assumptions interact in complex ways. During 2018/19, 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 decreased by £0.006m.

Note 5: Events after the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Chief Finance Officer on 31 May 2018. 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 2018, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

The financial statements and notes have not been adjusted for any events which took place after 31 March 2018.

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 18 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 2018/19 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 34 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.

2017/18				2018/19		
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
856	94	950	Support to Land Managers	870	104	974
383	37	420	Support to the Community	380	21	401
497	185	682	Support to National Park Users	540	334	874
978	109	1,087	Support Services	961	29	990
245	24	269	Corporate Management	253	22	275
248	24	272	Partnership Fund	225	20	245
3,207	473	3,680	Net Cost of Services	3,229	530	3,759
(3,123)	272	(2,851)	Other Income & Expenditure	(3,183)	242	(2,941)
84	745	829	(Surplus)/Deficit on Provision of Services	46	772	818
(3,114)			Opening General Fund Balance	(3,030)		
84			Deficit on General Fund in Year	46		
(3,030)			Closing General Fund Balance	(2,984)		

Note 8: Note to the Expenditure and Funding Analysis

Adjustments between the Funding and Accounting Basis 2018/19

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	29	73	2	104
Support to the Community	(6)	27	-	21
Support to National Park Users	288	45	1	334
Support Services	(42)	70	1	29
Corporate Management	-	22	-	22
Partnership Fund	-	19	1	20
Net Cost of Services	269	256	5	530
Other Income & Expenditure	-	242	-	242
Surplus/ Deficit on the Provision of Services	269	498	5	772

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	15	79	-	94
Support to the Community	-	37	-	37
Support to National Park Users	138	47	-	185
Support Services	22	87	-	109
Corporate Management	-	24	-	24
Partnership Fund	-	24	-	24
Net Cost of Services	175	298	-	473
Other Income & Expenditure	-	272	-	272
Surplus/ Deficit on the Provision of Services	175	570	-	745

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 2018/19.

Note 10: Expenditure and Income Analysed by Nature

2017/18 £000	Expenditure	2018/19 £000
2,512	Employee Benefits Expenses	2,500
2,230	Other Service Expenses	2,360
159	Depreciation, Amortisation & Impairment	165
266	Interest Payments	235
5,167	Total Expenditure	5,260
	Income	
(1,215)	Grants, Fees, Charges and other Service Income	(1,259)
(3,104)	Government Grants & Contributions	(3,157)
(19)	Interest & Investment Income	(26)
(4,338)	Total Income	(4,442)
829	(Surplus)/ Deficit on the provision of service	818

Note 11: Segmental Income

2018/19

	Grants & Contributions	Fees & Charges	Sales Income	Other	Total
	£000	£000	£000	£000	£000
Support to Land Managers	(388)	(23)	-	(5)	(416)
Support to the Community	(4)	(126)	-	-	(130)
Support to National Park Users	(58)	(212)	(87)	(30)	(387)
Support Services	(147)	(13)	(1)	(153)	(314)
Corporate Management	-	-	-	-	-
Partnership Fund	(4)	-	-	(8)	(12)
Total Income	(601)	(374)	(88)	(196)	(1,259)

2017/18

	Grants & Contributions	Fees & Charges	Sales Income	Other	Total
	£000	£000	£000	£000	£000
Support to Land Managers	(390)	(24)	-	(4)	(418)
Support to the Community	(75)	(93)	-	-	(168)
Support to National Park Users	(16)	(190)	(88)	(30)	(324)
Support Services	(117)	(6)	(1)	(153)	(277)
Corporate Management	-	-	-	-	-
Partnership Fund	-	-	-	(28)	(28)
Total Income	(598)	(313)	(89)	(215)	(1,215)

Note 12: Other operating expenditure

2017/18		2018/19
£000		£000
-	(Gains)/Losses on the disposal of non-current assets	-
6	IAS19 Administration expense	7
6	Total	7

Note 13: Financing and Investment Income and Expenditure

2017/18		2018/19
£000		£000
266	Net interest on the net defined pensions liability	235
(19)	Interest receivable and similar income	(26)
247	Total	209

Note 14: Taxation and non-specific grant incomes

2017/18		2018/19
£000		£000
(3,104)	Non-ring fenced government grants	(3,157)
(3,104)	Total	(3,157)

Note 15: Members Allowances

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

2017/18		2018/19
£000		£000
14	Special Responsibility Allowance	15
58	Basic Allowance	59
13	Allowance for mileage	10
85	TOTAL	84

Note 16: Officers' Remuneration

The following table discloses detail of remuneration to the Authority's senior employees who earned over £50,000. There were no senior employees earning over £150,000:

	Salary, Fees and Allowances £000	Expense Allowance £000	Total Remuneration (excl. pension contribution) £000	Pension Contribution £000	Total Remuneration including pension contribution £000
Chief Executive – 2018/19	72	-	72	11	83
Chief Executive – 2017/18	68	-	68	10	78

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:

2017/18 Number of employees	Remuneration band	2018/19 Number of employees
-	£50,000 - £54,999	-
-	£55,000 - £59,999	-
-	£60,000 - £64,999	-
1	£65,000 - £69,999	-
-	£70,000 - £74,999	1
-	£75,000 - £79,999	-
-	£80,000 - £89,999	-

Note 17: 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:

2017/18 £000		2018/19 £000
12	Fees payable to Grant Thornton with regard to external audit services carried out by the appointed auditor.	9
12	Total	9

Note 18: Grant Income

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2018/19:

Credited to Taxation and Non Specific Grant Income	2017/18 £000	2018/19 £000
National Park Grant – DEFRA	3,104	3,157
Total	3,104	3,157
Credited to Services		
Brownfield Register – CLG	5	4
Custom Build Grant - CLG	30	30
Woodland Grant & EWGS– Forestry Commission	17	-
Agri- Diffuse Pollution – Environment Agency	21	-
English & SW Coast Paths – Natural England	36	24
Land Management Project – Natural England	-	5
Ancient Woodland – The Woodland Trust	27	-

Withypool Hill Stone Circle – Historic England	4	-
Monument Management Scheme – Historic England	-	45
Health & Wellbeing – Somerset County Council	-	40
Historic Buildings Officer funding – Historic England	21	5
Historic Signposts – Heritage Lottery Fund		22
Basic Payment & Higher Level Stewardship Scheme – RPA	98	100
Countryside Stewardship – RPA	48	48
Rapid Coastal Zone Assessment – Historic England	1	-
Total	308	323

Note 19: 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	
	2017/18	2018/19	2017/18	2018/19	2017/18	2018/19	2017/18	2018/19
£0 - £20,000	-	-	-	1	-	1	-	14
£20,001 - £40,000	-	-	-	-	-	-	-	-
£40,001 - £60,000	-	-	-	-	-	-	-	-
£60,001 - £80,000	-	-	-	-	-	-	-	-
£80,001 - £100,000	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

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.

2018/19	General Fund Balance £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	498
Holiday pay (transferred to or from the Pensions Reserve)	5
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)	524
Total Adjustments to Revenue Resources	1,027
Adjustments between Revenue and Capital Resources:	
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	-
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	(255)
Total Adjustments between Revenue and Capital resources	(255)
Total Adjustments	772

2017/18	General Fund Balance £000
Adjustments to Revenue Resources:	
Amounts by which income & expenditure included in the CIES are different from revenue for the year calculated in accordance with statutory requirements:	
Pension Costs	570
Holiday pay (transferred to or from the Pensions Reserve)	-
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)	297
Total Adjustments to Revenue Resources	867
Adjustments between Revenue and Capital Resources:	
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve	-
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	(122)
Total Adjustments between Revenue and Capital resources	(122)
Total Adjustments	745

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.

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 2017 £000	Transfers between Reserves £000	Transfers In 2017/18 £000	Transfers Out 2017/18 £000	Increase/ Decrease (-) in useable Reserves 2017/18 £000	Balance at 31 March 2018 £000	Transfers between Reserves £000	Transfers In 2018/19 £000	Transfers Out 2018/19 £000	Increase/ Decrease in useable Reserves 2018/19 £000	Balance at 31 March 2019 £000
Earmarked Reserves	1,937	377	507	(652)	232	2,169	179	478	(584)	73	2,242
Partnership Fund Reserves	877	(347)	269	(248)	(326)	551	(125)	206	(225)	(144)	407
General Fund Balance	300	(30)	40	-	10	310	(54)	79	-	25	335
Total Useable Reserves	3,114	-	816	(900)	(84)	3,030	-	763	(809)	(46)	2,984

Notes to Support the Balance Sheet

Note 22: Property, Plant and Equipment

Movements on Balances

	Land & Buildings £000	Vehicles, Plant & Equipment £000	Total £000
Cost or Valuation 1 April 2018	17,151	744	17,895
Additions	114	76	190
De-recognition – Disposals	(70)	(504)	(574)
Reclassifications (to)/ from held for sale	(80)	-	(80)
Revaluation Increase/ decrease (-):			
- to Revaluation Reserve	1,083	-	1,083
- to Surplus/ Deficit on the provision of service	(367)	-	(367)
Cost or Valuation 31 March 2019	17,831	316	18,147
Accumulated depreciation 1 April 2018	-	(577)	(577)
Depreciation Charge	(76)	(89)	(165)
Derecognition - Disposals	-	504	504
Depreciation written out to the Revaluation Reserve	14	-	14
Depreciation written out to the Surplus/ Deficit on the provision of services	62	-	62
Total Depreciation at 31 March 2019	-	(162)	(162)
Net Book Value at 1 April 2018	17,151	167	17,318
Net Book Value at 31 March 2019	17,831	154	17,985

	Land & Buildings £000	Vehicles, Plant & Equipment £000	Total £000
Cost or Valuation 1 April 2017	16,074	688	16,762
Additions	66	56	122
De-recognition – Disposals	-	-	-
Reclassifications	-	-	-
Revaluation Increase/ decrease (-):			
- to Revaluation Reserve	1,225	-	1,225
- to Surplus/ Deficit on the provision of service	(214)	-	(214)
Cost or Valuation 31 March 2018	17,151	744	17,895
Accumulated depreciation 1 April 2017	-	(494)	(494)
Depreciation Charge	(76)	(83)	(159)
Depreciation written out to the Revaluation Reserve	12	-	12
Depreciation written out to the Surplus/ Deficit on the provision of services	64	-	64
Total Depreciation at 31 March 2017	-	(577)	(577)
Net Book Value at 1 April 2017	16,074	194	16,268
Net Book Value at 31 March 2018	17,151	167	17,318

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

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 2018/19 the valuation was carried out by our in-house Land and Property Manager, Mr Matt Harley MRICS FAAV an accredited member of the RICS Valuer Scheme 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 – Professional Standards January 2014, 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 date of the Balance Sheet of 31 March 2019.

Note 23: Heritage Assets

	Heritage Assets £000
Cost or Valuation 1 April 2018	19
Additions (Simonsbath sawmill)	70
Revaluation Increase/ decrease (-):	
- to Revaluation Reserve	(6)
- to Surplus/ Deficit on the provision of service	(2)
Cost or Valuation 31 March 2019	81
Cost or Valuation 1 April 2017	19
Additions	-
Revaluation Increase/ decrease (-):	
- to Revaluation Reserve	-
- to Surplus/ Deficit on the provision of service	-
Cost or Valuation 31 March 2018	19

Note 24: Assets Held for Sale

31 March 2018 £000		31 March 2019 £000
-	Balance outstanding at the start of the year	-
-	Assets newly classified as held for sale	80
-	Assets sold	-
-	Balance outstanding at the end of the year	80

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 2018 £000		31 March 2019 £000
2,900	Comingled Fund	2,800
45	Cash in hand and at bank	-
237	Contractual Debtors	328
3,182	Total	3,128

Financial Liabilities: Amortised Cost

31 March 2018 £000		31 March 2019 £000
-	Bank Overdraft	-
(210)	Contractual Creditors	(203)
(210)	Total	(203)

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 2018 £000		31 March 2019 £000
(19)	Interest Income	(26)
(19)	Total	(26)

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

Note 26: Debtors

31 March 2018 £000		31 March 2019 £000
80	Central government bodies	118
13	Other local authorities	117
33	Public corporations and trading funds	25
127	Other entities and individuals	90
253	Total	350

Note 27: Cash and Cash Equivalents

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

31 March 2018 £000		31 March 2019 £000
45	Bank Current Accounts	-
2,900	Co-mingled fund held by Somerset County Council	2,800
2,945	Total Cash and Cash Equivalents	2,800

Note 28: Creditors

31 March 2018 £000		31 March 2019 £000
(54)	Other local authorities	(37)
(44)	Public corporations and trading funds	(40)
(156)	Other entities and individuals	(166)
(254)	Total	(243)

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: Unusable Reserves

31 March 2018 £000		31 March 2019 £000
(9,141)	Revaluation Reserve	(10,217)
(8,196)	Capital Adjustment Account	(7,928)
9,400	Pensions Reserve	9,394
35	Accumulated Absences Account	40
(7,902)	Total Unusable Reserves	(8,711)

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.

2017/18 £000		2018/19 £000
(7,916)	Balance at 1 April	(9,141)
(1,625)	Upward revaluation of assets	(1,644)
400	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the provision of Services	568
(1,225)	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	(1,076)
-	Difference between fair value depreciation and historical cost depreciation	-
-	Accumulated gains on assets sold or scrapped	-
-	Amount written off to the Capital Adjustment Account	-
(9,141)	Balance at 31 March	(10,217)

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.

2017/18 £000		2018/19 £000
(8,371)	Balance at 1 April	(8,196)
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
83	Charges for depreciation and impairment of non-current assets	89
214	Revaluation losses on Property, Plant and Equipment	369
-	Revenue expenditure funded from capital under statute	65
-	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	
(8,074)		(7,673)
-	Adjusting amounts written out of the Revaluation Reserve	-
(8,074)	Net written out amount of the cost of non-current assets consumed in the year	(7,673)
Capital financing applied in the year:		
-	Use of the Capital Receipts Reserve to finance new capital expenditure	-
(122)	Capital Expenditure charged against the General Fund	(255)
(8,196)	Balance at 31 March	(7,928)

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.

2017/18 £000		2018/19 £000
9,723	Balance at 1 April	9,400
(893)	Remeasurement of net defined liability	(504)
1,008	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the CI & E	929
(438)	Employer's pensions contributions and direct payments to pensioners payable in the year	(431)
9,400	Balance at 31 March	9,394

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.

2017/18 £000		2018/19 £000
35	Balance at 1 April	35
(35)	Settlement or cancellation of accrual made at the end of the preceding year	(35)
35	Amounts accrued at the end of the current year	40
-	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.	-
35	Balance at 31 March	40

Note 31: 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.

	2017/18 £000	2018/19 £000
<i>Capital Investment</i>		
Property, Plant & Equipment	122	190
Revenue Expenditure Funded from Capital under Statute	-	65

<i>Sources of finance</i>		
Capital Receipts	-	-
Government Grants and other contributions	-	-
Sums set aside from revenue	122	255

Note 32: Impairment Losses

The Authority did not recognise any impairment losses during 2018/19 (2017/18 £0k). Impairment losses are recognised as part of the valuation of the authority's non-current assets.

Note 33: 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 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 a post-employment scheme:

- The Local Government Pension Scheme, 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.

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:

	2017/18 £000	2018/19 £000
<i>Service Cost</i>		
• Current Service Cost	736	687
• Past Service Costs (including curtailments)	-	-
Total Service Cost	736	687
<i>Financing and Investment Income and Expenditure</i>		
• Net interest on the defined liability (asset)	266	235
• Administration expenses	6	7
Total Net Interest	272	242
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	1,008	929
<i>Remeasurement of the Net Defined Liability Comprising:</i>		
• Return on plan assets excluding amounts included in net interest	(236)	(323)
• Experience gain/(loss) on defined benefit obligation	-	-
• Actuarial losses arising from changes in demographic assumptions	-	(1,259)
• Actuarial losses arising from changes in financial assumptions	(657)	1,078
• Other actuarial gains & losses on assets	-	-

Total re-measurements recognised in Other Comprehensive Income	(893)	(504)
Total Post Employment Benefits Charged to the Comprehensive Income and Expenditure Statement	115	425
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 	(1,008)	(929)
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 	438	431

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

	2017/18 £000	2018/19 £000
Present value of funded obligation	(20,969)	(21,618)
Fair value of employer assets	11,880	12,513
Present value of unfunded obligation	(311)	(289)
Net Liability Arising from Defined Benefit Obligation	(9,400)	(9,394)

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

	2017/18 £000	2018/19 £000
Opening Balance at 1 April	(21,021)	(21,280)
Current service cost	(736)	(687)
Interest cost	(583)	(538)
Change in financial assumptions	657	(1,078)
Change in demographic assumptions	-	1,259
Experience loss / (gain) on defined benefit obligation	-	-
Estimated benefits paid net of transfers in	503	512
Past service costs, including curtailments	-	-
Contributions by scheme participants	(123)	(118)
Unfunded pension payments	23	23
Closing Balance at 31 March	(21,280)	(21,907)

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

	2017/18 £000	2018/19 £000
Opening Balance at 1 April	11,298	11,880
Interest on assets	317	303
Return on assets less interest	236	323
Other actuarial gains/(losses)	-	-
Administration expenses	(6)	(7)
Contributions by employer including unfunded	438	431
Contributions by scheme participants	123	118
Estimated benefits paid plus unfunded net of transfers in	(526)	(535)
Closing Balance at 31 March	11,880	12,513

The liabilities show the underlying commitments that the authority has to pay post-employment (retirement) benefits. The total liability of £9,394k (2017/18 £9,400k) has a substantial impact on the net worth of the authority as recorded in the Balance Sheet, resulting in the overall balance of £11,695k (2017/18 £10,931k). 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:

	2017/18		2018/19	
	£000	%	£000	%
Equities	8,480	71%	8,746	70%
Gilts	643	6%	711	5%
Other Bonds	1,113	9%	1,143	9%
Property	1,128	10%	1,089	9%
Cash and cash equivalents	516	4%	824	7%
Total	11,880	100%	12,513	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 2020 is £408k.

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 2016.

The principal assumptions used by the actuary have been:

	2017/18	2018/19
<i>Mortality assumptions</i>		
Longevity at 65 for current pensioners:		
• Men	24.0	22.9
• Women	25.2	24.0
Longevity at 65 for future pensioners:		
• Men	26.2	24.6
• Women	27.5	25.8
Rate of Inflation (RPI/CPI)	3.3%/2.3%	3.4%/2.4%
Rate of increase in salaries	3.8%	3.9%
Rate of increase in pensions	2.3%	2.4%
Rate for discounting scheme liabilities	2.55%	2.40%
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 2017/18.

Sensitivity Analysis	£000	£000	£000
Adjustment to discount rate	+0.1%	0.0%	-0.1%
Present value of total obligation	21,474	21,907	22,348
Projected service cost	669	686	703
Adjustment to long term salary increase	+0.1%	0.0%	-0.1%
Present value of total obligation	21,951	21,907	21,863
Projected service cost	686	686	686
Adjustment to pension increases and deferred revaluation	+0.1%	0.0%	-0.1%
Present value of total obligation	22,303	21,907	21,518
Projected service cost	703	686	669
Adjustment to mortality age rating assumption	+1 Year	None	-1 Year
Present value of total obligation	22,712	21,907	21,131
Projected service cost	708	686	665

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 £450,000.

The Authority is owed approximately £90k 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

2017/18 £000		2018/19 £000
(83)	Depreciation and Amortisation	(89)
(214)	Impairment and Downward Valuations	(369)
(570)	Actuarial Charges for Retirement Benefits	(498)
-	Increase/(Decrease) in Inventory	(7)
60	Increase/(Decrease) in Debtors	97
21	(Increase)/Decrease in Creditors & Receipts in Advance	3
-	Capital Grants & Contributions credited to surplus or deficit on the provision of services	(65)
-	Carrying amount of Non-Current Assets de-recognised	-
(786)		(928)

Note 37: Cash Flow Statement – Investing Activities

2017/18 £000		2018/19 £000
122	Purchase of property, plant and equipment, investment property and intangible assets	255
-	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	-
122	Net cash flows from investing activities	255

Note 38: Cash Flow Statement – Financing Activities

2017/18 £000		2018/19 £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 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 2018 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;
 - An annual review of the Authority's priorities as contained in the National Park Partnership Plan;
 - 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.

5.2 During 2019/20 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 recently developed 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 Glover review;
- Continuing to operate within limited resources while increasing revenue from alternative sources;
- Develop options to ensure the continued management of resources in a new funding era;
- Implement the results of the job evaluation review;
- Undertake a review of procurement policies and practices;
- Continuing to develop customer service standards and culture; and
- Monitoring the performance of the Corporate Plan.

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

Signed

Mrs S Bryan, Chief Executive

R Milton, Chairman

Date

EXMOOR NATIONAL PARK AUTHORITY

2 July 2019

BUSINESS PLAN REPORT 2018-2019

Report of the Chief Executive and Head of Strategy and Performance

PURPOSE OF THE REPORT: To report to Members achievements in delivering the Business Plan for the period April 2018 to March 2019.

RECOMMENDATION: The Authority is recommended to:

1. NOTE the achievements in delivering the Authority's key commitments set out in the Business Plan 2017-2020.
2. DELEGATE to the Finance and Performance Advisory Panel and Leadership Team further scrutiny of Authority performance across the new Corporate Plan actions for the reporting period to 31 March 2020.

Authority Business Plan: The Business Plan outlines the priorities for the Authority for the period to March 2020*. It closely follows the priorities set out by Defra in its 2016 *8-Point Plan for England's National Parks* to ensure the Authority delivers the ambitions of Defra as well as those additional priorities for this Authority.

*The 2017 - 2020 Business Plan has now been replaced by a one year Corporate Plan for 2019-20.

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.

1. Introduction

- 1.1 The 2017-2020 Business Plan was approved by the Authority on 04 April 2017. 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 In December 2018 a report was brought to Authority providing an overview of performance against key actions in the 2017-2020 Business Plan for the period 1 April 2018 to 30 September 2018. This end of year report provides an overview of key achievements during the year, and reports on performance against key corporate indicators.

2.0 Business Plan at a Glance

- 2.1 The Business Plan closely follows the priorities set out by Defra in its *8-Point Plan for England's National Parks* to ensure the Authority delivers the ambitions of Defra as well as additional priorities for this Authority.
- 2.2 The actions within the plan are grouped as follows:



Inspiring Natural Environments	<ul style="list-style-type: none">• Connect young people with Exmoor• Create thriving natural environments
National Treasures	<ul style="list-style-type: none">• Everyone's Exmoor• Exmoor's Landscape and heritage• Health and wellbeing - delivering through Exmoor
Drivers of the Rural Economy	<ul style="list-style-type: none">• Drive sustainable growth in international and domestic tourism• Deliver new apprenticeships and placements on Exmoor• Seek to foster the social and economic wellbeing of Exmoor communities
Corporate Priorities	<ul style="list-style-type: none">• Broaden our income base to ensure sustainable delivery of National Park purposes• Work with communities, businesses and partners to deliver National Park purposes• Develop and maintain effective and efficient services




3.0 Performance Report - Key Priorities

3.1 An assessment against the priority 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 additional work is being undertaken or where progress was not made due to factors outside the Authority's control.

3.2 Connect Young People with Nature



The focus of this area of work is to support schools and groups to deliver high quality outdoor learning on Exmoor with a target of reaching 8000 young people per year by 2020.





Actions	Progress	Status
<p>Engage teachers and group leaders, both within Exmoor and regionally, to develop knowledge, skills and confidence in outdoor learning and in using Exmoor as an outdoor classroom</p>	<p>Throughout 2018/19 we continued to deliver a range of progressive opportunities for outdoor learning on Exmoor. We work closely with teachers to ensure that they can achieve both learning and wider outcomes for young people through their visit. This year included running Continuous Professional Development (CPD) for teachers to build their confidence in running outdoor visits to Exmoor, and increasing their knowledge of the National Park through our online learning resources.</p> <p>During this period we engaged with over 6500 young people through educational day visits; and nearly 2500 have had a residential experience at the Pinkery Centre for Outdoor Learning. We have seen an increase in our income through implementation of our new charging strategy. Schools visited from both within the National Park, from Devon and Somerset and from further afield including Bristol, London and the Midlands. Some have been visiting for many years, but we continue to attract new schools including this year Bratton Flemming, Newport and Winkliegh.</p> <p>We continue to develop relationships with a wide range of schools (including special schools) through our Learning Partners programme. We engaged and supported a range of other groups to visit Exmoor including Families that Foster. We work with a range of regional partners including Somerset Environmental Education Network (SEEN) and Sustainability and Outdoor Learning in Devon (SOLID). We also represent Outdoor Learning on the Executive of the Devon Local Nature Partnership.</p>	
<p>Support partners to deliver the National Citizenship Service on Exmoor and further develop the concepts of the Young Champions scheme in partnership</p>	<p>The National Citizenship Service (NCS) was delivered by Young Somerset (formerly Somerset Rural Youth Project) with input from ENPA during the summer of 2018. The National Park component included a camping experience at Westermill Farm managed by Channel Group (a Caremoor for Exmoor Partner). Young people had opportunities to undertake on- site activities as well as</p>	




<p>with the Somerset Rural Youth Project</p>	<p>exploring the National Park. The Exmoor NCS was featured on BBC Countryfile.</p> <p>The Learning and Outreach Team are meeting with Young Somerset to explore how to deepen the relationship with the NCS programme.</p>	
<p>Integrate Pinkery Centre into the Authority's Learning and Outreach service, reducing net costs to the Authority while providing a fun learning experience for young people</p>	<p>Pinkery Centre for Outdoor Learning is a key component part of the Authority's learning and outreach offer and wider engagement programme. As part of a learning journey, Pinkery sits at the top of the engagement process offering immersive experiences for all users with young people being the primary audience. There has been steady growth in bookings (more than 20%). To broaden appeal and generate further income plans are in place for a series of family oriented breaks in 2019/20 ranging from activity and discovery breaks to a family volunteering weekend. 2018/19 saw a major review of the Centre ahead of the completion of the agreed 3-year Business Plan. Options for securing an appropriate and sustainable future for the Centre will be considered during 2019/20.</p>	
<p>Provide information, toolkits, and access to small grants to enable teacher, group leaders and young people to access Exmoor independently</p>	<p>Our Online resources http://www.exmoor-nationalpark.gov.uk/learning are well used with 38,000 pageviews for the period (an increase of 10 % on previous period. The Resource investigating Porlock Marsh, developed as part of the Porlock Marsh Vision project, was awarded silver at the 2019 Geographic Association Publishers Awards.</p> <p>We were able to support travel for school groups from Bridgwater and Barnstaple through funds provided by Forest Holidays through National Parks Partnerships. We successfully bid for a further £5000 for 2019/20 that will enable us to offer subsidised residential stays to new groups at Pinkery Centre for Outdoor Learning. See also New Audience Fund below.</p>	
<p>Promote understanding of the health and wellbeing benefits of being in nature to young people through all activities, linking back to the Government's 5 Ways to Wellbeing</p>	<p>Our programme of public engagement is designed to encourage families to safely access Exmoor in enjoyable ways that benefit their health and wellbeing, and build connection with Exmoor's unique environment. This is through activities that encourage active learning (for example nature treasure hunts at Big Adventures), and enable young people to better connect with nature through, for example our Wildwatch Programme. Our Dark Skies festival provided more great opportunities for active engagement, whether through attending a festival event or engaging with our Dark Skies Poetry Competition.</p>	





3.3 Create thriving natural environments


This area of work will be delivered in partnership with farmers, land managers, local communities, Defra and other agencies to ensure integrated management of the natural environment that keeps Exmoor special.

Actions	Progress	Status
<p>Work with South West Water to coordinate the Headwaters of the Exe programme which will provide advice and grant aid to farmers and foresters in the Exe and Barle catchments to help maintain and improve the management of water on their land for the health and wellbeing of the environment, local and regional communities</p>	<p>40 farm plans have been completed to date and 5 farms are engaging with Headwaters of the Exe (HotE) project and plans are being prepared, meeting the target for Year 4. Likewise, two woodland water & environment plans are in production, which will also meet the year 4 target. 28 capital grant applications have been received to date.</p> <p>HotE has purchased a microscope with inbuilt camera, which will be invaluable at the faecal egg count training sessions, also at soils events.</p> <p>50 farmers over two sessions attended an event on "successful approaches to grazing", funded by Headwaters of the Exe and the Exmoor Coastal Streams Facilitation Fund. The event covered considerations to make when planning for extended grazing over winter, the infrastructure and management of cell grazing and the establishment and management of herbal leys.</p> <p>The River Barle Signal Crayfish Project has released results for 2015-2018. Results are very positive; the percentage of females caught each spring carrying eggs declined from 36% to 5% 2016-2018. The Water Environment Grant funding will enable this work to continue next year.</p> <p>4.25 km of rights of way repair work has been completed to date on sites with the most significant water run-off issues, with repairs carried out by local contractors. Whilst repair work was physically only undertaken on 4.25 km of paths (comprising numerous small sections), it improved paths with a total combined length of over 13km. SWW usually contributes 50% funding, with 50% match funding from ENPA.</p>	
<p>Work with Exeter University and Dartmoor National Park Authority to carry out an audit of Natural Capital on Exmoor, and explore a range of scenarios for future agri environment funding</p>	<p>ENPA worked with the SWEEP (South West Partnership for Economic and Environmental Prosperity) team at Exeter University to explore how to build a set of Natural Capital Accounts for Exmoor National Park. This includes looking at and critiquing available methodologies, information and data gaps, and assessing the usefulness of natural capital accounts for management decisions.</p>	

Actions	Progress	Status
Explore, with farmers, land managers, agencies and interest groups, options for a new system of locally targeted farm support which rewards the delivery of valued public goods and services	The Exmoor Ambition proposal was accepted as a Phase 1 proposal by Defra who requested that it be refined with further detail for the end of February. After consulting with stakeholders including EHFN our 'Test and Trials' proposal was submitted and as a result we were asked by Defra to present it at a conference in March as an example of good practice to other proposal holders. No timescale for funding approval have been given and we await the decision by Defra.	
Continue support for the control of Japanese Knotweed and other non-native invasive species	Good progress has been made with the control of non-native invasive species this year, despite challenges caused by GDPR requirements leading to a drop in the number of landowner permissions received. Following on from the successful work of both the Exmoor Knotweed Control Project and the River Barle Signal Crayfish Project, funding from the Water Environment Grant was also secured for a 2-year project which began in March 2019. The aims of the project are to continue to control the spread of invasive non-native species on Exmoor; trial innovative approaches to control invasive non-native species; and engage volunteers and local community in tackling non-native invasives and to raise awareness of the issues. The project is being run through a partnership of Exmoor National Park Authority, National Trust, Environment Agency, Natural England and Nicky Green Associates. Funding is jointly provided through the European Agricultural Fund for Rural Development and Defra.	
Support farmers to conserve Exmoor's landscapes and wildlife by providing Landscape Conservation Grants for hedgebank management or other conservation projects	Projects supported by the Exmoor Landscape Conservation Grants continue to be carried out. Farmers and land managers who have missed this round have expressed concern that grants through Countryside Stewardship Scheme are still prohibitive as they cannot meet the required criteria	
In association with the Woodland Trust, woodland owners/businesses, and supported by the Heritage Lottery Fund and Forestry Commission, commence the 3 year <i>Woodlinks Project</i> , which will	The final year of the project was delivered by external contractor managed by ENPA. All contracted outputs were on target or being exceeded. ENPA and the Woodland Trust are considering how to support a follow-up project.	


<p>develop innovative and sustainable solutions to improve the condition and resilience of woodlands on Exmoor</p>		
<p>Influence Natural England on the delivery of agri-environment programmes to ensure Exmoor maintains a thriving natural environment</p>	<p>The conservation team continue to provide advice on consultations. The focus of future work is on the new Environmental Land Management Scheme, with the Exmoor Ambition.</p>	
<p>Ensure the interests of Exmoor are represented on Defra's Upland Stakeholders Forum and use other mechanisms to shape the way that future support is provided to the uplands, including liaison with the Uplands Alliance Group</p>	<p>Dialogue continues with Defra including National Parks England Agriculture & Rural Development Group.</p>	
<p>Work with the Local Access Forum, the Moorland Initiative Board, the Woodland and Forestry Advisory Group, the Landscape Advisory Group, Nature Conservation, Farming, and Rivers and Streams Groups to identify and deliver shared objectives</p>	<p>The Landscape Advisory Group is looking at better ways of monitoring landscape change and exploring a number of landscape enhancement projects (such as undergrounding of cables and coastal designed landscapes). The Local Access Forum continue to raise awareness of issues surrounding shooting within the National Park. Four new LAF members have been recruited. A 37 point action plan has been agreed by the Nature Conservation Advisory Panel which includes setting up sub groups to map opportunities for extending and enhancing existing habitats and a subgroup to better understand the marine environment. Other ongoing work from the action plan includes supporting the Exmoor Mires Partnership and progressing invasive species control. The Woodland and Forestry Group is currently producing a Trees, Woods and Forests Action Plan and had a learning visit to Stourhead around the theme of Continuous Cover Forestry. The Moorland Initiative Board and Farming & Land Management Group have merged into the Moorland & Farming Group. The Learning and Engagement Network have developed a programme to celebrate the 70th Anniversary of the 1949 National Parks and Access to the Countryside Act. Liaison with the Exmoor Rivers and Streams group has included discussion regarding issues of concern such as falling salmon numbers, access, impacts of game shooting; as</p>	


	well as opportunities for raising awareness and understanding of Exmoor's rivers and streams.	
Support the annual deer counts to monitor the health and wellbeing of the red deer herds and work with the Exmoor Rural Crime Initiative to monitor and reduce the impact of poaching on red deer	<p>Poaching continues to be a problem but officers are actively working with the Police, Trading Standards, Environmental Health and local landowners to help reduce it.</p> <p>Operations have taken place over Exmoor and have been successful in disrupting some poaching. Officers are currently assisting the Police with evidence gathering.</p>	
Hold the annual moorland swaling review, provide help and advice on swaling and moorland management	<p>2018/19 was a good year for swaling compared to the last 8 years:</p> <ul style="list-style-type: none"> • There were good conditions at the end of February and again at the end of March. This was the best period of dry weather we have had since 2012, with 10 days of suitable conditions • The average size of burns has crept up slightly • The rotation length has decreased for the first year since 2014, however the trend is still increasing <p>ENPA staff burnt a total of 75.8ha in 14 separate burns over 4 days. This was on both ENPA owned land and Withypool Common. Support was given to other landowners through the loan of a swaling bowser, beaters, signing and other equipment. Assistance was given to the fire service as required.</p> <p>Work continues on developing a fire plan with the fire service to assist in tackling wildfires on Exmoor.</p>	
Support the moorland herd owners and others to complete and implement an Action Plan and genome database for the free living Exmoor ponies	<p>The results for the genome Project have been delayed for a further 3 months (moving the anticipated date to June 2019).</p> <p>The Haddon bloodline is still low on numbers. Hopefully more fillies will be born into the herd this year. All ENPA's pony inspections are up to date.</p>	
Engage volunteers in monitoring and surveying wildlife and habitats to increase our understanding and provide opportunities for people to <i>Get Involved</i> in their National Park	<p>20 wildlife training events have been delivered this year with around 160 people attending. Training sessions included dragonflies, waxcap fungi, bees, lichens, riverflies and cetaceans. The 5th Wild Watch survey is being run this year with a focus on migratory birds, owls, dragonflies and waxcap fungi. The results are being collated through our new online system for recording wildlife records.</p>	




Actions	Progress	Status
<p>Work with our tenants and wider stakeholders to manage our woodland and moorland estate to optimise the delivery of National Park purposes.</p>	<p>Members approved our woodland strategy in 2017, we have an FC Approved Woodland Plan and Operational Plan covering the whole ENPA Woodland Estate and a series of individual woodland site plans. We also have a 5 year Countryside Stewardship Scheme extending to 500 of the 600 ha woodland estate which came into operation in January 2017. In June 2018 we were awarded an Excellence in Forestry award by the RFS which is an indication of the standards of work we are applying throughout the estate to ensure our woodlands continue to deliver National Park Purposes.</p> <p>The woodland team is supporting the first phase of the HLF funded Plantlife conservation programme, with coppicing at Hawkcombe Wood NNR as part of the highly successful heath fritillary work, continuation of the award winning continuous cover forestry programme at Moor Wood and restoration of elements of the Lovelace era picturesque landscape at Culbone. Detailed operational plans for the next stage of the woodland work programme are being developed and work is being undertaken at Burridge Wood, Hawkridge, Tarr Steps, Ashcombe, Culbone, Hawkcombe, Culvercliffe and Hadborough Plantation.</p>	



3.4 Everyone's Exmoor

The focus of this area of work is to provide opportunities for all to enjoy Exmoor, alleviating barriers that stop people enjoying National Parks

Actions	Progress	Status
<p>Provide a wide range of opportunities for participation and engagement including volunteering (Get Involved project), formal and informal education, training and greater involvement of non-traditional users</p>	<p>The recorded number of known volunteer days contributing to and supporting National Park purposes coordinated by the Get Involved programme was 3879 days. The estimated value of this engagement and involvement both with the Authority and partner organisations is £341,550.</p> <p>Guided Walks – our current suite of 6 volunteer led walks remain popular - covering Lynmouth, Porlock Marsh, Bossington, North Hill, Dunster village and Bat's Castle. 4 walks have been added to the guided walks programme. New for 2019 are North Hill (Selworthy Beacon end) Porlock village, Lynmouth to Watersmeet, Lynton to Valley of Rocks/Hollerday Hill.</p> <p>Training workshops – to date 4 training events have been held (Funding Sources for Voluntary Organisations delivered by ENPA Funding Officer, Biological Recording workshop delivered by SERC, Emergency First Aid</p>	


	<p>Training). All attended by representatives from Get Involved partner organisations.</p> <p>Increased partnership working – there has been a great range of partnership working this year, including: two Get Involved Partnership Forums; joint work parties with the National Trust, South West Lakes Trust and Butterfly Conservation; the Field Study Council’s Nettlecombe Court Watch Club and the Woodland Play Centre have helped out at this year’s Big Adventures; and 60% of this year’s Wildwatch events programme was delivered by partner organisations. ENPA has helped the Moorland Mousie Trust and Calvert Trust with volunteer development and recruitment. Plantlife’s three year Building Resilience in SW Atlantic Woodlands project started in January 2019 and includes a comprehensive programme of ENPA-supported training and volunteer opportunities. Volunteers also assist with regular national wildlife surveys including: Dormice, Glow-worms, Nightjars, Otters, Riverflies, Wax Cap fungi, butterflies and SeaWatch.</p> <p>Expanding Community Engagement – monthly volunteer hubs have been introduced at Lynmouth National Park Centre, with ad hoc sessions in Dunster and Dulverton. A newly established volunteer group led by the Simonsbath Steering Group and supported by Get Involved began the restoration of Ashcombe Gardens in early March. The group will in time be overseen by the Community Trust to be set up to manage the future of Ashcombe gardens.</p> <p>Recruitment, Retention and Volunteer Support – Online recruitment processes have been embedded into our volunteer database, and volunteers receive regular updates on opportunities and events through the system. 75 new volunteers have registered this year to date. Exmoor Mires volunteers were awarded the Engage West Somerset’s 2018 Environmental award. Historic Signposts Project volunteers were runners up for two national awards.</p>	
<p>Deliver a New Audience Fund to offer small grants that will support and enable groups that have not been to Exmoor before or have limited opportunities to enjoy what is special about the National Park</p>	<p>Four awards were made this year involving 139 people directly, engaging a further 204 indirectly (eg planning, fund raising, logistics). Three of the groups came from Bristol who supported BAMER (Black, Asian, Minority Ethnic and Refugee) communities and young people experiencing poor mental health. The fourth was a group supporting families with children with autism.</p> <p>The Fund is now committed and no further applications are being invited</p>	





Actions	Progress	Status
<p>Provide National Park Centres at Lynmouth, Dunster and Dulverton which promote ways to enjoy and understand the National Park and bring wider benefits to Exmoor communities and businesses – seeking to reduce net costs of delivering the service</p>	<p>Early season figures were a cause for concern with first quarter figures indicating significant reductions in footfall and income. However, at year end, although there has been a drop in visitors to the National Park Centre network (153,466 visits, down 13%), there has been a less dramatic fall in income, down 2.7%. The amount spent per visitor has also increased for 2018/19 by 10%. Given the economic uncertainties and challenging trading environment, this is not an insignificant achievement.</p>	
<p>Celebrate the 70th anniversary of the creation of English and Welsh National Parks in 2019 through events, information and activities that engage people with Exmoor and help local communities and businesses promote Exmoor as a destination of choice</p>	<p>Working with and through partner organisations in the Learning and Engagement Network (Partnership Plan Group), a programme was developed to celebrate the 70th Anniversary of the 1949 National Parks and Access to the Countryside Act. The publication of the Government's 25 Year Plan for the Environment and ambitions have been wrapped in to activities under Defra's Year of Green Action and the #iwill4nature campaign, the latter encouraging practical action by young people to look after their local environment.</p> <p>Activities range from action planning for Plastic Free Community status, celebrating 150 years of the publication of Lorna Doone and promoting local food to celebrating Discover National Parks fortnight, beach cleans, Dark Sky Festival events and volunteering.</p>	
<p>Ensure a great recreational experience through management of our extensive public access network, including picnic sites and car parks, ensuring that 95% of Public Rights of Way are open and easy to use</p>	<p>Our Rights of Way maintenance programmes have progressed well and achieved a score of 93% of Public Rights Of Way Open and Easy to Use. This is a small drop from last year but still a very good result. Summer vegetation cutting and fallen trees have been our biggest problem and we will try again to improve our cutting programme this summer to address this. We are well ahead of schedule with our programme of PROW major works funded by the Head Waters of the Exe Project</p> <p>Work tickets completed by the Field Service Team have suffered from staff shortages and staff on long term sick in 2018-19 with 66% of reported network faults resolved within the 3 month target time. Leadership Team have recognised the effort by the Team in difficult circumstances. Achievements include:</p> <ul style="list-style-type: none"> • 200km of path cleared of vegetation • 391 sign posts made and installed • 138 gates made and installed 	






	<ul style="list-style-type: none"> • 44 number of legal orders/events done including 4 diversions, 3 of which helped to resolve thorny historical offline issues • 38 consultations relating to recreational events • 11 major path improvements including the Simonsbath to Cow Castle Bridleway where we made use of a Royal Navy helicopter training exercise to move 60 tons of stone aggregate onto site • 9 Headwaters of the Exe path improvement projects completed. 	
Develop and deliver Big Adventure Days with a focus on encouraging families to learn more about Exmoor, experience the benefits of being active and outdoors together and the confidence to come to Exmoor independently	<p>Our Big Adventure Days continue to offer inclusive, free opportunities with a particular focus on families. In 2018/19 we delivered 3 Big Adventure Days with approximately 300 people at each event. We also provided 3 Family Camp Outs, enabling people to build confidence in camping in a supported environment.</p> <p>Our wider events programme provided many opportunities for families and young people. These were highlighted in our Wildwatch Pocket Guide, online and in the Exmoor Visitor. Altogether over 4000 people were engaged in our public events programme.</p>	
Promote Exmoor and the opportunities it offers through exciting and engaging content on the website and social media and in partnership with tourism providers	<p>Our website www.exmoornationalpark.gov.uk had over 244,000 users in 18/19 - an increase of 10% on the previous period. This equated to just under 1 million pageviews. There was no significant downtime of the website during the period.</p> <p>Our Social media presence continues to grow. We currently have just over 10,000 page followers on Facebook and 11,300 followers on Twitter.</p>	




3.5 Exmoor's Landscape and Heritage

The focus of this area of work is to conserve and enhance the landscape and heritage of Exmoor while supporting sustainable development that allows local communities and businesses to thrive.

Actions	Progress	Status
Complete, review and publish the 2017 Exmoor Landscape Character Assessment as Supplementary Planning Guidance and integrate the findings into policy and land management in the National Park	Landscape Monitoring Project: The initial phase of this new project has been financially supported by Natural England and is working in direct partnership with them on developing a locally specific approach to monitoring change in the character and quality of Exmoor's landscape. It is one of a suite of projects supported by Natural England that is seeking to help develop metrics and indicators linked to the ambitions of the 25 Year Environment Plan. Small scale pilot studies are underway	


	that help identify particular pressures and changes that are impacting on the character of the landscape including changes to land use and land cover, and cumulative and incremental development change.	
Scope potential for the production of design guidance to encourage high quality, locally distinctive design in the national park	A Design Seminar was held in November 2018 at Dunster Tithe Barn involving a range of architects, agents and other organisations, interest groups. Feedback from the workshop was very positive, and a design working group is being established to take forward this work in 2019/20.	
Liaise with the owners of Listed Buildings and Scheduled Ancient Monuments and continue to implement a programme of condition surveys, events and training opportunities to improve our understanding and management of Exmoor's archaeological and built heritage	<p>A condition Survey of Standing Stones has been completed and reports written with Historic Environment Internship ending end 2018. Successful application to Historic England for Monuments Management Scheme 2019-2020 funding 17 sites including consolidation at Barlynch Priory and a number of works at prehistoric sites and stone settings. Work and support to local groups including Dunster Museum Archaeology Group, Early Dunster Group continuing. North Hill family event and Exmoor Archaeology Forum (over 90 participants) successfully held.</p> <p>A 5 yearly listed buildings survey is underway. All Grade I/II* buildings surveyed. Grade I/II* buildings classed as being at risk or vulnerable have been visited by historic buildings officer and/or Historic England to aid owners in repairs/conservation required.</p> <p>Guidance and support has been provided to the Dunster early fabric project. A new homeowners guide is underproduction for owners of historic buildings across Exmoor. This is being produced with the co-operation of local Estate Agents so new owners are aware of what issues arise when owning a listed building.</p> <p>The "Historic Building Festival" is planned for 16th- 22nd September 2019 which will include open days, guided walks, talks, practical demonstrations and training.</p>	
Work with the Heritage Lottery Fund and other bodies to explore opportunities for the future funding of conservation projects on Exmoor	Discussions took place in 2018 with the Heritage Lottery fund about funding for Simonsbath and other potential project ideas on Exmoor	
Work with the Somerset Geology Group and Somerset Environmental Records Centre, volunteers and students to conduct a <i>Local</i>	Year 2 of the project has been completed to review all Local Geological Sites across the National Park. 75% of Somerset sites in progress or completed, and permission now in place for all Devon sites to be completed.	



<p><i>Geological Sites Review.</i> Information obtained will be used to develop educational information for schools and study centres on geology, geomorphology and landform</p>		
<p>Work with the Simonsbath Steering Group to complete feasibility studies for the future uses of White Rock Cottage and the old Simonsbath school buildings, develop management structures for the project, gather external funding and implement the preferred options for the building</p>	<p>In March 2018 a funding bid to conserve White Rock Cottage and the former Simonsbath School and to open up the historic gardens in Ashcombe was rejected by The Heritage Lottery Fund. In November 2018 funding was secured from Western Somerset LEADER along with ENPA funds, and in March 2019 work began on the conservation of the buildings. At the same time, a group of volunteers has been formed to work in the historic gardens. A Trust, to care for and promote these assets, has been set up.</p>	
<p>Work with all Exmoor Parishes and Somerset County Council to record, refurbish and celebrate the historic signposts across the National Park</p>	<p>This has been a very successful project with 219 Signposts repaired, and 163 volunteers involved in the project.</p>	
<p>Manage the Exmoor Historic Environment Record to provide access to information on archaeology, historic buildings and the historic landscape across the National Park</p>	<p>A new website is being launched in April 2019. Funding has been secured from Historic England for an audit of the HER in 2019/20</p>	
<p>Work in partnership to implement conservation area enhancement schemes and community development projects</p>	<p>Existing Conservation Area drafts have been adopted. Six potential new Conservation Areas have been identified and draft appraisals written. Conservation Area management plans will be drafted to accompany the new appraisal documents to help prioritise what/where enhancement schemes are needed.</p>	
<p>Pro-actively monitor larger scale and controversial development sites to ensure compliance with approved plans and conditions</p>	<p>20 Monitoring site visits have been made this year. Due to the nature of the development involved some of these developments will be ongoing and monitored during the life of the development.</p>	

Actions	Progress	Status
Investigate alleged breaches of Planning and Listed Building Consent and resolve breaches of control through appropriate actions dependent on circumstances including negotiations, submission of applications and, where necessary, the serving of enforcement and other notices	93 enforcement cases were resolved during 2018/19 and 76 new cases recorded	
Adopt the Exmoor Local Plan which will guide and support sustainable development on Exmoor	The Exmoor National Park Local Plan was adopted by the Authority on 4 th July 2017. The Local Plan is the statutory development plan and forms the basis for decisions on land use planning affecting Exmoor National Park. During 2018/19, printed versions of the Adopted Local Plan were produced and distributed, and a summary guide is also being prepared.	
Produce and keep updated information and guidance that assists and furthers National Park purposes and supports the delivery of the Partnership Plan and Local Plan policies	Quick guides were produced on a number of topics covering Extensions; Rights of Way & Access; and Conversions of Existing Buildings. Supplementary planning guidance was produced on Rural Worker Housing was prepared and informal consultation held with the Exmoor Hill Farming Network and land agents. Formal consultation on the draft guidance will take place during 2019/20	

3.6 Health and Wellbeing - Delivering Through Exmoor

Using the Government's 5 Ways to Wellbeing framework, the Authority will guide programmes of work to promote the public health benefits of volunteering, learning and recreational activities on Exmoor.




Actions	Progress	Status
Through the Moor to Enjoy project, continue to work with partners on initiatives to improve public health and wellbeing and reduce health inequalities, promoting Exmoor as a health and wellbeing resource	<p>The Moor to Enjoy Project completed in August 2018. Over the course of the Project 117 groups were engaged leading to 40 supported visits. 1025 people were involved. An additional 75 networking events were attended. Events surveys and feedback from participants indicated that 96% enjoyed the experience, 38% said they were more physically active, 77% were more sociable, 74% were more relaxed and 87% had their spirits lifted as a result of their interaction with the National Park environment.</p> <p>September 2018 saw the launch of the Families United through Nature Project (FUN) funded by the West</p>	



<p>Work with partners to explore joint working opportunities to increase participation and reducing health inequalities</p> <p>Integrate the 5 Ways to Wellbeing within wider work programmes and project planning to help people access the benefits of volunteering, learning and being active on Exmoor</p>	<p>Somerset Opportunity Area Fund. Running for two years, the project seeks to work with families in Minehead, Watchet, Williton, Exford/Dulverton and Stogursey undertaking outreach and locally delivered nature-based interventions linked to inspirational visits to the National Park.</p> <p>Funding has been secured for community outreach programmes in Taunton and Bridgwater; and Taking Nature to Urban Areas through SCC Public Health grants (ENPA is a registered 'accredited provider').</p> <p>The southern National Parks (Exmoor, Dartmoor, New Forest and South Downs) meet twice a year with the Public Health England Teams from the SE and SW to share intelligence, information and good practice.</p> <p>The Authority is represented on the Devon Naturally Healthy Forum, Devon Naturally Healthy Steering Group, Somerset Sport and Activity Partnership (Early Years, Young People and Older People forums), the SW Activity Network and is a partner in the Connecting Actively to Nature (CAN) Programme led by Active Devon.</p> <p>The Learning and Outreach Team have established an ongoing relationship with the Devon Recovery Learning Programme working alongside 'peer tutors' to support people recovering from poor mental health. There is the potential for the extension of the model in to Somerset.</p> <p>The 5 Ways to Wellbeing & the Government's Chief Medical Officer's recommendations for physical activity underpin messages about enjoying and understanding the National Park's special qualities and the benefits for physical and mental health.</p>	
<p>Celebrate and promote the Exmoor section of the new England Coast Path - Coastal Access, realising the immense recreation potential offered by it and the wider rights of way network</p>	<p>Natural England's report on the Exmoor stretch of the England Coast Path was sent to the Secretary of State for approval in October 2017 and is still with DEFRA. Planning applications are being prepared for several sites where changes to the Coast Path route are being proposed</p>	
<p>Consider what health and wellbeing improvements could be achieved for Exmoor communities and visitors through delivery of our services and projects, and ensure we retain a focus on wellbeing within the</p>	<p>Through its work engaging people with nature to improve health and wellbeing, the National Park Authority has been recognised as an 'Honorary Public Health Specialist' and as such is acknowledged as part of the national public health asset.</p>	

workplace for our employees		
-----------------------------	--	--

3.7 Drive Sustainable Growth in International and Domestic Tourism


The focus of this area of work will be to work in partnership with tourism bodies and businesses to achieve greater numbers of visitors and an extended tourism season.



Actions	Progress	Status
Work with Visit England, Visit Exmoor and tourism businesses to promote Exmoor as a destination	Work is ongoing through the Discover England Fund project. The biannual Visitor Survey was completed in and analysis published March 2019, available on the ENPA website (http://www.exmoor-nationalpark.gov.uk/living-and-working/info-for-tourism-providers/tourism-research).	
Play an active role with Visit Exmoor to help grow the local tourism economy	<p>The Authority continues to support Visit Exmoor as the main tourism association for the area. Highlights this year have included:</p> <ul style="list-style-type: none"> ○ redesigned website to improve navigability following user testing, ○ launch of a new Bradt travel guide to Exmoor (the first specifically written for a National Park) ○ agreeing a new marketing strategy focusing on encouraging further repeat visitation outside of the main season. 	
Work with local Astronomy groups and businesses to promote and monitor the Exmoor International Dark Sky Reserve and increase tourism in autumn and winter months. We will help preserve this special quality of Exmoor through active lighting management policies, information and education	<p>The 2018 dark skies festival was very well received with over 3,000 participants and a surplus for CareMoor generated. Plans for 2019 are underway extending to a 3-week period (14 Oct to 3 Nov) with sponsorship secured. We also participated in the as a destination in the BBC's Back Garden Astronomy week in February.</p> <p>The Annual International Dark Skies Reserve report was submitted to the IDA for 2017/18. Officers are currently exploring increased joint working with other UK IDA places for strategic benefit and development of further guidance, including supporting the 'Big Dipper' campaign.</p> <p>Annual monitoring of night sky quality has been carried out by a long term volunteer for this project, providing a consistent and long term data set for annual reporting to the IDSA. In house cross team working has initiated regular review of opportunities and events (including 2019 Dark Skies Festival) and has generated new project ideas including outreach work, awareness raising and guidance.</p> <p>The Interreg Astro Tourism project (AtlanticNetSky) is significantly delayed. Whilst officers are still hopeful that</p>	

	the issues (concerning other project partners) can be resolved, local funding has been secured to initiate a smaller local project if required next year to better develop dark sky tourism.	
Explore the potential tourism offer of a multi-national park destination package, working in partnership with Dartmoor National Park Authority, New Forest National Park Authority, south-west Areas of Outstanding Natural Beauty and commercial tourism operators	The National Park Experience Collection project is well underway with business support completed and the launch of 9 new Exmoor experiences at the end of Jan 19, followed by a local launch in February, which received significant press coverage. A further 6-12 months amplification funding has been secured from VisitBritain to continue with trade engagement and to target US Markets. In addition, via Hinckley Tourism Action Partnership there is an opportunity to develop the products for a domestic audience.	
Work with Exmoor producers to promote the best of Exmoor food and products, connecting the tourism offer with local produce	Our work has continued to link local producers together with consumers and the hospitality sector, with the 2 nd annual guide published by Eat Exmoor. The project was highly commended in the British Travel Writers Award – one of the top 3 UK projects. Phase 2 focusing on retailers was developed in the final quarter of 18/19 for delivery next year.	

3.8 Deliver New Apprenticeships and Placements on Exmoor




The focus of this area of work will be to work in partnership with other National Parks to create new apprenticeship standards for careers in the countryside, to offer work placements, paid internships and apprenticeships.




Actions	Progress	Status
Work with English National Parks to develop appropriate apprenticeship standards for careers in countryside land management and seek opportunities to develop additional standards where there is a demand for skills	<p>The Institute of Apprentices (IFA) have approved the Countryside Worker Apprenticeship standard developed and led by North York Moors National Park Authority. This Level 2 apprenticeship went live in September 2018.</p> <p>A Level three Countryside Worker Apprenticeship standard is now being developed as a partnership between the National Park family, The National Trust and other key organisations.</p> <p>An Outdoor Activity Instructor standard has been submitted to the IFA – the Institute of Outdoor Learning are the lead body with representation from the Peak District National Park Authority on the Trailblazer group.</p> <p>National Parks UK (Working Together Group) continue to progress the development of a new standard in Destination Management. Opportunities for NPAs to</p>	


	become assessor organisations continue to be explored, as well as accessing Levy Transfers from other organisations.	
Offer paid apprenticeships and internships providing opportunities for young people to learn and develop their careers	<p>One apprentice from the Field Services Team left in May 2018, and the other completed their apprenticeship in February 2019. The paid internship with the historic environment team ended December 2018.</p> <p>We continue to support a paid student placement with the land and property team and this is due to finish in June 2019, with a new intern starting in September 2019.</p>	
Provide short study/work placements for young people interested in a career in conservation, planning, outdoor education, corporate administration or rural tourism	<p>The Authority delivered 11 work placements for young people aged 15/16 during July 2018. An engaging programme of activities was offered thanks to the support of Authority staff.</p> <p>A work experience student joined the Field Services Team during December 2018 for a short-term placement, who was then employed by the Authority following a successful interview.</p>	

3.9 Seek to foster the Social and Economic Wellbeing of Exmoor Communities




The focus of this area of work will be, whilst meeting National Park purposes, to seek to foster the social and economic wellbeing of local communities in the National Park.






Actions	Progress	Status
Liaise with the Heart of the South West Local Enterprise Partnership, further developing the Economy Prospectus with Dartmoor National Park Authority	Engagement with the HoSW LEP is ongoing. This included input to the Productivity Strategy; the opportunities and delivery plan is now published, linking into Government's Local Industrial Strategy.	
Work in partnership with our District and County Councils on initiatives that will enhance the social and economic wellbeing on Exmoor	<p>Funding support was sought and secured for research into Exmoor's economy to better understand economic activity, challenges and opportunities across the National Park. This will be undertaken during 2019/20.</p> <p>Discussions with the housing authorities secured funding to support future housing enabling in the West Somerset area of the National Park, to complement the enabling work already in place in the North Devon area.</p>	
Working with other National Park Authorities to influence Government Policy on farming, housing and telecommunications	<p>Significant work has been carried out with Exmoor Hill Farming Network to develop Exmoor's Ambition and influence Government thinking on future land management schemes.</p> <p>Connecting Devon and Somerset have launched a consultation with network operators on mobile 'not spots'</p>	





<p>where it impacts Exmoor communities</p>	<p>to establish a firmer evidence base on which to launch a subsequent pilot programme to infill. Exmoor (and Dartmoor) have expressed an interest in supporting pilots in the National Parks – current data suggests ~41% premises on Exmoor can't receive indoor 4G signal from any operator</p>	
<p>Work with communities, providers and Connecting Devon & Somerset to maximise the delivery of Superfast Broadband, especially through development of the Airband Network, in ways that are compatible with National Park purposes</p>	<p>Airband deployment is now completed – with final assurance underway to finalise coverage output. This is expected to be ~90% of all premises now having access to superfast via Fibre or wireless system. Discussions are ongoing regarding the remaining 10%, including a potential new voucher scheme and utilisation of gain share funding.</p>	
<p>Determine planning applications within the national timeliness targets and provide a good service to applicants, including through free planning advisory surgeries in Porlock and Lynton</p>	<p>A total of 97 planning surgeries were held in Porlock and Lynton providing 310 individual sessions of free planning advice.</p> <ul style="list-style-type: none"> • 50% of major applications (1 out of 2) were determined within 13 weeks or the agreed time limit • 91% of minor residential, commercial and industrial applications (85) were determined within 8 weeks or the agreed time limit • 89% of other applications (104) were determined within 8 weeks or agreed time limit • 93 enforcement cases were resolved • Customer satisfaction with the quality of service received has fallen slightly to 81% <p>Performance was affected by staff sickness and carrying vacancies, but is still considered to be a good achievement in the circumstances. Only the major applications determination fell below national targets, and this related to one application.</p>	
<p>Provide support to communities, including community and neighbourhood planning initiatives and rural housing initiatives to meet local affordable housing needs</p>	<p>Officers have worked with a number of local communities to support housing delivery including Cutcombe, Exford, Exton, Luccombe, Luxborough, Timberscombe, Winsford, Wootton Courtenay including Affordable Housing Group meetings and provision of information on possible housing sites; as well as Parracombe in North Devon to progress options for meeting affordable housing need.</p> <p>Regular liaison takes place with District Councils as housing authorities to discuss issues with local need affordable housing in ENP, specific sites and advice on resales, rental levels and local need assessments.</p>	

	Officers are working with Exmoor Young Voices to advise on housing opportunities and a self build tour is planned for 2019/20.	
Work in partnership with the rural housing network, the housing enabler and housing associations to support the delivery of local needs affordable housing and to support the delivery of the Local Plan, and produce further supplementary planning guidance on affordable housing	<p>ENPA has worked with the Exmoor Rural Housing Network, housing enabler, housing associations and other providers to support delivery of local needs affordable housing. This has included involvement with parishes to support local needs housing surveys, with up to date surveys now covering the majority of the National Park. There is ongoing work throughout the year to carry out eligibility assessments for people to access local needs affordable housing as it becomes available.</p> <p>Towards the end of 2018/19, a workshop was held with the Exmoor Rural Housing Network to review progress and consider the focus and priorities for future activity.</p>	

3.10 Corporate Priorities

Actions	Progress	Status
Explore innovative ways to deliver National Park purposes through the newly granted Power of Competence which enables National Park Authorities to develop commercial partnerships and business ventures to grow our income base	The Ranger Experience Days pilot programme was completed in summer 2018 with 96% occupancy and great feedback, with 75% profit margin (excluding staff costs). The pilot has now been extended to the 2019 summer season. Corporate sponsorship secured locally includes Porter Dodson Solicitors (Exmoor presence at Dunster Show) and Airband plus local advertisers (Dark Skies Festival) and Exmoor Trim for 2019 Ranger Experiences. Work is now underway piloting in-house delivered activity breaks at Pinkery.	
Generate support and donations to CareMoor for Exmoor® to help fund key projects, rights of way maintenance and conservation initiatives	During 2018/19 a total of £28,764 was raised through CareMoor, including a £12k legacy. General donations were in line with forecasts targeting Ashcombe and Woodside Bridge. The Donate a Gate scheme has been prepared for piloting in 2019. Support was also given to Mend our Mountains crowdfunder with around £20k expected.	
Work with National Parks Partnerships Ltd on UK National Park initiatives to forge commercial partnerships	NPP have secured partnerships with Sykes, Columbia, Forest Holidays and Cliff Bars (subject to contract). Ongoing ENPA input under review.	

Actions	Progress	Status
<p>Maximise opportunities across the Authority's estate for income generation where this compatible with National Park purposes</p>	<p>A review of ENPA's assets was carried out, identifying a number of assets for potential disposal. A draft acquisitions and disposals policy was also prepared for adoption by in 2019/20.</p> <p>The Tarr Steps parking machine was upgraded to take card payments, leading to an immediate increase in income. Other car parks are to be investigated in 2019/20.</p> <p>A fee of £4,000 was negotiated with Sky TV for filming in Hawkcombe.</p>	
<p>Develop and adopt the 2017 – 2022 Exmoor National Park Partnership Plan and work with key partners to deliver the priorities for Exmoor identified in the plan</p>	<p>The Exmoor National Park Partnership Plan 2018-23 was launched at the Exmoor Spring Conference in April 2018. A number of partnership groups were already established and these have continued to lead delivery of the Plan. An additional Design group was set up, with an initial seminar of interested partners meeting to discuss potential actions that could help to promote high quality design on Exmoor. The partnership groups meet at least twice a year to review progress. An internal officer group also meets twice a year to co-ordinate delivery of the Partnership Plan and ensure there are linkages between the different partnership groups.</p>	
<p>Hold regular meetings of the Exmoor Consultative and Parish Forum for all parish councils in the National Park, representatives of local organisations and individuals</p>	<p>The Consultative Forum has been meeting regularly with 5 meetings this financial year. The meetings are well attended with approx. 30-35 people, with good representation from Parishes and local organisations.</p>	
<p>Continue a series of Parish Council Workshops to receive feedback and provide training on the planning process and provide information and seek feedback on the wider aspects of the Authority's work</p>	<p>A program of training has been carried out with a number of training sessions being organised over the forthcoming months.</p>	
<p>Seek and use feedback from communities, business , visitors and partners to improve our services and monitor progress in delivery of our plans</p>	<p>During 2018/19, 31 written compliments were received, and 4 formal complaints. Appendix 3 of this report provides further detail.</p>	

Actions	Progress	Status
Continue to develop online resources and simplify processes both internally and for the customer	Work is ongoing to improve processes and procedures. A new online planning system is being developed which will deliver improvements for customers and officers.	
Develop and support our staff team to enable the best use of our knowledge, skills and experience in delivering National Park purposes	<p>An 11-month programme of Leadership and Management Development training was delivered during 2018 and this was evaluated. Managers found this training useful and were using some of the techniques learnt.</p> <p>A staff survey followed by staff focus group meetings with an external facilitator have taken place and the results were reported to Leadership Team. The recommendations of the reports will be actioned by a new Staff Forum Group.</p> <p>A Job Evaluation review has been carried out to assess all posts in the organisation. This included moving from the previous system operating across two evaluation schemes, to adopt the GLPC evaluation scheme across all job roles to ensure that the job evaluation scheme was fair and consistent. A new Pay and Grading Structure was also adopted that incorporates the NJC pay agreement and National Living Wage increases.</p>	
Publish the State of the Park report and conduct or facilitate monitoring and research to inform State of the Park updates	A summary State of the Park report was published alongside the Partnership Plan. Monitoring and research is ongoing to inform State of the Park updates	
Develop the processes and train staff to meet the requirements of the General Data Protection Regulations which will apply in the UK from 25 May 2018	<p>A trained Data Protection Officer role is in post</p> <p>Policies and frameworks have been published, audited and are being followed</p> <p>All staff have received training and new starters are required to complete the mandatory e-learning module.</p> <p>Regular review, audits and management take place.</p>	

Clare Reid, Head of Strategy and Performance

Hazel Malcolm, Corporate Support Officer

Ellie Woodcock, HR Adviser

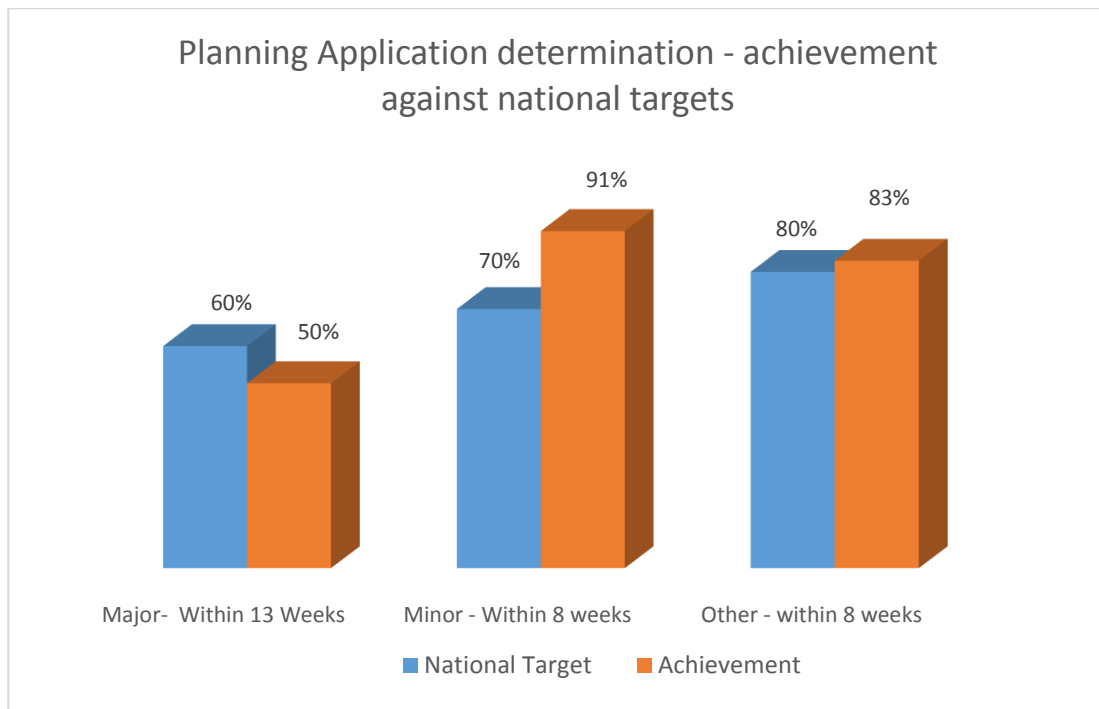
July 2019

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:

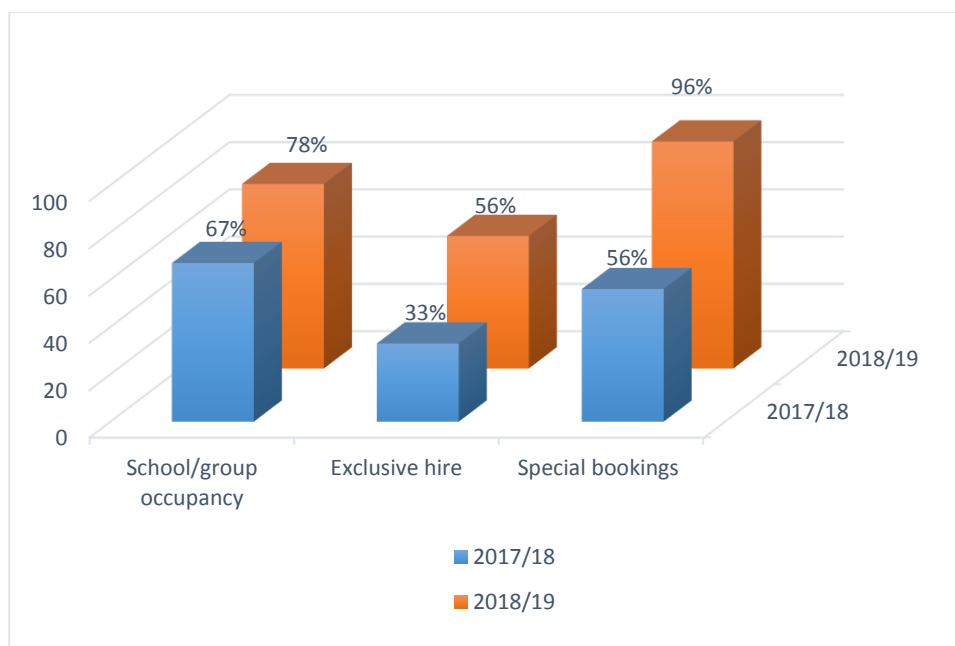
Business Plan 2017/20

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

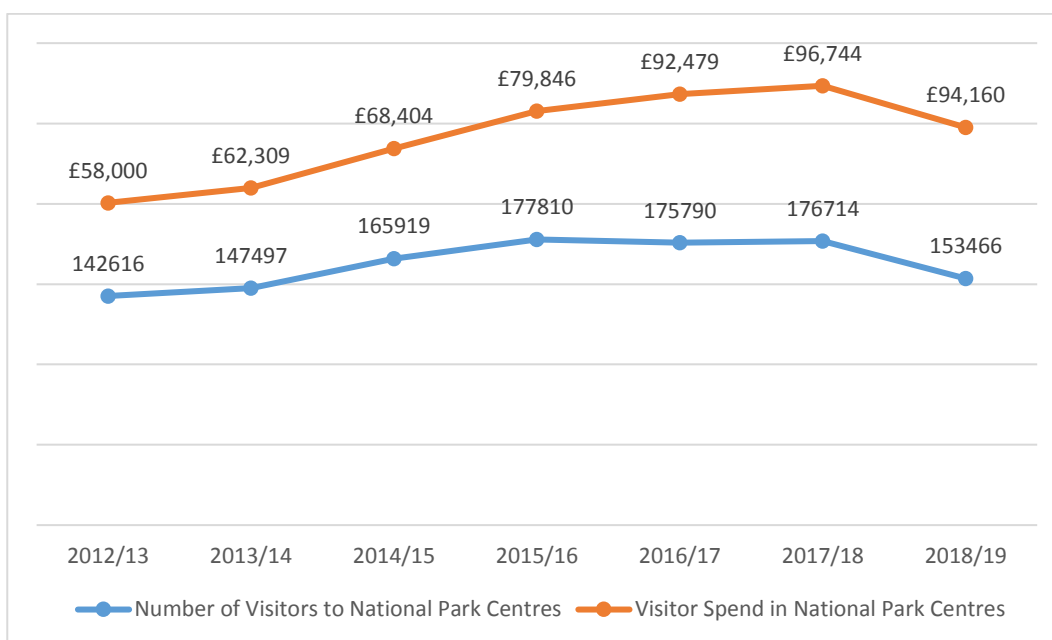
Key Corporate Indicators 1 April 2018 to 31 March 2019
 Planning Application determination – achievement against National targets



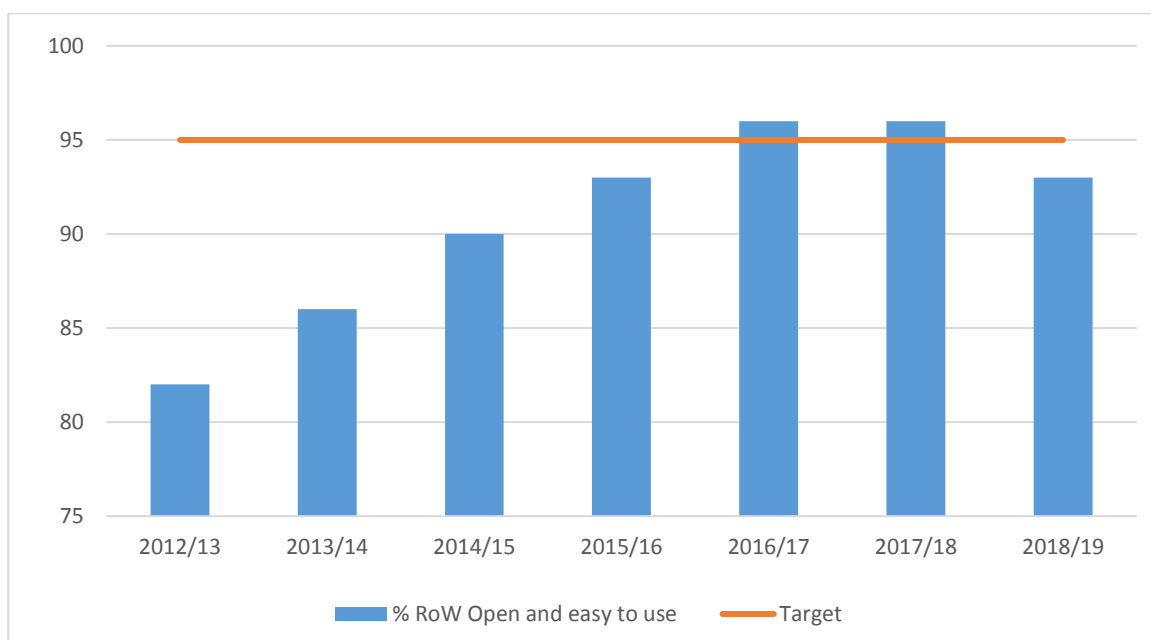
Pinkery Centre Occupancy Rates



National Park Centre Visitor Numbers and Income Trend



Improvements in Rights of Way Open and Easy to Use Score



Employee Profile 31 March 2019

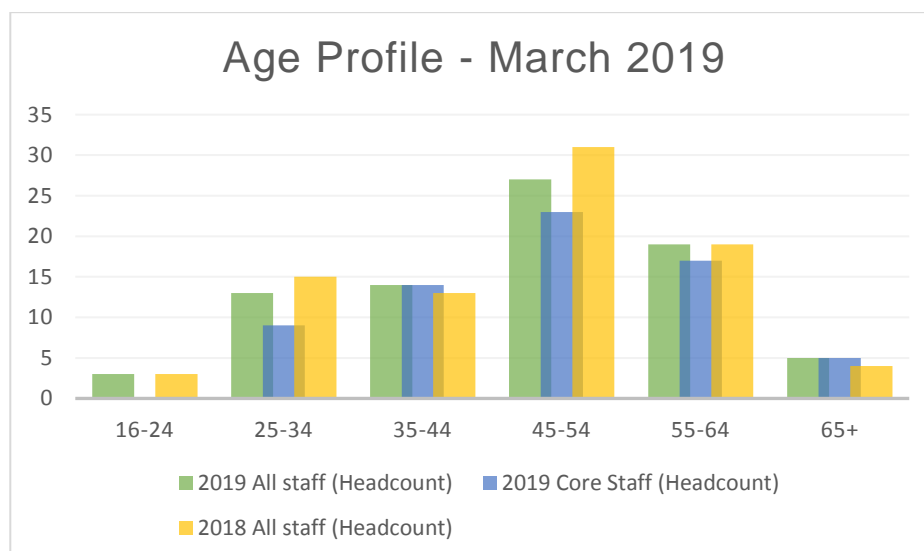
A summary of the employee demographics and key indicators of organisation wellbeing for the period 1 April 2018 – 31 March 2019.

Number of Employment Contracts Held (in post 31 March 2019)

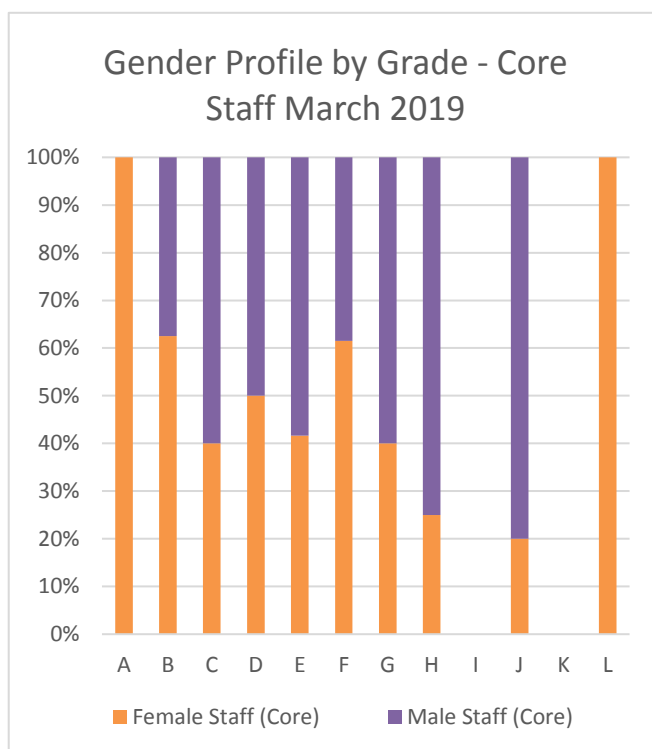
Core Staff		
Section	Headcount	Full Time Equivalent
Support to Land Managers	23	21.70
Support to National Park Users	16	11.29
Support to the Community and Business	12	11.61
Strategy and Performance	7	5.60
Finance and Operations (includes ICT)	6	5.60
Land and Property Services	3	2.81
Chief Executive	1	1.00
Total	68	59.61
<i>Vacancies</i>	<i>1</i>	<i>1</i>
Non-Core (Seasonal/Project/Partnership/trainee) contracts	14	9.71
<i>Note: Total Staffing Headcount is 81, not 82, due to two contracts being held by one employee</i>		

Age Profile (Staff in post 31 March 2019)

The Authority has a lower stability index than last year (77% of core staff have over 3 years of service, 85% at 31 March 2018). The majority of staff are aged over 45 years. This experienced work force is a significant strength of the Authority, but a limiting factor to people joining the Authority to start their career, and may indicate a latent risk with experienced staff potentially choosing retirement at a similar time. The Authority had an apprentice with the Field Services Team and their apprenticeship ended in February 2019. A one-year paid internship with the Land and Property team commenced in July 2018. A new intern with the Land and Property Team is due to start in September 2019.



Gender Profile by Grade – Core Staff (31 March 2019)





Core Staff Gender Profile (By Grade)			
Grade	Top of Pay Scale £	Female Staff	Male Staff
A	16626	1	0
B	17391	5	3
C	18672	2	3
D	20541	5	5
E	23866	5	7
F	28221	8	5
G	33136	2	3
H	37107	2	6
I	40968	0	0
J	46347	1	4
K	52434	0	0
L	82995	1	0
Total Posts		32	36
Average (mean) salary 2018/19 (based on top salary point for each grade)		Female £26,830	Male £28,500
		£23,502 without CE post included	

The overall mean gender pay gap is 5.91%. It is clear that fewer female staff are employed in posts in the upper middle or upper quartile of salaries.

Quartile Data	Women	Male	All	% Women	% Male
Lower	8	6	14	57	43
Lower Middle	18	17	35	51	49
Upper Middle	4	9	13	31	69
Upper	2	4	6	33	67
	32	36	68	47	53

The median pay gap 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 is 0%**

[In April 2018, the gender pay gap nationally based on median hourly earnings for full time employees was 8.6%].

	Authority Median Hourly Earnings (March 2019)	Change in Gap from 2018/19	UK Median Hourly Full Time Earnings (April 2018)
	£12.37	0%	£13.54
	£12.37	0%	£14.81

Declared Disability (All staff in post 31 March 2019)

Physical	1	4.9% 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	

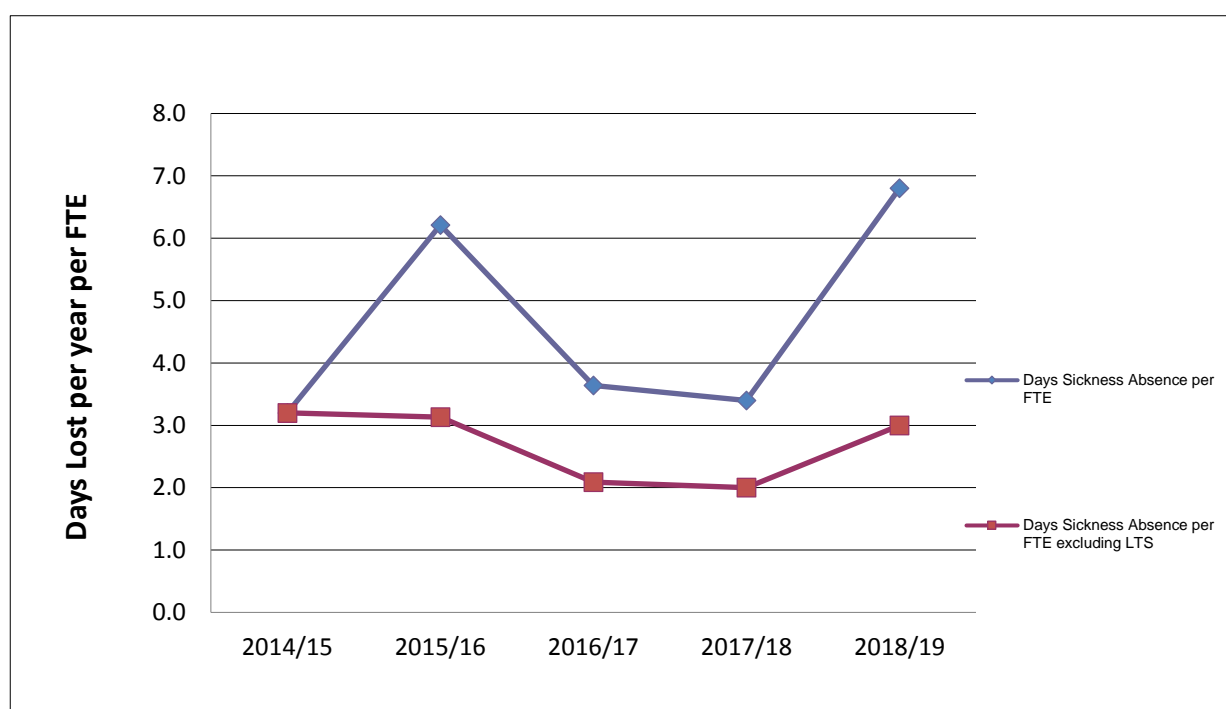
Ethnicity (All staff in post 31 March 2019)

White	British	81	100% of employees identify themselves as white British 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	

Reported Absence Due to Sickness (All staff)

Reported Annual Sickness Absence (all staff)					
Year End March:	2018/19	2017/18	2016/17	2015/16	2014/15
Total Days lost through sickness absence	478	214	259	438	236
Total Days lost excluding LTS*	212	129	149	221	236
Total Days per FTE (Avg. FTE over year)	6.8	3.0	3.6	6.21	3.2
Total Days per FTE excluding LTS	3.0	1.8	2.1	3.1	3.2

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



92 separate occasions of sickness absence were reported (compared to 61 in 2017/18). 44 staff members had no reported incidents of sickness absence during the period. Sickness levels have increased this year, mainly due to influenza in the last quarter. No further areas of concern have been identified. According to the Chartered Institute for Personnel and Development, the average level of employee absence in the UK in 2017 was 6.6 days per employee, slightly lower compared to the Authority's 6.8 days. The [Office for National Statistics](#) estimate a lower rate of 4.1 days per employee.

Reported Accidents/Incidents (All staff and volunteers)

Nine staff accidents were recorded during the period 1 April 2018 to 31 March 2019; a contractor reported one accident. No volunteers reported an accident. Six incidents, two resulting in bruising, were reported one of which resulted in an insurance claim. All accidents and incidents, whether or not 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.

Customer Feedback Report 2018-19

A summary of the compliments, complaints, freedom of information requests and survey results for the period 1 April 2018-31 March 2019

Customer Compliments

Below are a sample of the 31 written compliments received in 2018/19. 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.

Many thanks indeed for your very comprehensive email and attachments – very much appreciated!

(Support to the Community & Business)

I just wanted to thank you again for supporting our mock interview day and also the brilliant advice you gave the students, it really was a positive day.

(Strategy & Performance, HR)

Thank you all so much for organising such a good conference. Good speakers, great food and so good to catch up with many friends - the friends you make are one of the best reasons to become a volunteer!

(Support to National Park Users)

The sign looks brilliant! I can't wait to see it for real! Do please pass my thanks on to the team who made it. A huge thank you to you, too. Not only have you made all this happen, but you have communicated with me all through the process- a rare skill, and I really appreciate it.

(Access & Recreation Team)

The handling of the request and booking and billing have been exemplary - thank you

(Sustainable Economy Team and Finance)

We remain very proud of Exmoor National Park and the fantastic work you all do at the Authority to preserve, enhance and promote such a wonderful asset.

(All)

I have just sent a donation to CareMoor and wanted to express our deep appreciation of the work done by the Park Authority.

(All)

Your positivity, clarity and information was the subject of a very positive conversation at an Exmoor meeting on Monday night.

(Planning Policy)

The Moor to Enjoy Project has been recognised for our work with refugees.

(Support to National Park Users)

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 **4 complaints** regarding the provision of its services via the formal complaints procedure as follows:

Reason for the Complaint	Date	Authority Response
Data Breach and Duty to present accurate information	May 2018	The Authority investigated the complaints which were from the same person. The report of a data breach was sent to the Information Commissioners Office (ICO) for them to review, their decision was to take no further action. The other complaint regarding the duty to present accurate information was forwarded to the ombudsman.
Harassment and persecution of a land owner by the Planning Team	Sept 2018	The Authority investigated the complaint and found that Officers had followed correct legal procedures. In following legal procedures this did not constitute harassment or persecution. This information was relayed to the complainant.
The Deputy Chair of the Authority demonstrated bias towards an application	Nov 2018	The Authority investigated the complaint which was referred to ENPAs Solicitor and Independent Monitoring Person who found no substantiating evidence to support the allegations of bias. There was found to be no breach of the Member's code of conduct.
Allegations that the Planning Department followed incorrect procedures, and there had been a breach of member's Code of Conduct in relation to 2 Authority Members.	Jan 2019	The Authority investigated the complaint and found that correct planning policy and procedures had been followed. The allegation of a breach of Member's Code of Conduct was referred to ENPA's solicitor and Independent Monitoring Person who found no breach.

Customer Surveys

Planning Applicants - 81% of survey respondents were either very satisfied or satisfied with the planning service. This marks a 10% decrease from the previous year and the team will review its performance and the comments received to identify any reasons for the change.

Freedom of Information Requests

The Authority received **16 requests** for information using the Freedom of Information Act 2000/Environmental Information Regulations 2004.

FOI / EIR Requests 2018/19

Data/Information Requested	Authority Response
Staffing and pay and grading structure	Information held disclosed
Tender information	No information to disclose - Authority did not proceed with tender process in this instance
Financial accounting software	Information disclosed
Competent persons to undertake electrical work	Information disclosed
Information relating to rights of way	Information disclosed
Information relating to employment of non-UK EU nationals	Information disclosed
NJC Pay Award	Information disclosed
Information relating to foot path	Asked to refine request
Information relating to self-build	Information disclosed
Hospitality and gifts for staff	Information disclosed
Information relating to affordable housing	Information disclosed
Information relating to SSSIs	Information disclosed
IT systems	Information disclosed
ICT and telecom systems	Information disclosed
Information relating to self-build and local connection	Information disclosed
IT procurement	Information disclosed

EXMOOR NATIONAL PARK AUTHORITY

2 July 2019

ANNUAL APPOINTMENTS

Report of the Chief Executive

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 initial 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. To be further reviewed at the September Authority meeting.

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.

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.
- 1.2 At the meeting on 2 July, the Authority is invited to make appointments to its Committees under the Scheme of Delegation and to those panels, working groups and other organisations where there is a member vacancy and which are due to meet in the coming weeks. To allow time for new members to find out more about any particular area of the Authority's work before expressing interest in any of the other panels, working groups and organisations on which the Authority is represented, further appointments will be considered at the Authority's meeting on 3 September 2019.

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

- 2.1 A schedule of the appointments which the Authority is invited to consider is attached at Appendix A and includes current appointments and expressions of interest in appointment/reappointment for 2019-20.

Sarah Bryan, Chief Executive
June 2019

Statutory Meetings	Current Appointments	Expressions of Interest 2019/20
<p>Final Accounts Committee The Committee comprises at least 5 Members of the Authority, 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>	Mr R Milton (SoS) Miss A V Davis (DCC) Mr M Ellicott (Parish) Mr N Holliday (SoS) Mr J Patrinos (NDC) Mrs E Stacey (SoS) Mr V White (Parish)	Chairperson of the Authority Deputy Chairperson of the Authority Miss A V Davis (DCC) Mr R C Edgell (DCC) Mr M Ellicott (Parish) Mr N Holliday (SoS) Mr R Milton (SoS) Mrs F Nicholson (SCC) Mr J Patrinos (NDC) Mr S Pugsley (SWT) Mrs E Stacey (SoS) Mr V White (Parish)
<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. Meets as required, at least annually to appoint a Chairperson and Deputy Chairperson.</p>	Mr M Ellicott (Parish) Mr J Patrinos (NDC) Mr S J Pugsley (SWT) Mrs E Stacey (SoS) VACANCY formerly Mr M Dewdney (SWT)	Mr M Ellicott (Parish) Mr J Patrinos (NDC) Mr S J Pugsley (SWT) Mrs E Stacey (SoS)
<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>	Mr R Milton (SoS) Mr M Ryall (SoS)	Mr R Milton (SoS) Mr M Ryall (SoS)
External Consultation Group	Current Appointments	Expressions of Interest 2019/20
<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 of the Forum.</u></p>	All Authority Members Mr S J Pugsley (SWT) (Chairperson) Mrs F Nicholson (SCC) (Deputy Chairperson)	All Authority Members

Partnership Boards and Working Groups	Current Appointments	Expressions of Interest 2019/20
<p>Exmoor's Ambition Steering Group: (Lead Officer: Sarah Bryan, Chief Executive). The Working Group was established following a report to the Authority Committee on 4 July 2017 on upland farming support post the UK's exit from the European Union. The Group will oversee the development of an example Exmoor agri environment scheme, in consultation with local farmers, landowners and stakeholders, Defra, NE, Exmoor Hill Farming Network, NFU, CLA, Exmoor Society, RSPB and environmental groups. Meets as required.</p>	<p>Mr R Milton (SoS) Mr N Holliday (SoS) Mr M Ryall (SoS) VACANCY formerly Mrs P Webber (Parish)</p>	<p>Mr R Milton (SoS) Mr N Holliday (SoS) Mr M Ryall (SoS)</p>
<p>Dartmoor and Exmoor Joint Member Working Group: (Lead Officers: Clare Reid, Head of Strategy & Performance and Gordon Bryant, Head of Finance & Operations). The Working Group's terms of reference are to produce a joint strategy for sustainable income generation, building on the success and best practice of other joint initiatives; identify activities and resources required - capitalising on economies of scale, joint working for savings and joint income generation initiatives; report progress regularly to respective Authorities through a joint report. Meets as required.</p>	<p>Miss A V Davis (DCC) Mr M Ellicott (Parish) Mrs E Stacey (SoS) VACANCY formerly Mr M Dewdney (SWT) VACANCY formerly Sir Richard Peek (Parish)</p>	<p>Miss A V Davis (DCC) Mr M Ellicott (Parish) Mrs 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 3 Members of the Authority.</p>	<p>Mr R C Edgell (DCC) Mr M Ellicott (Parish) VACANCY formerly Mr B Heywood (SWT) VACANCY formerly Sir Richard Peek (Parish) VACANCY formerly Mrs P Webber (Parish)</p>	<p>Mr R C Edgell (DCC) Mr M Ellicott (Parish)</p>
<p>Dunster Working Group (Lead Officer: Tim Braund, Head of Information & Communication and Rob Wilson-North, Head of Conservation & Access). (<i>This comprises 1 member of the Authority plus representation from various external organisations</i>). The role of the Dunster Working Group is to develop a vision for environmental quality, economic viability and social well-being for Dunster Village and the surrounding area, together with a programme for consultation and implementation of the vision. Meets as required.</p>	<p>Miss A V Davis (DCC) Mrs C M Lawrence (as local County Councillor)</p>	<p>Miss A V Davis (DCC) Mrs C M Lawrence (as local County Councillor)</p>
<p>Exmoor Historic Environment Advisory Panel (Lead Officer: Shirley Blaylock (Conservation Officer Historic Environment). 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 1 Authority Member</i>). Meets as required, usually twice a year.</p>	<p>Mrs L Blanchard (SoS)</p>	<p>Mrs L Blanchard (SoS)</p>
<p>Exmoor Landscape Advisory Group (Lead Officer: Pamela Morris, Senior Landscape Officer). 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 and 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 two member appointments. Meets as required, usually twice a year.</p>	<p>Mrs L Blanchard (SoS) Mr R Milton (SoS) VACANCY formerly Mr B Peacock (Parish)</p>	<p>Mrs L Blanchard (SoS) Mr R Milton (SoS)</p>

Partnership Boards and Working Groups	Current Appointments	Expressions of Interest 2019/20
<p>Exmoor Learning and Engagement Network (Lead Officer: Tim Braund, Head of Information & Communication). 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 1 Authority Member</i>). Meets twice a year.</p>	Mrs L Blanchard (SoS)	Mrs L Blanchard (SoS) Mr B Revans (SCC)
<p>Exmoor Moorland & Farming Board (Lead Officer: Rob Wilson-North, Head of Conservation & Access). 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 3 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>	Mr R Milton as NFU rep VACANCY formerly Mr B Heywood (WSC) VACANCY formerly Mr B Peacock (Parish) VACANCY formerly Sir Richard Peek (Parish) VACANCY formerly Mrs P Webber (Parish)	Mr E Ley (NDC) Mr R Milton as NFU rep
<p>Exmoor Nature Conservation Advisory Panel (Lead Officer: Ali Hawkins (Conservation Officer (Wildlife)). 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 1 Authority Member</i>). Meets twice a year</p>	Mr R C Edgell (DCC) Mr M Ryall (SoS) VACANCY formerly Mr B Heywood (SWT) VACANCY formerly Mr B Peacock (Parish)	Mr R C Edgell (DCC) Mr M Ryall (SoS)
<p>Exmoor Parish Members Group (Lead Officer: Dean Kinsella, Head of Planning & Sustainable Development). 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. Meets as required.</p>	Parish Members of the Authority	Parish Members of the Authority
<p>Exmoor Rural Housing Network (Lead Officer: Dean Kinsella, Head of Planning & Sustainable Development). The Exmoor Rural Housing Network will consider and take forward options and ideas to develop a locally managed mechanism for the delivery of local needs housing in Exmoor National Park. Meets as required.</p>	Mr R C Edgell (DCC) Mr M Ellicott (Parish) Mrs F Nicholson (SCC) Mr M Ryall (SoS) Mr V White (Parish)	Mr R C Edgell (DCC) Mr M Ellicott (Parish) Mrs F Nicholson (SCC) Mr S Pugsley (SWT) Mr M Ryall (SoS) Mr V White (Parish)
<p>Exmoor Woodland and Forestry Advisory Group (Lead Officer: Graeme McVittie (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 1 Authority Member</i>). Meets as required.</p>	VACANCY formerly Mr B Heywood (SWT)	Mr J Hunt (SCC)
<p>Headwaters of the Exe Project Steering Group (Lead Officer: Heather Harley, Programme Manager (Headwaters of the Exe)). The Headwaters of the Exe programme focuses on water quality and wider ecosystem services in the headwaters of the River Exe catchment, covering an area of 27,559 hectares and including the upper Exe, the Rivers Barle, Quarme, Pulham, Haddeo and smaller tributaries, as well as Wimbleball Reservoir (<i>comprises representatives from partner organisations and 1 Authority Member</i>). The Steering Group meets twice per year.</p>	VACANCY formerly Sir Richard Peek (Parish)	

Partnership Boards and Working Groups	Current Appointments	Expressions of Interest 2019/20
<p>Pinkery Review Task and Finish Group (Lead Officer: Tim Braund, Head of Information & Communication). Established to guide and implement an independent review of Pinkery Centre for Outdoor Learning. Meets as required.</p>	<p>Mr N Holliday (SoS) Mrs C Lawrence (SCC) Mrs F Nicholson (SCC) Mr J Patrinos (NDC) Mrs E Stacey (SoS) VACANCY formerly Mr M Dewdney (SWT)</p>	<p>Mr N Holliday (SoS) Mrs C Lawrence (SCC) Mrs F Nicholson (SCC) Mr J Patrinos (NDC) Mr S Pugsley (SWT) Mr B Revans (SCC) Mrs E Stacey (SoS)</p>
<p>Planning Policy Advisory Group (Lead Officers: Dean Kinsella, Head of Planning & Sustainable Development and Clare Reid, Head of Strategy & Performance). The Advisory Group assists Officers in relation to the preparation of local development documents and supplementary planning documents to guide the development and use of land in the National Park, and which inform decisions on planning applications and appeals. The group will also take forward discussions on key themes for the community and economy, engage with other organisations, monitor change and communicate with and involve communities. Meets as required.</p>	<p>Mr R Milton (SoS) Miss A V Davis (DCC) Mr N Holliday (SoS) Mrs F Nicholson (SCC) Mr S J Pugsley (SWT) Mr V White (Parish) VACANCY formerly Mr M Dewdney (SWT) VACANCY formerly Mr B Peacock (Parish) VACANCY formerly Sir Richard Peek (Parish) VACANCY formerly Mrs P Webber (Parish) Meetings open to all Members</p>	<p>Authority Chairperson, Deputy Chairperson, Deputy Chairperson (Planning) Miss A V Davis (DCC) Mr N Holliday (SoS) Mr R Milton (SoS) 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>Established at the Resources & Performance Committee meeting on 3 March 2009, to comprise 1 member 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 (SoS) VACANCY formerly Mrs P Webber (Parish)</p>	<p>Mr R Milton (SoS)</p>
<p>Simonsbath Project Task and Finish Group (Lead Officer: Rob Wilson-North (Conservation Manager). (<i>The group comprises Authority officers and 2 Member appointments, together with community representatives</i>). The role of the group is to take forward the vision for Simonsbath as a visitor destination including the restoration of White Rocks Cottage, 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)) Mr S J Pugsley (SWT) (Mrs F Nicholson sub (SCC))</p>	<p>(Miss A V Davis sub (DCC)) Mr S J Pugsley (SWT) (Mrs F Nicholson sub (SCC))</p>
<p>Visit Exmoor (Lead Officer: Dan James, Sustainable Economy Manager). 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 (comprises representatives of the tourism organisations and industry providers and to include 1 member of the Authority). Meets as required, usually four times a year.</p>	<p>Mrs E Stacey (SoS)</p>	<p>Mrs E Stacey (SoS)</p>
<p>West Somerset and Exmoor Low Carbon Partnership (formerly Carbon Neutral Exmoor Steering Group) (Lead Officer: Clare Reid, Head of Strategy & Performance). The Partnership has been encouraged to add to its role the strategic overview of relevant action plans set out in the Exmoor National Park Partnership Plan which aim to support communities and land managers in developing low carbon initiatives that will contribute to the aspiration of achieving carbon neutrality for the National Park. Includes up to 2 Member appointments.</p>	<p>VACANCY formerly Mrs P Webber (Parish)</p>	

Appointments to Outside Bodies	Current Appointments	Expressions of Interest 2019/20
<p>National Parks UK Executive Committee (Lead Officer: Sarah Bryan, Chief Executive). National Parks UK is an association of the 15 Chairmen 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>The Chairperson of the Authority, sub Deputy Chairperson</p>	<p>The Chairperson of the Authority, sub Deputy Chairperson</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>The Chairperson of the Authority, sub Deputy Chairperson</p>	<p>The Chairperson of the Authority, sub Deputy Chairperson</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>VACANCY formerly Mrs P Webber (Parish)</p>	<p>Miss A V Davis (DCC)</p>
<p>Campaign to Protect Rural England Devon Advisory Committee (Lead Officer: Sarah Bryan, Chief Executive). CPRE Devon has invited the Authority to nominate a member representative to its Advisory Committee. The Committee tries to get people from different groups and organisations across Devon together, including from Natural England, Country Land & Business Association, NFU South West, Dartmoor NPA and Dartmoor Preservation Association. The Advisory Committee meets two or three times a year and provides an opportunity to hear about what's going on in the different parts of the County and to discuss the various issues.</p>	<p>VACANCY formerly Mrs P Webber (Parish)</p>	<p>Miss A V Davis (DCC) Mr E Ley (NDC)</p>
<p>Connecting Dartmoor and Exmoor Programme Board (Lead Officer: Dan James, Sustainable Economy Manager). The Board is responsible for monitoring and ensuring that the Programme is delivered in accordance with the Local Broadband Plan. Membership includes all funding bodies and the Board meets at least once every two months and as may be necessary for the effective implementation of the Programme.</p>	<p>VACANCY formerly Mr M Dewdney (SWT)</p>	
<p>Exmoor Hill Farming Network (Lead Officer: Rob Wilson-North, Head of Conservation & Access). 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.</p>	<p>Mr R Milton (SoS) as NFU representative Mr M Ryall (SoS) VACANCY formerly Mrs P Webber (Parish)</p>	<p>Mr R Milton (SoS) as NFU representative Mr M Ryall (SoS)</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>Miss A V Davis (DCC)</p>

Appointments to Outside Bodies	Current Appointments	Expressions of Interest 2019/20
<p>North Devon + (Lead Officer: Dean Kinsella, Head of Planning & Sustainable Development). North Devon+ is a not-for-profit membership organisation formed in May 2007. The vision of ND+ and its partners is for North Devon to be an attractive and vibrant place to live, learn, work and visit, based upon a high quality environment and a prosperous and sustainable economy, and its aim is to create the conditions in which that vision can be achieved.</p>	<p>VACANCY formerly Sir Richard Peek (Parish)</p>	
<p>North Devon and Torridge Leader (Lead Officer: Dean Kinsella, Head of Planning & Sustainable Development). The Leader comprises representatives from a wide range of local stakeholders and has responsibility for the securing, management, co-ordination, implementation and monitoring of LEADER funding within the programme area to provide funding and support to address economic growth and rural development challenges.</p>	<p>VACANCY formerly Sir Richard Peek (Parish)</p>	
<p>Somerset Public Transport Forum (Lead Officer: Dean Kinsella, Head of Planning & Sustainable Development). The Forum provides a focal point for communication between officers and Members of Somerset County Council, train operating companies and bus operators.</p>	<p>Mr V White (Parish)</p>	<p>Mr V White (Parish)</p>
<p>South West Chamber of Rural Enterprise (South West Rural and Farming Network): (Lead Officer: Rob Wilson-North, Head of Conservation & Access). The South West Chamber of Rural Enterprise will act as lead organisation in the new South West Rural and Farming Network to advise Defra on a range of issues.</p>	<p>Miss A V Davis (DCC)</p>	<p>Miss A V Davis (DCC)</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>Mr M Ryall (SoS)</p>	<p>Mr M Ryall (SoS)</p>
<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>	<p>VACANCY formerly Mr M Dewdney (SWT)</p>	
<p>Western Somerset Leader (Lead Officer: Dean Kinsella, Head of Planning & Sustainable Development). The Leader comprises representatives from a wide range of local stakeholders and has responsibility for the securing, management, co-ordination, implementation and monitoring of LEADER funding within the programme area to provide funding and support to address economic growth and rural development challenges.</p>	<p>VACANCY formerly Mr M Dewdney (SWT)</p>	<p>Mr S Pugsley (SWT)</p>