

NATIONAL PARK AUTHORITY

3 October 2018

Present: Mrs G Hayward (Chair)

Mr A Archer, Councillor P Baker, Councillor Mrs D Clements, Councillor K Doolin, Councillor M Evans, Councillor P Harries, Dr R Heath-Davies, Councillor M James, Councillor PJ Morgan, Councillor R Owens, Dr RM Plummer, Mr AE Sangster, Councillor A Wilcox, Councillor M Williams and Councillor S Yelland

(NPA Offices, Llanion Park, Pembroke Dock: 10.00am – 11.00am)

1. Apologies

An apology for absence had been received from Mrs J James, and Councillor P Kidney had advised that he had an appointment and would be arriving late.

2. Disclosures

Councillor M Evans disclosed an interest in the part of the Annual Monitoring Report on the Local Development Plan regarding the visitor economy and hotel spaces. He advised that should there be any discussion on this element of the report he would withdraw from the meeting.

3. Minutes

The minutes of the meeting held on the 18 July 2018 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the National Park Authority on 18 July 2018 be confirmed and signed.

4. Matters arising

(a) The Welsh Government's priorities for the Areas of Outstanding Natural Beauty and National Parks (Minute 10)

One Member asked whether there was an update regarding allocation of additional funding for the current year. The Chief Executive replied that as the Authority carried a degree of surplus, there was no pressure to spend money before the end of the financial year. He confirmed that officers were largely working to the agreed budget, and further budget discussions would take place with Members in the coming months.

NOTED.

5. Chair's Announcements

The Chair reported that between 18 and 21 September she had attended the Europarc Conference in the Cairngorms with Mr AE Sangster, Tom



Moses (the Pathways Project Coordinator) and three Youth Rangers. It had proved interesting to meet delegates from all over Europe as well as America, and she wished to congratulate the Youth Rangers on their outstanding contribution. The theme of the conference had been youth engagement in conservation and the environment, and a Youth Manifesto had been produced which it was hoped would be presented to the next meeting of the Authority. The Chair also reported that she had visited the newly restored bridge at Canaston Wood noting that the work had been completed by Bluestone as part of their S106 Agreement. The bridge was important as a bridleway and as a significant part of the fabric of the Slebech Estate.

NOTED.

6. Reports of meetings of various of the Authority's Committees

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

- (i) Development Management Committee held on the 18 July 2018;
- (ii) Member Development Strategy Working Group held on 5 September 2018.

NOTED.

[Having previously disclosed an interest, Councillor M Evans withdrew from the meeting during the discussion on Visitor Accommodation]

7. 2018 Annual Monitoring Report on the Pembrokeshire Coast National Park Local Development Plan

The Head of Park Direction reminded Members that the Annual Report assessed the extent to which the Local Development Plan (LDP) strategy and policies were being achieved, and had to be submitted to Welsh Government by 31 October each year. The 2018 report had been circulated and Members were asked to approve it for submission.

The Key Findings were set out at the beginning of the document, however these issues had already been discussed with Members as part of the process for revision of the LDP which was currently taking place.

Members raised a number of questions including, asking for clarification regarding the cause of the red indicator for visitor accommodation and also seeking inclusion of a target to indicate whether the impact of planning applications on the Welsh Language were positive, negative or neutral. With regard to visitor accommodation, Members were advised that the red indicator related to camping and caravanning sites and it was agreed that a cross reference to the relevant section could be inserted. In



terms of impact on the Welsh Language it was noted that an indicator could be added in future reports. Members thanked the officers for a clear high quality report.

It was **RESOLVED** that the Annual Monitoring Report for the Local Development Plan be approved for submission to the Welsh Government by 31 October 2018 subject to inclusion of cross references in the key findings section of the report.

8. PCNPA Planning Annual Performance Report 2017-18

The 2017-18 Planning Annual Performance Report had been circulated to Members, and its approval for submission to the Welsh Government by 31 October was sought. Members were reminded that Planning Authorities were required to prepare an annual report identifying how they had performed against set indicators, noting what had been done well so that this could be shared with others, and what steps might be taken to address areas of performance in need of improvement. Also included in the report were the results of a Customer Satisfaction Survey carried out in 2017-18. This was also in a standard format agreed by the Planning Officers' Society for Wales and aimed to assess the views of people who had received a planning application decision during the year. In future years it was hoped that the survey work would be widened to include other stakeholders in the planning process.

It was noted that section 9 provided a narrative overview of the Authority's planning performance, with the Development Management targets set out at para 9.11. The Director of Park Direction and Planning referred to the ongoing delays to the document management project and apologised for these, explaining that they had been due to technical reasons around the hosted environment migration and the migration of the supplier's server. Officers were hoping that the system would be operational by the end of the year. Members asked why it had not been possible to feed into the document management system at Pembrokeshire County Council, and were advised that there were issues of security and insufficient capacity.

The officer went on to explain that with regard to enforcement, figures for investigation of cases within 84 days had fallen slightly due to a reduced staffing compliment and a backlog of cases being addressed. A new Enforcement Officer has since been employed and work to clear the backlog was progressing well, as reported to the recent meeting of the Operational Review Committee.

One Member asked that the growth of the Welsh language in Pembrokeshire be reflected in section 7 on population change and the Director agreed to include some wording. She also provided an update to the figures regarding listed building applications at paragraph 13.3 where



the figure for Listed Building consent applications determined within the required timescale was over 90%. She asked that this be updated prior to submission. Another Member pointed out the duplication of wording in the third of the well-being goals (para 9.8) and requested that this be removed.

It was **RESOLVED** that the Pembrokeshire Coast National Park Authority Local Development Annual Performance Report (APR) 2017/18 be approved for submission to the Welsh Government by 31 October 2018 subject to the agreed amendments.

[Councillor M Evans was not present during discussion of the following report.]

9. Member Development Training Plan

Members were reminded that as part of the Authority's implementation of the Wales Charter for Member Support and Development, they had recently been invited to complete a self-assessment form, which gave them an opportunity to identify any development/support requirements needed to help them fulfil their role. Eight forms had been returned, however despite this disappointingly low number, a training needs analysis had been carried out and a Plan developed. These were appended to the report, having previously been considered by the Authority's Member Development Strategy Working Group.

Members were invited to make any further comments on the Plan and to approve its implementation.

The Administration and Democratic Services Manager went on to advise that the Authority would be losing three valuable Members of the Authority in the coming year and Welsh Government would be starting the recruitment process shortly. It was therefore suggested that a skills analysis be undertaken to identify any gaps which may help with the recruitment process. A form would therefore be circulated for Members to complete and return, however it was noted that there was a short timescale for their return.

It was **RESOLVED** that the Member Support and Development Training Plan be adopted.

10. Variation to Financial Standards for the Procurement of a Development Management Printer

Members were reminded that the Authority's Financial Procedure FP8 required the Authority to obtain three quotations for procurement of goods/services valued between £10,000 and £25,000. It was reported that the Development Management Team had been experiencing an



increasing number of problems with its current printer/scanner and urgently needed a replacement in order to continue to effectively carry out its functions. A replacement Océ ColourWave 500MF printer with integrated scanner would require a one off purchase payment of £19,500. However the specialist nature of the printer had prevented three quotations being obtained, and in order to ensure best value the purchase would be facilitated through the National Procurement Framework.

Members asked whether consideration had been given to leasing the equipment, officers replied that a leasing option had been considered but in this case it was more cost effective to purchase.

It was **RESOLVED** that the purchase of a replacement Océ scanner be agreed.

11. Variation to Standing Orders for the Procurement of ESRI Arc Online Job Management Software

The Operations Manager reported that the current paper based job management systems used by the Countryside Management Team were no longer fit for purpose and a move to a centralised digital platform was desirable to ensure the team could operate more efficiently and effectively in the future.

It had been identified that a commercial off the shelf job management software platform, ESRI Arc Online, met all the necessary criteria and was a market leader. The benefits of the system were set out in the report, and had also been presented to the Operational Review Committee the previous week.

It was again noted that the Authority's Financial Procedure FP8 required the Authority to obtain three quotations for procurement of goods/services valued between £10,000 and £25,000. However it was not possible to obtain two further quotes for alternative platforms as there were currently no other commercially available platforms that provided the core functionality needed.

The Monitoring Officer noted that the report was in fact seeking a variation to suspend Financial Standards in order to procure the system.

One Member of the Operational Review Committee stated that the presentation on the ESRI Arc Online system that had been received had been good and convincing and she had no hesitation in recommending that the system be purchased. Another Member asked whether there would be any costs for mobile devices needed by staff in order to use the system, and the Manager replied that the system would work on the



devices already provided by the Authority and no additional hardware or servers would be required.

It was **RESOLVED** that a variation to suspend Financial Standards for the procurement of a web based job management system as set out in the report be approved.

