

**National Park Authority**  
**30 July 2025**

**Present (Remotely)**

Dr M Havard (Chair)

Councillor S Alderman, Councillor M Bowen, Councillor D Clements, Councillor T Evans, Councillor C George, Councillor SL Hancock MBE, Mrs S Hoss, Councillor M James, Mr GA Jones, Dr R Plummer, Councillor S Skyrme-Blackhall, Councillor V Thomas, Councillor A Tinley, and Councillor C Williams BEM.

**Also in attendance:**

Catrin Evans (Head of Finance and Fundraising), Heledd Davies (Simultaneous Interpreter), Emma Gladstone (Strategic Policy Manager), Georgia Jones (Democratic Services Officer), Tegryn Jones (Chief Executive), Mike Kent (Monitoring Officer), Caroline Llewellyn (Democratic Services Manager) and Mair Thomas (Performance and Compliance Officer).

[Online Meeting, 10.00am – 13.03pm]

**1. Apologies**

An apology for absence was received from Councillor B Price.

**2. Disclosures of Interest**

Councillors V Thomas, D Clements, T Evans, C Williams and A Tinley declared an interest in report 32/25, Visit Pembrokeshire Funding.

Councillor S Alderman declared an interest in report 30/25, the Annual Partnership Framework Monitoring Report 2024/25 and approval of Partnership Framework.

**Noted.**

**3. Minutes**

The minutes of the meetings held on the 18 June 2025 (Annual General Meeting and Ordinary Meeting) were presented for confirmation and authentication.

On the proposal of Dr R Plummer, seconded by Councillor S Skyrme-Blackhall, it was **resolved** that the minutes of the meetings held on the 18 June 2025 (Annual General Meeting and Ordinary Meeting) be confirmed and authenticated.

**4. Action Log and Matters Arising**

Members noted the action log.



**Noted.**

[Councillor C Williams joined the meeting at this juncture].

## **5. Chair's Announcements**

The Chair began by inviting Members to a Wellbeing Walk that was scheduled for the 12<sup>th</sup> of September. It was suggested that expressions of interest be sent to the Democratic Services team.

The Chair reported that she had attended the following events/meetings in the past month:

- A National Park Wales meeting with Huw Irranca-Davies, Deputy First Minister of Wales
- The opening of the Môrwelion / The Sea Horizon exhibition at Oriol y Parc, which was also attended by Senior Officers from Amgueddfa Cymru
- A Campaign for National Parks meeting where views on Marine National Parks were discussed.
- The Royal Welsh Show where she attended several events on behalf of the Authority, this included an event to promote the Ffermio Bro scheme.
- The Pembrokeshire Outdoor Schools (PODS) Award Ceremony that celebrated the achievements of Milford Haven School. The event also offered the opportunity to celebrate the contributions of Graham Peake, Chair of the PODS Partnership, as he was set to retire.

The Chair added that she had supported the Welsh Government to fill existing Member vacancies. She explained that interviews had been held with several excellent candidates.

Councillor D Clements, former Chair, reported that she had represented the Authority on a visit to Skomer Island. She explained that the negative impacts of light pollution had been discussed, and volunteers were sought from across the county to assist with birds that had been led off course by light pollution.

**Noted.**

[Councillor A Tinley joined the meeting during consideration of the following item.]



## 6. Reports of meetings of various Authority Committees

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

- i) Development Management Committees held on 21/05/25 & 18/06/25
- ii) Employee Forum held on 12/03/25
- iii) Audit and Corporate Services Review Committee held on 14/05/25
- iv) Operational Review Committee held on 11/06/25
- v) Standards Committee Appointments Panel held on the 17/06/25

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

## 7. Member Appointment

The Democratic Services Manager reported that there was a vacancy on the Pembrokeshire College Advisory Forum for a representative from the Authority and Councillor M James expressed an interest in filling this vacancy.

On the proposal of Councillor S Hancock MBE, seconded by Councillor S Skyrme-Blackhall, it was **resolved** that Councillor M James be appointed to the Pembrokeshire College Advisory Forum.

## 8. Revised Corporate and Resources Plan and Delivery Plans

The Performance and Compliance Officer presented a revised Corporate and Resources Plan and Delivery Plans for Members approval.

It was reported that the plans were subject to an annual review during the plans timeframe and although minor amendments had been applied to the Plans previously as part of this process, a more detailed review had been carried out in 2025. The Officer explained that the review had taken into account the approval of the Partnership Plan, project funding updates, a review of progress and priorities with senior leadership, financial pressures and resilience, risk areas, lessons learnt from the first two years of implementation and the proposed introduction of new Welsh Government Indicators.

It was highlighted that some feedback from Members had already been passed directly to the relevant Officer and the Chair added that she would also send her comments to the Officer via email for consideration.

Members agreed that the acronym glossary featured at the end of the report was helpful and suggested that a similar glossary be featured in other reports also.

On the proposal of Dr R Plummer, seconded by Councillor D Clements, it was **resolved** that:



- a) the Corporate and Resources Plan 2023/24-26/27 (Revised 2025) be approved and delegated authority be provided to officers to apply any minor amendments agreed during the meeting or incorporate as necessary any minor changes as needed (e.g. typos, factual corrections) and amendments required following final agreement of Welsh Government Indicators.
- b) the revised Delivery Plans be approved and delegated authority be provided to officers to apply any minor amendments agreed during the meeting or incorporate as necessary any minor changes as needed (e.g. typos, factual corrections) and amendments required following final agreement of Welsh Government Indicators.

## **9. Annual Partnership Framework Monitoring Report 2024/25 and approval of Partnership Framework**

The Performance and Compliance Officer presented a report that provided an overview of key strategic partnerships the Authority had been engaged with in support of its wider strategic priorities. The report featured a Partnership Framework that was presented in draft format alongside last year's report and had since been updated to reflect changes following the approval of the Partnership Plan at the March 2025 National Park Authority meeting. It was explained that having a Partnership Framework in place helped to support good governance and managed risk for the Authority when engaging with partners. Approval was sought from Members to formally approve the framework.

A Member queried whether Natural Resources Wales should be included in the list of Partners in the report and this was noted by the Officer who agreed to discuss with the Management Team whether the list of Partners was up to date.

A Member queried whether feedback had been sought from Partners on their experience of working with the Authority to identify any potential areas for improvement. The Officer agreed to explore this with the Authority's Management Team.

It was noted that RAG status had been included in the report for each partnership with comparison RAG status for 2023/24. The report detailed that most partnerships were in green with only four in amber, two of which were Pembrokeshire County Council (PCC) and the Toilet Working Group. In response to a Member's query, the Officer confirmed that the partnership with PCC was in amber due to the limited capacity of the joint Planning Ecologist however following recent recruitment, the team were now back up to capacity. It was added that pressures remained in this area despite the recent recruitment. With regards to the Toilet Working Group, the Chief Executive explained that this partnership was in amber



due to the complexity of the associated funding situation and as little progress had been made in addressing the issue that the group was set up to consider. He added that positive work had however been done in identifying alternative solutions on how to proceed.

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

- a) the Pembrokeshire Coast National Park Authority's Partnership Framework Monitoring Report 2024/25 be noted
- b) the Partnership Framework be approved delegated authority be provided to officers to apply any minor amendments agreed during the meeting.

#### **10. Oriel y Parc Partnership Agreement with Amgueddfa Cymru**

The Chief Executive presented a report that sought approval from Members to renew the five-year Partnership Agreement between Pembrokeshire Coast National Park Authority (PCNPA) and Amgueddfa Cymru (AC).

It was reported that the partnership agreement governed the day-to-day working arrangements between PCNPA and AC that underpinned operations at Oriel y Parc (OYP) linked to the main gallery exhibitions programme and associated events/marketing. The report explained that Officers across PCNPA and AC worked together to co-curate exhibitions at OYP that met shared aims and outcomes, as outlined in the agreement, showcasing items from across the National Collection of Wales.

The Chief Executive explained that PCNPA and AC had a Partnership Agreement for over 15 years with the agreement last having been reviewed in 2019 for a 5-year period.

A Member queried how contingent the 5-year agreement was on public funding. The Chief Executive responded that although there were break clauses featured in the contract for both parties should funding become an issue, PCNPA were confident that the agreement would be secure over the next 5 years as the partnership was important to both parties.

A discussion ensued regarding potential future exhibitions for the gallery and one Member recalled that the Authority had previously partnered with the Tate Modern and asked whether other opportunities such as this would arise again in future. The Chief Executive responded that the partnership with the Tate Modern had been facilitated by Amgueddfa Cymru, and the Authority would be open to work with more partners in future.



On the proposal of Councillor S Hancock MBE, seconded by Councillor D Clements, it was **resolved** that a renewal of the five-year Partnership Agreement between Pembrokeshire Coast National Park Authority and Amgueddfa Cymru be approved.

#### **11. Support for Visit Pembrokeshire (VP) 2026/29**

The Chief Executive presented a report that sought Members views on whether they wished to provide financial support to Visit Pembrokeshire up until 2029.

It was reported that in February 2020, the Authority agreed to support the setting up of VP as a trade led, stand-alone Destination Marketing Organisation for Pembrokeshire. In addition to supporting the principle of setting up the new organisation and agreeing to appoint a Director to sit on the Board, the Authority had initially agreed in-kind support over a 5-year basis but had subsequently agreed, at VPs request, that financial support could be provided instead. The report clarified that the current funding agreement would come to an end in 2025 and while good progress had been made in reducing the public sector contribution to VP, it was not considered likely that the organisation could function in its current form without further public sector contribution over the coming years. The Chief Executive highlighted both the advantages and disadvantages of providing further support to VP to aid Members in reaching a decision on the matter.

The report featured 4 proposed options for Member's consideration on ways in which the Authority could proceed, and these included:

- a) No further funding to be provided to VP
- b) To continue to fund at the current rate of £25,000
- c) To continue to provide funding but at a reduced level
- d) To continue to provide funding for VP but on a phased reduction basis

Members voiced their opinions on which options they favoured, and some Members commented that the Authority's approach should mirror that of the Pembrokeshire County Council who also supported VP. Members recognised the benefits of continuing to support VP and agreed that the organisation had grown significantly since its establishment, despite challenges such as the pandemic.

Despite the organisations' achievements, a Member queried whether VP should follow a more sustainable model given its reliance on public funding. Councillor D Clements, the Authority's Director on VP, responded that the Board regularly conducted research into the organisational models of other comparable Destination Management Organisations (DMO) however it was believed that the current model was



most appropriate for the needs of Pembrokeshire. The Chief Executive added that in its current form, VP had a balanced approach rather than being far more trade led.

Councillor D Clements proposed Option 3, and this was seconded by Councillor T Evans. An amendment to this motion proposing Option 2 was then put forward by Councillor M Bowen, seconded by Councillor S Hancock; the amendment was put to the vote and was carried.  
[The meeting adjourned from 12:01pm – 12:10pm]

The Monitoring Officer noted that as the amendment had become the substantive motion, a further vote was required on the proposal that the Authority continue to fund at the current rate of £25,000 (Option 2) and this was carried.

It was **resolved** that the Authority to continue fund at the current rate of £25,000 (Option 2).

## **12. Local Development Plan 2 – Supplementary Planning Guidance**

The Strategic Policy Manager presented a report that sought Members approval to undertake public consultation on four draft Supplementary Planning Guidance Documents (SPG) that would be used as material considerations in planning decisions. The report provided further details regarding the background of SPG's, the four topics considered in preparing the draft SPG's, details of the proposed consultation and strategic policy context information.

A Member expressed concern regarding the proposed length of the consultation (6 weeks) as this could result in a poor level of engagement given that it was the summer period. The Officer agreed to extend the time period beyond 6 weeks should the consultation fall within the summer period.

With regards to replacement dwellings, the Chair queried whether the reuse of materials and minimising waste was referenced in the guidance documents. The Officer agreed to ensure that suitable wording was featured on this matter.

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

- a) The following draft supplementary planning guidance documents be approved for consultation:
  - Conversions in the countryside (Appendix A)
  - Replacement dwellings in the countryside (Appendix B)



- Conservation and Enhancement of Dark Skies Good Practice Guidance and explanation note (Appendix C)
  - Affordable Housing (Appendix D)
- b) Delegated authority be provided to the Strategic Policy Manager to make further minor edits to ensure the formatting of the documents complies with the accessibility requirements and insert relevant photographs and illustrations prior to consultation.

### **13. Contracting and Procurement Standing Orders**

The Head of Finance and Fundraising presented a report that sought Members' approval for the revised Contract Standing Orders (CSO) which had been updated to reflect the new UK procurement Act 2023 that came into force on the 24<sup>th</sup> of February 2025. The report featured further background information and highlighted key changes.

It was noted that one of the key changes related to Exceptions and that in future, these would be reported to the National Park Authority on an annual basis. A Member suggested more frequent reporting of Exceptions and so it was agreed that these would be reported both quarterly to the Audit and Corporate Services Review Committee and annually to the National Park Authority.

A Member asked whether the new procurement act had implications for single tender actions and the Officer agreed to investigate this further.

On the proposal of Dr R Plummer, seconded by Dr M Havard, it was **resolved** that the revised Contract Standing Orders (July 2025) be adopted.

### **14. Wales Member Support Self Evaluation Framework for National Park Authorities (NPA's)**

The Democratic Services Manager presented a report that sought Members endorsement for a proposed Member Support Self Evaluation Framework. It was reported that the framework had been based on the Welsh Local Government Association's Councillor Support Self Evaluation Framework, and it aimed to provide NPA's with a mechanism to ensure that the most appropriate support was available to its Members. The report also sought to establish a task and finish group to consider the implementation of the framework within the Authority.

The Officer explained that a report had been received from Welsh Government regarding development of an accountability framework for all members of NPAs; this was in response to a recommendation in the Audit Wales report "Governance of National Park Authorities". It was suggested that this also be considered by the Task and Finish Group.





Members acknowledged that the use of the framework was voluntary however they recognised the benefits of the framework in identifying any potential areas for improvement and for Member development generally.

On the proposal of Councillor D Clements, seconded by Dr R Plummer, it was **resolved** that:

- a) The Wales Member Support Self Evaluation Framework for National Park Authorities be endorsed
- b) A task and finish group be established to consider implementation of the framework in the Pembrokeshire Coast National Park Authority
- c) The following Members be assigned to the task and finish group: Dr M Havard, Councillor D Clements, Dr R Plummer, Councillor C George, Councillor S Alderman and Councillor M James.

#### **15. Member Development Training Plan**

The Democratic Services Manager presented the Member Training Plan for 2025/26. The training plan provided a framework for the provision of training for Members throughout the year that would provide them with the skills and knowledge needed to make more informed decisions.

The Officer explained that the training plan had been based on Personal Development Reviews however the plan was sufficiently flexible to allow for additional topics to be added throughout the year.

On the proposal of Councillor D Clements, seconded by Dr R Plummer, it was **resolved** that the Member Training Plan 2025/26 be adopted.

#### **16. Standards Committee Appointment**

The Monitoring Officer presented a report that sought Member's endorsement of the recommendation of the Standards Committee Appointments Panel to appoint two individuals to the Standards Committee. The Officer explained the recruitment process and the rationale behind the recommendation of the appointment panel.

On the proposal of Dr R Plummer, seconded by Councillor D Clements, it was **resolved** that the recommendation of the Standards Committee Appointments Panel be endorsed and the appointment process of Mr R Pryce Lewis and Mr L Freeman for a period of 5 years from the 30 July 2025 be completed.

