



Mendip Hills AONB Partnership Committee
Draft minutes of the meeting at Barton Camp
15th March 2018

Present:

Partnership Committee

Jim Hardcastle
 Cllr Liz Richardson (Vice Chair)
 Ian Clemmett
 Liz Brimmell
 Richard Frost
 Sarah Jackson
 Georgie Bigg
 Rob Palmer
 Pippa Rayner
 Cllr Nigel Taylor
 Thomas Lane
 Cllr Ann Harley
 Roger Dollins

AONB Manager
 Bath & North East Somerset Council
 National Trust
 Bath & North East Somerset Parishes Representative
 Mendip Society
 Bath & North East Somerset Council Officer
 CPRE Avonside
 Mendip District Council Officer
 Somerset Wildlife Trust
 Somerset County Council
 Natural England
 North Somerset Council
 Somerset Parishes Representative

Other attendees

Cindy Carter
 Andy Mallender
 Sarah Catling
 Judith Chubb-Whittle
 Becky Collier
 Steve Mewes
 Cat Lodge
 Tony Rees
 Cresten Boase
 Ian Armstrong
 Ursula James
 Richard Parker
 Tim Partridge

AONB Landscape Planning Officer
 AONB Project Development Officer
 AONB Communications & Support Officer
 Work Placement Planning Volunteer
 Minute Taking
 Somerset Wildlife Trust
 North Somerset Council Archaeologist
 Mendip Hills Fund Panel
 Barton Orchard
 Barton Orchard
 North Somerset Council Tourism Officer
 Compton Bishop PC
 Mendip Outdoor Pursuits

Apologies

John Flannigan
 Cllr Tom Killen
 Stephen Dury
 Mike Adams
 Julie Cooper

North Somerset Council Officer
 Mendip District Council Officer
 Somerset County Council Officer
 North Somerset Parishes Representative
 Sedgemoor District Council Officer

Notes of Meeting 15/3/2018

Item	Item	Notes	Action
1	Welcome & Introductions	See above.	
2	Minutes of previous meeting	Accepted as a true and accurate record. No matters arising which were not covered by today's agenda.	
3	Chair and Vice Chair of the Mendip Hills AONB Partnership	Nigel and Liz left the room whilst the Partnership considered the matter. Liz Brimmell raised the issue of the agenda item not stating the purpose of the item – i.e to endorse the appointment of the Chair and Vice Chair and naming the persons concerned - the point being members came to the meeting not aware of what they were being asked and as members were required to vote on this, any member not attending would not have had the opportunity to raise an issue if they had wanted to do so. Jim explained that only 2 applications had been received and both were from within the partnership. The appointment of Cllr Nigel Taylor as Chair and Cllr Liz Richardson as Vice Chair had been agreed by Partnership members via email. Jim apologised for not using the previously agreed procedure but all agreed that this had been a sensible course of action under the circumstances. Members were asked to ratify this decision – proposed by Ann H, seconded by Roger D, all agreed. Nigel then took the Chair, thanking everyone for their support and pledging to work closely with Liz and the Partnership. Dawn Hill who was not present was thanked for her time as Chair and a card was circulated for signing to be presented to Dawn with a gift of thanks – an image of Mendip Hill view.	
4	Matt Wooldridge & Neil Adams, National Grid (NG)	Matt & Neil gave a presentation on the Hinkley C Connection Project which will involve 57km of transmission lines between Bridgwater and Avonmouth. 8.5km of this crosses the AONB and will go underground, with a width of 60 – 100m. Existing power lines crossing the AONB will be removed. The Development Control Order (DCO) was granted in Jan 2016 and the aim is to complete the connection by 2025. Undergrounding will begin in late 2018 though contractors are not yet appointed so more details will be released as this progresses. Removal of pylons will begin in 2021. The underground route in the AONB follows the route of the existing pylons. Temporary access roads will be built during the construction period. NG is offering free planting schemes for landowners within 3km of the line. Several members were concerned that not only should native species be used, but the choice of species and design of schemes should also reflect local character. Ann H suggested that NG should hold events for landowners to get more to sign up. Richard F asked for	

	including the West of England Joint Spatial Plan. Two garden villages are proposed – including 2,200 homes at Churchill and 1,900 homes at Banwell – these are considered to be in the setting of the AONB. Cindy is working with the NAAONBs to look at the review of the national planning system, the NPPF. There is some concern that the review slightly weakens AONBs. All AONBs in Somerset provided training for Local Authority Planning Officers on agricultural buildings on AONBs and they plan to run another on recreation and tourism in AONBs in the Autumn. Sarah J said that Defra's 25 year Environment Plan is useful to reference when responding to the NPPF review as the 25 year plan can only be implemented if the underlying policy is right. Paper A – Activity Plan 217-18 There was some concern about the amount of red on the progress report but it was agreed that many projects were well underway and on a closer look, things looked more positive. All red projects will roll on into 2018-19 for completion as soon as possible. Liz R proposed the Paper be approved, Roger D seconded, all agreed. Paper B – Budget Update 2017-18 Jim confirmed that the AONB will be able to draw down the full Defra grant. Liz B proposed approval, Liz R seconded, all agreed. Paper C – Activity Plan 2018-19 Jim confirmed that South West Heritage Trust will be paying the AONB Unit for taking on management of Black Down and Deer Leap. By the end of 2018/19 the Volunteer Co-ordinator role will be full-time. Ann H proposed approval, Richard F seconded, all agreed. Paper D – Budget 2018-19 Income from Somerset CC has dropped by 5% but this was not in the Statement of Intent and has been done without consulting other Local Authority Partners. Normally, 6 months' notice should be given. Nigel T offered to talk to David Fothergill, Leader of Somerset CC. Roger D requested an extra column on the budget sheet so a comparison could be made with the previous year and Liz R asked for more detail in future budgets on the non-exchequer funding as it comes in. Nigel T suggested that the budget should be agreed now but with an ongoing query re the Somerset CC income. Liz R proposed adoption of the Budget with this proviso, Roger D seconded, all agreed. SJ asked that Charterhouse charges are checked as agreement with them has been for an annual inflationary increase and this is not reflected in the figures. There was some discussion about the idea of staff	Nigel T Sarah C
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	State of the Mendip Hills AONB – Jim Hardcastle	cleaning the AONB office themselves; it was agreed to go ahead but with careful monitoring. If standards fell, a cleaner should be reinstated. SJ and LR raised concerns about ending the cleaning contract (currently £150 per month) and instead to have AONB staff cleaning including that funding partners had not been consulted as to whether qualified staff paid at rates well above cleaning rates should be undertaking this role and it may have implications for future recruitment as well as concerns about drop in office standards. SJ queried reduced SCC contribution from current year as no notice has been given to the other funding partners as required by the Statement of Intent. Other members of the partnership unaware of this reduction due to absence of comparative figures being shown on same paper. SJ asked that in taking on management of two SCC sites as reported earlier in the meeting, what was the income to be for this. JH said it had yet to be agreed. SJ asked that changing responsibilities and roles of the AONB Unit and other matters needs to be considered by the funding partners and addressed in a revised Business Plan. SJ raised the matter of the current Statement of Intent ending March 31st 2018 and need for a new one to be agreed as soon as possible.	Jim H Jim H Jim H
6	State of the Mendip Hills AONB – Jim Hardcastle	Jim gave an overview of the data which had been gathered to help to inform the review of the Management Plan – a full report will be published in the coming months. Key points include: • A big increase in the no. of hectares land under Higher Level Stewardship – indicating that land is being more sensitively managed • Of the 29 parishes in the AONB, 18 have increased populations. Visitor numbers are harder to measure. • Out of 172 Scheduled Ancient monuments, only 3% are at risk • CPRE data has been used to map tranquillity • Out of 33 designated geological features, 8% are in an unfavourable condition – this has not changed • Sites of Special Scientific Interest are doing well compared to the national picture • Views out of the AONB are sure to be affected by the huge pressure for new housing in neighbouring settlements Jim concluded that, overall, the picture of the AONB is a healthy one thanks to the efforts of many landowners, particularly partners such as NT and SWT. However, the small, incremental changes must not be underestimated	

7	Partner Updates	<u>Richard Frost, Mendip Society</u> – walks are attracting large numbers of people so they urgently need more walk leaders. <u>Sarah Jackson, B&NES</u> – The event ran by Cindy for B&NES Planners was very useful, particularly as they are currently reviewing their Local Plan. Sarah is the lead on the Green Infrastructure Plan for the West of England. Bathscape Walking Festival is from 15th -23rd September <u>Georgie Bigg, CPRE</u> – www.cpre.org.uk is a useful resource for various reports such as the recent one on housing in AONBs and also on guidance on including landscape issues in Neighbourhood Plans (NPs). CPRE SW is doing a research project on the impact of NPs. <u>Thomas Lane, Natural England</u> – reorganisation means that Chris Westcott could not come this time. Budgets at NE are stretched. Thomas is working with landowners to get specific stewardship funds for scrub clearance around Cheddar – in partnership with SWT. <u>Rob Palmer, Mendip DC</u> – Planners are working closely with Cindy. <u>Ian Clemmett, National Trust</u> – NT used a roboflail to clear scrub at Cheddar Gorge and Crook Peak. They have carried out annual rock safety work in Cheddar Gorge and Longleat are doing their part. Working with Som CC Highways and Longleat to improve edges of the road in the gorge. They are reviewing the sheep and goat populations and have improved waymarking on rights of way at Crook Peak. NT commented on the West of England joint spatial plan. Future plans include the Somerset Festival of Nature with SWT (May) and the Top of the Gorge Festival with the AONB on 22nd to 24th June. <u>Nigel Taylor, Som CC</u> – Callow Rock Quarry expansion is going to SCC Regulation Cttee soon. Nigel is in an awkward position, having to speak for it on behalf of people in his ward and local jobs and having to speak against it on behalf of the AONB. He will speak for 1.5 minutes on each and then withdraw from the room and not have a vote. If the scheme gets approved, he hopes appropriate conditions will be imposed to protect the AONB as much as possible. There will be an open day at Westbury Quarry in August as part of Mendip Rocks – all welcome. <u>Pippa Rayner, SWT</u> - Eleanor Higginson is running the Mendip Hills Facilitation Fund, which aims to connect habitats around Cheddar Gorge, working with various landowners. Longleat estate is now on board which is the final piece in the jigsaw and Eleanor is having regular meetings with all partners. Adder surveys are being
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		carried out and some DNA collection to see how populations intermix. The Festival of Nature is in May and May is also Naturally Healthy Month. SWT is also running Mendip Wildlife Links - a project largely in East Mendip.	
8	AOB	SJ raised the matter of although the Business Plan had been circulated with papers for a previous Partnership meeting (March 2017?) it needed to be updated and endorsed by the Partnership. In the absence of an adopted Business Plan for 2018 onwards it was agreed that JH would revise current Plan to discuss with the OSG before bringing to the Partnership for endorsement. NT stated that if necessary an extraordinary meeting would be held for this purpose.	Jim H
9	Date of next meeting	22 nd November 2018 – though there may be a need to meet in-between to agree the Business Plan - see item 8	ALL



PAPER A

Mendip Hills AONB Unit

Activity Plan 2017-18

Colour Code:

White: Completed

Green: On track to be completed by end of financial year

Amber: Delayed

Red: Unlikely to be completed this financial year

NAAONB Key Performance Indicators

1. **Landscapes for Wildlife (nature)** Hectares of land enhanced for nature through the work of AONB teams.
2. **Landscapes for People (wellbeing)** Number of people engaged through the work of AONB teams.
3. **Landscapes for Culture (history)** Number of Scheduled Monuments that have been protected through the work of the AONB team.

1. Conserve & Enhance: Project Development					
Work Area	Action	Lead	NAAONB KPI	Progress report	RAG (Red, Amber, Green)
Mendip Way	Upload West and East guide to the AONB website	AM	2	East and West guides uploaded	White
	Commission 2 x promotional videos and promote	AM	N/A	2 videos produced, 1 aimed at over 55s market, 1 x aimed at under 35s market Over 55s video uploaded to Youtube in October. Awaiting national promotion before uploading	Red

				under 35s video to Facebook.	
	Develop 3 other promotional opportunities to achieve national awareness	AM	N/A	1. Encounter Walking Holidays itineraries and materials have been completed. 2. Mendip Way videos showcased at Visit Somerset/Encounter Walking launch event. Links between AONB and Encounter websites created. To be completed, linked to delay in promotion of video; 3. Pat Kinsella commissioned to deliver 2 additional features promoting Mendip Way; Country Walking magazine - news piece, in April edition The Great Outdoors magazine - full feature about hiking the whole route, aimed at older demographic - May edition Outdoor Fitness magazine - full feature about fast packing the whole route, aimed at younger demographic - July edition	Red
Limestone Link	Waymark the AONB section of the route	AM	2	Meeting held with B&NES Public Rights of Way, Bath Ramblers contacted as key stakeholder. Use of existing waymarkers agreed (supplied by B&NES). Meeting held with Cotswolds AONB (October). Following the survey Volunteer Rangers to carry out targeted waymarking of AONB	Red

				section of L/Link. B&NES ROW to supply waymarker discs – awaited from Sheila Petherbridge.	
	Write route guide in 2 directions. Produce downloadable guides	AM	N/A	New committee of Bath Ramblers agreed to survey etc. and supplied former route guide for updating (December 2017) Exegesis to check and amend route guides as part of survey work (5-9 March). Downloadable guide to be produced by end of March.	Red
	Survey route to identify priority improvements. Gather GPS data	AM		Exegesis commissioned to survey from Combe Hay (Cotswold AONB Boundary) to Shipham. Survey to record surface, access furniture and waymarking. Survey Scheduled for 5-9 March.	Green
Cheddar Gorge Walk	Work with NT, Longleat, SWT to identify improvements. Plan and execute improvements where necessary.	AM	2	1 x gate installed and new link from Black Rock Gate (avoiding road) opened. Waymarked with new discs in both directions. 2 AONB volunteer task days to carry out scrub clearance and dead hedging to close desire line routes and prevent erosion. Agreed payment rate with Longleat for AONB Volunteer tasks of £20.00 per volunteer up to a maximum of 10 (i.e. £200 per task). Tree-works completed to increase light levels Dead hedge path sides through woodland sections. Provided cross drain and culvert specs and examples to Longleat and advised on drain locations.	White

				Profit from SWOF 2017 to fund future works.	
Cheddar Parish Access	Map based scoping exercise with PC reps – identify priorities. Report to SCC PROW officers.	AM	2	Meeting with PC reps, December 5 th , priority routes agreed.	White
	Site surveys to draw up specifications for targeted improvements. Confirm where SCC will contribute 25% and draw up costed plan.	AM	N/A	Recommendation for improvements linked to Mendip Way around Bradley Cross and Carscliff Wood sent to SCC ROW. After consulting with landowners SCC ROW confirmed this route can't be implemented due to concerns of landowner. Second option of routes to Ashridge farm agreed with SCC ROW, landowner agreement confirmed. SCC ROW to supply materials as in-kind support. 8 locations to be improved, gate order to be placed by 2 March.	Amber
	Support Cheddar PC in applying for match funding (Hinckley Tourism Action Plan).	AM	N/A	Current phase to be run with £1,000 grant from Cheddar Parish Council to the AONB Unit and £250 from AONB funds. Cheddar Parish Council are considering a second phase of work in 2019/19 and match funding applications will be for that phase.	Amber
	Run training day in gate installation.	AM	2	Training day scheduled with AONB volunteers for 21 March.	Amber
	Set up work programme for volunteer tasks – AONB, Mendip Ramblers,	AM	2	March - April AONB task days organised.	Amber

	Cheddar PC/Cheddar Walking.				
North Somerset Community Connections	Promote Cheddar PC framework to North Somerset Communities – Bleadon, Hutton, Banwell, Winscombe and Sandford.	AM	N/A	Produce report on Cheddar project and send to target PCs. Use as basis for AONB e-newsletter for 5 th March. Send as press release and Mendip Times article.	Red
	Secure 1 x community sign up	AM	2	Delayed until 2018/19.	Red
	Develop and submit a LEADER bid with NSC & NT for Strawberry Line & Mendip Way junction	AM	N/A	Project Plan agreed with National Trust: Easy access circular trail connecting Kings Wood, Strawberry Line and Slader's Leigh. To include path surfacing, interpretation and natural play structures. Expression of Interest submitted in December, estimated total cost £48,500, grant requested £32,737. Expression of Interest approved in January.	White
Working Holidays	Work with NE and Swallet Farm to prepare and promote the offer	AM	N/A	Offer based around working in National Nature Reserves while staying at Swallet Farm. CANCELLED due to low bookings.	Red
	Work with partners to successfully deliver the week	AM	1, 2	CANCELLED due to low bookings. More and better coordinated promotion required.	Red
Burrington Commons	Work with Langford Ct Estate and NE to identify management solutions, create and instigate an action plan	JH	1, 2, 3	Meetings held with Langford Ct Estate and NE to coordinate works to deliver the management plan for the area. Cotoneaster contract produced and submitted to Langford Ct Estate.	Amber

				6 volunteer sessions undertaken to create dead hedges to keep stock in and scrub management. Langford Ct Estate required to undertake various elements of the work to comply with Higher Level Stewardship scheme.	
2. Raise Awareness					
Work Area	Action	Lead	NAAONB KPI	Progress report	RAG (Red, Amber, Green)
Mendip Rocks!	Invite Mendip Society on to steering group and secure financial support from them	AM	N/A	Represented on steering group and MS contributed £500	White
	Work with SESC & Mendip Society to organise a programme of events aimed at family groups and people with geological interests during October.	AM	N/A	Event list agreed.	White
	Promote the month to achieve more visitors and more income than 2016	AM	2	Promoted via AONB website, social media, Mendip Times, press releases, posters and leaflets Numbers were slightly higher (1,037 in 2016, 1,100 in 2017). Donation takings also increased from £1450.53 in 2016 to £1,587 in 2017. N.B. The most popular event in Ebbor Gorge event was cancelled, previously attended by more than 200 people, this impacted income.	White

South West Outdoor Festival	Represent the AONB Unit on the steering group run by the National Trust and support the publicity of the event	JH	N/A	Attended 7 meetings and 1 test day on site	White
	Organise local school children to sample climbing and caving in the gorge and visit the festival site on 8/9/17	JH	2	90 pupils visited the gorge and site on 8/9	White
	Identify and help to organise a legacy 'adventure' event in Cheddar Gorge area	JH	N/A	Confirmed as Top of the Gorge festival on 22-24/6/18 www.nationaltrust.org.uk/cheddar-gorge/features/top-of-the-gorge-festival	White
MHAONB Website	Manage the transition to a new look website	SC	N/A	New site launched.	White
Social media	Achieve 2300 followers on Twitter	ALL	N/A	1928 (31/8/17) 2031 (23/10/17) 2073 (8/12/17) 2209 (26/02/18)	Amber
	Achieve 1500 likes on Facebook	ALL	N/A	1364 (31/8/17) 1418 (23/10/17) 1443 (8/12/17) 1611 (26/02/18)	White
	Achieve 1500 views on YouTube channel	ALL	N/A	1017 (31/8/17) 1844 (23/10/17) 2286 (8/12/17) 2381 (26/02/18)	White

	Start Instagram account	ALL	N/A	Commenced 12/10/17 Followers 73 143 (8/12/17) 227 (26/02/18)	White
Enewsletters	Distribute a minimum of 24 enewsletters (12 to the public list, 12 to the Partnership list)	JH	2	19 x public, 6 x Partnership	Amber
	Achieve 600 on the enewsletter database	ALL	N/A	Currently 540	Amber
Visitor Guide	Design and print an updated visitor guide to establish an 'adventure' based brand	JH	N/A	Produced, currently on 3 rd reprint	White
	Ensure regular distribution of the guides and find 4 new outlets for distribution	SC	N/A	Distributed. New outlets to be identified	White
3. Landscape Planning					
Work Area	Action	Lead	NAAONB KPI	Progress report	RAG (Red, Amber, Green)
Planning liaison	Meet key planners in all relevant authorities	CC	N/A	Continued liaison with Parish Council as required. Liaison on recently on JSP, Neighbourhood Plans and Broadband. Continued liaison with other stakeholder groups within Mendip Hills including CPRE, Natural England, the National Trust and the Mendip Society. Liaison with officers/contacts on various	White

				projects – e.g. WPD Steering Group for Cheddar Undergrounding, National Grid, Broadband etc. On-going liaison with planning officers in all five different local planning authorities regarding a range of planning policy and development management consultations.	
Applications	Comment on applications as and when necessary	CC	N/A	Monitor up to date (90 DM and 31 Policy) Comment on applications as and when necessary. Aim to review all applications received, however due to workload at particular points, this is not always possible. I do however sift the applications coming in to manage this.	Amber
Regional	Liaise with other AONB planners and partner organisations via email and face to face	CC	2	Meet or liaise regularly with other AONB Landscape Planning Officer. Meet with Quantock and Blackdown Hills landscape planning officers on a quarterly basis. Meeting on 13 March with SW landscape planning officers as relates to review of the Management Plan and planning considerations.	White
Training	Develop a training programme for planners and parish councillors	CC	N/A	Successful training November 2017 on Agricultural Buildings in the AONB (delivered by Somerset AONBs) for planning officers – well attended. A further training session being planned for November 2018 for planning officers on Tourism in AONBs and planning considerations.	White

				Input in to NP training presented by B@NES. Lunch and Learn Session delivered to B&NES planning and other officers on the Mendip Hills AONB and Planning – well attended. Further training to be focussed for Planning Committee Members and also we are liaising with UWE to present to planning students on AONBs and the Mendip Hills AONB.	
4. Involve the Community					
Work Area	Action	Lead	NAAONB KPI	Progress report	RAG (Red, Amber, Green)
Volunteers (Rangers)	Maintain the rota of site visits, meetings and social gatherings	AM	2	Maintained with good attendance	White
	Create a walks programme delivered by volunteers	AM	2	2 Christmas walks delivered successfully: 17 attended the Priddy Walk 14 attended the Shipham Walk £118 collected in donations to the Mendip Hills Fund. 2 Walks planned for Easter holidays and more through the year.	White
	Identify new training and development opportunities	CC	2	Judith Chubb-Whittle completed 6 months as a planning placement and is looking to continue as a Planning Volunteer.	White
	Create 4 new volunteer rangers from areas not covered	AM	2	4 Volunteers recruited from areas not previously covered e.g. Bleadon, Binegar.	White
Practical Task Volunteers	Maintain a programme of fortnightly tasks focussed around the special	SF	1, 2	Maintained and enhanced with high profile days at Black Rock and working alongside corporate volunteers	White

	qualities			No of volunteers at tasks has increased, need to monitor	
Young Rangers	Complete the 2015-17 programme securing feedback from those involved	SF	2	Excellent feedback and PR gained from this programme	White
	Take two Young Rangers to Europarc camp and promote the benefits of this	SF	2	2 x Young Rangers returned from Switzerland and PR gained	White
	Promote, select and start the 2017-19 Young Ranger programme with activities aimed at creating environmental decision makers of the future	SF	2	Introduction evening on 5/9/17. New and existing volunteers brought in to help with activities and plan the programme	White
Mendip Hills Fund	Allocate more than £6000 of grants	JH	1, 2, 3	Currently approx. £6000 in pot. £6000 allocated Mendip Outdoor Pursuits signed up with 1% donation from online bookings	White
	Promote the fund regularly via social media and other outlets	JH	N/A	01/09/17 Facebook 69 Likes. 23/10/17 Facebook 97 Likes. 14/12/17 Facebook 104 Likes. 18/01/18 Facebook 108 Likes. 26/02/18 Facebook 116 Likes Need to do more PR to announce awards during December Stickers & plaques produced. Logos on AONB Unit van.	Amber

	Administer the panel to meet in November and March	JH	2	Panel met to allocate funds in November. Date arranged for March meeting and Joint chair identified Joint chair appointed.	White
5. Partnership, Management, Regional & National Work					
Work Area	Action	Lead	NAAONB KPI	Progress report	RAG (Red, Amber, Green)
Partnership	Administer 2 x meetings per year minimum	JH	N/A	1 x completed. Discussions needed as Chair's term is complete. New chair needed for November 2017 onwards	White
OSG	Administer 4 x meetings per year minimum	JH	N/A	Meetings scheduled. 4 x completed Need to organise 2018 schedule	White
Regional representation	Attend SWPLF and Somerset AONB meetings	ALL	N/A	JH attended SWPLF meeting July 2017.	White
National representation	Attend NAAONB meetings, contribute to responses, forums and communications	ALL	N/A	JH and AM attended national conference in Winchester, July 2017. JH attended Chairs meeting, November 28 th , London. JH & SC attended national comms meeting in 12/18 & regional 28/2.	White
AONB Unit	Create activity plan for Unit and individuals	ALL	N/A	As seen, linked to individual 1:1s	White
AONB Unit project management	All to be using Basecamp project management system.	ALL	N/A	Use increasing.	Amber

Paper B - Finance Budget Report - Month 11

	Actual Spend	Budget	% Against Budget	Notes
<u>Core Costs</u>				
Staffing	£ 111,600	£ 118,338	94	
Staff Training	£ 1,111	£ 200	556	D1 Trg for Vol Coord
Travel Expenses	£ 1,297	£ 2,250	58	
Staff Clothing	£ 429	£ -	429	New Staff Member
Staff Subsistence	£ -	£ 200	0	
SCC Hosting	£ -	£ 18,450	0	
Vehicle Costs	£ 2,521	£ 2,550	99	
Office Postage	£ -	£ 200	0	
Office Stationery	£ 35	£ 2,500	1	
Digital	£ 22	£ 700	3	
Office Telephones	£ -	£ 2,400	0	
Office Cleaning	£ -	£ 1,800	0	
Office Tools & Equipment	£ -	£ 400	0	New Gazebo
Volunteer Costs	£ 2,070	£ 2,000	104	
Insurance	£ -	£ -	361	
Total	£ 119,085	£ 151,988	78	
<u>Partnership Costs</u>	£ 7,925	£ 8,650	92	
<u>Projects</u>	£ 4,490	£ 23,300	19	
<u>Young Rangers</u>	£ 3,671	£ 2,500	147	Income to offset overspend. Expenditure weighted higher in year 1 of 2 year programme due to uniforms
<u>RIA - C/Fwd from 16/17</u>	£ 9,087	£ 66,035		
	£ 144,258	£ 252,473		
<u>Other costs to note:</u>				
Joint Health & Well Being Project		£ 8,561		Cost covered direct from SCC Public Health
Redundancy		£ 18,000		Ring fenced from Carry f/wd 16/17, not included in budget total

£ 261,034

Income

DEFRA	£	114,874	£	153,506	75
SCC	£	16,150	£	16,150	100
B&NES	£	8,500	£	8,500	100
SDC	£	8,001	£	8,001	100
MDC	£	8,017	£	8,017	100
NS	£	3,000	£	3,000	100
	£	158,542	£	197,174	80

Young Rangers	£	1,600	£	1,500	107
SCC Public Health			£	8,561	
Contingency C/Fwd			£	18,000	
Fees and Charges	£	281	£	-	

£ 160,423 £ 225,235



PAPER C

Mendip Hills AONB Unit

Activity Plan 2018-19

Colour Code:

White: Completed

Green: On track to be completed by end of financial year

Amber: Delayed

Red: Unlikely to be completed this financial year

NAAONB Key Performance Indicators

4. **Landscapes for Wildlife (nature)** Hectares of land enhanced for nature through the work of AONB teams.
5. **Landscapes for People (wellbeing)** Number of people engaged through the work of AONB teams.
6. **Landscapes for Culture (history)** Number of Scheduled Monuments that have been protected through the work of the AONB team.

6. Conserve & Enhance: Project Development					
Work Area	Action	Lead	NAAONB KPI	Progress report	RAG (Red, Amber, Green)
Blackmoor Reserve and Deer Leap	Produce management plans and instigate works that conserve and enhance these sites, based around existing countryside stewardship schemes. Develop Access and Interpretation Project	AM	1, 2, 3		

	Plans and work with SWHT HLF Project to deliver improvements. Develop bids to fund additional works outside the HLF project.				
Chew Valley Access Trail	Assist the steering group (B&NES Council, Sustrans, Bristol Water) with the feasibility study and resulting bids.	JH	2		
Mendip Way	Work with Mendip Society, Ramblers, Rotary and Parish/Town Councils to fund the development and installation of interpretation boards for key gateway sites: Uphill, Cheddar, Wells, Frome	AM	2		
Limestone Link	Work with B&NES and North Somerset PROW and Ramblers groups to fund and implement route improvements using data from surveys. Upgrade access furniture (replace stiles with gates or upgrade to high specification 2 step stiles	AM	2		

	with dog access) Install additional signage (e.g. along road and urban sections not covered by Rights of Way waymarkers)				
Kings Wood Access Project	Implement the Kings Wood Family Explorer Trail in partnership with the National Trust, Mendip Society and North Somerset Council to include: 0.5 mile easy access circular route. 2 interpretation boards. 3 outdoor natural play structures. Downloadable walk guide.	AM	N/A		
Community Hubs	Secure 2 new parishes signed up to access projects. Implement programmes of improvement works (e.g replacing stiles with gates)	AM	2		
Mendip Environment Centre	Work with Yeo Valley and other stakeholders to create a 'Mendip Environment Centre' in	JH	NA		

	Burrington Combe.				
Burrington Commons	Work with Langford Ct Estate and NE to identify management solutions, create and instigate an action plan.	JH	1, 2, 3		
Visitor Counters	Instigate a programme of regularly downloading visitor counter data, fund and install new counters, seek data from other sources.	AM	NA		
7. Raise Awareness					
Work Area	Action	Lead	NAAONB KPI	Progress report	RAG (Red, Amber, Green)
Mendip Rocks!	Work with SESC & Mendip Society to organise a programme of events aimed at family groups and people with geological interests during August and September, seeking additional funding.	AM	N/A		
	Promote the programme to achieve more visitors and more income than 2017. 30 x events attracted 1,037 in 2016	AM	2		

	28 x events attracted 1,100 in 2017). £1450.53 in 2016 £1,587 in 2017				
Top of the Gorge Festival 22-24 June	Represent the AONB Unit on the steering group run by the National Trust and support the publicity of the event.	JH	N/A		
	Organise more local children from more schools to sample climbing and caving in the gorge. (90 pupils visited the gorge and site on 8/9/17 from 2 schools)	JH	2		
MHAONB Website	Increase visitor traffic from XXk to XXk	SC	N/A		
Social media	Achieve 3000 followers on Twitter	ALL	N/A		
	Achieve 2000 likes on Facebook	ALL	N/A		
	Achieve 3500 views on YouTube channel	ALL	N/A		
	Achieve 350 followers on Instagram	ALL	N/A		

Enewsletters	Distribute a minimum of 24 enewsletters (12 to the public list, 12 to the Partnership list)	JH	2		
	Achieve 800 on the enewsletter database	ALL	N/A		

8. Landscape Planning

Work Area	Action	Lead	NAAONB KPI	Progress report	RAG (Red, Amber, Green)
Planning liaison	Hold face-to-face sessions in each planning authority office	CC	N/A		
Landscape Planning Guidance	Prepare, produce and distribute a planning guidance document.	CC	N/A		
Applications	Comment on applications as and when necessary	CC	N/A		
Regional	Liaise with other AONB planners and partner organisations via email and face to face	CC	2		
Training	Develop a training programme for planners and parish councillors (tourism focussed)	CC	N/A		

9. Involve the Community

Work Area	Action	Lead	NAAONB KPI	Progress report	RAG (Red, Amber, Green)
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Volunteer Rangers	Create and instigate a development plan that spans 3 years to enhance numbers, kit/equipment, communication and involvement in AONB work. Submit funding bids and seek sponsorship to enable this.	AM	2		
	Maintain the rota of site visits, meetings and social gatherings	AM	2		
Volunteer Coordinator	Appoint a full time member of staff to coordinate all volunteer activity and practical work.	JH	N/A		
Volunteers	Create a walks programme, >4 walks, delivered by volunteers.	AM	2		
	Identify new training and volunteering opportunities	ALL	2		
Practical Task Volunteers	Maintain a programme of fortnightly tasks focussed around the special qualities. Start weekly sessions including weekend tasks.	SF	1, 2		

Rural skills	Develop and instigate a rural skills programme, that involves AONB volunteers and the community, in the special qualities.	AM	2		
Young Rangers	Maintain and promote the 2017-19 Young Ranger programme with activities aimed at creating environmental decision makers of the future	SF	2		
Mendip Hills Fund	Achieve and allocate >£10000 of grants	JH	1, 2, 3		
	Promote the fund regularly via social media and other outlets Achieve 200 likes on Facebook. Create and distribute targeted material to sign up 3 x events and 5 x business supporters.	SC	NA		
	Administer the panel to meet in November and March	JH	2		
10. Partnership, Management, Regional & National Work					
Work Area	Action	Lead	NAAONB KPI	Progress report	RAG (Red, Amber, Green)

Partnership	Administer 2 x meetings per year minimum.	JH	N/A		
Management Plan	Undertake the review and and successful adoption of the 2019-24 management plan.	JH	N/A		
OSG	Administer 4 x meetings per year minimum	JH	N/A		
Regional representation	Attend SWPLF and Somerset AONB meetings	ALL	N/A		
National representation	Attend NAAONB meetings, contribute to responses, forums and communications	ALL	N/A		
AONB Unit	Create activity plan for Unit and individuals	ALL	N/A		
AONB Unit project management	All to be using Basecamp project management system.	ALL	N/A		

Paper D – 2018/19 Budget

Budget	2018-19	% diff on 17/18	Notes
EXPENDITURE			
Salaries			
Manager			
Planning Officer			
Support Officer			
Proj Dev Officer			
Volunteer Co-ordinator Post			
Co-ordinator Post (To be appointed)			Salary cost for a full year Gr 13 pt 21 . Saving of £2416 if employed at Gr 13 pt 17
Sub Total	152154	29	Salaries assume SCC 2% pay award
SCC Host fee (Line mgt, HR,Finance)	7750		
Charterhouse Centre ICT charge	3500		
Charterhouse C.Rent and services	7300		
Insurance	400		
Other costs			
Office Cleaning	100	-94	Cleaning to be taken on inhouse, savings reallocated to accommodate rising volunteer numbers and associated costs
Training	200		
Vehicle R&M	2200	19	
Vehicle fuel /tax/insurance costs	750	7	
Travel costs	750		
Car allowances	1500		
Volunteer costs	2500	25	
Tools and equip	450	13	
Staff clothing	300	300	
Stationary/digital/tel	5750	-1	
Subsistance	200		
Partnership	4650		
Management Plan review	4000		
Sub Total	42300		Core costs excluding salaries remain unchanged on 17/18
Projects	16700	-28	Include: Mendip Rocks! £2700 Young Rangers £2500 Community Events £1000 Community Access Works £6000
Joint Health & Well Being project	8600		Figure TBC, post funded from central Public Health budget

Mendip Hills Fund	1500
Sub Total	26800

Target figure for MHF receipts to be transferred to Somerset Community Foundation

Mendip Hills Fund 18/19	11354
Total	232608
Core costs (Defra criteria)	194454

INCOME

DEFRA	156147
SCC	15343
B&NES	8500
SDC	8001
MDC	8017
N.Som	3000
LA contribution Total	42861
Young Rangers	
SCC Public Health	8600
Other Income	25000
Total	232608

New Budget set for Non-exchequer funds

Contingency B/fwd from 17/18 TBC

Figure TBC following Y/End. Projected £55k, 18/19 redundancy figure £8k to be ringfenced from this.