

# Quantock Hills AONB Service



## 2019 / 20 Business Plan

Supported by:



Somerset West  
and Taunton

Landscapes  
for life  
.org.uk

QUANTOCK  
HILLS  
One of the  
AONB Family

Quantock Hills  
Area of Outstanding Natural Beauty



Author	Iain Porter	Date	09/02/2019
Check	Chris Edwards	Status	Final
Version History			
1.2	1) Minor rewording on priority setting 2) Additional action points in Geology & Climate section		

## 2019/20 Business Plan – Setting the Priorities

### 1. Priority Setting:

- a. With a new management plan going forward for adoption and the Delivery Plan currently being consulted on the ability to set hard priorities is limited. The Partnership is keen to retain ‘on the ground’ delivery and to support the health & wellbeing agenda. There is also acknowledgement that the year ahead is much about development of future projects and initiatives. This Business Plan looks to achieve the balance required between delivery and development.

### 2. Management Plan

- a. The 2019-20 Management Plan will be adopted and published on 1<sup>st</sup> April 2019. The Delivery Plan, which sits under the Management Plan, is currently in development though several actions are confirmed.

### 3. Other drivers:

- a. At the time of writing there is a lot of uncertainty about the effect of the UK’s exit from the EU. It is believed that the impact on the AONB Service over the Business Plan timescale will be very limited but may have impacts on a longer timescale
- b. National Parks and Areas of Outstanding Natural Beauty Review (the Glover Review). While there is expectation that the Glover Review will present several positive changes for AONBs it is unlikely to impact on the Business Plan. However, allocation of resource will be required to engage with the review if required.
- c. New Environmental Land Management Scheme (NELMS). The Quantock Hills, along with several other AONBs and National Parks, has engaged with Defra’s Trials and Tests phase of ELMS. At the time of writing no decisions have been made by Defra as to the form of the trails and tests so the Business Plan assumes resource requirements.
- d. 25-year Environment Plan (Defra) – As with the AONB Management and Delivery Plans the Business Plan has been assessed against the 25 year Environment Plan ensuring a clear link between national strategy and local delivery.

### 4. Delivery Mechanisms

- a. The AONB Service staff team will remain at the 2018/19 level and will be responsible for delivery of the Business Plan (Table 1). There are several project posts which will deliver Business Plan actions which are also highlighted. These are time bound posts on fixed-term contracts.
- b. Several project-based bids are currently being developed. For clarity, where actions are expected to be delivered through these projects, they have been highlighted in blue. This allows assessment of actions which may not go forward if the funding bids are unsuccessful.

Table 1 AONB team structure 2019/20.

<b>AONB Core Team</b>	<b>FTE</b>	<b>Function</b>
AONB Manager	1	Day to day management of the team, developing AONB policy, commenting on behalf of JAC on statutory consultations and ensuring good working practices with all partnerships. Lead on Management Plan review.
Development Officer	1	Develops and delivers the action plan through the AONB team, external contractors and organisations. Seeks external funding opportunities to implement projects which deliver the statutory AONB Management Plan. Develops income streams which will support the funding of the AONB Partnership and Service.
Landscape Planning Officer	0.4	This post develops comments and guidance on planning and links with the local planning authorities to ensure that any development is sensitive to the needs of the AONB landscape.
Ranger	1	Key role is recreation and access, heritage and land management. Also undertakes project development and delivery, especially working with local communities.
Partnership Ranger (shared)	0.4	Key role includes events and recreation management and delivery. Also undertakes delivery on SWHT amenity land and visitor management
Volunteer Coordinator (shared)	0.5	To develop volunteering opportunities, including enhancement of the existing joint Quantock volunteer group.
Support & Communication Officer	0.8	Role includes producing all literature, digital media, managing the AONB website and dealing with media enquiries
<b>Total FTE</b>	<b>5.1</b>	
<b>AONB Project posts</b>		
<b>AONB Project posts</b>	<b>FTE</b>	<b>Function</b>
LPS Development Officer	1	To develop the Stage 2 application for the Quantock Landscape Partnership Scheme, due to be submitted to National Lottery Heritage Fund (NLHF) in September 2019. The Quantock Landscape Partnership Scheme is an external partnership, with the AONB Partnership as a key partner. If successful delivery is due to start in May 2020.
Nature & Wellbeing Project Officer	0.4	To deliver the Nature and Wellbeing Project, funded by Somerset Public Health, operating across the three main Somerset AONB's. The project and postholder is hosted by the Quantock Hills AONB.

## 5. Quantock Hills budget 2019/20

- a. Table 2 shows the summary budget for 2019/20 based on indicative contribution figures supplied by the AONB partners at the November Officers Working Group. The funding will not be confirmed until March 2019 by local authority funding partners. Defra have indicated their 2019/20 grant at £163,944, subject to a successful grant application. A full budget can be found in [Appendix 1](#).
- b. Project development will look to attract external funding for projects identified in the Action Plan (section 6).
- c. As a condition of the Statement of Intent (a requirement of the Defra grant) the AONB Service is required to hold an earmarked reserve which is to be used in the event of redundancies. This removes further financial liability from the partners. This is shown as a separate budget line and is not available as discretionary funds. It is updated annually and needs to cover 50% of the whole team being made compulsorily redundancy.
- d. The budget will deliver the Action Plan (Section 6) which will work to the priorities identified in Section 1 in delivery of the Quantock Hills AONB Management Plan 2019-24. To this extent continued funding has been identified for a Volunteer Coordinator post and volunteer activities.
- e. The budget shows income against Cost Recovery. This is primarily recharge for services or management fees where the AONB Service is hosting joint projects. The cost recovery elements are for land management activity such as swaling which the AONB Service undertakes on Quantock Common SSSI. For 2019/20 the AONB Service will operate a cost recovery system, though not necessarily full-cost, for any scheme where it is asked to undertake swaling. There is also recharge against the Amenity Land budget for management of Cothelstone Hill, Lydeard Hill car park and Triscombe car park on behalf of SWHT and SCC.
- f. The Blackdown Hills AONB recharge is for the Volunteer Coordinator post. This is a joint post with Quantock and Blackdown Hills AONB. Quantock Hills will retain budget and line management with day to day supervision undertaken by the local AONB officer. The Forestry Commission recharge is for the Partnership Ranger post, employed by the AONB Service and managed jointly with the Forestry Commission.

Table 2: Quantock Hills AONB Service Budget 2019 – 20 (summary) – **TO BE CONFIRMED APRIL 2019**

<b>Budget Heading</b>	<b>Expenditure</b>	<b>Income</b>	<b>Balance</b>	<b>Notes</b>
Core	293,086	-272,144	20,942	Overspend to be covered by RIA balance.
AONB Project	10,949	-11,191	-242	Final year of Nature & Wellbeing Project due to end October 2019
HPC Landscape & Visual Scheme	100,000	-100,000	0	Ringfenced with income from S106 HPC funding
Quantock Landscape Ptn Scheme	27,216	-27,216	0	Ringfenced, current phase due to end October 2019
Amenity Land	14,750	14,858	-108	Ringfenced for land management activities on SWHT land holdings within the Quantock Hills.
RIA	35,965	-83,917	-47,952	
<i>Earmarked Reserves</i>	<i>20,000</i>	<i>0</i>	<i>20,000</i>	<i>To cover 50% of whole team redundancy cost</i>
	Carry forward (2020/21)		7,360	

6. **Action Plan 2015/16**

- a. The Action Plan below identifies delivery against Defra core duties of an AONB Unit ([Appendix 2](#)) and Management Policies. Against the delivery is an assessment of AONB resources required by post and number of days. With some delivery there will be more than one post associated with delivery, but the first post listed will be the lead on that item of work.
- b. The Action Plan also identifies delivery associated with some projects that are currently in development or going through an application, such as the Quantock Landscape Partnership Scheme. If these applications are unsuccessful the associated delivery will not occur. These actions are in blue shaded boxes.

**Key:**

AM	AONB Manager	DO	Development Officer	LP	Landscape Planner
R	Ranger	PR	Partnership Ranger	VC	Volunteer Coordinator
SO	Support and Communications Officer	LPS	Quantock LPS Development Officer	NWP	Nature & Wellbeing Project Officer
Other resource includes other organisations that will be assisting with action. Highlighted resources are yet to confirm or contacted regarding involvement.					

- Comm’s plan and review
-

Table 3 Quantock Hills AONB Service 2019/20 Action Plan

Man Policy	BP Ref	Defra duty	Action	Milestone / Target	AONB Lead / support	Partners
<b>LANDSCAPE CHARACTER AND QUALITY</b>						
LP1	1	G	Develop funding bids to support delivery of Quantock Hills Management Plan 2019-24.	Stage 2 NLHF submitted October 2019	LPDO / DO / AM	NE, NT, others
LP1	2	F	Complete fixed-point photography photo set for 2019	Take photographs from 12 sites during 2019	DO / R	
LP3	3	B	Run events programme with direct delivery and promotion of relevant external events	10 events delivered by AONB or partners which encourage public understanding of landscape	SO / R / PR / Vols	PL / NT / FC
LP4	4	F	Update website to include LCA section.	LCA webpage included	SO / AM / LP	
LP5	5	D	Provide advice / comment to local planning authorities on relevant developments	All relevant developments assessed, and appropriate comments submitted	LP / SO	
<b>LAND MANAGEMENT: FARMING, FORESTRY &amp; CATCHMENT</b>						
LMP1 LMP4 BWHP4	6	C	Delivery of HPC Landscape Schemes	1 LIS scheme delivered. 12 GQLDF applications delivered.	DO	
LMP1	7	C	Promote Quantock Facilitation Fund to local landowners and influence workshops, training programme	10 events delivered	DO	FWAGSW (lead)
LMP5	8	C	Manage on behalf of SWHT amenity land sites including animal welfare checks, income generation (HLS / CS / BPS)	Delivery of agreed HLS programme, including claiming HLS	R / PR / VC / DO	Volunteers
LMP1	9	C	Undertake swaling programme agreed by QCMG for enhancement of Quantock Common SSSI	Agreed swaling programme completed. Income generation required for AONB Service to undertaken action	PR / R	Volunteers
LMP5	10	C	Support Plantlife's Building Resilience Project through project promotion and staff resource for training delivery	3 training / public engagement events held in the Quantock Hills	DO / VC	Plantlife (lead)
LMP3	11	C	Support delivery of hedge laying training and competition	2 training days & 1 hedgelaying competition	R	FWAG-SW
<b>BIODIVERSITY: WILDLIFE &amp; HABITATS</b>						
BWHP1	12	I	Feed into NELMs consultation and undertake trails / tests to further inform Defra's future scheme	1 test undertake on Quantock Hills	AM / DO	FWAG-SW



BWHP2 BWHP5	13	C F	Support continued monitoring of important species to inform future management plans for Quantock Common and surrounding agricultural land	Bat transects undertaken at 6 sites Butterfly transects undertaken at 2 sites Dormouse Monitoring at 2 site Long eared owl survey Nightjar survey	DO / R / PR / VC	BCT, SBG, Volunteers
BWHP2 BWHP5	14	C F	Support continued monitoring of Deer to inform future deer management plans for Quantock Hills	Annual deer count undertaken, results collated and published	R / PR / DO	Volunteers
BWHP2 BWHP5	15	C F	Support monitoring of Pied Flycatchers on Quantock Hills and feed into regional project on effects of climate change on indicator species	Monitoring of 150 boxes in key locations throughout AONB	R / PR	Exeter University (lead), BTO, NE, Volunteers
BWHP5	16	C F	Publish and promote results of monitoring of important species	Monitoring report produced and presented to partnership	DO / VC	SRAG / RSPB / SBG
<b>HISTORIC ENVIRONMENT &amp; CULTURAL INFLUENCES</b>						
HEP3	17	F J	Undertake annual condition monitoring of scheduled monuments in the AONB	All Scheduled Monuments surveyed twice.	VC	Volunteers / EH
HEP3	18	F	Publish and promote results of monitoring of heritage assets.	Pdf summary of survey available Dec 2019	CO / VC	EH
<b>GEOLOGY &amp; CLIMATE</b>						
GCP1	19	B	Install interpretation at key geological sites	1 new interpretation panel installed.	DO / SO	
GCP3	20	F	Undertake climate change adaptation planning process based on NE adaptation manual (NE546)	Develop assessment methodology and undertake initial scoping work	AM / DO / SO	NE
<b>DEVELOPMENT, PLANNING &amp; INFRASTRUCTURE</b>						
DPIP1	21	K	Engage with local authority planning departments to share good practice.		LP / AM / LA	Local authorities
DPIP2 DPIP3 DPIP6 DPIP8	22	K	Monitor planning applications in and around the AONB and identify any potential damaging developments. Comment on potentially damaging applications on behalf of the JAC	Planning Database up to date and reporting back against database possible through GIS. Comments sent to relevant planning authorities	LP / SA	
DPIP3 DPIP7	23	K	Engage with Local Development Framework (LDF) consultations	Relevant LDF consultation responses sent	LP	
DPIP4	24	K	Develop Article 4 agreements with local planning authorities	Article 4 Directions produced by the 2 relevant planning authorities	LP / AM	Local authorities
<b>LOCAL ECONOMY &amp; VISITORS</b>						
LEVP2	25	B	Develop methodology for recreational users of the Quantock Hills monitoring to accurately assess numbers and patterns of usage of main users groups in support of periodic User Surveys	Methodology adopted and monitoring programme ready for 2020	DO / R / SO	

ACCESS, RECREATION & WELLBEING						
ARWP1	26	G H	Deliver Nature & Wellbeing pilot Project	Support for 4 N&W groups.	NW / VC	Volunteers
ARWP1	27		Develop a Phase 2 Nature & Wellbeing project which develops the ideas and lessons learnt from the pilot project	Successful bid to external funding pots	NW / AM / DO	
ARWP3	28	B	Provide relevant and up to date site accessibility information through website	Website contains accessibility information for main visitor sites	SO / R / PR	
ARWP3	29		Undertake access audit of AONB promoted routes	Annual access audit of AONB promoted routes	PR / R	
ARWP4	30	B	Coordinate event notification (groups > 20 pers) for the Quantock Hills	All notified events assessed, and appropriate advice given Promotion of event notification process sent to relevant organisations (schools, scouts etc)	PR / SO	FC / NT
ARWP4	31	C	Provide secretariat to Police & Conservation Agencies Working Group	2 PCAWG meetings per annum	R / PR / SO	
ARWP4	32	B	Issue press releases and SM content at key times of the year to educate users over issues such as sheep worrying, ground nesting birds, summer fires etc.	6 press releases 20 SMs	SO / R / PR	
ARWP4	33	B	To undertake visitor information points at key car parks during busy periods to provide educational and interpretative advice to visitors and users	4 visitor information points undertaken	VC	Volunteers
COMMUNITY & VOLUNTEERING						
CVP3	34	J	VOLUNTEERS – Continued engagement with Quantock Countryside Volunteers ensuring tasks occurring through AONB area.	3,000 volunteer hours completed.	VC / R, PR	
CVP3	35	J	VOLUNTEERS - Volunteer involvement in local events and other visitor management to raise AONB profile and provide information.	30 volunteer work days spent at local events or engaged in visitor management activity	VC / R	
CVP2	36	J	Encourage and practically support community initiatives such as parish plans in and around the AONB to help local communities protect the character of their locality and ensure local distinctiveness is integral to the local community	Development of Parish Plans or other relevant initiatives supported by AONB Service	AM / LP	
CVP3	37	C J	Provide secretariat and support for Quantock Commons Management Group (QCMG), Quantock Police & Conservation Agencies Working Group (QPCAWG) and Coleridge Way Steering Group (CWSG), Quantock Deer Management and Conservation Group (QDMCG)	2 meetings of each group. Meeting notes and progress on actions recorded	SA / DO / R / CO PR	

PUBLIC UNDERSTANDING & INTERPRETATION						
PUIP1 PUIP2 PUIP3	38	B	Undertake a Communications Strategy review ensuring relevant initiatives and key messages are being communicated by all staff through SM and web content as appropriate.	Communications Strategy reviewed All staff confident of key messages and use of SM as appropriate		
PUIP3	39	B	Provide 10 events open to the public, including specialist walks and events aimed at families.	300 people attending AONB events	SO / R/ PR/ DO/ VC	Other leaders (11)
PUIP3	40	B	AONB Service attendance at 3 local shows / events to promote the AONB Service and provide information to local communities	3 x local shows attended – 1 in each district.	SO / VC / DO / PR/ R / LP	Volunteers
PUIP3	41	B	Publish and distribute e-newsletter. Hardcopy can be printed off for distribution through schools	At least 4 newsletters produced with distribution to 1,100 individuals	SO	
PUIP1	42	B	Regularly update the website and social media to include blogs, news items, planning comments etc	New content to be added on at least a weekly basis	SO	
PUIP3	43	B	Provide staff / volunteer resource in support of Plantlife Building Resilience Project	3 Building Resilience events held in Quantock Hills (2 x training, 1 x public)	DO / VC	
PUIP3	44	B	Install 2 new interpretation panels to provide on-site information to visitors to enhance experience.	2 interpretation panels updated and installed.	R / SO	
PUIP1	45	B	Produce media content (press release direct media contact) to include standard messages (lambing, ticks etc) as well as specific project successes	6 press releases sent out with 50% picked up by local media	SO	
CORE DUTIES / PARTNERSHIP MANAGEMENT						
	46	E I	OWG and JAC reports produced. These reports will provide monitoring against the action plan targets	4 OWG reports and 4 JAC reports produced.	AM / DO / R / LP	
	47	D G	Develop new business opportunities through joint working with relevant groups / organisations. Include development of non-exchequer income generation.	Partnership approval for adoption of income streams.	DO / AM	
	48	D	Write /DEFRA AONB bid with input from OWG and JAC partnership.	DEFRA bid accepted	AM / DO	
	49	I	Host 4 OWG and JAC meetings – June, August, November and February 2020 to allow informed and engaged ownership of partnership by JAC.	4 OWG meetings held. 4 JAC meeting held	AM / SO / DO / R / PR / LP	

	50	I	Regular meetings of AONB Service team to review AONB Management activities and issues	45 meetings held.	All team 6 days each	
	51	H	Membership and involvement in the NAAONB to ensure national and regional liaison and to ensure that the NAAONB represents the views of the Quantock Hills partnership	Attendance at Lead Officers meetings and other meetings where applicable	AM / DO / LP	
	52	I	Annual risk assessment reviews, instigate new H&S procedures in line with good practice.		AM	
	53	I	Undertake finance monitoring and provide reports in various formats to partners, hosts and grant giving organisations		AM / DO	
	54	I	Undertake a range of support activities such as answering enquiries, filing, procurement etc		SO	
	55	I	1-1 management meetings, annual LMAR meetings staff management		AM / DO	
	56	E	Produce and distribute a annual report to show progress against AONB Management Plan Targets	Annual Report produced and distributed by end of June 2019	AM / SO	

## Appendix 1: Quantock Hills AONB Service – detailed budget 2019/20

Notes:

- 1) Somerset County Council (SCC) is host authority and their contribution to AONB budgets is shown at the bottom of each budget line.
- 2) Descriptions of line items are provided by SCC and fixed. Therefore some items of expenditure may not match the description accurately
- 3) RIA, Project and Quantock LPS budgets estimated as 2018/19 final year figures will be fixed 5<sup>th</sup> April 2019. As these budget all involved funding across financial years the overrun on 2018/19 budgets will impact the 2019/20 budgets.

QUANTOCK AONB CORE		2019/20	Comments
	APT & C-Pay	173,052	Salaries
	APT & C-Add Hours	6,923	Additional Payments to Rangers
	APT & C-NI	14,527	Based on SCC HR advice
	APT & C-LG Pen	26,823	Based on SCC HR advice
	LG ERS Def Red Cont	19,100	SCC contribution increased to cover Pen Def cost
	Apprenticeship Levy	800	New compulsory charge
	Staff Training	1,500	
	Electricity	400	
	NNDR - Rates	1,400	
	Rents	11,270	Rent for Fyne Court & West Bag depot
	Water Charges	150	
	Insurance - premises	40	
	Car allowance	1,000	
	Travel costs	800	
	Vehicle costs - Fuel	2,500	
	Vehicle costs - Tyres	200	
	Vehicle costs - Licence	200	
	Vehicle costs - Insurance	2,000	
	Vehicle costs - Maintenance	1,400	
	Vehicle costs - Lease	10,200	
	Equipment	2,100	
	Equipment R&M	1,000	
	Clothing & Uniform	400	
	Reprographics - photocopy/printing	600	
	Postage	300	
	Stationary	1,000	
	Phone rental/Mobile Phones	1,100	

Cost of Meetings (External)	700	
Subsistence	100	
Subscriptions	2,500	NAAONB membership
Insurance General	450	Includes PLI / ELI / PII
Research & Development	300	
Cross Service Recharges	8,250	Management Fee to SCC
Grant - Defra	-163,944	Defra AONB Grant
Contributions - OLA	-11,500	SDC
Contributions - OLA	-11,000	Somerset West & Taunton (new authority)
Fees & Charges	-1,000	FoQ Contribution
Fees & Charges	-1,000	Contribution - Landowner A
Fees & Charges	-1,000	Cost Recovery – swaling
Fees & Charges	-13,000	Recharge - Blackdown Hills AONB
Fees & Charges	-19,900	Recharge - Forestry Commission
Fees & Charges	-500	Income from AONB run events
Cross-Service	-9,000	Cost Recovery - HPC Projects
<b>OUTRUN CORE</b>	<b>61,242</b>	
<b>SCC Contribution</b>	<b>-40,300</b>	<b>Includes core contribution &amp; Pen Def</b>
Balance (105232 Core)	20,942	

QUANTOCK AONB PROJECT		2019/20	Comments
APT & C-Pay	5,835	N&W Project	
APT & C-NI	210	N&W Project	
APT & C-LG Pen	904	N&W Project	
LG ERS Def Red Cont	1,600	N&W Project	
Apprenticeship Levy	100	N&W Project	
Car allowance	200	N&W Project	
Travel costs	500	N&W Project	
Equipment	200	N&W Project	
Fees & Hired	500	N&W Project	
Ctrctrs (not 3rd Part)	500	N&W Project	
Publicity & Promotion	400	N&W Project	
Cross-Service	-9,491	N&W Project	
<b>OUTRUN PROJECTS</b>	<b>1,458</b>		
<b>SCC Contribution</b>	<b>-1,700</b>	<b>Includes Pen Def &amp; Apprentice levy</b>	
Balance (103612 Project)	-242		

QUANOCK AONB RIA		2019/20	Comments
	Cross Service Recharges	19,616	To Heritage Lottery Fund (113011)
	Cross Service Recharges	6,858	Amenity Land (107690)
	Cross Service Recharges	9,491	Project - N&W (103612)
	Cross Service Recharges	0	
	Grant - Defra	-19,616	B/f Heritage Lottery Project (113011)
	Grant - Defra	-6,858	B/f Amenity Land (107690)
	Grant - Defra	-47,952	B/f AONB RIA
	Cross-Service	-9,491	C/f Nature & Wellbeing project (Public Health funding)
	<b>OUTRUN RIA</b>	<b>-47,952</b>	
	<b>SCC Contribution</b>	<b>0</b>	
	Balance (105659 RIA)	-47,952	

HPC LANDSCAPE & VIS PROJECTS		2019/20	Comments
	Grounds Maintenance	20,000	Ramscombe 1 (LIS)
	Grounds Maintenance	50,000	Ramscombe 2 (LIS)
	F&H - Prof/Tech Serv	30,000	GQLDF Grants
	Cross-Service	-100,000	Income from SCC (HPC)
	<b>OUTRUN HPC</b>	<b>0</b>	
	<b>SCC Contribution</b>	<b>0</b>	
	Balance (107423 Sustain)	0	

QUANTOCK AONB AMENITY LAND		2019/20	Comments
	Grounds Maintenance	11,000	Estimated
	Travel costs	150	
	Vehicle costs - Fuel	100	
	Equipment	2,000	
	Equipment R&M	1,500	
	GrantGovtOutsideAEF	-8,000	BPS and CS income from RPA
	Grant - Defra	-6,858	B/f from 2018/19
	<b>OUTRUN AMENITY</b>	<b>-108</b>	
	<b>SCC Contribution</b>	<b>0</b>	
	Balance (107690 Amenity)	-108	

<b>QUANTOCK LANDSCAPE PARTNERSHIP SCHEME</b>		<b>2019/20</b>	<b>Comments</b>
	APT & C-Pay	16,791	Salaries
	APT & C-NI	1,623	Based on SCC HR advice
	APT & C-LG Pen	2,603	Based on SCC HR advice
	LG ERS Def Red Cont	1,800	SCC contribution increased to cover Pen Def cost
	Apprenticeship Levy	140	
	Staff Training	300	
	Car allowance	300	
	Equipment	300	
	Equipment R&M	59	
	Reprographics - photocopy/printing	200	
	Postage	100	
	Stationary	100	
	Phone rental/Mobile Phones	100	
	Cost of Meetings (External)	200	
	Ctrctrs (Not 3rd Part)	2,000	
	Insurance General	100	
	Research & Development	500	
	Grant - Defra	-16,146	b/f from 2018/19
	Fees & Charges	-9,130	Heritage Lottery Fund Grant
	<b>OUTRUN HLF</b>	<b>1,940</b>	
	<i>SCC Contribution</i>	<i>-1,940</i>	<i>Includes core contribution &amp; Pen Def</i>
	Balance (113011 Heritage)	0	



## Appendix 2: Defra's Core duties of an AONB Unit

Core function	Explanation
a) Developing reviewing, preparing and publishing the AONB vision and the CRoW Act AONB Management Plan	The management plan is the most significant statutory duty placed upon Local Authorities and in turn AONB managers by the 2000 CRoW Act. Its preparation and review should involve local stakeholders.
b) Raising awareness of the AONB, and promoting the AONB vision and the management plan to help distinguish the AONB from adjacent countryside	Raising awareness of the AONB and its special characteristics. Promoting the partnership's vision of the AONB's future and the plan for securing it. The output could be a glossy publication, a series of promotional events, a local media campaign or any combination of these. The vision needs to explain why the AONB is important and why special management measures are needed to protect and enhance it.
c) Advising upon, facilitating and co-ordinating implementation by others of the Management Plan	Taking positive steps to support the implementation of the actions in the management plan including getting other local and regional stakeholders to play their part too. It will be important to assess performance locally of CRoW Act 'relevant bodies' in respect section 85 of the Act.
d) Advising Local Authorities on their activities within AONBs, to encourage them to go beyond normal levels of service(attain the highest possible standards) in countryside management	This is a nationally significant landscape attracting central as well as local government resources for its continued protection. LA countryside management, rights of way, planning, and other relevant services affecting it need to be encouraged to "go the extra mile" to conserve, enhance and celebrate the special qualities of the AONB in decision making and through prioritising funding to ensure investment in ongoing sensitive management.
e) Monitoring and reporting on progress against AONB Management Plan targets	At the end of the year a published report on progress and achievement of the AONB team against agreed targets is needed. It will enable you to claim credit for success, and can be used to assure funders that AONB funds are being well used and to support fundraising efforts.
f) Monitoring AONB landscape condition	A key activity but one which will run over a long period and will enable an assessment of whether the AONB Management Plan is delivering the LA statutory duty to conserve and enhance the AONB.
g) Accessing resources for management activities	Identifying and making use of a wide range of funding opportunities and securing non financial assistance for the delivery of any AONB purposes.

<p>h) Working with and contributing to the NAAONB activities, Participating in and promoting joint working between AONBs and across protected landscapes family.</p>	<p>Using training and developmental opportunities (e.g. workshops, seminars, NAAONB conference), sharing good practice. Seeking opportunities for collaborative working with other protected landscapes, Contributing to objectives of the AONB family and protected landscapes as a whole.</p>
<p>i) Providing a management role to co-ordinate AONB protection through the actions of the AONB unit, the AONB partnership and other partners at a local and strategic level.</p>	<p>Action and management within the AONB team to ensure provision of a first class service in supporting delivery of AONB purposes. In addition helping where appropriate partners in planning their contribution to delivery of AONB objectives. This could be via their business planning processes and other relevant documents (eg Community plans).</p>
<p>j) Developing an involvement by the community in the management of the AONB</p>	<p>Promoting interest, understanding and involvement in the management of the area amongst communities both inside and outside the AONB, by providing mechanisms through which their views can be heard and acted upon.</p>
<p>k) Providing landscape related planning advice</p>	<p>Influencing planning policies (eg, local development documents) and supplementary guidance such as design guides and development control decisions in line with AONB purposes.</p>