

## DARTMOOR NATIONAL PARK AUTHORITY

11 January 2019

**FEES AND CHARGES 2019/20**Report of the Head of Business Support

**Recommendation:** That subject to any amendments proposed at the meeting, Members

- (i) approve the recommendations made in section 3 of this report; and
- (ii) approve the 2019/20 schedule of fees and charges as set out in Appendix 2

**1 Background**

1.1 The Authority is responsible for a number of services for which fees are permitted to be charged in order to offset the costs involved. The Government requires that Local Authorities should raise revenue wherever possible to cover costs, which means that fees and charges (which include suggested donations) are reviewed and approved on an annual basis.

**2 Current Situation**

2.1 The Authority needs to consider the fees and charges for each financial year during the budget setting process. Whilst not a major source of income, they do contribute to meeting the costs of delivering some services. The charges applied may be the difference between providing a service and having to withdraw it all together.

2.2 The fees and charges for the current year were approved by the Authority in January 2018 (NPA/18/002). Changes made for the 2018/19 financial year included:

- Annual Ranger Ralph membership fee (first introduced in 2011 at £5) was increased to £10 (target price);
- Guided walks adult charge was increased from £5 to £6;
- Guided walks, children's Activities were increase from £4 to £5;
- Education walks - the charge for walks up to 3 hour were increased from £55 to £60 and for walks up to 6 hours from £70 to 75;
- Introduced formal car park charges at Haytor, Postbridge and Meldon Reservoir

2.3 Appendix 1 provides information on the budgeted level of income expected from fees and charges for 2018/19, i.e. the level achieved for the first eight months; the projected outturn; and the outturn comparator for the previous financial year.

2.4 It should be noted that this report does not include Planning Application Fees as these are set centrally by Government.

**3 Recommendations for 2019/20**

3.1 The proposed schedule of fees and charges for 2019/20 is attached at Appendix 2. Proposed changes (to take affect from 1 April 2019) are highlighted in yellow. Many

often remain unchanged for several years at a time as they are individually so small, increasing them annually by just inflation for instance, would be inefficient.

- 3.2 Charges for public path order work were last revised three years ago and therefore an increase is proposed to reflect officer time and cost.
- 3.3 The Youth Ranger programme will be introduced in 2019/20; it is proposed that the charge be set at £50, initially, to reflect the fact that the programme offers formal training resulting in qualifications.
- 3.4 Where staff time is charged out either per hour or day, the price has been uplifted to reflect the current pay award.
- 3.5 The Authority started formally charging for car parking at Princetown in 2013 and at Haytor, Postbridge and Meldon Reservoir in 2018. A prudent budget was set based on the income generated at Princetown since 2013. It is pleasing to note that income received from the additional four car parks is anticipated to be circa £42,000 which will cover the initial installation and the annual running costs, leaving a contribution to be used for future maintenance and improvements. A full reconciliation of income and costs will be brought together as at 31 March each year to identify any surplus balances. It is proposed that the car park charges will remain unchanged for another twelve months but the Authority will need to consider increasing them in 2020/21 as we face significant costs to manage these assets.

#### **4 Financial Implications**

- 4.1 The Authority's fees and charges (excluding planning fees) are not a major income source for the Authority and the income forecast for the end of the current financial year is likely to be circa £96,000; which is approximately £17,000 more than 2017/18. Introducing car parking charges at Postbridge, Haytor and Meldon has provided an increase in revenue in 2018/19 which has offset the loss of income experienced from the temporary suspension of the Pre-Application Planning advice service.
- 4.2 The schedule of fees and charges will be incorporated into the 2019/20 Revenue Budget, which will be presented for approval in March.

#### **5 Equality and Impact Assessment**

- 5.1 The implications for access to services and the economy of the area are fully considered and addressed in all of the Authority's policies, especially when considering charging for services. Consideration is given to proactively engaging those who may not otherwise access Dartmoor, being mindful of potential barriers and balancing the need to generate income and maintaining budgets that are flexible and responsive to the needs of service users.

DONNA HEALY

**Background Papers:** NPA/18/002

**Attachments:** Appendix 1 - Income to date for 2018/19  
Appendix 2 - Proposed fees and charges 2019/20

<b>Fees and Charges</b>	<b>2017/18 Outturn</b>	<b>2018/19 Budget</b>	<b>2018/19 Actual at Month 8</b>	<b>2018/19 Forecast Outturn</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Pre Application Advice	(17,021)	(16,000)	(5,949)	(6,500)	Pre-app service suspended in August
Filming	(8,298)	0	(14,475)	(14,475)	
Room Hire & refreshments (Parke)	(287)	0	(679)	(700)	
DHFP Membership fees	(2,283)	0	(1,583)	(1,583)	
Photocopying	(106)	(50)	(62)	(70)	
Legal Costs recovered	(5,494)	0	0	0	
Education Guided Walks	0	(250)	(500)	(500)	
Education Events	(144)	0	(580)	(580)	
Education Walks	(3,354)	(2,600)	(2,310)	(2,600)	
Ranger Ralph	(916)	(900)	(758)	(900)	
Junior Ranger programme	(300)	(375)	(325)	(375)	
Donations	(16,124)	(4,000)	(3,857)	(4,000)	
<b>Car Parking:</b>					
Princetown	(24,480)	(18,000)	(15,381)	(22,000)	
Haytor Upper	0	(1,000)	(5,690)	(7,000)	Prudent estimate only as no history to go on
Haytor Lower	0	(4,500)	(9,516)	(12,000)	Prudent estimate only as no history to go on
Postbridge	0	(10,000)	(11,830)	(15,000)	Prudent estimate only as no history to go on
Meldon	0	(2,500)	(6,818)	(8,000)	Prudent estimate only as no history to go on
<b>Total</b>	<b>(78,807)</b>	<b>(60,175)</b>	<b>(80,313)</b>	<b>(96,283)</b>	

**DARTMOOR NATIONAL PARK AUTHORITY  
FEES AND CHARGES 2017/18**

Appendix 2 to Report No. NPA/19/001

Description of Charges Levied (or Donations suggested)	Unit	2018/19 Rates (VAT @ 20%) £			2019/20 Rates (VAT @ 20%) £		
		NET (£)	VAT (£)	GROSS (£)	NET (£)	VAT (£)	GROSS (£)
<b>Administration</b>							
Photocopying - Black and White (charges for sizes over A3 as for plans below)	A4 per side	0.25	0.05	0.30	0.25	0.05	0.30
	A3 per side	0.25	0.05	0.30	0.25	0.05	0.30
Photocopying - Colour (charges for sizes over A3 as for plans below)	A4 per side	0.38	0.08	0.45	0.38	0.08	0.45
	A3 per side	0.38	0.08	0.45	0.38	0.08	0.45
Plan Copying – Colour (subject to copyright)	A4 per side	0.38	0.08	0.45	0.38	0.08	0.45
	A3 per side	0.38	0.08	0.45	0.38	0.08	0.45
	A2 per side	0.67	0.13	0.80	0.67	0.13	0.80
	A1 per side	1.17	0.23	1.40	1.17	0.23	1.40
	A0 per side	2.17	0.43	2.60	2.17	0.43	2.60
<i>NB: Copying charges that total less than £1 will be waived</i>							
Microfilm Copying		As photocopying			As photocopying		
Private Telephone Calls		Actual time			Actual time		
Private Faxes		Actual time			Actual time		
<b>Development Management</b>							
Planning Application Fees		See "Government Scale Charges"			See "Government Scale Charges"		
<b>Pre Application Fees:</b>							
Class A: Residential between 31-149 dwellings / Non-residential floor space 5,000-9,999 sq.m - 1 meeting		550.00	110.00	660.00	550.00	110.00	660.00
Class A: Additional meeting fee		275.00	55.00	330.00	275.00	55.00	330.00
Class B: Residential between 10-30 dwellings / Non-residential floor space 1,000-4,999 sq.m - 1 meeting		366.67	73.33	440.00	366.67	73.33	440.00
Class B: Additional meeting fee		183.33	36.67	220.00	183.33	36.67	220.00
Class C: Residential (including holiday lets) between 3-9 dwellings / Non-residential floor space 500-999 sq.m - 1 meeting		275.00	55.00	330.00	275.00	55.00	330.00
Class C: Additional meeting fee		137.50	27.50	165.00	137.50	27.50	165.00
Class D: Residential 1-2 dwellings (including replacement dwellings) including change of use to, conversion & holiday lets / Non-residential floor space up to 499 sq.m - 1 meeting		137.50	27.50	165.00	137.50	27.50	165.00
Class D: Additional meeting fee		45.83	9.17	55.00	45.83	9.17	55.00
Class E: Advertisements / telecommunications proposals/ Change of use where no operational development (except residential / holiday let) - 1 meeting		91.67	18.33	110.00	91.67	18.33	110.00
Class F: Listed Building where site visit involved		108.33	21.67	130.00	108.33	21.67	130.00
Class F: Additional meeting fee		54.17	10.83	65.00	54.17	10.83	65.00
Class G: Other minor development including agricultural based development - 1 meeting		70.83	14.17	85.00	70.83	14.17	85.00
Class G: Additional meeting fee		37.50	7.50	45.00	37.50	7.50	45.00
Class H: Domestic Scale Renewable energy - solar, wind, hydro Free unless site visit required		108.33	21.67	130.00	108.33	21.67	130.00
Class H: Non Domestic Scale Renewable energy - solar, wind, hydro		137.50	27.50	165.00	137.50	27.50	165.00
Class H: Additional meeting fee		45.83	9.17	55.00	45.83	9.17	55.00
Copy of Section 52/106 Agreement		Charge per page in scale of photocopying charges above subject to maximum charge of £10.00 (inc VAT)			Charge per page in scale of photocopying charges above subject to maximum charge of £10.00 (inc VAT)		
Copy of Decision Notice							
Copy of Enforcement Notice							
Copy of Appeal Decisions							
Copy of Appeal Statement							
Copy of Tree Preservation Order		10			Charge per page (inc VAT)		
Planning Search							
All postal requests carry a minimum £2 postage/administration charge. Actual postage will be charged if in excess of £2		1.67	0.33	2.00	1.67	0.33	2.00
Agenda – Copies of Minutes/Reports/One off requests		Charge per page (inc VAT)			Charge per page (inc VAT)		

**DARTMOOR NATIONAL PARK AUTHORITY  
FEES AND CHARGES 2017/18**

Description of Charges Levied (or Donations suggested)	Unit	2018/19 Rates (VAT @ 20%) £			2019/20 Rates (VAT @ 20%) £		
		NET (£)	VAT (£)	GROSS (£)	NET (£)	VAT (£)	GROSS (£)
<b>Meeting Room Hire</b>							
<b>Parke</b>							
Meeting Room	Half Day (up to 4 hrs)	80.00	EXE	80.00	80.00	EXE	80.00
	All Day (over 4 hrs)	160.00	EXE	160.00	160.00	EXE	160.00
	Refreshments per delegate:						
	1st serving	1.92	0.38	2.30	1.92	0.38	2.30
	2nd serving	1.33	0.27	1.60	1.33	0.27	1.60
Cancellation charges	Notice of cancellation of 48 hours or more	No Charge			No Charge		
	Notice of cancellation 24 to 48 hours	50% Charge			50% Charge		
	Notice of cancellation less than 24 hours	Full Charge			Full Charge		
<b>High Moorland Office</b>							
Room 1	1 hour	20.00	EXE	20.00	20.00	EXE	20.00
	Half Day (up to 4 hrs)	45.00	EXE	45.00	45.00	EXE	45.00
	All Day (over 4 hrs)	70.00	EXE	70.00	70.00	EXE	70.00
	Evening Room Hire (per hour)						
	N/A						
	Refreshments per delegate:						
1st serving	1.92	0.38	2.30	1.92	0.38	2.30	
2nd serving	1.33	0.27	1.60	1.33	0.27	1.60	
<b>Honesty Cairns (Donations)</b>							
Cars		2.00	OOS	2.00	2.00	OOS	2.00
Coaches		5.00	OOS	5.00	5.00	OOS	5.00
<b>Car Parking at Princetown, Haytor Upper and Lower, Postbridge, Meldon</b>							
Cars - Per Day (24 hours)		1.67	0.33	2.00	1.67	0.33	2.00
Cars - Per half Day (up to 3 hours)		0.83	0.17	1.00	0.83	0.17	1.00
Coaches - Per Day		4.17	0.83	5.00	4.17	0.83	5.00
<b>Guided Walks and Education Walks</b>							
Guided Walks	Adult	6.00	EXE	6.00	6.00	EXE	6.00
	14 years & under	FREE OF CHARGE			FREE OF CHARGE		
Children's Activities	Children (accompanying adult free)	5.00	EXE	5.00	5.00	EXE	5.00
Private talks	Higher Uppacott - per group (max 20)	60.00	EXE	60.00	60.00	EXE	60.00
Education Walks	Walks up to 3 hours (per guide = 25 children)	60.00	EXE	60.00	60.00	EXE	60.00
	Walks up to 6 hours (per guide = 25 children)	75.00	EXE	75.00	75.00	EXE	75.00
Ranger Ralph	Annual subscription (per child)	10.00	ZERO	10.00	10.00	ZERO	10.00
	Events	FREE OF CHARGE			FREE OF CHARGE		
Junior Ranger Programme	Annual subscription (per child)	25.00	ZERO	25.00	25.00	ZERO	25.00
Youth Ranger Programme	Annual subscription	Not Applicable			50.00	ZERO	50.00
Higher Uppacott	Bespoke Events	Delegated to Director of Conservation and Communities			Delegated to Director of Conservation and Communities		

**DARTMOOR NATIONAL PARK AUTHORITY  
FEES AND CHARGES 2017/18**

Description of Charges Levied (or Donations suggested)	Unit	2018/19 Rates (VAT @ 20%) £			2019/20 Rates (VAT @ 20%) £		
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<b>Legal Services</b>		<b>NET (£)</b>			<b>NET (£)</b>		
<b>Public Path Orders:</b>		See Below			See Below		
Public path orders: Advertisements x 2	Per advert	£900.00 plus advertising costs (plus VAT)			£1,000.00 plus advertising costs (plus VAT)		
Preparing order, all officer time, administration, postage, legal costs, site visits, notices, negotiations with users etc.	Unopposed orders	£350.00 plus advertising costs (plus VAT)			£400.00 plus advertising costs (plus VAT)		
	Additional orders linked to above	£1,500 - £2,500 plus advertising costs (plus VAT)			£2,000 - £3,000 plus advertising costs (plus VAT)		
	Opposed orders	£550.00 plus advertising costs (plus VAT)			£600.00 plus advertising costs (plus VAT)		
	Temporary closures	£50 per hour + Advertising costs + VAT (minimum charge £250)			£60 per hour + Advertising costs + VAT (minimum charge £500)		
	Extending a Temporary closure & submission to Secretary of State	400	80	480	400	80	480
	Informal Consultations (includes consulting with interested parties, summarising responses and Authority Report)						
Legal charges	Per hour	80-140	OOS	80-140	80-140	OOS	80-140
Copy / Inspection of Deeds or Documents (held in secure storage)	Per document	37.50	7.50	45.00	37.50	7.50	45.00
Section 106 agreements	Per hour	Not applicable - service provided by DCC			Not applicable - service provided by DCC		
Certification of a document	Per document	4.17	0.83	5.00	4.17	0.83	5.00
Supply data to:	Non Public Body	40.00	8.00	48.00	40.00	8.00	48.00
<b>Environmental Information Regulations</b>		<b>NET (£)</b>			<b>NET (£)</b>		
Disbursement Costs:							
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	A1 per side	1.17	0.23	1.40	1.17	0.23	1.40
	A0 per side	2.17	0.43	2.60	2.17	0.43	2.60
Microfilm Copying		As photocopying			As photocopying		
Staff Time:		£25 per hour (pro rata)			£25 per hour (pro rata)		
For every members of staff or agency staff involved in considering or dealing with a request for information	Search for Information. Identification & location of information. Retrieval of information. Copying of information. Collating & despatching of information.	VAT will only be charged if the information could Be obtained elsewhere			VAT will only be charged if the information could Be obtained elsewhere		
<b>Filming on DNP Land (owned or managed)</b>		<b>NET (£)</b>			<b>NET (£)</b>		
Feature films		From £2,500 plus VAT			From £2,500 plus VAT		
TV Feature / Mini series / Drama		From £500 to £1,500 plus VAT			From £500 to £1,500 plus VAT		
TV Documentary / Children's		From £250 to £1,000 plus VAT			From £250 to £1,000 plus VAT		
Advertising / Promotional		£,1,200 plus VAT			£,1,200 plus VAT		
Commercial Photo Shoot		From £1,000 to £2,000 plus VAT			From £1,000 to £2,000 plus VAT		
National Park staff time		£50 per hour / £300 per day plus VAT			£60 per hour / £360 per day plus VAT		
Aerial Footage (including stock footage)		Price on application			Price on application		
News, current affairs or educational / schools		Free of charge			Free of charge		
<b>Officer support for Filming and / or Event Management</b>		<b>NET (£)</b>			<b>NET (£)</b>		
National Park staff time		£50 per hour / £300 per day plus VAT			£60 per hour / £360 per day plus VAT		

**DARTMOOR NATIONAL PARK AUTHORITY  
FEES AND CHARGES 2017/18**

Description of Charges Levied (or Donations suggested)	Unit	2018/19 Rates (VAT @ 20%) £			2019/20 Rates (VAT @ 20%) £		
		NET (£)	VAT (£)	GROSS (£)	NET (£)	VAT (£)	GROSS (£)
<b>Miscellaneous</b>							
Closure of car parks for filming, large scale or other events (minimum charge)	Low season ( 1 Oct - 31 March)	150.00	30.00	180.00	150.00	30.00	180.00
	High season (1 April - 30 Sept)	300.00	60.00	360.00	300.00	60.00	360.00
Creation of maps for external bodies (GIS)	Fixed cost based on half day	41.67	8.33	50.00	41.67	8.33	50.00
	Hourly rate above half day	16.67	3.33	20.00	16.67	3.33	20.00
Gateway Repair	Per Gateway (per hour - minimum 2hrs)	45.00	9.00	54.00	45.00	9.00	54.00
	Drilling/Gluing per fixing	20.00	4.00	24.00	20.00	4.00	24.00
	Fittings	6.00	1.20	7.20	6.00	1.20	7.20
Gateposts	Repair per post - or individually priced	75.00	15.00	90.00	75.00	15.00	90.00
	Replacement - plus cost of commercially sourced post	75.00	15.00	90.00	75.00	15.00	90.00
Dartmoor Hill Farm Project Membership Scheme		50.00	10.00	60.00	50.00	10.00	60.00
Conservation Works Team - staff time		£40 per hour			£60 per hour		

## DARTMOOR NATIONAL PARK AUTHORITY

11 January 2019

**PROCUREMENT PROCEDURES**Report of the Head of Business Support

Recommendation: **That Members note and approve the Authority's revised Procurement Procedures and Minimum Standards (attached at Appendix 1 and 2) to take effect from end of the meeting.**

**1 Background**

1.1 The Procurement Procedures are part of the Authority's core governance documents. They were revised and approved by Members in April 2015 (NPA/15/012), with minor amendments being approved in April 2017 (NPA/17/011).

**2 New Service Level Agreement**

2.1 On 1 September 2018 the Authority entered into a new Service Level Agreement with Devon County Council's Procurement Service (DPS) to provide procurement support to the Authority, including:

- A review and updating of current policies and procedures;
- Creation (and maintenance) of key documentation and templates to be used in our procurement activity, e.g. invitation to quotation/tender, standard letters, form of contracts, terms and conditions;
- Provision of an intranet based procurement portal giving staff access to a standard set of procurement documents, which are kept up to date and compliant (with legislation)
- Provision of procurement advice and support;
- Provision of training in order to remain up to date (technically) and ensure compliance

2.2 DPS understands the often "unique nature" of the Authority's work, is committed to and has demonstrated a very pragmatic and proportionate approach, when working with us, to modernise and update our procurement systems and processes. A bespoke set of Terms & Conditions is also being written by Devon Legal Services, to reflect our requirements and the way we work with suppliers and partners.

2.3 The upfront work undertaken in recent months (and still ongoing) and the revised procedures and templates means that we can have confidence in our ability to run robust, compliant, open and transparent procurements and that our procedures and documentation are relevant, proportionate and easy to use.

2.4 The revision of the procedures are in fact more akin to re-alignment, i.e. ensuring that our procedures are similar to those used by Devon County Council, so that effective and efficient advice and support can be provided by DPS to our own staff when needed. Our procedures were originally based on a very old version of



DCC's and therefore also required modernisation to reflect up to date legislation (Public Contracts Regulations 2015), the requirement for electronic tendering means and the publication of opportunities (on Contracts Finder).

- 2.5 The financial thresholds, for quotations and tenders, have been revised, having not been reviewed since 2012. Having consulted with DPS and undertaken a comparison with other local authorities, the revised thresholds are considered to be appropriate.

<b>Existing</b>	<b>New</b>
Above £1,000 and up to £2,500: 2 oral quotations	Above £1,000 and up to £2,500 <b>(£5,000 for works)</b> : 2 oral quotations
Above £2,500 and up to £10,000: 3 written quotations	Above £2,500 <b>(£5,000 for works)</b> and up to £10,000: 3 written quotations
Above £10,000 and up to <b>£30,000</b> : 3 formal quotations, in writing, submitted by a specified time, based on specification, evaluation & award criteria	Above £10,000 and up to <b>£100,000</b> : 3 formal quotations, in writing, submitted by a specified time, based on specification, evaluation & award criteria
Above <b>£30,000</b> and up to EU thresholds: tenders must be invited	Above <b>£100,000</b> and up to EU thresholds: invite 4 organisations to submit tenders
Over EU thresholds: Public Contracts Regulations apply	Over EU thresholds: Public Contracts Regulations apply

- 2.6 The Authority will also become a member of the *Supplying the South West Procurement Portal*; providing us with a fully compliant e-procurement system. This will mean ensuring that our suppliers are registered in advance of procurements and DPS has committed undertaking the system set up free of charge and providing training and support.

- 2.7 DPS will be providing training for all relevant staff (in February) that will cover the following areas:

- Procurement Procedures (revised)
- Routes to market
- Access to Sharepoint - the portal that holds all centralised documents and forms
- Understanding and use of new documents and forms
- E-procurement

### **3 Equality and Impact Assessment**

- 3.1 It is not believed that the proposed changes will have any relevant impact.

### **4 Financial Implications**

- 4.1 The revised procedures are still fully aligned and compliant with Financial Regulations, Standing Orders and the Scheme of Delegation. There are no direct financial consequences as a result of the procedural changes

## **5 Conclusion**

- 5.1 Updating our Procurement Procedure documents is a first step in revising the way we work and to ensuring full compliance (with legislation). There is still some work to be completed before full implementation can take place, which will be completed in January. The new documents, templates and tools will be efficient, effective and proportionate and will give staff much needed confidence and assurance when undertaking procurements at all levels.

**DONNA HEALY**

**Background Papers:** NPA/15/012, NPA/17/011

**Attachments:** Appendix 1 - Minimum Standards for Tenders and Contracts  
Appendix 2 - Procurement Procedures

20190111 DH Procurement Procedures

## Minimum Standards for Tenders and Contracts

1. These minimum standards apply to all contracts, including arrangements for the carrying out of works, the supply of goods and services, and the acquisition and disposal of assets.
2. Procurement exercises and any contract arising out of such exercises must comply with all relevant statutory obligations including relevant European procurement regulations, the Authority's Standing Orders & Scheme of Delegation, Financial Regulations, Procurement Policy, the Procurement Procedures and these Minimum Standards.
3. Before seeking tenders or quotations the Officers must be satisfied that adequate financial provision for the contract has been identified in the Authority's approved budget (capital and/or revenue as appropriate). If overall spending cannot be contained within the service budget, approval from Leadership Team and/or The Authority (in accordance with Financial Regulations) must be obtained before awarding the contract.
4. Where tenders or quotations exceed the estimate, or contract variations are required which will result in a variation to the estimate, Officers must identify funding for any increase and, where it exceeds approved tolerances as defined in the Procurement Procedures (see para 2.18) and Financial Regulations, Leadership Team and/or Authority approval must be obtained before awarding, or varying, the contract.
5. For all contracts entered into, the Officers must be able to demonstrate the selection of the most appropriate contractor to complete the works, provide a service or supply a product on time, to the required quality, at the best price and within the approved financial estimate. For most contracts it will be necessary to operate a competitive process to meet these requirements.
6. The estimated value of the contract, which must be assessed by the appropriate lead officer and the Chief Financial Officer (CFO), will determine whether quotations or tenders are to be used in the procurement process (see para 2.1 of the Procurement Procedures).
7. A quotation is a firm price submitted either in writing or verbally by a contractor to provide specified work, goods or services. Verbal quotations must be recorded in writing by the officer who receives them. A tender is a written offer, containing a price, submitted by a contractor by a specified time and date. All tenders received prior to the closing date shall be opened at the same time and place and then assessed. All quotations and tenders must be treated in confidence.
8. All tenders and any formal quotation following a competitive procedure will be advertised on the Authority's e-tendering system.
9. Arrangements for the receipt, custody and opening of tenders are delegated to the Authority's CFO who must ensure that tenders are held securely, that late tenders are not considered and that proper arrangements are made to safeguard staff and

the Authority from fraud or corruption in this process. Save in exceptional circumstances, the e-tendering system shall be used for the issue and receipt of tender documentation and formal quotations. Any departure from the use of the e-tendering system must first be approved by the CFO.

10. Officers are responsible for the receipt, custody and opening of quotations not received via the Authority's e-tendering system and they must observe the same standards as outlined in paragraph 9 above.
11. Tenders and formal quotations selected for evaluation must be evaluated in accordance with criteria and weightings notified to the tenderers as part of the Invitation to Tender and in the case of tenders subject to European procurement regulations in accordance with such regulations. The evaluation criteria and weightings must be strictly observed at all times throughout the contract award procedure by any officer involved in the tender evaluation.
12. All contracts except where lowest price was predetermined to be the appropriate criteria will be awarded on the basis of the offer which is the most economically advantageous to the Authority as demonstrated by a documented quality /price evaluation procedure. Officers may accept a tender or quotation without reference to Leadership Team and/or the Authority, provided it falls within the approved tolerances for estimates (see para 2.18 of Procedures for Tenders and Contracts and Financial Regulations).
13. No favour should be shown to any persons or businesses, including those run by or employing persons such as relatives, partners or friends connected with members or officers or other persons subject to these standards.
14. Every contract shall be in writing and shall be in the name of Dartmoor National Park Authority.
15. Where an appropriate British Standard Specification or Code of Practice issued by the British Standards Institution, or a European equivalent, is current at the date of the tender, each contract shall require that all goods and materials used or supplied and all workmanship will be at least of the standard required by that specification or code of practice. Every contract shall comply with any relevant environmental requirements.
16. All contract payments must be made only in accordance with the contract terms and conditions. All payments on account to contractors for building and civil engineering work will be made only on a certificate issued in accordance with the terms of contract. Before a final certificate is issued, a detailed statement of account must be prepared in a form which enables comparison to the approved estimate, and which details claims, variations and changes (where appropriate) in quantities.
17. The appropriate Officer (in consultation with the CFO) must maintain a schedule of committed capital costs for the current and next financial year in respect of all contracts let or orders placed.
18. Arrangements for the form and maintenance of a contracts database are delegated to the CFO. Officers will ensure that details of all contracts with a value of £10,000 or more are recorded on this corporate system.

## Procurement Procedures

### 1 General

- 1.1 These procedures apply to all orders and contracts issued by the Authority for the carrying out of works, the supply of goods and services and the acquisition and disposal of assets. These procedures must be read in conjunction with the Sustainable Procurement Policy, Financial Regulations, Standing Orders, the Scheme of Delegation, the Minimum Standards for Tenders and Contracts and any other procurement guidance notes issued by the Chief Financial Officer (CFO).
- 1.2 “Officer” means any person holding office under the Authority, employed or seconded by the Authority, working under a Service Level Agreement or contract, or working for the Authority in any paid or unpaid capacity

### 2 Quotation and Tendering Procedures

- 2.1 The minimum required numbers of tenders or quotations to be invited from appropriate contractors for a given estimated value of contract (net of VAT) are:
- Above £1,000 and up to £2,500 (£5,000 for works) two oral quotations:
  - Above £2,500 (£5,000 for works) and up to £10,000, Invite three organisations to submit written quotations;
  - Above £10,000 and up to £100,000, Invite three organisations to submit written formal quotations submitted by a specified date and time and based on a written specification and evaluation criteria (referred hereafter as “formal quotation”);
  - Above £100,000, and up to EU thresholds, invite four organisations to submit tenders;
  - Over EU thresholds, invite organisations to submit tenders in accordance with the requirements of the Public Contract Regulations.

The values are for single items or groups of items, which must not be disaggregated artificially.

From 1 January 2018 the sterling equivalents of EU thresholds (net of VAT) are £181,302 for supplies and services and £4,551,413 for works. The EU thresholds are changed on 1 January of each even-dated year. The CFO will advise Heads of Service of these changes.

- 2.2 Where quotations apply, they should be sought from suitable contractors through open competition or can be selected from a standing list if one exists.
- 2.3 Where formal quotations are required, and if there is no standing list, formal quotations may be sent directly to a minimum of three organisations who have been selectively invited to bid, without recourse to open advertisement of the opportunity, or they may be selected through open competition.
- 2.4 Where tenders are required, Officers have a choice of tendering procedures. For contracts up to EU thresholds, organisations may be selected from a standing list. Where there is no standing list, and for contracts over EU thresholds, appropriate advertisement must be undertaken inviting suitable organisations to express an

interest in tendering. Alternatively, a suitable Framework Agreement can be used (see para 3.2 below). Tenders may be received from either all who respond to an advertisement (open competitive tendering) and, for contracts over EU thresholds, from a selection of suitable contractors who have expressed an interest and who are invited by the Authority to tender (selective tendering). The number of tenderers to be invited to tender will depend on the particular market and the individual project procurement strategy.

- 2.5 If selection is to be from standing lists, arrangements for standing list compilation, maintenance, review and use must be approved in advance by the CFO.

### **Procurement Notification Process**

- 2.6 Officers planning to carry out any procurement exercise with a value of £10,000 or more must submit an electronic procurement notification form to the Devon Procurement Service (DPS). This will be used to create an initial entry in the Contracts Database.

### **Appropriate Advertising**

- 2.7 Tenders up to the EU thresholds where there have been no selective invitations to quote or tender, and all tenders above the EU thresholds, will be advertised on the Authority's e-tendering system. Any opportunities that are advertised on the Authority's e-tendering system must also be advertised on the government's Contract Finder website.
- 2.8 For services, supplies and works where the total contract value, including any options to extend the initial term of the contract are expected to exceed EU thresholds, an OJEU notice must also be placed and must follow EU procurement requirements with particular regard to be given to the timescale for such tenders.
- 2.9 Any formal quotation following the open competition procedure will be advertised on the Authority's e-tendering system. Any opportunities that are advertised on the Authority's e-tendering system must also be advertised on the government's Contract Finder website. Officers will consult with the CFO and or DPS to determine if further advertising in relevant local newspapers and trade publications is also required.
- 2.10 Officers will ensure that the e-tendering system website address is publicised appropriately.  
[[www.devontenders.gov.uk](http://www.devontenders.gov.uk) / [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)]

### **Selective Tendering**

- 2.11 Following advertisement of tenders above the EU thresholds for goods and services (whether in relation to goods, services or works), invitations shall be sent to the prospective tenderers who are best qualified to bid.

### **Invitation to Tender**

- 2.12 Every invitation to tender must specify that the Authority's e-tendering system will be used to issue and receive tender documentation. The invitation must state the date and time by which the tender must be received by the e-tendering system and

that the tender will be held in the secure area of the e-tendering system and cannot be accessed until after the deadline. Adequate time must be allowed for the preparation and return of tenders ensuring compliance where appropriate with EU requirements. Any exceptions to using the Authority's e-tendering system must be approved by the CFO and/or CEO.

### **Invitation to Quote**

- 2.13 The Authority's e-tendering system must be used for a formal quotation, save for any exceptions approved by the CFO/CEO. For quotations below £10,000 the e-tendering system may be used but if paper processes are used, the invitation must state the place, date and time by which the quotation must be returned. Adequate time must be allowed for their preparation and return.

### **Certification notice by Tenderers**

- 2.14 Tenderers shall certify and give undertakings that:

- the tender is genuine and intended to be competitive;
- they have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person\*;
- they have not done and will not do, at any time before the time and date specified for the return of the tender, any of the following:
  - inform any person\* the amount or approximate amount of the proposed tender, except where the confidential disclosure of the approximate amount of the tender was necessary to obtain insurance premium or other quotations necessary for tender preparation;
  - enter into any agreement or arrangement with any other person\* with the aim of preventing tenders being made or as to the amount of another tender or the conditions on which the tender is made;
  - offer to pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the Authority any of the actions specified and described in this section;
  - cause or induce any person to do any of these things.

\* outside the consortium if a consortium tender,

### **Receipt, Custody and Opening of Tenders and Formal Quotations**

- 2.15 The Authority's e-tendering system will record the date and time of receipt of all tenders and formal quotations. Any tender or formal quotation not received via the Authority's e-tendering system (as a result of an exception approved under paragraphs 2.12 or 2.13) must be marked with the date and time of receipt and the initials of the receiving officer, and recorded\*. Any tender or formal quotation received after the specified time shall be recorded as such but must not be considered.

- 2.16 Tenders and any formal quotation not received via the Authority's e-tendering system shall be opened at one time and in the presence of at least two officers who shall be independent of each other and shall sign a complete record\* of all tenders or formal quotation opened, showing the date and time of opening and the value of each tender or formal quotation (\*held by CFO).

### **Contractor Vetting**

- 2.17 Officers who procure the service of a contractor are responsible for checking the competency of that contractor to undertake the work. This may include evidence of relevant qualifications, financial stability, their Health & Safety policy, risk assessments and method statements, data protection and security arrangements, for example.

All such assessments must be made before any commitment is made or contract awarded and shall be in conformity with the Authority's Contractor Vetting Policy.

### **Acceptance of Single Quotation or Tender Received**

- 2.18 This section deals with situations where either a single quotation or tender is received. For contracts up to £10,000, the appropriate Head of Service will determine whether or not to accept the quotation.

For contracts over £10,000, the CFO and the Head of Service shall jointly consider whether or not, in their professional judgement, best value would be obtained. The following provisions shall then apply:-

- a) where the estimated value of the contract is between £10,000 and £30,000 if in their view best value would be obtained then the Head of Service will consult with the CFO and the CEO (the latter being able to accept the formal quotation). If in the view of the CFO and CEO value for money would not be obtained, or if there is any doubt, the tendering exercise should either be repeated or the matter referred to the Authority for consideration and decision.
- b) where the estimated value of the contract is over £30,000 the matter must be referred to the Authority for consideration and decision, taking into account the views of the CEO, CFO and Head of Service as to whether to accept the tender or repeat the tendering exercise.

### **Financial Provision for Contracts**

- 2.19 Where tenders or quotations received vary from the approved estimate, the Officer must identify funding for any increase. Where the increase is up to £30,000, the funding must be approved by the CEO in consultation with the CFO before awarding the contract. Approval of the Authority must be obtained, before awarding the contract, where the variation exceeds £30,000.

### **Maintaining the Contracts Database**

- 2.20 Upon the award of a contract with a value of £10,000 or more, the Officer will update and complete the entry in the Contracts Database.



## **Exemption from the Tendering and Formal Quotation Process**

- 2.21 Where the subject matter of a contract is of a specialised nature with only one or a limited number of possible contractors or where exceptional circumstances have arisen, the Officer shall submit a written report requesting an exemption from normal tendering or formal quotation rules to the CEO/CFO/Leadership Team for authorisation for the exemption.

Tenders subject to the European Procurement Regulations shall be subject to exemptions contained within those Regulations.

## **3 Particular Types of Contract**

### **Acquisition of Property**

- 3.1 In order to ensure compliance with Financial Regulations and capital rules, Officers must obtain approval of the Authority before giving instructions for property acquisition.

### **Framework and Joint Procurement Arrangements**

- 3.2 Framework Agreements set up by government offices or other public bodies may be used after consultation with the CFO. Call off contracts under a Framework Agreement will be governed by the terms of the Framework Agreement. Framework Agreements may also be established by Officers, in accordance with these Procedures (however prior advice must be sought from DPS).
- 3.3 Joint procurement arrangements with other local authorities or public bodies may take place where they represent best value. The CFO and Devon Procurement Services must be notified at the start of the procurement of all such proposed arrangements irrespective of whether the Authority is acting as the lead authority.

### **Disposal of Assets**

- 3.4 All vehicles, plant, furniture, equipment or other goods shall be disposed of in accordance with the Authority's Financial Regulations, Scheme of Delegation and Disposals Policy.

## **4 Contracts**

### **Contents of Contract**

- 4.1 Officers shall obtain the advice of the Authority's Legal Service on the contract terms to be agreed, including the Authority's terms and conditions of contract.
- 4.2 Every contract shall be in writing or confirmed in writing and shall specify:
- (a) the work, materials, supplies or services to be provided;
  - (b) the quality standards and or service specification to be adhered to;
  - (c) the price to be paid, with a statement of discounts or other deductions;
  - (d) the time or times within which the contract is to be performed;

- (e) the procedures for variations, termination, or penalties for non-compliance, or security for the due performance of any contract including liquidated damages where works are not completed in the time specified
- (f) invoicing and payment arrangements as specified by the CFO;
- (g) that the Authority shall pay valid and undisputed invoices within a 30 day period, consider and verify invoices in a timely fashion and impose a contractual obligation on the contractor to ensure that they abide by these conditions in relation to their own sub-contractors; and
- (h) such other terms and conditions as are deemed necessary after having taken advice from the Authority's Legal Service.

4.3 Contracts shall be signed (except where the seal of the Authority is to be applied) in accordance with the Authority's Financial Regulations and Scheme of Delegation.

#### **Cancellation of Contracts**

4.4 All written contracts shall contain a clause enabling the Authority to cancel the contract and recover from the contractor the amount of any resulting loss if:

- (a) the contractor has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for:
  - (i) doing or not doing, or for having done or not done, any action in relation to the obtaining or execution of the contract or any other contract with the Authority;
  - (ii) showing or not showing favour or disfavour to any person in relation to the contract or any other contract with the Authority.
- (b) the same things have been done by any person employed by the contractor or acting on his behalf (whether with or without the knowledge of the contractor);
- (c) in relation to any contract with the Authority the contractor or any person employed by him or acting on his behalf has:
  - (i) given any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972;
  - (ii) committed an offence under the Bribery Act 2010.

4.5 Every contract that has been tendered via the Official Journal of the European Union must also contain the right for the Authority to terminate the contract where:

- (a) there has been a modification of the contract which falls outside one of the permitted categories specified in Regulation 72 of the Public Contracts Regulations 2015 and which are summarised at paragraph 4.5 below;
- (b) the contractor should have been excluded on mandatory grounds under Regulations 57(1) and /or 57(2) of the Public Contracts Regulations 2015
- (c) the contract should not have been awarded in view of a serious infringement under European Law which has been declared as such by the Court of Justice.

## Variation of Contracts

- 4.6 All orders given to a contractor directing them to vary, in any respect, the subject of the contract must be in writing, signed by the authorised officer (in accordance with the Scheme of Delegation).

For variations of contracts Officers must first seek advice from the Authority's Legal Service. Written agreement must be obtained, before variation orders are issued, from the CEO (in consultation with the CFO) if the total value of the accepted tender will be exceeded by more than £1,000 and up to £30,000 and by the Authority for any amounts exceeding £30,000.

In addition to the above requirements, where a contract has been tendered via the Official Journal of the European Union (i.e. a contract above the relevant value threshold), a variation to the original contract terms will trigger a new procurement process unless it falls within one of the following permitted changes:-

- Modifications that are clearly provided for in the original procurement and contract documents; or
- Necessary modifications where a change of contractor cannot be made due to economic or technical reasons and would cause significant inconvenience or substantial duplication of cost and does not result in an increase in price of more than 50% of the original contract value; or
- Modifications to deal with unforeseen circumstances where the modification does not alter the overall nature of the contract and does not result in an increase in price of more than 50% of the original contract value; or
- Modifications to deal with a new contractor replacing the original contractor where the replacement is due to corporate restructuring and the new contractor meets the pre-qualification criteria and there are no other substantial amendments to the contract, or
- Modifications that are not substantial. The following will be considered substantial modifications:
  - modifications that render the contract materially different in character,
  - modifications that could have resulted in a different outcome in the procurement;
  - modifications which shift the economic balance in favour of the contractor;
  - modifications which extend the scope of the contract considerably, and
  - where a new contractor replaces the old contractor other than in the circumstances permitted above.
  - Low value modifications where the value attributable to the modification falls below the relevant EU threshold **and** is less than 10% of the initial contract value for supplies and services or 15% for a works contract.

Heads of Service must seek the approval of the Authority's Legal Service in relation to any proposed variation of a contract which has been tendered via the official Journal of the European Union.

## **Payment for Contracts for Building or Civil Engineering Work**

4.7 Each certificate for payment must show:

- (a) contract sum (usually tender total);
- (b) value of work to date;
- (c) total amount of certificates previously paid;
- (d) amount of the certificate;
- (e) retention amount (if any);
- (f) value of price fluctuations;(g) Value Added Tax (if any).

### **Monitoring of Contracts**

4.8 Officers must monitor all contracts and report any significant exceptions to normal progress and cost variations to the CFO and Leadership Team. Significant exceptions include delay or advance in expenditure by more than £1,000 compared with expectations within a financial year and any critical delay in meeting target completion dates.

## DARTMOOR NATIONAL PARK AUTHORITY

11 January 2019

## UPDATE ON THE REVIEW OF 'YOUR DARTMOOR' – THE NATIONAL PARK MANAGEMENT PLAN

Report of the Project Development Manager and the Chief Executive (National Park Officer)

Recommendations: **That Members note**

- (i) **progress with the Management Plan review including the Dartmoor Debates and public opinion survey; and**
- (ii) **the next steps and timetable for the Management Plan review.**

### 1 Introduction

- 1.1 Under section 66(1) of the Environment Act 1995 each National Park Authority (NPA) is required to prepare and publish a National Park Management Plan (Management Plan) for its Park and review it every five years. Although preparation of the Management Plan is the prime responsibility of the NPA, its preparation needs actively to engage and gain support of all key stakeholders who will assist in its delivery. The current Management Plan – Your Dartmoor – was 'approved' by the Authority in November 2013 (NPA/13/041).
- 1.2 In May 2018 Members agreed a review process to start development of the next National Park Management Plan. The priority for the initial stages of the review is to look initially at the Vision for Dartmoor – to ensure that there is a clear vision for what we want Dartmoor to look like and the public benefits we seek to sustain and enhance from the National Park over the next 30 years.

### 2 Dartmoor Debates

- 2.1 An important element of the review process is to build a shared sense of ownership of the Management Plan and future vision for Dartmoor, which we hope will also lead into shared responsibility for delivering the vision. Over the last six months, a series of seven Dartmoor Debates have been held in order to engage with a wide range of key partners and organisations, which collectively form the 'communities of interest' for Dartmoor. These included five themed Debates, covering:
- **Dartmoor's future economy:** this was a joint event feeding into the development of Local Plan policies as well as the Management Plan review. It considered Dartmoor's local economy, and how a successful and sustainable economy can be supported in future, with a particular emphasis on economic development that supports the special qualities of the National Park.
  - **Cultural heritage:** this considered the key issues and factors affecting Dartmoor's Historic Environment and Cultural Heritage; identifying threats and opportunities for each of the key issues; identified gaps in our current understanding and priorities for future research; and examined ways in which cultural heritage can be enhanced through community engagement.

- **The future of farming and forestry on Dartmoor:** this considered the trends in farming and forestry, examining the drivers of change currently affecting farming and forestry businesses on Dartmoor, including discussion on a series of potential scenarios for businesses and management practices; and examined how Dartmoor's farmers, foresters and commoners can help to deliver the vision for the National Park.
- **Understanding and enjoyment:** this considered trends in visitor numbers, motivation and activity; future opportunities and pressures from recreation and tourism; building understanding of the National Park; and how to maximise wider benefits such as health and well-being.
- **Natural environment:** this explored how the natural environment on Dartmoor is changing; what the Government's ambition to enhance the environment means for Dartmoor; and what Dartmoor's natural environment might look like in the future.

## 2.2 Two further cross-cutting Debates were also held:

- **Next Generation:** it was agreed early on in the review process that we would try to engage specifically with the next generation, who often do not participate in these discussions, and yet will be the people that the long term vision will most affect. A workshop was organised for young people in their 20s-30s who live or work on Dartmoor, or visit for recreation. It was led by and included DNPA staff within that age range, with the support of an external facilitator and the Management Plan project manager. This was very well received, and we are looking at ways of continuing to work with the group as the Management Plan develops.
- **DNPA members and staff:** a workshop was also held for DNPA members and staff from across the organisation. This considered how the Management Plan is currently used; the current state of the National Park and key issues; what the new Vision should be; and how it might be delivered.

2.3 Each Dartmoor Debate has been informed by a review paper, which sets out the background evidence and policy drivers relating to the Debate, and highlights key issues and challenges facing Dartmoor. The review papers were shared with participants and subsequently updated following discussion at the Debates. These will form part of the evidence base for the Management Plan and will be available for wider comment as part of the consultation on the Management Plan.

2.4 As well as considering issues and challenges, each Debate also looked to the future and discussed what the long term Vision for Dartmoor should be. A number of specific actions were also suggested, and these have also been captured as part of the workshop outputs.

2.5 A total of around 120 people from 80 different organisations, groups and businesses attended the Dartmoor Debates. There was a high level of engagement at the Debates with good conversations amongst the participants, and positive feedback.

2.6 Work is currently underway to analyse and assess the material gathered from the Debates, and to draft initial Vision statements for each theme. These will then be

brought together into an overall Vision for further discussion with partners and DNPA members. Whilst it is not possible to summarise the key conclusions from the Debates at this stage, some common issues did arise. These include: the pressures arising from increased visitor numbers; the challenges of enhancing the natural environment; uncertainty over the future of farming (although less so in relation to forestry); and the need for affordable homes and transport with good job opportunities to support vibrant communities. Some core principles emerging from the Debates are listed in Appendix 1.

### **3 Public Opinion Survey**

- 3.1 The Dartmoor Debates were aimed at working with the communities of interest who will be key to helping deliver the Management Plan. In order to gather views more generally from local communities, National Park users and others with an interest in the future of Dartmoor, a public opinion survey was also undertaken.
- 3.2 The survey ran during November 2018 and was widely publicised via social media, at the Dartmoor Debates, and with Parish and Town Councils. Hard copies were available at the National Park Centres and DNPA Outreach van. A total of 654 responses were received.
- 3.3 The majority of respondents were from Dartmoor and the surrounding area including Exeter, Plymouth, Torquay, and Devon. Further afield respondents came from Taunton, Isles of Scilly, Wales, the South East, London, Lancashire, and Scotland. There were very few overseas respondents but they did include people from Germany and the USA.
- 3.4 The results from the survey are currently being analysed and will be made available in the Spring. Some initial results are given in Appendix 2, although these will be subject to further analysis.

### **4 Next steps**

- 4.1 The Dartmoor Debates and public opinion survey have generated a wealth of information and views, which are currently being analysed.
- 4.2 A draft Vision will be developed based on the Debates which will be discussed with the Management Plan Steering Group (including participants from the Dartmoor Debates), Delivery Board and DNPA members in Spring 2019.
- 4.3 Work to review the Management Plan itself will take place during the rest of 2019, including public consultation. An updated Management Plan will be completed in early 2020.

CLARE REID & KEVIN BISHOP

**Attachments:** Appendix 1 - Core Principles emerging from the Dartmoor Debates for the Vision  
Appendix 2 - Initial results from the public opinion survey

## Core Principles emerging from the Dartmoor Debates for the Vision

1. **'Public benefit / common good'**: Dartmoor National Park exists for the public benefit and common good of the community at large.
2. **'Statutory Purposes'**: All plans and activities must relate in some meaningful way to the purposes for which the DNP was created.
3. **'Systems thinking / holistic approach'**: Consideration of the Dartmoor National Park as a whole and connections to its surrounding area; as well as its status as a national asset
4. **'Thinking short, medium and long term'**: Three planning horizons – 1, 5 years and 25 years +
5. **'Building resilience'**: and ability to adapt to change – the individual, the farm, the landscape. Viability of the farms → empowerment / skilling of future generations of farmers
6. **'Special qualities Unique Dartmoor'** : Identifying, conserving and building on the unique qualities / genius loci or spirit of place
7. **'Community engagement'**: Engaging and enthusing people of all generations. Building the wider community of interest and support around the park that will sustain it in the longer term. 'To transform the public understanding of and attitude towards the moors over the next 25 years....'
8. **'Working in partnership'**: Developing collaborative ways of working with partner organisations and the community at large on and around the moor to realise the vision.
9. **'Climate change'**: Adapting to consequences of climate change and warming e.g. greater vegetation growth / footpath erosion.
10. **'Sustainable development'**: Planning and decision making with reference to the principles of sustainable development / considering the social, economic and environmental aspects
11. **'Natural Capital'**: Maximising the public benefit derived from the natural resources under the stewardship of the Dartmoor National Park Community of Interest
12. **Be bold**



## Initial results from the public opinion survey

*(Note further analysis to be carried out)*

### Q1. How important do you think these issues are for Dartmoor? (on a scale of 1-4, with 1 being not important, and 4 being very important)

Ranked in order of most important:

1. Habitats and wildlife under threat
2. Threats from inappropriate development
3. Loss of tranquillity
4. Future viability of hill farming
5. Providing clean water
6. Changes in climate
7. Loss of local services and amenities
8. Visitor pressure on 'honeypot' sites
9. Managing the impacts of large scale recreation events taking place on Dartmoor
10. Changes in vegetation on the moor
11. Future population growth in surrounding areas
12. Loss of cultural heritage
13. Managing threats to historic buildings
14. Rising transport costs and lack of public transport
15. Sustaining land based and building skills
16. Need for affordable housing
17. Promoting health & wellbeing benefits from access to Dartmoor
18. Limited high-speed broadband
19. An ageing population
20. Increasing the level of visitor spending to support the local economy
21. Conflict between military training and public access.

The top five issues considered to be 'very important' were broadly similar to the survey that was carried out in 2012, although the order of ranking has changed. Interestingly the issue of visitor pressure on 'honeypot' sites did not appear in the top 5, instead the provision of clean water was considered to be 'very important'.

2018	2012
Habitats and wildlife under threat	Threats from inappropriate development
Threats from inappropriate development	Future viability of hill farming
Loss of tranquillity	Visitor pressure on 'honeypot' sites
Future viability of hill farming	Habitats and wildlife under threat
Providing clean water	Loss of tranquillity

**Q2. Please rank these things in order of importance to Dartmoor (with 1 being the most important and 10 being the least).**

Ranking in order of most important:

1. Conserving the landscape
2. Protecting rare and declining wildlife species
3. Protecting Dartmoor's tranquillity and dark skies
4. Creating jobs within Dartmoor National Park
5. Helping more people to understand and value Dartmoor
6. Conserving historic sites and landmarks
7. Building affordable housing within Dartmoor National Park
8. Creating opportunities for everyone to enjoy Dartmoor
9. Creating better internet and mobile communication access for rural areas
10. Developing better public transport links

**Q4. How important are these special qualities of Dartmoor to you?**

	<b>Not important</b>	<b>Quite important</b>	<b>Very important</b>	<b>No opinion</b>	<b>weighted average</b>
Sheltered valleys with upland oak woodland and boulder filled streams	5	80	557	3	2.87
Open windswept moorland, granite tors	16	86	534	8	2.83
Timelessness, sense of space, remoteness and tranquillity with dark night skies	3	119	509	13	2.83
Distinctive and characteristic wildlife, home to many rare and common species	7	107	522	6	2.82
One of the most important archaeological landscapes in western Europe particularly the Bronze Age and medieval periods right through to an industrial past	10	167	448	20	2.74
Clean water gathered from the moor in reservoirs to provide much of the water supply for Devon	21	223	390	10	2.60

	<b>Not important</b>	<b>Quite important</b>	<b>Very important</b>	<b>No opinion</b>	<b>weighted average</b>
A wealth of historic buildings and structures, scattered farmsteads, hamlets, villages and towns	16	253	360	15	2.58
Opportunities for discovery, challenge and adventure for all supported by access to the open moor and an extensive public rights of way network	40	220	370	15	2.56
An inspirational landscape inspiring myths and legends, art and literature	56	238	321	26	2.49
Resourceful rural communities with distinctive culture and traditions, characteristic ways of life, local crafts, fairs, food and drink	33	297	293	23	2.47
Enclosed farmland and traditional farming practices	69	288	267	19	2.37



## DARTMOOR NATIONAL PARK PLANNING AUTHORITY

11 January 2019

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

Report of the Trees and Landscape Officer

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

**SECTION 211 NOTICES**

**Teignbridge**

**Ref: 18/0052                      Barnlee Lodge, Ilsington                      SX 7861 7610**

Notification to crown reduce several broadleaved trees. The works will have minimal impact on the health or appearance of the trees.

A Tree Preservation Order has not been made.

**Ref: 18/0054                      Lustleigh Orchard                      SX 7842 8125**

Notification to pollard a willow tree. The felling will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

**Ref: 18/0055                      DCE Holne, Buckfastleigh                      SX 7385 6628**

Notification to fell a sycamore and elm tree, and reduce two oak trees. The works will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

**Ref: 18/0057                      Ireland House, Ashburton                      SX 7590 7010**

Notification to fell two sycamore trees and reduce a maple and lime. The works will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

**West Devon**

**Ref: 18/0050                      Ward House, Walkhampton                      SX 5369 7019**

Notification to fell a beech tree. The tree has a poorly formed union which is liable to fail.

A Tree Preservation Order has not been made.

**Ref: 18/0051**

**Town Farm, Walkhampton**

**SX 5329 6980**

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

A Tree Preservation Order has not been made.

**Ref: 18/0053**

**The Coppice, Brentor**

**SX 4833 8145**

Notification to reduce the crowns of two beech trees and an ash tree. The works will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

**Ref: 18/0056**

**St Mary's Church, Mary Tavy**

**SX 5090 7875**

Notification to fell a sycamore tree and crown lift two holly and two lime trees. The works will have minimal impact on the character of the Conservation Area.

A Tree Preservation Order has not been made.

BRIAN BEASLEY