

Public Document Pack

Peak District National Park Authority

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Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



Our Values: Care – Enjoy – Pioneer

Our Ref: A.1142/5174

Date: 6 November 2025



NOTICE OF MEETING

Meeting: **Resources Committee**

Date: **Friday 14 November 2025**

Time: **10.00 am**

Venue: **Aldern House, Baslow Road, Bakewell, DE45 1AE**

PHILIP MULLIGAN
CHIEF EXECUTIVE

AGENDA

- | | | |
|----------|--|--------|
| 1 | Apologies for Absence | 5 mins |
| 2 | Minutes of final P&R Committee on 25 April 2025 <i>(Pages 5 - 10)</i> | 5 mins |
| 3 | Urgent Business | |
| 4 | Public Participation | |
| 5 | Members Declarations of Interest | 5 mins |

FOR DECISION

- | | | |
|----------|---|---------|
| 6 | Toilet Enhancement Strategy <i>(Pages 11 - 16)</i> | 30 mins |
| 7 | Reserves <i>(Pages 17 - 30)</i>
Appendix 1

Appendix 2 | 15 mins |
| 8 | Exempt Information S100(A) Local Government Act 1972
The Committee is asked to consider, in respect of the exempt items whether the public should be excluded from the meeting to avoid the disclosure of Exempt Information.

Draft motion:

That the public be excluded from the meeting during consideration of agenda items 9, 10 and 11 to avoid the disclosure of Exempt Information under S100 (A) (4) Local Government Act 1972, Schedule 12A paragraph 3 “Information relating to the financial or business affairs of any particular person (including the authority holding that information)”. | |

PART B

The following items are exempt, confidential items.

Please go to the Part B agenda items.

- | | | |
|-----------|---|---------|
| 9 | External Funding - UU 5 year contract <i>(Pages 33 - 36)</i> | 15 mins |
| 10 | I.T. Contract <i>(Pages 37 - 40)</i> | 20 mins |
| 11 | Mid year budget (Q1 and Q2) <i>(Pages 41 - 54)</i>
Appendix 1

Appendix 2

Appendix 3 | 15 mins |

Duration of Meeting

In the event of not completing its business within 3 hours of the start of the meeting, in accordance with the Authority's Standing Orders, the Committee will decide whether or not to continue the meeting. If the Authority decides not to continue the meeting it will be adjourned and the remaining business considered at the next scheduled meeting.

If the Committee has not completed its business by 1.00pm and decides to continue the meeting the Chair will exercise discretion to adjourn the meeting at a suitable point for a 30 minute lunch break after which the committee will re-convene.

ACCESS TO INFORMATION - LOCAL GOVERNMENT ACT 1972 (as amended)

Agendas and reports

Copies of the Agenda and Part A reports are available for members of the public before and during the meeting on the website <http://democracy.peakdistrict.gov.uk>

Background Papers

The Local Government Act 1972 requires that the Authority shall list any unpublished Background Papers necessarily used in the preparation of the Reports. The Background Papers referred to in each report, PART A, excluding those papers that contain Exempt or Confidential Information, PART B, can be inspected on the Authority's website.

Public Participation and Other Representations from third parties

Please note meetings of the Authority and its Committees may still take place at venues other than its offices at Aldern House, Bakewell when necessary. Public participation is still available and anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Customer and Democratic Support Team to be received not later than 12.00 noon on the Wednesday preceding the Friday meeting. The Scheme is available on the website <http://www.peakdistrict.gov.uk/looking-after/about-us/have-your-say> or on request from the Customer and Democratic Team 01629 816352, email address: democraticandlegalsupport@peakdistrict.gov.uk.

Written Representations

Other written representations on items on the agenda, except those from formal consultees, will not be reported to the meeting if received after 12 noon on the Wednesday preceding the Friday meeting.

Recording of Meetings

In accordance with the Local Audit and Accountability Act 2014 members of the public may record and report on our open meetings using sound, video, film, photograph or any other means this includes blogging or tweeting, posts on social media sites or publishing on video sharing sites. If you intend to record or report on one of our meetings you are asked to contact the Customer and Democratic Support Team in advance of the meeting so we can make sure it will not disrupt the meeting and is carried out in accordance with any published protocols and guidance.

The Authority uses an audio sound system to make it easier to hear public speakers and discussions during the meeting and makes a live audio visual broadcast a recording of which is available after the meeting. From 3 February 2017 these recordings will be retained for three years after the date of the meeting.

General Information for Members of the Public Attending Meetings

Please note that meetings of the Authority and its Committees may take place at venues other than its offices at Aldern House, Bakewell, when necessary. The venue for a meeting will be specified on the agenda. There may be limited spaces available for the public at meetings and priority will be given to those who are participating in the meeting. It is intended that the meetings will be audio visually

broadcast and available live on the Authority's website.

This meeting will take place at Aldern House, Baslow Road, Bakewell, DE45 1AE.

Information on Public transport from surrounding areas can be obtained from Traveline on 0871 200 2233 or on the Traveline website at www.travelineeastmidlands.co.uk

Please note there is no refreshment provision available.

To: Members of Resources Committee (from July 2025):

Chair: C Greaves
Vice Chair: A Nash

N Adams	H Corran
Prof J Dugdale	C Farrell
C Kelly	S Mabbott
A Martin	C O'Leary
K Rustidge	K Smith
Dr R Swetnam	S Thompson
Y Witter	

Other invited Members: (May speak but not vote)

P Brady	V Priestley
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Constituent Authorities
Secretary of State for the Environment
Natural England

Peak District National Park Authority
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 Web: www.peakdistrict.gov.uk
 Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



MINUTES

Meeting: **Programmes and Resources Committee**

Date: Friday 25 April 2025 at 10.00 am

Venue: Aldern House, Baslow Road, Bakewell

Chair: Prof J Dugdale

Present: C Greaves, J W Berresford, C Farrell, A Nash, K Rustidge, K Smith, Dr R Swetnam, S Thompson, Y Witter, B Woods and A Martin

Apologies for absence: A Gregory, L Grooby and G Heath.

8/24 MINUTES OF PREVIOUS MEETING HELD ON 24 JANUARY 2025

The minutes of the previous meeting held on 24th January 2025, were approved as a correct record.

It was noted that this is the last meeting for the Authority for Becki Woods having served for 8 years. The Chair of the Authority presented her with a Certification of Appreciation.

9/24 URGENT BUSINESS

There was no urgent business.

10/24 PUBLIC PARTICIPATION

No members of the public had given notice to make representations at the meeting.

11/24 MEMBERS DECLARATIONS OF INTEREST

There were no Member declarations of interest.

12/24 SAFEGUARDING ANNUAL REPORT 2024-25

Theresa Reid, Head of People Management presented the report the purpose of which was to provide assurance that satisfactory safeguarding measures are in place to ensure our legal duty of care to provide a safe environment when children and vulnerable adults access our services.

This is a suite of annual reports which are managed by the People Management Team. This is the first annual report to be brought in front of Members. There is a Safeguarding Working Group who have worked through the recommendations. This group meets quarterly. The intention is to raise the profile of safeguarding so that it is everyone's responsibility and actions have been identified to take this

work forward. These actions will form the basis of the Annual Report for next year.

Members thanked Theresa and colleagues for the work done and recognised that the Authority had aligned itself with the standards and scheme from the NSPCC. It was noted that the Authority is committed to on-going annual training for staff and there will be an audit every year, there will be a range of ELMs modules and classroom training available to staff.

The recommendations as set out in the report, were moved and seconded, put to the vote and carried.

RESOLVED:

- 1) To note the Safeguarding annual report 2024-25 as set out in Appendix 1.**
- 2) To approve the draft Safeguarding Checklist and Action Plan for 2025-26 as set out in Appendix 2.**

13/24 EQUALITY PLAN 2024-28

Theresa Reid, Head of People Management presented this report the purpose of which is to update Members on the work to date to ensure the Authority's compliance with the specific duties under the public sector equality duty.

This is the first time this report has been brought in front of Members. Equality is one of the legal obligations and is so important that it should come in front of Members for scrutiny.

There were a number of comments and questions from Members covering the following subjects:

- The gender pay gap and the actions taken to achieve this figure at 2.2% and any plans to reduce this figure further.
- The outreach plans that are being developed for disadvantaged groups and the consistency of methods being used to measure the data.
- The protected characteristics definition was clarified as meaning age, gender, race etc.

The recommendations as set out in the report were moved and seconded, put to the vote and carried.

RESOLVED:

- 1) To approve that an update on the Equality Plan 2024-28 is taken to the Programmes and Resources Committee every April.**
- 2) To note the current version of the Equality Plan 2024-28.**

14/24 OCCUPATIONAL SAFETY AND HEALTH ANNUAL REPORT 2024-25

Theresa Reid, Head of People Management, presented this report the purpose of which is to provide assurance that Occupational Safety and Health management and performance is satisfactory through 2024-25.

This is the first annual report that has been conducted without an “in-house” safety adviser and the work/responsibility has been taken on by staff.

The workforce survey closed on Tuesday. The results show that staff still have confidence in the H&S in work. Volunteers are also confident in the PDNPA approach to H&S.

Questions and comments from Members covered the following subjects:-

- The recording of incidents and how is the severity of an event recorded. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) events were discussed where a form has to be submitted to the government for recording, there have been no such events this year.
- It is good to understand the year-on-year trend to see what events are increasing and decreasing. These figures will now form a baseline and comparisons could be made with other national parks and the industry as a whole.
- The method of reporting long term sickness absences was discussed along with the kind of support which is offered to staff in order to get them back into work.
- The difference between sickness leave and compassionate leave was noted.
- The conditions of service which are applied are set out in the Green Book.

RESOLVED:

- 1) To note the Occupational Safety and Health annual report 2024-25**
- 2) To approve the Health Safety and Wellbeing objectives for 2025-26.**

Theresa was thanked for her diligence and hard work she has put in over the years.

15/24 ACCESS FOR ALL FUNDING

Sue Smith, Access and Rights of Way Officer, presented the report the purpose of which is to provide an update on funding for the Defra Access for All programme.

Members asked what the funding is being spent on and noted that in general terms it is for developing work on active travel on the trails, accessibility hubs, and miles without stiles. The funding is for both infra-structure and information.

The recommendations as set out in the report were proposed, seconded, put to the vote and carried.

RESOLVED:

- 1) The Committee supports the bid for and approves acceptance of Access for All funding for the project described in the report of up to a maximum of £350,000 for the period ending March 2026. Approval of the terms of funding is delegated to the Head of Landscape and**

Engagement in consultation with the Finance Manager/Chief Finance Officer (or such other person appointed under S151 of the Local Government Act 1972)

- 2) That authority be delegated to the Authority Solicitor to enter into and determine the terms and conditions of the funding agreement for the project in the best interests of the Authority.**
- 3) That approval be granted to incur expenditure up to £350,000 as detailed in the report, pursuant to Part 3, C3.(c), subject to compliance with the Contract Procedure Rules and Standing Orders.**
- 4) That authority be delegated to the Authority Solicitor to enter into and determine the terms and conditions of any contracts required for the project, subject to a compliant procurement exercise and tender evaluation being carried out as required in line with Standing Orders.**
- 5) That approval be granted to exempt Standing Orders in respect of the delivery by Highway Authorities of works, services and supplies in respect of the project.**
- 6) That authority be delegated to the Authority Solicitor to enter into and determine the terms and conditions of Service Level Agreements with Highways Authorities in the best interests of the Authority.**
- 7) That this project be monitored by the Audit, Budget and Project Risk Management Group or an equivalent group or committee.**

The meeting was adjourned from 10.51am until 11.01am following consideration of this item.

16/24 LANDSCAPE AND NATURE RECOVERY AIM OVERVIEW

Sue Fletcher, Head of Landscape, presented the report the purpose of which is to inform Members about the Authority's progress in landscape and nature recovery since January 2024 and what this means for the future. This is an annual update on the management plan aims. It was noted that paragraph 3.44 needs to be removed from the report.

A presentation was given to Members from the following Officers:-

- Sarah Bird, Nature Recovery Officer
- Rebekah Newman, FiPL Programme Manager
- Jackie Wragg, Morridge Hill Country Project Manager

Officers were thanked for their presentation and there were questions and comments from Members which covered the following subjects:-

- Whether there were any plans to re-introduce or trans-locate any endangered species into the project area. This is being considered as part of the development phase.
- The impact that the work is having and progress against targets would be helpful information to have. This would provide a measure of what is

effective and what is not working well as some may be delivering better value for money than others. The AI mapping would be a good tool to track this. There are some figures available and more can be provided. Tasked by DEFRA each year to complete 49 headlines for each project. It would be helpful to have descriptions of the inputs and also descriptions of the outputs along a strategic overview and to be able to demonstrate as an Authority the benefits that are being created.

- The final version of the consultation response is available and will be circulated to Members.
- The local nature recovery strategy is seen as soft influencing rather than hard influencing and does seem to be bureaucracy heavy. There are six Local Nature Recovery Strategies that cover the Peak District and these seem to use slightly different methodologies.
- The map on page 68 of the report showing the different counties involved raises some concerns around the mapping. Concern that as a result of guidance from DEFRA there may be restriction on funding in the future.

The recommendation as set out in the report was proposed, seconded, put to the vote and carried.

RESOLVED:

- 1) To note progress in delivering to the Peak District National Park Management Plan 2023-28 and Authority Plan landscape and nature recovery aim and targets.**

17/24 WELCOMING PLACE AIM OVERVIEW

Sue Fletcher, Head of Landscape and Engagement introduced the report the purpose of which is to inform Members about the Authority's progress in responding to the Welcoming Place aim since April 2024 and what this means for the future.

A presentation was given to Members from the following Officers:-

- Lorna Fisher – Engagement Team Manager
- Sue Smith – Access & Rights of Way Officer

Becki Woods left the meeting at 12:16pm

Questions and comments from Members:-

- It was mentioned that the Peak District Proud campaign, which is being reviewed, has not been a resounding success and other ways of promoting this work need to be explored.
- How can the ambition to make the Peak District National Park a more welcoming place be measured?
- 1.2 million people visited Mam Tor in the last year. The Ranger Service are taking time to reflect about how to engage and provide a service and create and add value for visitors.
- Thanks were given to Sue Smith for all her work and for improving access for people.
- Thanks were given to the Engagement Team and Staff and Members recognise there is a big gap in the organisation after the re-structure. There is great admiration for the Engagement Team for achieving such

positive outcomes with limited staff and this will be harder to achieve with a depleted workforce.

- Need to look at how ranger volunteers can be utilised to cover some of the roles although it is not realistic to rely on just the rangers and need to look at other media and communication channels to promote the messages. Hopefully the youthful voice initiative will reach a different audience demographic.
- Trails were discussed and whether there were any more plans to increase the number of trails in the future. The Active Travel Plan will come to Members in the near future and staff have been working in partnership with major land owners, Local Access Forum and Highways Authorities in looking at developing key access routes.
- North Lees was discussed and funding has been agreed to keep a wheelchair on site and the possibility of a tramper vehicle. A route has been identified which runs across from Manchester to Sheffield which will link in with North Lees.
- The feedback from the Ambassador Schools has been very positive and partnership working is going to be very important in the future.
- There was a request for the Communications Plan to be resurrected and suggestions that social media should be used in a more imaginative way. The Communications strategy must use close targeting as not everyone needs to be targeted in the same way and therefore may have to look to other people delivering the communications messages.
- There was mention of how we engage with other groups e.g. the Kinder Trespass anniversary, right to roam and right to swim groups, all of which are very active.

The recommendation as set out in the report was proposed, seconded, put to the vote and carried.

RESOLVED:

- 1) To note progress in delivering to the Peak District National Park Management Plan 2023-28 and Authority Plan Welcoming Place aim and targets.**

The meeting ended at 12.47 pm

6. Toilet Enhancement Strategy

1. Purpose

This report seeks approval of the proposed strategy for the future management of public toilets owned or operated by the Authority.

2. Context

As we await communication from Defra on the three-year settlement, we have updated our Medium Term Financial Forecast (MTFF) and modelled several scenarios. Unfortunately, in every scenario, we would be unable to balance the budget from next year onwards. Although we could use our decreasing reserves to underpin some of the expenditure for a finite amount of time, this isn't financially sustainable.

When the MTFF was presented to Authority in March 2025, we always knew we needed to plan for forecast funding gaps. In order to reduce the funding gaps we are using one-off additional capital funds (25/26) on income generating projects to help sustain our future revenue requirements. However, as the Defra grant is at best maintaining this years grant and costs continue to escalate, this isn't sufficient to cover all our expenditure. This means we must plan to reduce our costs, or plan significant revenue growth – where possible and feasible.

The Authority has owned and operated 17 public toilet facilities for many years, many of which were constructed in the 1970's. While some toilets provide services considered essential to the facilities operated by the Authority e.g. trails, others offer no direct benefit to the Authority, however, these toilet facilities further the Authority's statutory purposes. While many Local Authorities within the region and nationally have closed or commenced charging at public toilet facilities, the National Park Authority has not closed any, or implemented charging to date.

Significant staff time is currently being absorbed in undertaking reactive day to day repairs and ongoing management of the toilets, with a reducing workforce and increasing pressure on finances this is not efficient, effective or sustainable. Existing toilet facilities, across the National Park, require capital investment to improve the standard and experience for users.

Proposals

2.1 Do nothing:

This is not a preferred option. The toilets are currently a significant cost of c.£250,000 p.a to the Authority through their general maintenance and upkeep. Costs continue to rise, year on year, and the financial performance of these assets is no longer sustainable to the Authority's financial position or financial objectives.

2.2 Undertake works only:

This is not a preferred option. Although implementing an enhancement project across the toilets would constitute capital spend, the capital grant provided by DEFRA to the Authority for spend in the 25/26 financial year, was provided with two strictly defined spending criteria:

1. Innovation, invest-to-save, and income generating activities stream
2. 30by30 delivery stream

It is therefore not possible to use the 25/26 capital grant to simply enhance the toilets in isolation of any future income generation or innovation. Whilst you could state that

the toilets support indirect income, as explained in 3.3, this is a tenuous link and one at risk of challenge by DEFRA and/or potential audit processes.

In the absence of the 25/26 Capital Grant investing capital in the toilets without a strategy to see a financial return on any such outlay is not a viable use of Authority funds. A capital budget programme was provided to Members in Spring 2025, this programme identified capital spend and origin of funding, across the medium term, toilets were not identified and therefore not included.

2.3 Undertake works and commence charging

This is the preferred option. Although the toilets are a significant cost to the Authority, they do assist in supporting income generating assets, such as concessions, trails and car parks. Income from concession rents and pay and display operations equates to over £500,000 p.a. Incoming revenue, such as the aforementioned, are forecast to grow over the medium-term financial plan, where capital investment is being made to support revenue growth.

Utilising the 25/26 capital grant to invest in enhancing toilets enables the Authority to provide modern, well equipped, inclusive facilities and commencing the implementation of charging users meets the DEFRA spending criteria. Initially, it is proposed to implement works and charging at the following sites:

Dovedale, Millers Dale, Parsley Hay, Tissington and Hartington.

Whilst the 25/26 capital grant enables the Authority to undertake investment without the burden of repayment, this proposal returns the initial investment of £379,000 in just over five years with 83% of the investment returned within the medium term, net revenue (25-30) is forecast to be £316,422.

All works would be subject to tender. Tender returns are anticipated before the end of the calendar year with site works commencing across the named sites throughout Q4 25/26 for completion no later than 31st March 2026. This timeline is specific to the spending criteria outlined by the capital grant provided by DEFRA.

It is proposed that charging to the user be 50p inclusive of VAT. Income shown at section 5b below is shown exclusive of VAT. The proposed charging rate is comparable to other public sites locally and nationally where rates vary from 20p - £1.

Further rationale can be found at section 5b below.

2.4 Close all toilets:

This is not a preferred option. Closing the toilets would be detrimental to the public, the environment and to Authority stakeholders (partners etc). *See section 5d below.*

Whilst this is not considered an option at this stage, should the Authority not seek to implement the proposals herewith the option to close and/or dispose of the toilets will need to be reassessed due to the significant cost burden of £250,000 p.a that these assets incur year-on -year to the Authority.

3. Recommendations

- 1. To approve the proposal detailed at paragraph 3.3 of this report to commence charging at any and/or all of the public toilet facilities operated by the Authority.***
- 2. To delegate the future implementation of the decision at recommendation 1 above to the Head of Assets and Enterprise in conjunction with the Chief***

Finance Officer and the Monitoring Officer.

- 3. To delegate authority to review the charges when considered appropriate to do so and implement a revised charging structure at any and/or all of the public toilet facilities operated by the Authority to the Head of Assets & Enterprise in conjunction with the Chief Finance Officer and Monitoring Officer, and in consultation with the Chair and Vice-Chair of Resources Committee.**
- 4. To approve the drawdown of up to £380,000 from the 25/26 Capital Fund to enable toilet enhancement project works at the sites detailed in paragraph 5b.**
- 5. That approval be granted to incur capital expenditure for the toilet enhancement project works at the sites detailed in paragraph 2.3 up to £380,000, pursuant to Part 3, C3,(c) and G1 of Standing Orders, subject to compliance with the Contract Procedure Rules and Standing Orders generally.**
- 6. To delegate authority to the Authority Solicitor to enter into and determine the terms and conditions of any contracts/agreements required in the best interests of the Authority, subject to compliance with the Contract Procedure Rules and Standing Orders generally.**

5. Corporate Implications

a. Legal

Pursuant to section 65(5) of the Environment Act 1995, the Authority has power to do anything which is calculated to facilitate, or is conducive or incidental to the accomplishment of its statutory purposes. The provision of public toilet facilities further the Authority's statutory purposes. This power is subject to any express statutory or public law constraints which should be considered holistically and continually as the Authority progresses.

b. Financial

Detailed financial modelling was undertaken to assess the viability of the capital investment against a range of user volumes and cost profiles for the period 2025-2030. The models adopted for each site were identified as most realistic in respect of user and cost forecasts. Forecasting was based, in the most part, on actual footfall data captured over a 6 – 8 week period.

Footfall data was collected at the sites between August and October 2025 and this data has been profiled over an annual period, to reflect 8 weeks of school holidays (higher use) and 44 weeks of non-holidays (lower use). This data provided a baseline user volume for each site. A 5% year-on-year increase in users has then been applied.

Some assumptions were made at sites where it was not possible to collect data within current time constraints. Namely, Tissington and Hartington. Car parking and pay and display data was also analysed to assist in informing user volume assumptions at the sites.

Paddle gates have been sourced to allow card payment charging (no site will accept cash) and mitigate the risk of users tailgating. Due to the age of the toilet buildings and the size requirements of the gates these have been difficult to source and are being made specifically for the PDNPA sites.

It is proposed that charging to the user be 50p, inclusive of VAT. Income below is shown exclusive of VAT. The proposed charging rate is comparable to other public sites locally and nationally where rates vary from 20p - £1.

A 10% deduction has been made to the gross revenue, over the term, to account for potential non-payers. This also includes for any period of time for which the paddle gates / charging mechanisms are not operational.

The capital required for the proposed works will be sourced from the 25/26 DEFRA capital grant. Whilst the 25/26 capital grant enables the Authority to undertake investment without the burden of repayment, this proposal returns the initial investment of £379,000 in just over five years with 83% of the investment returned within the term. Net revenue (25-30) is forecast to be £316,422.

Gross Income Forecast 2025-2030		Cost Forecast 2025-2030	
	TOTAL		TOTAL
Dovedale	£ 322,938	Dovedale	£ 177,556
Millers Dale	£ 347,568	Millers Dale	£ 119,133
Parsley Hay	£ 118,608	Parsley Hay	£ 124,035
Tissington	£ 118,608	Tissington	£ 53,928
Hartington	£ 29,652	Hartington	£ 52,563
TOTAL	£ 937,374	TOTAL	£ 527,215
<i>less 10% non payers</i>	<i>£ 93,737</i>		
	£ 843,637		
Total Investment inc. contingency £379,000		Net Income (25-30)	£ 316,422

User Forecast 2025-2030		Non Payer Profile		
	TOTAL	10%	15%	20%
Dovedale	807,345	80735	121102	161469
Millers Dale	868,921	86892	130338	173784
Parsley Hay	296,519	29652	44478	59304
Tissington	296,519	29652	44478	59304
Hartington	74,130	7413	11120	14826
TOTAL	2,343,434	234343	351515	468687
Potential Lost Income		£93,737	£140,606	£187,475

Tenders are anticipated for return by the end of the 2025 calendar year. Recommendations proposed are based on budget costs and a contingency allowance of 15% (exc. paddle gates – fixed cost):

The paddle gates are a fixed cost item that have been difficult to source due to the dimensions required and the contactless payment inclusion. Despite best efforts only one supplier has been identified and an exemption will be sought to progress with this supplier for the ordering of this infrastructure based on their single quote.

Capital Works	
Dovedale	£100,000
Millers Dale	£75,000
Parsley Hay	£10,000
Tissington	£10,000
Hartington	£17,000
	£212,000
Contingency	£32,000
Paddle Gates	£135,000
TOTAL	£379,000

c. National Park Management Plan and Authority Plan

Manage our visitor assets and facilities in a sustainable and inclusive way so users are inspired to enjoy, care for and connect to the special qualities of the National Park

The proposed project will contribute towards the following objectives:

Authority Plan:

Objective E (Assets)

- To have best practice arrangements in place for the Authority's assets

d. Risk Management

There is a risk that stakeholders (partners, public) disagree with the proposals and share their opinions on public platforms, media and through direct communications with the PDNPA CEO. However, market research has been undertaken to enable the Authority to evidence that other public and private sectors are already charging for the use of toilets, locally and nationally. The financial challenges the Authority faces means that alternative ways to continue to provide facilities to users need to be imagined and implemented, if the Authority elect not to implement these proposals the toilets will potentially face closure and disposal. Should the latter happen this is at a much greater impact to users.

There is a risk that users refuse to pay to use facilities and use the natural environment as a replacement, this will have a negative impact on habitats, ecology and the condition of the National Park. Work will be undertaken through our Visitor Services, Rangers and Comms teams to provide suitable education and messaging, discouraging any such behavior. Site signage to assist in explaining charging rationale will also be considered on a site by site basis.

The paddle gates are being provided by a single supplier and are being manufactured to a PDNPA bespoke specification. This could make the sourcing of parts difficult and more expensive. However, the gates come with a three year warranty and the card payment element comes with a one year warranty. Should there be operational issues the parts may take longer to arrive therefore prolonging non-charging periods. This risk has been recognised in the use of the non-payer 10% allowance in section 5b above.

Works are due on site in Q4 of the 25/26 financial year and the weather could be detrimental to the delivery of works on site, subsequently causing a delay to the implementation of charging and a delay to income generation beginning to be realised as at 1st April 2026.

An equality impact assessment has been considered, the sites will continue to provide accessible toilets, with Millers Dale and Parsley Hay maintaining the presence of an operational Changing Place too. The named sites herewith will be inclusive for all.

e. Net Zero

The proposed works have no impact on Net Zero. However, an increase in energy use may be seen. In the future solar installation may be considered at these sites, subject to planning.

6. Background papers (not previously published)

None

7. Appendices

None

Report Author, Job Title and Publication Date

Hannah Turner, Head of Assets & Enterprise, 4th November 2025

Responsible Officer, Job Title

Hannah Turner, Head of Assets & Enterprise

7. Reserve Policy, Reserve Purpose and Reserve Allocation update

1. Purpose

- 1.1 An essential part of the financial planning process of the Authority is a robust policy on the level and nature of reserves. The policy document attached updates the Authority's approach to reserves and how they are integral to the Medium Term Financial Forecast
- 1.2 To streamline our reserves by consolidating Service Reserves and having greater transparency on how services are utilising reserves.

2. Context

- 2.1 The recommendation from Internal Audit, following their Audit in 2024/25, stated it is best practice to have a reserve usage policy in place. This will provide greater control around reserve expenditure and ensure the Authority has enough operational reserves to deliver services and contingency to deal with unforeseen events. Due to the reliance on reserves to balance the Medium Term Financial Forecast, expenditure from Earmarked Reserves will need to be approved by the CFO, to ensure it is in the greatest interest of the Authority.
- 2.2 Internal Audit found there was no formal processes in place for the review of the adequacy of reserves. The Authority is not in a position to replenish all reserves, due to its main priority of balancing the MTFF. By ensuring the CFO is made aware and approves all expenditure from earmarked reserves, this will give greater transparency on our true balances and expenditure requirements. The CFO will also be able to reallocate earmarked reserves where there is greater financial pressure and service requirements. This will also apply to budget surpluses at year end. Traditionally departmental surpluses were moved directly to associated earmarked reserves, despite there being no planned expenditure above the baseline budgets. As part of the year end process, the CFO will assess the adequacy of reserves and reallocate surpluses where is deemed most appropriate.

3. Proposals

- 3.1 Members are asked to note the new reserves policy found at Appendix 1.
- 3.2 Members are asked to note the Establishment and disestablishment of the following reserves:

Disestablishment of the Car parks Reserve
 Disestablishment of the Trails Reserve
 Disestablishment of the North Lees reserve
 Establishment of the Trading & Operational Assets Reserve

Balances remaining in these reserves will move across to the **Trading & Operational Assets Reserve**.

Disestablishment of the Minor Properties Reserve
 Disestablishment of the Maintenance Reserve
 Establishment of the Corporate & Other Assets Reserve

*Balances remaining in the above reserves will move across to the **Corporate & other Assets**.

- *Disestablishment of the Restructuring Reserve
- *Disestablishment of the Slippage Reserve
- *Disestablishment of the Authority Delivery Plan Reserve

Balances remaining in these reserves will move across to the Corporate Operational Reserve, which is already in place.

3.3 Members are asked to note the reserve position, earmarked expenditure and expected closing position found at Appendix 2.

4. Recommendations

4.1 That the new Reserves Policy at Appendix 1 be approved as Authority Policy with immediate effect.

4.2 To consider and note the amalgamation and disestablishment of reserves as discussed in point 3.2.

4.3 To consider and note the latest Reserve Position at Appendix 2.

5. Corporate Implications

a. Legal

The requirement to set a balanced budget as detailed in Sections 32 and 43 of the Local Government Finance Act 1992.

The Chief Finance Officer's (S151 Officer) duty to report on the robustness of estimates and adequacy of reserves when the Council is considering its budget requirement as set out in Sections 25 of the Local Government Act 2003. •

Legislative requirement for each local authority to make arrangements for the proper administration of their financial affairs and that the Chief Finance Officer (S151 Officer) has responsibility for the administration of those affairs as set out in Section 151 of the Local Government Act 1972

b. Financial

The financial implications are contained in the main body of the report and within Appendix 2, which outlines our reserve position at the mid-year point.

c. National Park Management Plan and Authority Plan

The Authority Plan includes Objective D (Financial Resilience)-to be financially resilient and provide value for money. Demonstrating we can balance the budget in the medium term, through strategic management of surpluses and replenishing of the MTFF Reserve. This enables the Authority to be financially viable in the medium term.

The Authority Plan includes Objective F (Governance) - to have best practice governance arrangements in place. Good governance arrangements, help mitigate financial risks and associated decisions around reserve usage.

d. Risk Management

The Authority takes risk seriously and ensures there are adequate reserves in place to mitigate any future costs that are yet to arise, within its financial means. These primarily include Legal Costs, HMRC repayments and IT business continuity assessments and costs. As part of the reviews on the adequacy of reserves, services must outline any risks which may result in a requirement to draw down on reserves, for expenditure that cannot be met from baseline budgets. Strategic reviews will take place, taking into account the Corporate Risk Register to ensure we are able to bore the costs of risks, that would not otherwise be covered by insurance.

- e. Net Zero
None

6. Background papers (not previously published)

None.

7. Appendices

Appendix 1: Reserves Policy

Appendix 2: Reserves Position Q2 2025/26

Report Author and Responsible Officer, Job Title and Publication Date

Author: Sinead Butler, Finance Manager & Chief Financial Officer.

Responsible Officer: Emily Fox, Head of Resources 24/10/2025

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Reserves Policy

This policy established a framework within which decisions will be made regarding the level of reserves held by the Authority and the purposes for which they will be used and maintained.

Legislative/regulatory framework

The requirement for financial reserves is acknowledged in statute. Sections 31A, 32, 42A and 43 of the Local Government Finance Act 1992 require billing and precepting authorities in England and Wales to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

There are also a range of safeguards in place that help to prevent local authorities over-committing themselves financially. These include:

The balanced budget (or in England calculation of council tax) requirement: - England, Sections 31A, 42A of the Local Government Finance Act 1992, as amended - Wales, Sections 32 and 43 of the 1992 Act - Scotland, Section 93 of the Local Government Finance Act 1992 - Section 85 of the Greater London Authority Act 1999

Chief finance officers' duty to report on robustness of estimates and adequacy of reserves (under Section 25 of the Local Government Act 2003) when the authority is considering its budget requirement (England and Wales); Section 28 of the Act also requires budget monitoring 'from time to time' and take action to deal with any deterioration

The legislative requirement for each local authority to make arrangements for the proper administration of their financial affairs and that the chief finance officer/proper officer has responsibility for the administration of those affairs, Section 151 of the Local Government Act 1972, Section 95 of the Local Government (Scotland) Act 1973 and Section 1 of the Local Government and Finance Act (Northern Ireland) 2011

These requirements are reinforced by Section 114 of the Local Government Finance Act 1988, which required the Chief Finance Officer to report to Authority if there is, or is likely to be, unlawful expenditure or an unbalanced budget.

The requirements of the CIPFA Prudential Code

For statutory purposes, there is a single revenue reserve, the General Fund Balance. When reviewing their medium-term financial plans and preparing their annual budgets local authorities should consider the establishment of sub reserves (known as earmarked reserves) within the General Fund Balance and maintenance of general reserves. These can be held for three main purposes:

A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves

A contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves

A means of building up funds, often referred to as earmarked reserves. Earmarked reserves may be reported separately but remain legally part of the General Fund.

The General fund is usually created through surpluses as a result of activities being postponed, cancelled or coming in under budget. The general reserve minimum balance is set a level of 2% of annual net expenditure plus £100k.

Risk Assessment

The assessment of risks should include external risks, such as Legal Costs, flooding, as well as internal risks, for example, the ability to deliver planned efficiency savings, IT business continuity etc. Statutory provisions require authorities to review at least once in a year the effectiveness of their system of internal control, which will include risk management. Strategic reviews will take place, taking into account the Corporate Risk Register to ensure we are able to bore the costs of risks, that would not otherwise be covered by insurance.

Policy aims

Adopt a transparent and accountable approach to managing the Authorities reserve levels as part of overall financial stewardship.

In establishing and approving the Medium Term Financial Forecast, “the Authority will ensure that it maintains a prudent level of reserves in line with best practice and relevant guidelines”.

Establish Earmarked (ringfenced) Reserves for any reason where it reasonably believes it may incur expenditure in the future, outside of the baseline budget allocation. These expenditure needs must be detailed and transparent to allow the CFO to understand the unbudgeted, financial priorities of each service

Ensure reserves are held at an adequate and appropriate level for the Authority’s needs. In order to assess the adequacy of unallocated general reserves when setting the budget, chief finance officers should take account of the strategic, operational and financial risks facing the authority.

Recognise the need to balance financial prudence with responsible financial management of precept funds

Recommended Levels & Accessing adequacy of reserves

As with any financial entity, it is essential that the Authority has sufficient reserves (general and earmarked) to finance both the day-to-day operations and future plans. We have no specific right to accumulate funds via the precept. Therefore, all reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

Management & Governance- Earmarked Reserves

Earmarked Reserves will be established on a “needs” basis in line with anticipated requirements.

The creation of any new earmarked reserves will be subject to Member approval.

There is no upper limit to earmarked reserves, only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (Reviewed at budget monitoring and at budget setting) and should be separately identified and enumerated.

Earmarked reserve planned expenditure must be set out by the Department budget manager and authorised by the Chief Financial Officer. Any earmarked spend held for more than one year must be justified and reapproved by the CFO. If there is no justification to continue to hold the reserve, it will be released.

All Earmarked Reserves are recorded in a separate spreadsheet, updated by the Chief Financial Officer. This lists the amounts, and the purpose they are held for, including the plan to replenish or utilise reserves to meet future expected needs. This will be presented to the Resources committee quarterly.

The Chief Financial Officer reserves the right to reallocate earmarked reserves in the best interest of the Authority. If a specific reserve/reserve allocation is no longer considered relevant or there is an overriding financial requirement to fund a priority elsewhere virement can be considered. This will happen during the year as required, with a full review taking place at year end.

The Chief Financial Officer reserves the right to allocate year end surpluses in baseline budgets to the replenish reserves deemed appropriate, not necessarily those Departmental reserves where the surplus is borne.

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Reserve	Purpose	How and when to use	Opening balance 2025/26 £000	Proposed use in MTFF £000	Unallocated balance £000	Comments
General Reserve	Working balance to cushion cash flows and avoid the need for temporary borrowing. Also, a general contingency to cushion against unexpected events or emergencies	Only in exceptional circumstances where other earmarked reserves cannot fulfil the financial requirement of emergencies Balancing the budget where there is no other means possible.	£376	0	£376	
Capital Reserves	Restricted reserve containing the proceeds of the sales of assets and can only be used to fund future capital expenditure	In accordance with the Capital Programme or newly approved capital projects	£1,254	(£1,232)	£22	Capital Programme & Defra funding repayment risk (£538k)
Warslow Capital Reserve	Restricted reserve containing the proceeds of the sales of assets and can only be used to fund future capital expenditure on Warslow estate	In accordance with the Capital Programme or newly approved capital projects	(£201)	£201	£0	Capital Programme
Warslow Reserve	Contingency for future repairs & maintenance requirements of the estate.	For unbudgeted costs that cannot be met from the baseline budget. Investment in projects/workstreams that generate income	£50	(£27)	£23	

Trails, NL & carpark Reserve	Surpluses generated and set aside to support continuing delivery of services	For unbudgeted costs that cannot be met from the baseline budget. Capital investment in projects/workstreams that generate income	£655	(£490)	£166	Trails resurfacing NL renewables Rock scaling
Woodlands Reserve	Surpluses generated and set aside to support continuing delivery of services	For unbudgeted costs that cannot be met from the baseline budget. Investment in projects/workstreams that generate income	£50	(£20)	£30	Tree safety works
Corporate property Reserve	Surpluses generated and set aside to support continuing delivery of services	For unbudgeted costs that cannot be met from the baseline budget. Capital investment in projects/workstreams that generate income	£113	(£75k)	£38	Aldern House repairs
CMPT Reserve	Surpluses generated and set aside to support continuing delivery of services	For unbudgeted costs that cannot be met from the baseline budget. Capital investment in projects/workstreams that generate income Vehicle replacement	£91		£91	

IT Reserve	For the funding of new IT initiatives, development of IT systems and business continuity over and above insured values	Used to support spending in support of the ongoing development of IT initiatives or where the baseline budget cannot meet unexpected costs.	£429	(£31k)	£398	Planning system capital costs Costs above baseline budget
Minerals Reserve	Voluntary funds set aside for any future legal fees that may arise	To fund one off settlement costs not in the baseline budget	£567		£567	
Corporate Operational Reserve	Surpluses generated and set aside to support continuing delivery of services which cannot be met from other earmarked reserves	For unbudgeted costs that cannot be met from the baseline budget. Investment in projects/workstreams that generate income.	£2,532	(£2,139)	£393	Redundancies Digitising project Website MTFF future years funding RMM pay funding Incentive policy
Matched funding Reserve	To support projects or initiatives that require match funding	To support partnership projects where matched funding is a requirement.	£490	(£407)	£83	Peak District National Park Foundation Ash die back works Throwley Hall
VAT Reserve	To support unbudgeted VAT repayments to HMRC	To repay VAT to HMRC in the event partial exemption rules are breached.	£220		£220	

MTFF Reserve	To fund the budget deficit in the MTFF	As part of the budget setting process, the reserve will be used to balance the budget. It should not be used for any other purpose.	£910	(£910)	£0	This has been fully allocated in the MTFF
Local Plan Reserve	To support delivery of the Local plan as set out in Regulation 10A of the Town & Country planning Regulations 2012	To support expenditure relating to delivery of the Local plan review, outside the baseline budget	£236	(£236)	£0	Expectation to be fully utilised across 25/26
Revenue Grants Reserve	Grant funding or contributions for projects received in advance (i.e. expenditure will be incurred in future financial years).	These restricted funds are held subject to grant conditions and can only be used to fund projects as per the agreed conditions.	£3,141		£3,141	External funding in advance-Not Authority funds
Bequests	Funds/Donations received for which their use is restricted	These restricted funds can only be spent in line with the conditions outlaid on acceptance of monies.	£138		£138	

Unusable Reserves

The Authority holds a number of unusable reserves which absorb the difference between the statutory arrangements for funding expenditure and accounting for the expenditure inline with regulations and proper accounting practice. Unusable reserves cannot be used to fund expenditure e.g. cannot fund revenue spend on services or capital spend on projects.

- (i). **Revaluation Reserve:** The Revaluation reserve contains the net gains made from increases in the value of the Authoritys assets (Property, Plant, Equipment and Intangible Assets) not yet realised through sales. The gain will only be realised and shown as income in the Authoritys accounts following sale of the asset. The balance of the Revaluation reserve as at 31 March 2025 is £9.3m.
- (ii). **Capital Adjustment Account:** A store of capital resources from Revenue, Capital Receipts and the provision for the payment of debt set aside to meet past expenditure. The balance of the Capital Adjustment Account as at 31 March 2025 is £13.5m.
- (iii). **Pension Reserve:** In line with International Accounting Standard 19 (IAS 19) Employee Benefits the Authoritys commitment to make future payments must be disclosed in the accounts at the time the employees earn their future entitlement to the benefits. The balance of the Pension Reserve at 31 March 2025 is £457k (This figure is impacted by the Asset Ceiling Test)
- (iv) **Accumulated Absence Reserve:** The Accumulated Absence account absorbs the differences that would otherwise arise on the general Fund balance from accruing for compensated absences earned but not taken in the year e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the account. The balance of the Accumulated Absence Reserve at 31 March 2025 is £147k.

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THE FOLLOWING ITEMS ARE EXEMPT, CONFIDENTIAL ITEMS.

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