

## **Unconfirmed minutes – to be confirmed at the next meeting of the Authority**

### **SOUTH DOWNS NATIONAL PARK AUTHORITY**

#### **ANNUAL GENERAL MEETING 11 JULY 2017**

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

Present:

Alun Alesbury	Sebastian Anstruther	Heather Baker	Ken Bodfish
Tim Burr	Jo Carr	David Coldwell	Norman Dingemans
Janet Duncton	Neville Harrison	Barbara Holyome	Helen Jackson
Tom Jones	Gill Mattock	Robert Mocatta	Russell Oppenheimer
Margaret Paren (Chair)	Ian Phillips	Sue Saville	Pete West

SDNPA Officers: Trevor Beattie (Chief Executive Officer), Tim Slaney (Director of Planning), Andrew Lee (Director of Countryside Policy & Management), Karen Everett (Deputy Monitoring Officer), Nigel Manvell (Chief Finance Officer), Robin Parr (Head of Governance),

Also attended by: James Winkworth (Head of Marketing and Income Generation), Andy Beattie (Countryside and Policy Manager), Lucy Howard (Planning Policy Manager) Rob Thain (Minerals and Waste Lead) & Matt Bates (Local Plan Lead).

#### **OPENING REMARKS**

229. The Chief Executive 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 1 – APOLOGIES**

230. Apologies were received from Gary Marsh, Chris Dowling and Mark Dunn.

#### **ITEM 2 - ELECTION OF CHAIR**

231. The Chief Executive informed the Authority that nominations for the position of Chair closed 5 working days before the meeting and as Margaret Paren was the only nomination Margaret Paren was duly elected as Chair of the Authority until the AGM in 2018.

232. The Chair welcomed new Members to the National Park Authority and thanked previous Members who had left the Authority since the last meeting.

#### **ITEM 3 - ELECTION OF DEPUTY CHAIR**

233. The Chair informed the Authority that nominations for Deputy Chair closed 5 working days before the meeting and as Norman Dingemans was the only nomination Norman Dingemans was duly elected as Deputy Chair of the Authority until the Authority AGM in 2018.

#### **ITEM 4 – DECLARATIONS OF INTERESTS**

234. The following declarations of interest were made in relation to Agenda Item 12, Draft pre-submission South Downs Local Plan

Sebastian Anstruther	Disclosable Pecuniary Interest as the owner of land proposed for housing allocation within the plan
Barbara Holyome	Public Service Interest : Member of RSPB , Butterfly Conservation , and Hampshire & IOW Wildlife trust and Member of Bramdean and Hinton Ampner Parish Council
Alun Aylesbury	Public Service Interest : Member of National Trust and Stoughton Parish Council
Robert Mocatta	Public Service Interest : Member of East Hants District Council, Hampshire County Council and Member of National Trust and RSPB
Margret Paren	Public Service Interest : Member of Campaign for the Protection of Rural England

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Gill Mattock	Public Service Interest : Member of National Trust and Member of Eastbourne District Council
Jo Carr	Personal Interest: Brother owns land identified for allocation within the plan & Public Service Interest : Member of Willingdon And Jevington Parish Council
Russell Oppenheimer	Public Service Interest : Member of Hampshire County Council
David Coldwell	Public Service Interest : Member of Horsham District Council
Norman Dingemans	Public Service Interest : Member of Arun District Council
Janet Duncton	Public Service Interest : Member of West Sussex County Council
Mark Dunn	Public Service Interest : Member of Chichester District Council
Phillip Ede	Public Service Interest : Member of Wealden Parish Council
Neville Harrison	Public Service Interest : Chair of Southease Parish Meeting and Member of the National Trust
Tom Jones	Public Service Interest : Member of Lewes District Council Member of the National Trust
Amber Thacker	Public Service Interest : Member of Winchester City Council
Pete West	Public Service Interest : Member of Brighton and Hove City Council
Ian Phillips	Public Service Interest : Member of National Trust
Sue Saville	Public Service Interest : Member of National Trust
Heather Baker	Public Service Interest : Member of RSPB and Sussex Wildlife Trust

### **ITEM 5 - MINUTES**

235. Subject to the correction of minor typographical errors, the minutes of the Authority meeting held on 30 March 2017 were agreed as a correct record and signed by the Chair.

### **ITEM 6 - MATTERS ARISING**

236. There were none

### **ITEM 7- URGENT MATTERS**

237. There were none.

### **ITEM 8 - PUBLIC PARTICIPATION**

- 194 The Chair advised the members of the public wishing to address the Authority on the draft pre-submission South Downs Local Plan would be heard at the start of the relevant agenda item.

### **ITEM 9 NEED FOR PART II EXCLUSION OF PRESS AND PUBLIC**

238. It was **RESOLVED** that the meeting would move into private session for discussion on the exempt Agenda Items.

### **ITEM 10 AUTHORITY CHAIR UPDATE**

239. Authority Members received a verbal report from the Chair.
- As Chair of National Park England (NPE), letters had been written to the new Ministers in Defra and other departments with an interest in National Parks. Letters had also been written to all Local MPs within the National Park following the recent election.
  - The NPE board meeting, held in April, approved the Future of Farming paper, the first report on the Eight Point Plan for National Parks and discussed the draft response on the Housing White paper, broadband and Forestry A meeting with Lord Gardiner( Minister for National Parks) would take place to discuss the issues raised in the Future of Farming paper.
  - Meetings had also taken place with National Parks UK, the campaign for National Parks and the Lord Lieutenant of East Sussex.

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- An Invitation had been received for the Chair to join Transport for the South East as non-voting member, representing landscape and environment issues.

### ITEM 11 - CHIEF EXECUTIVE'S PROGRESS REPORT

240. Authority Members considered the report by the Chief Executive (Report 13/17) The Chief Executive provided the following updates

- The Annual Review had now been published and was available on the Authority's website
- The recent Research Conference had been a great success and had received a number of excellent presentations including on Secrets of the High Woods.
- Members were urged to encourage people within their networks to sign up for the Authority's e-newsletter.

In response to questions Members were advised:

- The citizen's panel would comprise around 2,000 people, and would be subject to an annual refresh.
- Subject to approval by the NPA, the Wiston Whole Estate Plan would be considered by the new Policy and Resources Committee at its first meeting on 20 July. It had been decided that this should be undertaken by the committee to avoid the potential for conflicts of interest that could arise if WEPs were considered by Planning Committee
- The Authority continued to make great use of social media alongside the e-newsletter and recent take the lead videos had received over 250,000 hits. The possibility of developing an app for the National Park was being considered as part of the emerging Public Affairs Strategy.

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

### ITEM 12 - DRAFT PRE-SUBMISSION SOUTH DOWNS LOCAL PLAN

242. Sebastian Anstruther withdrew from the meeting

243. The Chair invited Christine Skinner, Jim Glover and Janet Aidin to address the meeting in respect of Local Plan policy SD 64, Land South of London Road Coldwaltham.

244. The public speakers made the following points:

- The site was an exemplary example of a hay meadow, which embodied all the special qualities of the National Park
- The meadow served as a separation between 2 villages and this would be lost if development did go ahead.
- Building on the meadow would conflict with the purposes of the Authority and should be considered a major development. The proposed housing density was higher than other proposed allocations.
- There had been no consultation on including the site in the plan, and this should be undertaken or the site withdrawn.
- The public felt they were unable to comment on the allocation as no consultation had been undertaken and the next stage of the consultation was on the soundness of the plan – not individual allocations.

The Chair invited Lucy Petrie to address the meeting in respect of Local Plan policy SD 92 Stedham Sawmill,

245. Lucy Petrie made the following points:

- It appeared that the allocation was developer lead and the Parish had identified other sites which could be allocated.
- The costs of the proposed allocation far outweighed the benefits as this would impact on existing businesses, ground water run-off and the site being close to a sssi.

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246. The Chair invited Sharon Hurr to address the meeting in respect of proposed allocations in Easebourne.
247. Sharon Hurr made the following points:
- There had already been significant development in the parish and there were concerns over more allocations being proposed.
  - The infrastructure would not support additional housing, and there was a need for social or affordable housing rather than more executive homes.
  - Potential use of a green field site may set a worrying precedent
  - The proposed allocations would not address existing needs, were too dense and should be revisited.
248. Authority Members considered the report by the Director of Planning and the Planning Policy Manager (Report 14/17), and the information provided by the public speakers. The Director of Planning and the Planning Policy Manager stated:
- Thanks to the members of the public who had addressed the Authority for their contributions.
  - The Local Plan provided for levels of growth across the whole park, not just the major towns, and many communities welcomed small amounts of growth.
  - The plan intended to provide certainty for residents, visitors and businesses as to where development may be acceptable. This was evidence based and rurally focussed, containing many policies that are unique to this National Park. It also incorporated a large number of existing local plans.
  - Work was still ongoing following on from the High Court ruling on the Lewes JCS and this may have an impact on the wider plan, but this was not yet known
  - Legal advice has suggested that the word “only” could be inserted into policies SD6 and SD7 as these went to the heart of the purposes of the National Park.
249. In response to questions Members were advised:
- There was to be a full consultation wherein anyone could comment on any aspect of the Local Plan. Any representations made will be submitted in full to the Inspector. It was confirmed that the test of soundness referred to were wide and whilst comments should be focussed on these all representations will be submitted to the Inspector.
  - Minor changes could still be made to the Local Plan prior to the consultation, but major changes would require reconsideration by the Authority.
  - The Coldwaltham site (SD64) was a late submission to the Local Plan and it was identified that allocating this site would have an adverse effect on the landscape. This allocation would be reviewed in advance of the consultation in light of the new evidence presented through the HRA and the Sustainability Appraisal (SA).
  - The Planning Committee had endorsed the Local Plan, but this had been before receipt of the SA which had identified Coldwaltham as a site that would have a negative impact
  - Prior to the consultation exercise the word “only” would be added to SD6 and SD7, the wording in relation to the consultation would be reviewed and issues raised by the SA in relation to sites would be given careful consideration.

### **RESOLVED:** The Authority:

- 1) Approved the draft Pre-Submission Local Plan for public consultation under Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012 subject to any minor changes that are deemed necessary prior to the start of the consultation being agreed by the Director of Planning in consultation with the Chair of the Authority

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- 2) Noted the draft Sustainability Appraisal (SA) and draft Habitat Regulation Assessment (HRA) as supporting evidence for the draft Pre-Submission Local Plan.
- 3) Delegated authority to the Director of Planning in consultation with the Chair of the Authority to make any minor changes arising from the consultation and submit the Pre-Submission Local Plan to the Secretary of State under regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 for examination.
- 4) Noted that if major changes are required to the Pre-Submission Local Plan that a further public consultation and decision by the Authority will be required.

250. Sebastian Anstruther re-joined the meeting

## **ITEM 13 - GOVERNANCE REVIEW**

251. Authority Members considered a report by the Head of Governance (Report 015/17) presented by Norman Dingemans and Sebastian Anstruther as members of the Task and Finish Group established to review the Authority's governance arrangements. Members were advised if agreed the new arrangements would take effect immediately. Also that the process for managing complaints against members would need to be reviewed to remove the role of the Standards Sub-committee as this would be undertaken by the proposed Appointments, Management and Standards Committee.

252. In response to questions members were advised:

- CIL had been included in the Planning Committee terms of reference as the allocation of funds related to growth and development across the National Park and it was felt this sat better within Planning Committee's Remit. This could be reviewed as part of the 12 month review of implementation of the changes
- Substitutes were being identified for the Appointments Management and Standards Committee to ensure this could operate if members were conflicted or unable to attend meetings

At this juncture Authority Member Pete West joined the meeting.

253. **RESOLVED:** The Authority:

- 1) Noted the outcomes of the work of the Governance Review Task and Finish Group and the recommendations of the Governance Committee;
- 2) Agreed the changes to the committee structure and the terms of reference for the committees as set out at Appendix 1, to take effect immediately
- 3) Agreed the revised standing orders for regulation of Authority proceedings and business set out at Appendix 2, to take effect immediately
- 4) Agreed that the Policy and Resources Committee may appoint up to two Deputy Chairs for the period up to the first meeting of the Policy and Resources Committee following the AGM in 2018.
- 5) Agreed that, pending a review of the scheme of member allowances, the Chair of the Policy and Resources Committee receive the Special Responsibility Allowance currently paid to the Chair of the Policy and Programme Committee.
- 6) Delegated authority to the Monitoring Officer, to review and update the Authority's governance documentation to reflect the changes arising from the Governance Review.
- 7) Noted the revised committee schedule set out in Appendix 3

## **ITEM 14 – APPOINTMENTS OF COMMITTEES AND OUTSIDE BODIES**

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22. Authority Members considered the report by the Head of Governance (Report 16/16) and noted the tabled appendices 3 & 5. The Authority was advised that recommendation 4 would be amended to remove references to sub-committees as there were no longer required following the Governance Review.

### **RESOLVED:** The Authority:

- 1) Appointed the Planning Committee, Policy and Resources Committee and Appointments, Management & Standards Committee with the Terms of reference set out at Appendix 1, as the committees necessary to discharge the functions of the Authority.
- 2) Appointed the Membership of Committees as set out in Appendix 3 to the report.
- 3) Appointed the Members to outside bodies and panels until the Authority AGM in 2018 as set out in Appendix 5 to this report with the effect that previous such appointments are now revoked.
- 4) Agreed, for purposes of Standing order 8.1(e), that, in line with the Authority's established practice, the Committees appointed by the Authority may not arrange for the discharge of the Authority's functions by a sub-committee. All Committees retain powers under Standing Order 27 to establish Member Task and Finish Groups.
- 5) Agreed, in relation to Planning Committee only, to suspend Standing Order 8.3 until 14 July 2017 in order to allow the Planning committee the discretion to delay the annual election of its Chair and Deputy Chair until its meeting in August 2017 and agree that any election that takes place during this suspension of Standing Orders is to be conducted in accordance with paragraphs 2.3 and 2.4 of this report.
- 6) Agreed to extend the appointment of Independent Member Lewis Doyle to June 2018 to align the recruitment processes for the two Independent Members.

## **204. ITEM 15 – SOUTH DOWNS ANTIONAL PARK TRUST GRANT AGREEMENT**

205. Authority Members considered the report by the Head of Income Generation and Marketing (Report 17/17).

### **RESOLVED:** The Authority:-

- 1) Approved the South Downs National Park Trust Grant Agreement as set out at Appendix 1 of the report.
- 2) Approved the payment of a grant of £40,000 to the SDNPT for 2017/18.

## **ITEMS 16-19 WERE FOR INFORMATION ONLY**

### **ITEM 16 - PLANNING COMMITTEE**

216. The Authority noted the minutes of the Planning Committee meetings held on 9 March 2017, 13 April 2017, 11 May 2017 and 15 June 2017

### **ITEM 15 - POLICY & PROGRAMME**

217. The Authority noted the unconfirmed minutes of the Policy & Programme Committee meetings held on 25 May 2017

### **ITEM 18 - GOVERNANCE COMMITTEE**

218. The Authority noted the unconfirmed minutes of the Governance Committee meeting held on the 24 May 2017

## **NEED FOR PART II EXCLUSION OF PRESS AND PUBLIC**

23. The Chair moved that , in respect of Agenda Item 19 and Agenda Item 20 the public, including the press, should be excluded from the meeting on the basis that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if a member of the public were present during the items there would be disclosure to them of

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exempt information within Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, being information relating to the financial and business affairs of the Authority, and that in all the circumstances of the case, the public interest in maintaining the exempt information outweighs the public interest in disclosing the information, for the reasons set out in the report. Upon a vote the motion was **carried**.

**Chair**

The meeting closed 16:15 hrs