

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY

TERMS OF REFERENCE

SUSTAINABLE DEVELOPMENT FUND COMMITTEE

The Sustainable Development Fund (SDF) Committee is responsible for considering all applications for financial assistance/support in connection with the SDF and to monitor and review the scheme.

The Sustainable Development Fund aims:

To help reduce local carbon emissions in our environment and to respond to the climate emergency.

Committee Composition

Committee membership will be comprised of six Pembrokeshire Coast National Park Authority (“Authority”) Members and up to 2 Advisory Members. Advisory Members will be individuals with expertise or experience in areas of importance to the Committee, and will be appointed by the Committee. The Committee may co-opt individuals with specialist knowledge for additional advice on an *ad hoc* basis.

Both the Chair and Deputy Chair will be elected from the six National Park Authority Members on the Committee. If the Chair is unable to be present, the Deputy Chair will preside. If neither the Chair nor the Vice-Chair is present, a Chair for that meeting shall be elected from the Authority Members present.

The SDF Administrator and other PCNPA Officers will advise and service the Committee as appropriate.

Quorum

The quorum of the SDF Committee shall be not less than three Authority Members, with at least one County Council-appointed and one Welsh Government-appointed Member being present.

Application Assessment

The Committee will consider all applications against criteria based on the scheme’s objectives as set out in the Authority’s SDF Grant Application Guidelines document.

In considering applications, the Authority Members on the Committee shall have regard to any recommendation made to it by the Advisory Members/*ad hoc* Advisors, drawing on their specific areas of knowledge and expertise.

Decision Process

Advisory Members will contribute to the decision making process however it is solely the Authority Members of the Committee who are empowered to decide in each case:

- (a) whether an application should be awarded grant

- (b) the level of grant to be awarded
- (c) any conditions to which a grant is to be subject

In relation to applications not awarded a grant the Committee will indicate why an application is not deemed suitable for support under the Fund, they may suggest amendments to the proposal and invite re-submission of an amended application, or may place an application on a "reserve" list.

Meetings

Meetings will be held as and when required.

Appeals procedure

An aggrieved applicant may lodge an appeal by writing to the National Park monitoring officer. The appeal may be on the grounds of:

- i) a claim of incorrect procedure, or
- ii) a claim of incorrect decision

