

## Shropshire Hills AONB Team Work Programme 2008-9 Draft

Ref	Task	What we want to achieve by it (Intended outcome)	How we will know we have achieved it (Key milestones)	Lead	AONB Manager	Development Officer	Landscape Conservation Officer	Planning & Policy Officer	Promotions & Recreation Officer	Community Officer	Administrative Assistant	River Valleys Officer	By when	AONB Management Plan Action or Aim
<b>Develop policy and strategy for the area through the AONB Management Plan, and influence the policies and strategies of others</b>														
a1	Complete Review of AONB Management Plan including formal and informal consultations.	Guide management of Shropshire Hills through clarification and communication of AONB vision.	New Management Plan in place	Phil	25	8	8	10	8	10		2	Mar-09	7.1.8
a2	Undertake sustainability appraisal for Management Plan.	Guide management of Shropshire Hills through clarification and communication of AONB vision.	Appraisal complete	Joy	5	1	3	15					Mar-09	7.1.8
k2	Comment on Local Development Documents and other planning policy consultations.	Best possible protection for the AONB by planning system.	Inclusion of sound, robust policies relating to the AONB	Joy	3			25					ongoing	2.1.2
k3	Monitor planning applications in AONB.	Best possible protection for the AONB by planning system.	Report on number and types of planning application	Joy				2			8		ongoing	2.1.1
k4	Comment on planning applications (and pre-application casework) affecting the AONB to agreed procedures.	Best possible protection for the AONB by planning system.	Responses made to relevant applications	Joy	3			25					ongoing	2.1.1
c11	Input to local, regional and national consultations (non planning) as appropriate.	Co-ordination of partner activity towards AONB aims.	4 consultation responses made	Phil	4	1	1	1	1	1		1	ongoing	2.2
d1	Provide input to local strategic partnerships.	Encouraging support for and activity towards AONB aims.	AONB contribution recognised and valued.	Phil	7	2		4		2			ongoing	2.2.1
d2	Input to local authority strategies as appropriate.	Encouraging support for and activity towards AONB aims.	AONB contribution recognised and valued.	Phil	2	2	1	1	1	1		1	ongoing	2.2
d3	Maintain contacts with relevant sections of all partner local authorities through steering groups and other contact.	Encouraging support for and activity towards AONB aims.	AONB contribution recognised and valued, plus balanced and manageable.	Phil	10	10	4	1	6	8	1	1	ongoing	2
e1	Publish and promote case studies of good practice.	Co-ordination of partner activity towards AONB aims.	3 case studies published	Phil	1	1	1		1	1		1	Mar-09	2
e2	Produce update and progress report on Management Plan Action Plan.	Co-ordination of partner activity towards AONB aims.	Update published	Phil	3	1	0.5	0.5	0.5	0.5		0.5	Oct-09	7.1.7
f1	Continue programme of GIS mapping and data collection.	Understanding of change affecting the special qualities of the AONB.	10 new areas of data mapped or available	Ian			8					3	Mar-09	1.1.4
k1	Develop guidance and activity on energy and climate change.	Involvement of community in support of AONB aims.	Guidance improved and local activity increased	Phil	3	1		10		4		2	Mar-09	2.1.5

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k5	Complete agricultural buildings design guide	Best possible protection for the AONB by planning system.	Guidance published	Joy	1			5					Mar-09	2.1.6
k6	Provide a training session on the AONB and issues within it for Development Control Officers	Best possible protection for the AONB by planning system.	Training session delivered and well attended	Joy	1			2					Mar-09	2.2
<b>Take and co-ordinate action to conserve and enhance natural beauty, promote enjoyment and understanding and further sustainable development</b>														
c7	Maintain involvement in landscape and conservation projects and schemes in the AONB in a co-ordinating or advisory role.	Co-ordination of partner activity towards AONB aims.	Involvement in at least 4 projects/ schemes.	Ian	2	2	20			4		5	ongoing	3
c9	Maintain involvement in access, tourism and interpretation projects in the AONB in a support or advisory role.	Co-ordination of partner activity towards AONB aims.	Involvement in at least 6 projects. Develop resource material.	Steph	2	10			24	4			ongoing	5
c8	Respond to requests for information.	Co-ordination of partner activity towards AONB aims.	Prompt and informative responses given.	All	5	5	2	2	5	5	20	2	ongoing	7
c10	Advise Central Networks on electricity cable undergrounding schemes.	Co-ordination of partner activity towards AONB aims.	Prioritised proposals passed to Central Networks	Ian	4		5						ongoing	3.1.3
j1	Administer Sustainable Development Fund grants and provide advice and support to applicants.	Promote AONB remit and sustainable development, support community activity.	Full allocation of £63k Fund.	Cath	4					35	2		Mar-09	4.3.3
b4	Co-ordinate promotion of events with other providers in the area (e.g. SCC, NT).	Greater understanding of the AONB, its special qualities and management	2008 Shropshire Hills events programme publicised.	Steph		1			10	2	4		Feb-09	6.1.7
b1	Talks to Partner organisations, community and educational groups.	Greater understanding of the AONB, its special qualities and management	12 talks/ events	All	3	2	2	1	2	2		2	Mar-09	6.1.4
p1	Implement LEADER programme	Improve quality of life, well being and attachment to the Shropshire Hills landscape.	Local Development Strategy produced and funding on stream	Clare	15	25	1	1	5	15	30	1	Sep-08	
p2	Implement Shropshire Hills 'Buy Sustainable' accreditation/ branding scheme.	Encourage sustainability and awareness of AONB	Scheme established with business network in place	Clare	1	20					5	1	Sep-08	
g2	Develop new woodlands and wood products project.	Conserve woodlands and support sustainable use of wood products	Project under way	Mike	2	10	1					60	Mar-09	4.3.6

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p3	Seek to deliver new river habitat management project focussed on freshwater pearl mussel.	Conserve and enhance river habitats	Project under way	Mike		8						60	Mar-09	
p4	Undertake fee earning consultancy work if available	Support project-funded post with relevant work	Income achieved	Mike								20	Mar-09	
<b>Support the operation of the AONB Partnership as an inclusive and effective organisation</b>														
i1	Administration and development of AONB Partnership.	Co-ordination of partner activity towards AONB aims.	Attendance at meetings, feedback from partners	Phil	10	5	1	1	1	1	8	1	ongoing	7
i3	Meetings of AONB Management Board.	Co-ordination of partner activity towards AONB aims.	Attendance at meetings, feedback from partners	Phil	9	2					3		ongoing	7
c1	Run AONB Farming Working Group.	Oversee Management Plan implementation, guide AONB strategy and co-ordinate partner activity on this topic.	Hold 2 meetings	Clare	2	3	2			2			ongoing	4.1
c2	Run Long Mynd - Stiperstones Group.	Oversee Management Plan implementation, guide AONB strategy and co-ordinate partner activity on this topic.	Hold 2 meetings	Cath	2	2				10			ongoing	7.1.3
c3	Run AONB Access, Recreation & Tourism Working Group.	Oversee Management Plan implementation, guide AONB strategy and co-ordinate partner activity on this topic.	Hold 2 meetings	Steph	2	2			5				ongoing	5
c4	Run Historic Environment Working Group	Oversee Management Plan implementation, guide AONB strategy and co-ordinate partner activity on this topic.	Hold 2 meetings	Ian	1		4						ongoing	3.4
c5	Provide strong input to Wrekin Forest Partnership.	Oversee Management Plan implementation, guide AONB strategy and co-ordinate partner activity on this topic.	Quarterly meetings	Phil	4		5						ongoing	7.1.5
c6	Run Sustainable Products Working Group	Oversee Management Plan implementation, guide AONB strategy and co-ordinate partner activity on this topic.	Hold 1 meeting	Clare	2	10						2	ongoing	4.3.4
c12	Hold bilateral meetings with key partners	Co-ordination of partner activity towards AONB aims.	At least 1 meeting over year with 10 priority partners	Phil	4	4	1	2	2	2		1	ongoing	7.1.2

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g1	Develop sustainable products project work.	Development of new projects in support of AONB aims.	Funding secured	Clare	4	40							Mar-09	7
h1	Attend NAOONB events	Understanding of and input to national AONB issues.	All staff to have involvement with at least one NAAONB event	All	2	2	1	1	1	1	1	1	Mar-09	7
h2	Actively participate in West Midlands Protected Landscapes Forum.	Understanding of and input to national AONB issues.	Attend all meetings held	Phil	4	4	0.5	0.5	0.5	0.5	0.5	0.5	Mar-09	7
h3	Other informal networking with AONBs.	Sharing of best practice	Informal contact with two other AONBs beyond West Midlands	All	1	1	1	1	1	1	1	1	Mar-09	7
h4	Host national AONB Conference 2008.	Showcase local activity to a national audience.	Conference completed and feedback positive	Phil	10	3	3	3	3	3	3	2	Jul-08	6
i4	Management of AONB Partnership finances, office premises and staff team.	Efficient operation of AONB Partnership and Team.	Satisfactory budget, audit and Health & Safety monitoring, staff feedback.	Phil	25	10	2	2	2	3	25	2	ongoing	7
i5	Manage Health & Safety	Meet legal requirements and manage risks	Procedures up to date	Phil	5	5	1	1	1	1	4	1	ongoing	7
i6	Seek continuous improvement in operating processes and customer care, informed by ongoing Charter Mark assessment.	Efficient operation of AONB Partnership and Team.	Monitoring of defined quality standards and ongoing Charter Mark accreditation.	Phil	4	2	1	1	1	1	2	1	ongoing	7
i7	Hold AONB Team meetings.	Efficient operation of AONB Partnership and Team.	Staff feedback.	All	6	6	6	6	6	6	6	6	ongoing	7
i8	Implement a Green Action Plan for the AONB Partnership.	Efficient operation of AONB Partnership and Team.	Measurable improvements in environmental performance.	All	2	1	1	1	1	1	3	1	ongoing	7
i9	Administer AONB office.	Efficient operation of AONB Partnership and Team.	Quality standards defined in membership accord.	Alison							70		ongoing	7
i10	Undertake relevant staff training	Efficient operation of AONB Partnership and Team.	All staff to undertake at least 30 hours of training or personal development (pro rata for part time staff)	All	5	5	2	3	3	5	3	5	ongoing	7

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i11	Seek to confirm new funding arrangements with Natural England and secure formal agreement to replace expired Memorandum of Agreement.	Clarity among partners and commitment to funding.	Agreement in place	Phil	2								Mar-09	7.1.6
i2	Undertake governance review as necessary in the light of transition to unitary local authority.	Efficient operation of AONB Partnership and Team.	Review complete with new representation in place	Phil	3								Mar-09	7
i12	Provide guidance/ briefing on Section 85 duty for public bodies and disseminate appropriately.	Co-ordination of partner activity towards AONB aims.	Briefing in use	Phil	2								Mar-09	6.1.2
a3	Produce Annual Review for 2007-8	Report on progress towards meeting Management Plan aims.	Report produced and circulated to key stakeholders	Phil	5	1	0.5	0.5	5	0.5	1	0.5	Sep-08	7.1.7
b2	Issue press releases.	Greater understanding of the AONB, its special qualities and management	20 press releases	Steph	0.5				6				Mar-09	6
b3	Develop AONB websites.	Greater understanding of the AONB, its special qualities and management	Increased content and use, feedback	Steph	1				7		15		Ongoing	6
b5	Other awareness raising activities	Greater understanding of the AONB, its special qualities and management	As opportunities arise	Steph					15				Mar-09	6
b6	Undertake 50th anniversary events and activities for 2008	Greater understanding of the AONB, its special qualities and management	events planned	Steph	2	2	1	1	10	6	4	1	Dec-08	6.1.14
<b>Support the involvement of the community in the management of the AONB (also a cross-cutting theme in some items above)</b>														
j2	Develop 'Friends of Shropshire Hills AONB' group.	Involvement of community in support of AONB aims.	Group launched	Clare	2	10			2	15			Mar-09	6.1.15
j3	Provide support to Parish Plan Steering groups.	Increased consideration of conservation and recreation issues in Parish Plans.	6 groups supported	Cath						15			ongoing	4.4.2
j4	Engage proactively with farmers and landowners	Involvement of community in support of AONB aims.	More support for AONB and involvement in Stewardship schemes	Cath		1				15			ongoing	4.1
j5	Support community groups	Involvement of community in support of AONB aims.	5 groups supported	Cath				2		30		2	ongoing	4.4.5
<b>Total approx number of days allocated</b>					227.5	231	90.5	131.5	136	213.5	219.5	190.5		