

National Park Authority

11 September 2024

Present (In Person)

Councillor D Clements (Chair)

Councillor T Evans, Dr M Havard, Councillor M James, Councillor S Skyrme-Blackhall, Councillor A Tinley, Councillor V Thomas and Councillor M Wiggins.

Present (Remotely)

Councillor M Bowen, Councillor C George, Councillor SL Hancock MBE, Dr R Heath-Davies, Mrs S Hoss, and Councillor C Williams BEM.

Also in attendance:

Phil Barlow (Research and Sustainability Appraisal Officer), Emma Gladstone (Strategic Policy Manager), Tegryn Jones (Chief Executive), Michael Kent (Monitoring Officer), Gayle Lister (Planning Officer), Caroline Llewellyn (Democratic Services Manager), Sara Morris (Director of Place and Engagement), Mair Thomas (Performance and Compliance Coordinator), and Michelle Webber (Head of Nature Recovery).

[Llanion Park, Pembroke Dock and Remotely
10.00am – 11:45am]

1. Personal Matters

The Chair recalled the recent passing of Councillor P Morgan and acknowledged his great service to the Authority. A minute's silence was observed.

The Chair welcomed Councillor T Evans to the Authority.

2. Apologies

Apologies for absence were received from Mrs J James, Mr GA Jones, Dr R Plummer and Councillor B Price.

3. Disclosures of Interest

No disclosures of interest were received.

4. Minutes

The minutes of the meeting held on the 24 July 2024 were presented for confirmation and signature.

On the proposal of Councillor D Clements, seconded by Councillor S Skyrme-Blackhall, it was **resolved** that the minutes of the meeting held on the 24 July 2024 be confirmed and signed with no amendments.



5. Action Log and Matters Arising

An update on the Pay and Grading Review was provided by the Chief Executive who outlined progress made and the next steps. He added that the team aimed to conclude the review by November however the date was subject to change.

The Chair requested an update regarding action 982, quantitative measures for the Development Management Plan and it was confirmed that the Chief Executive of Visit Pembrokeshire had been reminded of this request and a further meeting was set to be organised to discuss. It was hoped that once the indicators were agreed, they would be presented to a future National Park Authority meeting.

The Chief Executive provided a brief update regarding the budget deficit (action 962), advising that work was taking place internally, however there remained much uncertainty regarding next year's budget settlement.

With regards to action 998, the Chief Executive explained that the Welsh Government were in the process of developing a Governance Handbook. It was suggested that the Authority await the publication of the handbook as it could support the delivery of training to Members.

Noted.

6. Chair's Announcements

The Chair reported that she had attended the following events;

- The County Show where she visited several stands and hosted a reception to promote the Connecting the Coast Scheme. The Chair attended the Presidents' Breakfast where she had an introductory meeting with the Deputy Leader and Cabinet Member for Climate Change and Rural Affairs, Huw Irranca-Davies. The Authority also sponsored the Sheep shearing competition.
- Angle Bay Oyster Beds with the Chief Executive of the Authority where an update of the project was provided
- A meeting with Audit Wales on the examination of setting the Wellbeing Objectives.

She had also attended the funeral of the late Councillor Peter Morgan at which many people had been present to pay their respects.

The Chair took the opportunity to congratulate and thank Liz Moore, Site Guide and Education Programme Contributor for Castell Henllys who, after 30 years of service with the Authority, was retiring.

Noted.



7. Reports of meetings of various Authority Committees

The following reports of meetings of several of the Authority's Committees were presented to Members for consideration/information:

- (i) Development Management Committee held on 17/07/2024;
- (ii) Audit & Corporate Services Review Committee held on 15/05/2024;
- (iii) Operational Review Committee held on 12/06/2024;
- (iv) Volunteer Forum held on 24/07/202.

It was **resolved** that the minutes of the above-mentioned Committees be adopted/received.

8. Committee Vacancies

The Democratic Services Manager reported that there were vacancies on the Operational Review Committee and the Skomer Marine Conservation Zone Advisory Group following the passing of Councillor Peter Morgan.

On the proposal of Councillor M James, seconded by Councillor S Skyrme-Blackhall, it was **resolved** that the vacancies be filled by the following Members:

- i) Operational Review Committee: Councillor T Evans
- ii) Skomer Marine Conservation Zone Advisory Group: Councillor C George

9. Local Development Plan (LDP) Annual Monitoring Report

The Chair welcomed the Planning Officer (Strategic Policy) who presented the 2023/24 Annual Monitoring Report on the Pembrokeshire Coast National Park LDP 2 which was required to be submitted to the Welsh Government before the 31st of October each year. The report assessed the extent to which LDP 2 Strategy and Policies were being achieved. The report measured various indicators to assess the performance of the individual planning policies set out in the adopted LDP and to provide a general portrait of the social, economic and environmental conditions in the Park. Key findings were highlighted in the report.

A Member suggested that more contextual text with regards to climate change and the loss of biodiversity be featured within the report and also asked that officers ensure that sufficient regard was being paid to the Welsh Language as required in the Policy Making Standards to which the Authority was subject. These points were noted by the Officer.

A Member requested an update on training conducted throughout the year and in response, the Director of Place and Engagement outlined the training that had been facilitated and which Officers had been involved.



It was noted that in Appendix B, consultation responses to the second annual monitoring report were featured. The Chair commented that the responses were limited and requested reassurance that the consultation had been sufficiently promoted. The Officer responded that in comparison to last year's figures and the response rate seen by other comparable organisations, the response rate for the Authority was considered to be positive on this occasion.

On the proposal of Dr M Havard, seconded by Councillor S Hancock MBE, it was **resolved** that:

- i) the responses to the representations received in Appendix B be approved.
- ii) the Annual Monitoring Report (see Appendix A) for the Pembrokeshire Coast National Park Local Development Plan 2 be approved for submission to the Welsh Government by the 31st October 2024, with the above amendments.

10. Annual Report on Meeting Wellbeing Objectives 2023/24

The Chair welcomed the Performance and Compliance Coordinator who presented the Annual Report on Meeting Wellbeing Objectives 2023/24. The report reflected the Authority's performance against activities noted in the Corporate and Resources Plan 2023/24-2026/27 and associated Delivery Plans for 2023/24 and additional developments during the year. It was noted that a number of data sets included in the report had previously been reported in performance reports and had been reviewed and subsequently amended where needed.

The Officer highlighted an error on page 22 of the report, under 'Community Decarbonisation Projects' and clarified that 11 decarbonisation projects had been completed as part of the Sustainable Development Fund rather than 10.

On the proposal of Councillor D Clements, seconded by Dr M Havard, it was **resolved** that the Annual Report on Meeting Wellbeing Objectives 2023/24 be approved and delegated authority be provided to Officers to incorporate as necessary any minor changes as needed (e.g. factual corrections).

11. Annual Equality Report

The Performance and Compliance Officer presented the Annual Equality Report for 2023/24. It was reported that under the Equality Act 2010, a listed body in Wales was required to produce an annual report by the 31st of March each year. The Officer explained that in previous years, the Authority had featured this report as part of its Annual Report on Meeting



Well-being Objectives however following guidance from the EHRC, a separate report had been developed. The report featured recruitment and workforce equality and data analysis for 2023/24 and provided an update against actions in the Authority's current Equality Plan.

It was noted that the Authority is engaged with a range of stakeholders. A Member queried whether forums that included older citizens were also involved. The Officer confirmed that forums of this nature had historically been engaged with however as the Authority had a new Health & Wellbeing Officer in post, checks would be carried out to ensure this work continued.

There was also some discussion regarding diversity of both staff and Membership of the Authority. Officers advised that this was a challenging area, but work was being undertaken to increase the pool of applicants.

On the proposal of Councillor S Skyrme-Blackhall, seconded by Councillor M James, it was **resolved** that the Annual Equality Report 2023/24 be approved and delegated Authority be provided to Officers to incorporate as necessary any minor changes as needed (e.g. typos, factual corrections).

12. Draft Equality Plan and Objectives

The Performance and Compliance Coordinator presented the Draft Equality Plan 2025/2029 in advance of it going forward to internal and external consultation. The Officer reported that a review of the current objectives and plan had been undertaken and a draft plan for 2025-2029 had been developed. The report featured draft objectives which all sat under a longer-term aim.

Noted.

13. Safeguarding Report

The Chair welcomed the Learning & Inclusion Team Leader who presented the Pembrokeshire Coast National Park Authority's Safeguarding Annual Report for 2023/24. The report featured background information, details of safeguarding arrangements, the safeguarding policy, training arrangements, details of the safeguarding group and details of safeguarding incidents.

A discussion ensued regarding the importance of the report and of safeguarding generally within the Authority. In response to a Members' query, the Officer confirmed that the Safeguarding Policy and Statement were featured in the same document and were currently under review. It was added that once reviewed, the document would be presented to a future National Park Authority meeting. A Member suggested that a



timescale for the review be featured in the Annual Report and this suggestion was noted by the Officer.

It was noted that a single safeguarding incident had been reported and a Member queried whether any lessons had been learned as a result. In response, the Officer confirmed that the incident had reminded Officers of the importance of being vigilant and of liaising with key organisations. It was added that the incident provided the team with assurance that the Authority's process was effective. The Chief Executive added that the Authority's Team formed part of a Safeguarding network within the County where organisations could learn from each other to ensure their safeguarding processes were as robust as possible.

Noted.

14. Annual Health & Safety Report

The Chief Executive presented a report that summarised the information provided to the Audit & Corporate Services Review Committee meetings into a single overview of Health & Safety performance of the Authority from April 2023 to March 2024. The Chief Executive explained that Health & Safety reports had previously been reported annually up until 2018 and it was intended that these reports would once again be presented to the National Park Authority, for information. The report demonstrated what had been carried out by the Authority to improve Health & safety, including incident rates and absences from the workplace.

The report featured background information, details of Health & Safety Organisational Changes, details of the Health and Safety Group, details of the Health and Safety Management System, details of the Health and Safety Audit, Hand Arm Vibration Syndrome information, Safety Culture Survey results, Incident data, details of RIDDOR, the Risk Assessment Management Plan and details of Absences and Health.

Noted.

15. Variation to Standing Order

The Chief Executive presented a report that sought Members consent to vary the procurement Standing Orders to renew the Authority's purchase of its GIS system and reports on two variations to Standing order 16 in relation to purchasing essential Health & Safety Monitoring Equipment and resolving an IT Exchange Server issue.

The report explained that the Authority had agreed Procurement Standing Orders to ensure it met legal requirements and value for money. It was added that the Standing Orders made provision for



exceptions, when it was not possible to meet the requirements of the Standing Orders.

A discussion took place regarding value for money and the risk in having a single supplier for a service. In response, the Officer assured Members that the option proposed had been found to be the most cost-effective option. It was added that the Team would continue to assess all options in future to ensure the Authority had value for money wherever possible.

On the proposal of Councillor D Clements, seconded by Councillor T Evans, it was **resolved** that;

- i) the variation to Standing Orders to renew the subscription to the web-based Esri ArcGIS Online system be approved and the continuation of the subscription the 3 years to 2027 be agreed
- ii) the use of contract Standing Order 16 in regard to the procurement of Health & safety equipment to manage Hand Arm Vibration Syndrome be noted
- iii) the use of contract Standing Order 16 in regard the procurement of support to resolve an IT Exchange issue be noted.

The Minutes of this meeting were confirmed at the meeting of the National Park Authority held on 23 October 2024 without amendment
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