

Unconfirmed minutes – to be confirmed at the next meeting of the Authority Agenda**SOUTH DOWNS NATIONAL PARK AUTHORITY MEETING 31 JANUARY 2017**

Held at Memorial Hall, South Downs Centre, Midhurst, West Sussex at 2pm

Present:

Alun Alesbury	Ken Bodfish	Jo Carr	Vaughan Clarke
Norman Dingemans	Janet Duncton	Mark Dunn	Philip Ede
Neville Harrison	Barbara Holyome	Daniel Humphreys	Helen Jackson
Tom Jones	Gill Mattock	Robert Mocatta	Margaret Paren (Chair)
Ian Phillips	Karen Roberts	Jim Sheppard	Amber Thacker
Pete West			

SDNPA Officers: Trevor Beattie (Chief Executive Officer), Tim Slaney (Director of Planning), Andrew Lee (Director of Countryside Policy & Management), Louise Read (Monitoring Officer), Nigel Manvell (Chief Finance Officer), Alan Brough (Head of Business Services), Robin Parr (Head of Governance), Rebecca Haynes (Governance Officer) & Alan Brough (Head of Business Services).

Also attended by: James Winkworth (Head of Marketing and Income Generation), Vicki Colwell (Major Planning Projects Officer), Lucy Howard (Planning Policy Manager) & Stephen O'Reilly (Eversheds).

OPENING REMARKS

150. The Chair informed those present that:

- The meeting was being webcast by the Authority and would be available for subsequent on-line viewing. Anyone entering the meeting was considered to have given consent to be filmed or recorded, and for the possible use of images and sound recordings for webcasting and/or training purpose
- SDNPA Members have a primary responsibility for ensuring that the Authority furthers the National Park Purposes and Duty. Members regard themselves first and foremost as Members of the Authority, and will act in the best interests of the National Park as a whole, rather than as representatives of their appointing body or any interest groups.
- Item 14-17 on the agenda were to note and would be taken as read unless any Authority Member had any matters relating to those items they wished discussed.
 - The P&P Committee Chair wished to make a comment on Item 15 which was covered during minute 165

ITEM 1 – APOLOGIES

151. Apologies were received from Sebastian Anstruther, Heather Baker, David Coldwell, Doug Jones, Gary Marsh & Sue Saville.

ITEM 2 – DECLARATIONS OF INTERESTS

152. In regard to item 11; Public Service Interests were declared by all Local Authority and Parish Members, as most District, Brough, County and Parish Councils would have been consultees on the CIL or are potential beneficiaries from the CIL:

Member Name	As a member of
Alun Alesbury	Stoughton Parish Council
Jo Carr	Willingdon and Jevington Parish Council
Vaughan Clarke	Hampshire County Council
Norman Dingemans	Arun District Council
Janet Duncton	West Sussex County Council & (Chichester DC)
Mark Dunn	Chichester District Council
Philip Ede	Wealden DC
Neville Harrison	Southeast Parish Meeting
Barbara Holyome	Bramdean and Hinton Ampner Parish Council
Daniel Humphreys	Worthing Borough Council
Tom Jones	Lewes District Council
Gill Mattock	Eastbourne Borough Council
Robert Mocatta	East Hampshire District Council
Karen Roberts	Findon Parish Council
Jim Sheppard	East Sussex County Council & (Lewes DC)
Amber Thacker	Winchester City Council
Pete West	Brighton & Hove City Council

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- 153. Ken Bodfish declared a Public Service Interest in Item 8 as the SDNPA representative on the Stanmer Park Board
- 154. Gill Mattock declared a Pecuniary Interest in item 13 as she lived adjacent to the Eastbourne Household recycling site and would withdraw from the meeting room during deliberation and discussion on the item.
- 155. Pete West Declared a Public Service Interest in Item 13 & 15 as a member of Brighton and Hove City Council.
- 156. Jim Sheppard declared a Public Service Interest in item 13 as a member of East Sussex County Council
- 157. Tom Jones declared a Public service Interest in item 13 as a Member of Lewes district Council.
- 158. Philip Ede declared a Public Service Interest in Item 13 as a member of Wealden District Council.

ITEM 3 - MINUTES

- 159. The minutes of the Authority meeting held on 29 November 2016 were agreed as a correct record and signed by the Chair.

ITEM 4 - MATTERS ARISING

- 160. Minute 114: South Downs Documentary: There had been some technical issues and therefore the film premier had been delayed until 4 March 2017.

ITEM 5- URGENT MATTERS

- 161. There was none.

ITEM 6 - PUBLIC PARTICIPATION

- There was none

ITEM 7 AUTHORITY CHAIR UPDATE

- 162. Authority Member Daniel Humphreys joined the meeting at 2:10pm

- 163. Authority Members received a verbal report from the Chair on the following:

Meetings: Tracey Couche (Minister for Culture, Media and Sport), this was an important department for national parks, but not one that where there had been much ministerial contact with in the past. The Minister expressed her personal commitment to national parks and the benefits they provided. It was discussed that Visit England could proactively promote national parks to overseas visitors in line with the 8 Point Plan. Useful advice was provided on potential sources of funding for National parks by tapping into the Health and Wellbeing agenda.

Lord Gardiner: A new procedure for appointing national SoS members was signed off. The Minister had agreed, subject to parliamentary business, to attend the Thursday and Friday morning sessions of the NPUK conference hosted by the South Downs in October. The need for national parks to participate fully in the 25 year environment and farming green papers was discussed along with the Authority's commitment to neighbourhood planning and the need for communities in national parks to be fully engaged in decisions affecting the growth of their towns and villages.

NPE: January meeting:

- A narrative was agreed on Brexit for use in discussions with Government.
- An update was provided by the Future of farming Group and a written report was expected at the April meeting.
- New standing orders were agreed in principle.
- A progress report and business plan on the 8 Point Plan was received
- The National SoS member appointments was discussed with officials from Defra
- The main item at the next meeting would be the meeting with the head of the big food unit in Defra in order to to promote products from national parks

West Sussex CC and Hampshire CC: The Chair met with the CEO for WSCC and Rob Humby (Cabinet Member for the Environment HCC). Full support for the concept of entry signage for the SDNP was given as well as the need for decluttering. Tourism was also discussed and the need for a coherent approach to selling the National Park.

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CNP: At the meeting with the new Chair for CNP it was discussed how national parks and the CNP could work together in a manner that recognises the different roles and objectives of the organisations.

Devolution: Andrew Percy had written confirming his departments' commitment to national parks; stating that no National Park would lose its planning powers as a result of any devolution deal unless the NPA itself decided to relinquish those powers. There were no updates to report on any devolution deals affecting the SDNPA. The Isle of Wight, a core member of the Solent bid, had a change of leadership and no longer supported the bid.

Independent Person for Member Standards: Retiring Independent Person Graham Ault was keen to continue to work with the Authority and will perform two important functions to support Members. The first being a conciliation service to help resolve issues between Members of the Authority should they arise. Secondly he would be able to support any Member who was subject to a complaint, which would be in addition to the peer support already in place.

ITEM 8 - CHIEF EXECUTIVE'S PROGRESS REPORT

164. Authority Members considered the report by the Chief Executive Officer (Report 01/17)

South Downs E:Newsletter: The 2nd edition of the Newsletter would be circulated 1 February. Authority Members were asked to help identify organisations that may be interested in becoming the newsletters independent voice, by asking questions or raising issues.

SDNPA Walking Leaflets: 2 new leaflets had been produced that covered Ditchling and Findon all the walks were accessible by public transport

Planning Appeal Figures: Paragraph 3.10: the 43% for the third quarter related to 9 appeals, which were householder applications

Dark Night Skies Festival 10 – 26 February: Events would be taking place at 15 different locations and involved 10 partner organisations. The Authority would have a stand at the Brighton Science Festival on 12 February and the flagship event would be held on 18 February at Midhurst Rother College

Landowners Conference 3 February: The Conference was fully subscribed with 102 delegates due to attend

Cycling and Walking Strategy: It had been confirmed that East Sussex had been successful in its bid to the DfT revenue only access fund. East Sussex wanted their bid to have a rural approach whilst Hampshire and West Sussex joined wider consortium bids. Brighton & Hove were successful in its urban bid. The Authority would be working with East Sussex over the next 3 years to deliver two programmes: Walk the Downs; and Cycle the Downs. The value of the bid to the Authority was £75k over 3 years and this would be matched from the Strategic Fund. The Authority was also looking at ways to deliver smaller initiatives across the rest of the National Park

Business Rates Revaluation: The Valuations Office Agency (VOA) had reassessed the Rateable Value (RV) of every commercial property in the country and new rates were due to take effect from 1 April 2017. There was evidence that some rural businesses which used a large amount of space to generate a meagre income could face steep increases. It had been reported that some rural businesses, running farm shops, offices, livery yards and storage facilities could be looking at a rise in RV of 50-100%.

Following the Chancellor's Autumn Statement Rural Rate Relief was set to increase to a fixed 100% relief for businesses in a rural location with a population of less than 3,000. Business Rates would continue not to be payable on farm buildings and agricultural land. The Authority would continue to monitor the impact of the revaluation on local businesses and would welcome any feedback that Members might have.

Countryfile Awards: The South Downs had been nominated for [National Park of the Year](#) in the BBC Countryfile Magazine Awards 2017. The SDNP was one of 5 nominees for this category selected by John Craven.

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165. Authority Members commented:

- Downland Sales: Paragraph 4.5: The last meeting of the P&P Committee considered a number of related issues in the east of the National Park and concluded the outcomes the Authority should seek were as follows:
 1. The need for fit for purpose accommodation for the NPAs eastern operations once they move from existing offices in Stanmer Park in order for the HLF project to be implemented
 2. The importance of ensuring the HLF project was delivered to restore Stanmer Park as an historic landscape
 3. The desirability of halting the Local Authority sales of downland sites and securing their future in perpetuity
 4. The need to find a viable future for the listed and deteriorating Home Farm barn at Stanmer
 5. To establish a clear principle with respect to broader asset sales by other LAs

The P&P Committee framed a negotiating strategy for officers to deploy in pursuit of these linked objectives as part of the Partnership Management Plan delivery. This was on the understanding that any resulting commitments would be subject to the approval of the P&P Committee and the NPA as appropriate.
- Brighton and Hove City Council had produced a new city trail leaflet detailing walks from the South Downs Way around the city of Brighton.

166. **RESOLVED:** That the Authority noted the progress made by the South Downs National Park Authority since the last report.

ITEM 9 - EUROPEAN EXIT

167. Authority Members received a verbal report from the Director of Countryside and Policy Management.

85% of the SDNP was farmed; The Authority could not deliver its purposes and duty without some kind of mechanism in place to support farmers and sustainable land management

Government/Defra position;

- The Prime Ministers speech did not specifically mention agriculture and environment;
- Trade discussions continued in regard to US/UK deal regarding GM crops, hormones etc;
- National organisations such as the NFU, CLA & NGOs were considering their position;
- There were 2 Defra Green Papers awaited; which were in the pipeline prior to the referendum on the EU (25 Year Environment Strategy and the 25 Year Food and Farming Strategy)

NPE

- The Future of Farming group had met three times. SDNPA Member Sebastian Anstruther was a member of the group. The group was looking to position National Parks as organisation to deliver new schemes post CAP. The group was;
 - Developing a narrative on Brexit and collating case studies of good practice;
 - Coalescing around ambition for NPAs to be delivering the new scheme in National Park: bespoke schemes which would be outcome based and have level of resources equivalent to current Pillar 1 , 2 and ESIF funds;
 - Aiming to be in a position to approach the Government around April

SDNPA The Authority was:

- Active on the NPE group, had inputted to narrative on Brexit and submitted four case studies;
- In the process of developing farm clusters and would discuss the impact of the European exit and farming schemes at the upcoming farmers breakfast meetings
- Meeting locally with CLA/NFU and NE about collective ambitions
- Entering discussions nationally with the Environment Bank and locally with Hampshire and Surrey LNP about funding for natural capital;
- Planning trial farmer workshops for April.

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168. Authority Members commented:

- Organic Bodies: the soil association were concerned about the impact on the British farming industry with the possibility of having to compete with a more open market, such as meat from the USA. The route to market for organic farmers also needed improving. It was noted that 2 of the 4 members of the NPE Future of Farming group were organic farmers.

ITEM 10 – INCOME GENERATION UPDATE

169. Authority Members considered the report and [presentation](#) by the Head of Marketing and Income Generation (Report 02/17).

170. An Authority Member commented that it might be useful to set a maximum number of appointment terms for trustees.

171. In response to questions, officers clarified:

- A suitable list of Trustees had been gathered and shortlisted by the Authority Chair and Chief Executive Officer, those individuals were being approached to serve as trustees. The position was also being advertised on the Authority and other websites. Once the Charity was registered the appointed trustees would undertake subsequent rounds of appointments
- All Trustees would be appointed to serve a three year term, after which they would require re appointment. To encourage good governance; a maximum of 3 consecutive terms, which follows accepted guidance by the charity commission, could be included in the Memorandum and Articles of Association
- Ethical investment policies and retirement dates would be agreed at the first meeting of the Board of Trustees
- 16 was the maximum recommended number of trustees. A quorum of 3 had been suggested as, at the outset there would only be 4 trustees. Caution was given against implementing a high quorate to ensure the figure could be met at each meeting. The trust would be required to respond swiftly to requests and if a too high quorum was set the board might spend the first year recruiting to achieve quorum.
- A balance of trustees was required including experience of charities; experience of investing monies; the ability and connections to fundraise and legal and marketing experience
- Procedures for the appointment of NPA members to the Charity would be presented at the March Authority meeting for consideration
- The Charity was not able to have the same Purposes and Duty as the SDNPA (the North York Moors had tried to implement this), however coordination could be ensured through an MOU and Grant Agreement. In the long term, the Authority would be able to challenge the Trust if it felt it had acted inappropriately through a licence for the Shared Identity.
- The SDNPA would provide a grant to assist in the PMP delivery and resources in the form of office space and officers.

172. **RESOLVED:** That the Authority

- 1) Noted the progress on the setup of the charity
- 2) Commented on the Charity's draft Memorandum and Articles of Association as detailed in minute 170
- 3) Noted that the final version of the Memorandum and Articles of Association, trustees and business case would be reported to the Authority for approval in March 2017

ITEM 11 - IMPLEMENTATION OF THE SDNPA COMMUNITY INFRASTRUCTURE LEVY

173. Since the last decision of 22 September 2016 the charging schedule had not been implemented. No CIL had been charged or collected.

174. Authority Members considered a report by the Major Planning Projects Officer (Report 03/17) and commented:

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- Parish Councils were entitled to 25% of CIL collected if they had an adopted Neighbourhood Plan or 15% without
- The Authority were in a unique position to have CIL in place prior to an adopted Local Plan.

175. In response to questions officers clarified:

- Large format retail would be the cumulative floor space
- A large cluster of rural farm buildings developed at once could be subject to CIL
- Self-contained holiday lodges would be classed as C3 and would be CIL liable however holiday accommodation that contained bedrooms with an en-suite (i.e. more akin to a C1 hotel/guesthouse use) would not unless a change of use was applied for. Officers would assess on a case by case basis.
- The CIL Charging schedule could be reviewed at any time however the process of full formal consultation and examination as set out in the CIL Regs would need to be completed.

176. **RESOLVED:** That the Authority:

- 1) Approved the SDNPA Charging Schedule as set out at Appendix I to report 03/17 to take effect on 1 April 2017 and;
- 2) Delegated authority to the Director of Planning, in consultation with the Authority Chair, to finalise and agree the policies relating to instalment payments, infrastructure in kind and low-cost market housing relief, based on the policies set out at Appendices 2, 3 and 4, of report 03/17 to take effect on 1 April 2017.
- 3) Delegated authority to the Director of Planning, in consultation with the Authority Chair, to make any minor amendments necessary to the policies, as a result of changes to the Community Infrastructure Regulations 2010 (as amended).

ITEM 12 - FUTURE AUDIT ARRANGEMENTS

177. Authority Members considered a report by the Head of Business Services (Report 04/17) and commented that the Governance Committee had supported the preferred option:

178. **RESOLVED:** That the Authority:-

- 1) Accepted Public Sector Audit Appointments Ltd (PSAA's) invitation to become an opted in authority for the purposes of the appointment of a local auditor ; and
- 2) Authorised the Chief Executive to notify PSAA of the Authority's acceptance of the invitation in accordance with PSAA's notification requirements and to publish any notices required as part of the local auditor appointment process

179. Authority Member Gill Mattock left the meeting at 3:20pm

ITEM 13 - ADOPTION OF THE JOINT SOUTH DOWNS NATIONAL PARK AUTHORITY, EAST SUSSEX COUNTY COUNCIL AND BRIGHTON & HOVE CITY COUNCIL WASTE AND MINERALS SITES PLAN

180. Authority Members considered a report by the Minerals and Waste Policy Lead (Report 05/17).

181. **RESOLVED:** That the Authority:

- 1) Adopted the Joint South Downs National Park Authority, East Sussex County Council and Brighton & Hove City Council Waste and Minerals Sites Plan (JWMP), incorporating the Main Modifications and Minor Modifications and updated Policies Map;
- 2) Published the relevant Adoption Statement and Sustainability Appraisal (incorporating Strategic Environmental Assessment) Report;
- 3) Noted the contents of the Inspector's Report and his conclusion that the JWMP is legally compliant and 'sound'; and
- 4) Committed the South Downs National Park Authority to work in partnership with East Sussex County Council and Brighton & Hove City Council to undertake an early review of the joint Waste and Minerals Plan.

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ITEMS 14-17 WERE FOR INFORMATION ONLY

ITEM 14 - PLANNING COMMITTEE

182. The Authority noted the minutes of the Planning Committee meetings held on the 10 November and 8 December 2016

ITEM 15 - POLICY & PROGRAMME

183. The Authority noted the unconfirmed minutes of the Policy & Programme Committee meeting held on the 13 December 2016.

ITEM 18 - GOVERNANCE COMMITTEE

184. The Authority noted the unconfirmed minutes of the Governance Committee meeting held on the 24 November 2016.

ITEM 19 - REPORTS FROM MEMBERS APPOINTED TO EXTERNAL BODIES

185. The Authority noted the following reports:
- Sustainable Communities Fund.

Chair

The meeting closed at 3:24pm

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