

**National Park Authority**  
**22 October 2025**

**Present (Remotely)**

Dr M Havard (Chair)

Councillor S Alderman, Councillor M Bowen, Councillor D Clements, Councillor C George, Ms H Gwenllian, Councillor SL Hancock MBE, Mr J Hogg MBE, Mrs S Hoss, Mr GA Jones, Dr R Plummer, Councillor B Price, Councillor A Tinley, and Councillor C Williams BEM.

**Also in attendance:**

Lynwen Davies (Simultaneous Interpreter), Catrin Evans (Head of Finance and Fundraising), Georgia Jones (Democratic Services Officer), Tegryn Jones (Chief Executive), Mike Kent (Monitoring Officer), Gayle Lister (Principal Planner, Strategic Policy), Caroline Llewellyn (Democratic Services Manager), Gary Meopham (Estates Officer), Jessica Morgan (Head of Decarbonisation), Sara Morris (Head of Place and Engagement), James Parkin (Director of Nature Recovery and Tourism), Libby Taylor (Head of Engagement and Inclusion) and Mair Thomas (Performance and Compliance Officer).

[Online Meeting, 10.00am – 13.40pm]

**1. Apologies**

Apologies for absence were received from Councillors T Evans, M James, S Skyrme-Blackhall, and V Thomas.

**2. Disclosures of Interest**

Dr R Plummer declared an interest in report 45/25, Natural Resources Wales (NRW) New National Park Consultation

**Noted.**

**3. Minutes**

The minutes of the meeting held on the 10 September 2025 were presented for confirmation and authentication.

On the proposal of Dr Havard, seconded by Councillor Hancock, it was **resolved** that the minutes of the meeting held on the 10 September 2025 be confirmed and authenticated.

**4. Action Log and Matters Arising**

Members noted the action log.

**Noted.**

[Councillor D Clements joined the meeting at this juncture]



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

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

- Several meetings with Authority Members to conduct Personal Development Reviews and to become more familiar with Members and their wards.
- A meeting with Henry Tufnell MP and the Crown Estate to discuss National Park matters.
- A meeting of the Corporate Joint Committee to discuss the appointment of the Chief Operating Officer.
- The Mayor's Civic Service in St Davids
- The Pembrokeshire Coastal Forum's 25<sup>th</sup> Anniversary Celebration
- The Welsh Members Seminar, hosted by Eryri National Park, which focused on the theme of Nature Restoration.
- A National Park Partnership meeting
- A Walk the Path for Wellbeing event, organised by the Authority's Health & Wellbeing Team Leader, to encourage people from all walks of life to enjoy the Coast Path.

The Chair took the opportunity to congratulate Lynne Houlston, Authority Ranger, who had recently been awarded the coveted Silver Otter Trophy at the Ministry of Defence's Sanctuary Awards for her long-standing commitment to conservation management and for helping balance the site's vital training role with its nationally important wildlife and heritage.

**Noted.**

## **6. Reports of other Authority Committees meetings**

The report of the Development Management Committee held on the 3<sup>rd</sup> of September 2025 was presented to Members for their consideration.

**Noted.**

## **7. Annual Report on Meeting Well-being Objectives 2024/25**

The Performance and Compliance Officer presented the Annual Report on Meeting Well-being Objectives 2024/25. The report reflected the Authority's performance for 2024/25 against activities noted in the Corporate and Resources Plan 2023/24 – 2026/27, associated Delivery Plans and additional developments during the year.

With regards to the Public and Community Events Programme, it was noted that there had been a significant decrease in activity participants in comparison to the previous year. The Officer confirmed that the decrease



in numbers had potentially been caused by inconsistency in how events are classified and improving classification consistency is an area being looked at.

With regards to decarbonisation, it was noted that the Authority had seen a 15% increase in emissions compared to 2023/24. The Officer confirmed that the increase had been caused predominantly by the supply chain, buildings, fleet and equipment. The Officer highlighted that solar canopies were set to be installed which would help to address the increase. It was added that emissions would be monitored on a more frequent basis in future to allow Officers the opportunity to intervene if required.

A Member noted that the report featured information regarding Welsh Language Promotion Activities and queried whether the Authority had considered linking up with the upcoming Eisteddfod to promote the Welsh Language and the National Park. The Chief Executive confirmed that the Authority had commissioned an artist to create the Eisteddfod Chair with a design that reflected the National Park along with an information pack. It was confirmed that details regarding the Eisteddfod would also be featured in the 2026 edition of Coast to Coast and that Oriel y Parc had ambitions to link a future exhibition to the Eisteddfod. The Chief Executive clarified that although the key policy influences on language planning did not sit with the National Park Authority, discussions could be held in future with Pembrokeshire County Council on whether it would be better to prepare a joint 5-year Welsh Language Strategy.

A discussion ensued regarding the Authority's impact in relation to the Wellbeing of Future Generations Act and whether more creative solutions would be required to increase the impact of the Authority. The Chief Executive confirmed that the Pembrokeshire Coast National Park Authority had been one of the earlier adopters of the Act and had been committed to embedding the Act into all its activities. It was added that despite this, financial challenges had restricted the Authority from having a greater impact.

On the proposal of Dr R Plummer, seconded by Councillor S Hancock, it was **resolved** that the Annual Report on Meeting Well-being Objectives 2024/25 be approved and delegated authority be granted to Officer to apply any minor changes as needed (e.g. typos or factual corrections).

## **8. Report on 2026 Pay and Display Parking Tariffs**

The Director of Place and Engagement presented a report that outlined recommendations for the Pembrokeshire Coast National Park Authority's (PCNPA) charging car park tariffs effective from the 1<sup>st</sup> of March 2026. It was reported that the charging car park operation had been the subject of a National Park Authority (NPA) paper in June 2023 where it was agreed



by Members to increase the pay & display parking charges (effective for 2024 charging period) and that charges be reviewed annually with the pricing structure reviewed every 3 years. The Officer confirmed that no changes had been introduced to car parking prices in 2024 or 2025. The report outlined updated suggestions for car parking prices, with some changes proposed to the pricing structure a year earlier than envisioned, for several reasons as identified in the paper.

A Member requested further information relating to parking charges for motorcycles. The Officer confirmed that motorcycles were treated in the same manner as other vehicles and so the same parking charges applied. In addition, it was clarified that even if multiple motorcycles were parked in a single bay, each vehicle would be required to purchase a parking ticket. The Director of Place and Engagement confirmed that designated motorcycle bays would be featured in future car park designs.

Members noted the financial considerations detailed in the report as the Authority's future financial outlook had been identified as challenging following cumulative reductions in core funding and significant cost rises. It was reported that the Authority had also been asked on a more frequent basis to subsidise the costs of additional services by other providers (for example, paying for toilets in key locations around the National Park). It was confirmed that the budget for 2025/26 forecasted a deficit of £566k for the year with deficits in excess of £1m predicted for the next 3 financial years. Members agreed that the situation was challenging as the Authority attempted to balance the challenging financial situation with the statutory purposes of the National Park.

A Member took the opportunity to highlight that the Authority owned approximately 40 car parking areas with only 14 of these being chargeable which offered the opportunity for members of the public to park in certain areas of the Park, free of charge.

A Member asked whether season parking tickets could be linked to car registrations to mitigate season passes being used by holiday accommodation providers. The Officers confirmed that this method had previously been used by the Authority however a significant increase in administrative work along with the level of enquiries had been seen. It was added that season passes could only be used by one vehicle at any one time therefore it was considered to be an equitable system.

It was noted that the Authority had worked with a local support provider to distribute a limited number of season tickets to those experiencing hardship. In response to a Member's query, the Officer confirmed that the Authority had worked with PATCH who had been responsible for



distributing the free season passes. It was added that the scheme had been discontinued after a year due to a lack of demand.

It was suggested that the free 30-minute period be increased in rural areas. In response, the Officers confirmed that the Authority favoured a more consistent approach across all car parks.

A Member expressed concern regarding the proposed increase in charges for coaches as coaches were known to cause a significant amount of congestion in St Davids and it was thought that the increase could deter coaches from parking responsibly. The Officer explained the Authority's rationale for the increase.

On the proposal of Councillor D Clements, seconded by Dr R Plummer, it was **resolved** that a new suite of parking tariff across the Authority's 14 charging car parks be agreed, effective from the 1<sup>st</sup> of March 2026.

[The meeting adjourned from 11:58am – 12:10pm]

## **9. Pembrokeshire County Council (PCC) request regarding public conveniences**

The Director of Place and Engagement presented a report that outlined a request from PCC regarding two years of additional funding for public conveniences across the National Park. It was reported that in 2023, the National Park Authority (NPA) received a letter from PCC regarding toilet facilities which explained that PCC would close several toilet facilities around the Park if the NPA was unable to financially contribute. It was explained that following this letter, the NPA established a Members' Working Group to consider the matter. Following a prioritisation exercise, the final recommendation from the Working Group was that the NPA fund toilet facilities at selected locations for two years (2023-2025).

The report detailed issues that had previously been identified by the Member Working Group and relevant activities undertaken over the past two-year period to address the situation. The report outlined recommendations regarding a response to be returned to PCC.

A discussion took place regarding the importance of the toilet facilities and the essential role they played in making the National Park accessible to those wishing to enjoy it. Despite this, Members expressed concern regarding the request for further funding as it had originally been agreed that PCNPA would support public toilets for a short-term period of two years only. In addition, Members noted that no progress had been made by PCC to develop a more sustainable and strategic approach to toilets since the first request for funding made in 2023. It was agreed that



opportunities had been missed by PCC with relevant grant funding such as Brilliant Basics not having been applied for.

It was noted that in addition to the contract costs for each toilet facility and the consumer prices index increase, an additional £2k per toilet, per year for improvements had been included in the request. Members agreed not to support the additional request for funding of £2k per toilet, per year as it was believed that PCC should be responsible for the funding of future improvements.

It was reported that a request had been received from Penally Community Council for the toilet facilities in Penally Car Park to be reopened. It was suggested that as the Penally facilities had not been identified as a priority for the Authority in the original prioritisation exercise and there had been no material change in circumstances. It was also suggested that Transport for Wales be approached for support as the train station was located by the facility.

It was reported that the toilet facility at Saundersfoot generated an income however Officers confirmed that the payment mechanism would be replaced by PCC as the current mechanism was not fit for purpose. In response to a Member's query, the Officer confirmed that the Authority were unable to charge for all facilities as some buildings were in a poor state of repair and others would not support the installation of payment mechanism. It was added that this would be considered as part of the design of future facilities.

A Member highlighted the lack of equity under the current circumstances as some communities were responsible for financing their local toilet facility while other communities were not required to do so. Members agreed that a more strategic approach would be required to secure the future of the toilets and that it would be appropriate for Officers to set out conditions in their response to PCC, should the further request for support be agreed. It was agreed that an annual review of progress be suggested with delegated authority granted to Officers to monitor whether additional reviews would be required. The Officer added that progress with regards to the toilet facilities would be added to the Authority's monitoring work with reports to the Audit Committee to keep Members updated on a more frequent basis.

In response to a Members' query, the Officer clarified that any financial support from NPA would be retracted should any of the facilities be closed.

On the proposal of Ms H Gwenllian, seconded by Dr R Plummer, it was **resolved** that a voluntary contribution to financially support public



conveniences located around the Pembrokeshire Coast National Park for a further two years be agreed.

#### **10. Natural Resources Wales (NRW) New National Park Consultation**

The Chief Executive presented a report that sought Members agreement to respond to the consultation by NRW on the Draft (Designation) Order and the proposed map for a new National Park in Wales. It was reported that since 2022, NRW had undertaken a process to consider designating a new National Park in North East Wales. It was confirmed that to date, the Authority had not expressed a view on designating a new National Park and had not responded to any of the consultations. It was added that at a recent meeting of National Parks Wales, it had been decided that the three Welsh National Park Authorities should submit a response to the current consultation.

A discussion took place regarding the advantages and disadvantages of the proposal, and it was agreed that support be expressed in the Authority's response but also concern regarding the potential financial implications for the other Welsh National Parks. It was suggested that the Authority's experiences with Governance be referenced along with the importance of having a Board that was representative of its community.

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

- a) the consultation by NRW on the Draft (Designation) Order and the proposed map for the new National Park in Wales be noted.
- b) Members views be used to inform a response to the consultation. This would be in partnership with the other two Welsh National Park Authorities, unless all parties were unable to agree a joint response. In such a circumstance, the Authority would submit its own response.
- c) the agreement of a response be delegated to the Chief Executive in consultation with the Chair (as consultation closes on the 8<sup>th</sup> of December).

[Councillor A Tinley left the meeting at this juncture.]

#### **11. 2024-2025 Annual Monitoring Report (AMR) on the Pembrokeshire Coast National Park Local Development Plan 2 (LDP2)**

The Principal Planning Officer presented a report that sought agreement from Members to submit the Annual Monitoring Report for 2024/25 (AMR 4) to Welsh Government and to approve the responses to the representations received on the 2023/24 AMR. It was reported that the AMR assessed the extent to which the LDP 2 strategy and policies were being achieved by measuring various indicators to assess the performance of individual planning policies as set out in the adopted LDP.



The report provided a general portrait of the social, economic and environmental conditions in the National Park.

Despite the positive data in the report, a Member questioned whether the Authority's policies went far enough to promoting habitat restoration at scale. In response, the Officer confirmed that the process of developing the LDP 3 had commenced and so Officers had the opportunity to gather data to inform the next plan to maximise biodiversity benefits. It was added that since the development of LDP 2, there had been significant change in legislation which now enabled Officers to require a net benefit for biodiversity with each development and LDP 3 would reflect these changes. The Officer added that the development of the next LDP would be shared with Members at future workshops.

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

- a) the Annual Monitoring Report 2024/25 for the Pembrokeshire Coast National Park Local Development Plan be approved for submission to the Welsh Government by 31 October 2025.
- b) The responses to the representations received on the 2023/24 Annual Monitoring Report be approved.

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

## **12. Annual Safeguarding Report 2024/25**

The Head of Engagement and Inclusion presented a report that provided Members with continued assurance that the processes and systems that were in place for managing Safeguarding within the Pembrokeshire Coast National Park Authority (PCNPA) remained effective.

The Officer highlighted that data had been omitted from the training arrangements section of the report, and it was confirmed that 195 staff had completed the safeguarding training with 7 more scheduled to complete refresher training. The Officer confirmed that 38 staff had completed Safer Recruitment training to date with more sessions scheduled. It was confirmed that the Authority's Safeguarding Group were undertaking Social Care Wales Group C Training which was designed for those who managed Safeguarding within an organisation. In response to a Member's query, the Officer confirmed that Safeguarding training was not compulsory for volunteers at present however this was under review.

The Officer took the opportunity to highlight that there had been no reported safeguarding incidents.





**Noted.**

### **13. Annual Equality Report 2024/25**

The Performance and Compliance Officer presented the Annual Equality report which outlined the Authority's progress in 2024/25 towards fulfilling Objectives as set out in the organisations Equality Plan and Objectives 2020-2024. It was reported that Members had approved an updated set of Equality Objectives and revised Strategic Equality Plan 2025-2029 at the National Park Authority meeting in March 2025 and that next year's report would be assessed against the new Plan.

It was reported that a Youth Committee Forum had been established as part of Next Generation Activities and a Member requested further details regarding the level of youth engagement. The Officer agreed to liaise with the appropriate Officer to establish youth engagement opportunities offered by the Authority and how we can ensure engagement via these opportunities influence the wider work of the Authority.

It was noted that challenges remained for the Authority in terms of gaps in workforce equality monitoring data which had impacted on cross year and workforce profile analysis. In response to a Member's query, the Officer explained that submission of this information was voluntary for staff however it was acknowledged that further work was required in making the equality data form more accessible and communicating to staff the importance of the data and how it would be used.

In relation to recruitment and workforce data, it was noted that the Authority had seen an increase in the number of employees age 40 and under. In response to a Member's query, the Officer confirmed that there had been a change in recruitment behaviour which had resulted in the increase.

On the proposal of Councillor D Clements, seconded by Councillor M Bowen, it was **resolved** that the Annual Equality Report 2024/25 be approved, and that delegated authority be granted to Officers to apply minor changes as needed (e.g. typos or factual corrections).

### **14. Park Authority Strategic Grant Letter 2025/26: Reporting Framework**

The Chief Executive presented a report that outlined the new Framework for reporting to the Welsh Government on progress made on areas of work included in the National Park Authority Strategic Grant Letter 2025/26. It was reported that the Welsh Government had decided to bring greater clarity on reporting through agreeing new indicators.



Members noted the Framework, and a suggestion was offered that the positive impacts of meadows and grasslands should be referenced in relation to the carbon sequestration indicator.

**Noted.**

**15. Membership of Disciplinary, Grievance and Appeal Committees**

The Democratic Services Manager presented a report that sought Members agreement for the membership of the Investigating and Disciplinary Committee, Grievance Committee and Appeals Committee.

On the proposal of Councillor D Clements, seconded by Dr R Plummer, it was **resolved** that the membership of the Investigating and Disciplinary Committee, Grievance Committee and Appeals Committee, as set out in the report, be confirmed.

