

SOUTH DOWNS NATIONAL PARK AUTHORITY

AUTHORITY MEETING

Held at 2.00pm on 19 December 2019 at the Memorial Hall, South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH.

Present:

Alun Alesbury	Sebastian Anstruther	Heather Baker	Ken Bodfish
Janet Duncton	Thérèse Evans	Doug Jones	William Meyer
Robert Mocatta	Russell Oppenheimer	Margaret Paren (Chair)	Ian Phillips
Henry Potter	Vanessa Rowlands	Andrew Shaxson	Isabel Thurston
Diana van der Klugt	Richard Waring		

South Downs National Park Authority Officers:

Trevor Beattie (Chief Executive), Andrew Lee (Director of Countryside and Policy Management), Tim Slaney (Director of Planning), Louise Read (Monitoring Officer), Alan Brough (Head of Business Services), Nigel Manvell (Chief Finance Officer), Robin Parr (Head of Governance) and Richard Sandiford (Senior Governance Officer).

Also attended by:

Julie Fawcett (Chair of the South Downs National Park Trust), James Winkworth (Head of Marketing and Income Generation), Andy Beattie (Countryside and Policy Manager – Wealden Heaths), Anne Rehill (Performance and Project Manager) and Jeremy Burgess (Landscape and Biodiversity Lead – Water).

OPENING REMARKS

137. The Chair informed those present of general housekeeping matters.

ITEM 1. APOLOGIES FOR ABSENCE

138. Apologies were received from Helen Burton, Chris Dowling, Barbara Holyome, Helen Jackson and Gary Marsh.

ITEM 2. DECLARATION OF INTERESTS

139. The following declarations of interest were made:

- Alun Alesbury, Sebastian Anstruther, Ken Bodfish, Janet Duncton, Thérèse Evans, Doug Jones, William Meyer, Robert Mocatta, Russell Oppenheimer, Ian Phillips, Vanessa Rowlands, Andrew Shaxson, Diana van der Klugt, Richard Waring - Agenda Item 13, Public Service Interest as members of the National Trust.

ITEM 3. MINUTES OF THE PREVIOUS MEETING HELD ON 1 OCTOBER 2019

140. The minutes were approved as a correct record of the Authority meeting held on 1 October 2019.

141. It was proposed, seconded and agreed to consider Agenda Item 13 in private session for the following reason:

- That in respect of Agenda Item 13 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 exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, being information relating to the financial and business affairs of individuals, companies and other organisations, and that in all the circumstances of the case, the public interest in maintaining transparency of Authority proceedings in relation to its negotiations with commercial third parties it is felt that on balance this is outweighed by the requirement

of the National Park Authority to be able to discuss the term and details of its negotiations and fully consider the implications of its actions or proposed actions without commercially sensitive information being released into the public domain.

ITEM 4. MATTERS ARISING

I42. Members were updated on:

- Minute 72. The judicial review against the South Downs Local Plan had failed.
- Agenda Item 7. The preferred route announcement from Highways England on the A27 at Arundel would not be made until 2020.
- Agenda Item 14. The consultation on the Single Issue Review of Soft Sand had been delayed until the beginning of 2020.
- Agenda Item 15. The Public Affairs Strategy was, and would be, kept under review as the Authority's consideration of Climate Change and Biodiversity continued.

ITEM 5. URGENT MATTERS

I43. There were none.

ITEM 6. PUBLIC PARTICIPATION

I44. There was none.

ITEM 7. AUTHORITY CHAIR UPDATE

I45. Authority Members considered the report from the Authority Chair (Report NPA19/20-19) and received the following updates from the Chair:

- Letters had been written to all incoming MPs in the area of the South Downs National Park (SDNP) highlighting that the Authority Chair would be very happy to meet with them should they wish to.
- Some matters of note raised in the Queen's speech included the Government continuing to take steps to meet net zero greenhouse gas emissions by 2050 including a bill enshrining in law principles and targets, the hosting of the COP26 conference in 2020, and a ban on the export of polluting plastics outside of the Organisation for Economic Co-operation and Development and to establish a new, world leading regulator in statute.

I46. Members made the following comments:

- Please could the Chair notify Members when meeting their local MP as Members may also wish to attend the meeting.
- Paragraph 1.4 – Was there any discussion on the A27 Arundel at the meeting with the Chief Engineer of Highways England?

I47. In response Members were advised:

- The meeting with the Chief Engineer of Highways England was specifically for the purpose of signing the MoU in her capacity as Chair of National Parks England.

ITEM 8. CHIEF EXECUTIVE'S PROGRESS REPORT

I48. Authority Members considered the report from the Chief Executive (Report NPA19/20-20) and received the following updates from the Chief Executive:

- Members were notified about the Chief Executive's urgent action taken in relation to the winding up of National Parks UK, as per the recent email circulated to Members.
- Officers would continue to push for the inclusion of the Section 62 duty in the upcoming Environment Bill.

149. Members made the following comments:
- Paragraph 5.2 – Officers were congratulated on having Prof. Sir John Lawton as one of the speakers at the forthcoming Biodiversity and Rewilding Member Day.
 - Paragraph 5.3 – Would Members be updated further on the Nature Recovery Network?
 - Paragraph 5.5 – Where were the 10 town centres this engagement was taking place?
 - Paragraph 6.2 – The Youth Action Days and the increase in the Instagram following was encouraging.
 - Was there any update on joint work with Chichester Harbour AONB?
150. In response Members were advised:
- The Authority was also hosting a dinner with Prof. Sir John Lawton and key NGO representatives as part of his visit.
 - Members would be updated on the Nature Recovery Network as part of the Biodiversity and Rewilding Member Day in January.
 - As well as the town centres within the SDNP the Authority would also be visiting town centres outside the park, to a total of 10 locations as part of the 10th Anniversary celebrations.
 - SDNPA Officers had met with those from Chichester Harbour AONB about volunteering and youth engagement, in particular our similar practices in school engagement. There were also meetings planned to discuss green corridors between the AONB and the SDNP and possible future Member engagement.
151. **RESOLVED:** The Authority resolved to note the progress made by the South Downs National Park Authority since the last report.

ITEM 9. SOUTH DOWNS NATIONAL PARK TRUST UPDATE

152. Authority Members received a verbal update and presentation from the Chair of the South Downs National Park Trust on the following:
- Ongoing partnership working.
 - Income and expenditure since the foundation of the trust including the income types received and how the income had been allocated.
 - Work to build awareness of the trust and to increase its supporters including events at Woolbeding Gardens and Rolls Royce.
 - Appeals such as those for the South Downs Way, Beelines, and Trees for the South Downs.
 - The Sustainable Communities Fund (SCF) Endowment.
 - The Chair thanked the trustees, the Chair of the SCF fund and SDNPA officers for their work.
153. Members made the following comments:
- This report indicates that the Trust's success had exceeded expectations. The Chair of the Trust and SDNPA officer involved were complimented for the key role they had played in this success.
 - The Chair of the SCF Fund expressed his thanks to the Chair of the Trust and the members SCF panel, including the two trustees who were also now members of the panel.

- Had the Trust considered assisting where car parks along the South Downs Way were in danger of closure or where access was poor?

154. In response Members were advised:

- The Trust was considering future involvement in car parking. If there were concerns about access to the South Downs Way these should be raised with Andy Gattiker, the Authority's South Downs Way Lead, who could then discuss potential improvements with the Trust.

ITEM 10. APPROVAL OF REVISED PARTNERSHIP MANAGEMENT PLAN

155. Authority Members considered the report from the Director of Countryside Policy and Management (Report NPA19/20-21) and received the following additional information:

- That grammatical and spelling errors would be corrected as part of the proofing process.
- That the Partnership Management Plan (PMP) would be published in January 2020 alongside the launch of the new SDNP website and launched in March 2020 as part of the 10th Anniversary celebrations.

156. Members made the following comments:

- The PMP read as vibrant and current public policy. Officers should be credited with being ahead of the curve in regard to the Landscapes Review.
- The Member Task and Finish Group and all officers involved in the production of the PMP were thanked, along with all partners who were willing to play their part.

157. **RESOLVED:** The Authority resolved to:

1. Note the responses to the statutory notifications under section 66 (7) of the Environment Act 1995 (The Act), and the wider distribution of the draft amended Partnership Management Plan to the Parish Councils with land within the National Park.
2. Agree, pursuant to section 66(6)(a) of the Act, that it was expedient to amend the Partnership Management Plan and that, taking into account the responses received, the proposed amendments were appropriate.
3. Agree to amend the content of the Partnership Management Plan as set out in Appendix 1.
4. Agree the content of the Report on the Review specifying the amendments made as set out in Appendix 2, to be published alongside the amended Partnership Management Plan.
5. Delegate authority to the Director of Countryside Policy and Management in consultation with the Chair of the Authority to approve the final design of the amended Partnership Management Plan and publish it together with the Report on the Review, sending a copy of each to the Secretary of State.

ITEM 11. APPROVAL OF CHAMP2 (CHALK MANAGEMENT PARTNERSHIP) PROJECT

158. Authority Members considered the report from the Landscape and Biodiversity Lead - Water (Report NPA19/20-22).

159. Members made the following comments:

- Could it be clarified why the engagement and range of the work seemed to be extremely limited?
- The project was very worthy and to be supported. How could the limited scope of this project be expanded to the rest of the SDNP?

- How was Brighton and Hove City Council (BHCC), as the major landowner in the project area, being encouraged to increase their engagement in the aims of this project?
- It was hoped the principles of this project could be picked up by the Authority as the Planning Authority and other authorities providing planning services on our behalf with the aim of integrating these solutions into the new developments.
- How was the issue of chemicals other than nitrates on the land being addressed?
- Awareness of the pressures on farmers was needed. Assistance and persuasion was needed in order to effect the needed change.

160. In response Members were advised:

- The focus of the project was working with private companies to target interventions at identified nitrate hot spots in the Brighton Chalk Block. Approximately 40 farmers in the ChaMP project area had engaged in workshops and field meetings.
- There were a number of areas of ongoing work of the Authority across the National Park which were working with landowners and the water companies to address similar issues.
- Policies already in place in the South Downs Local Plan supported efforts to improve water quality and reduce usage along with supporting documents such as the Sustainable Development Supplementary Planning Document which was in development and the Roads of the South Downs document.
- The Chief Executive, along with one of the Members of the Authority, had met with the Leader of BHCC to discuss the management of the downland estate including the target to be carbon neutral and the development of a Whole Estate Plan by BHCC.
- Part of the evidence base for the ChaMP project was a study identifying all chemicals that were affecting the Brighton Chalk Block. Although the ChaMP project focusses particularly on nitrates there were other projects across the National Park looking at ways to address issues caused by other chemicals and how to reduce their usage.

161. **RESOLVED:** The Authority resolved to:

1. Approve the involvement of the South Downs National Park Authority in the ChaMP 2 project (2020-2025);
2. Approve the allocation of £100,000 from the Strategic Fund, to be allocated as a contribution of £20,000 per year for the five years of the project.

**ITEM 12. RESPONDING TO THE CONSULTATION ON THE DRAFT
TRANSPORT STRATEGY FOR THE SOUTH EAST**

162. Authority Members considered the report from the Countryside and Policy Manager – Wealden Heaths (Report NPA19/20-23) including the table revision to Section 4 of the report. Members were also informed that the importance of walking and cycling would be expanded upon in the response.

163. Members made the following comments:

- The Authority should encourage bodies such as Transport for South East (TfSE) to think on a local level as well as a regional level, such as focussing on the intra town and village routes including the important role of buses for these routes.
- The proposed statutory powers for TfSE would not include responsibility for buses; this would remain the responsibility of Highways Authorities.
- Paragraph 4.2 should be reworded to emphasise the need to move quickly away from car dependency and road building to focus on and encourage greater use of public transport.

- Paragraph 4.5 should be reworded so that rather than seemingly giving the go ahead to development in Protected Landscapes it focussed instead on the importance of developments making a positive contribution to the landscape.
- The solutions proposed in the document did not actually go very far in addressing the problems. There needed to be better solutions which rather than being mainly urban centric were applicable in the wider area, a large part of which was rural.

164. An amended recommendation was proposed, seconded and approved.

165. **RESOLVED:** The Authority resolved to delegate authority to the Director of Countryside Policy and Management, in consultation with the Chair of the Authority, to prepare and submit the Authority's response to TfSE's consultation on the Draft Transport Strategy for the South East welcoming the draft strategy's focus on 'Sustainable Route to Growth' and including the recommendations set out in the revised Section 4 of this paper and taking into account the Member comments at the meeting.

ITEM 13. WEALDEN AREA OFFICE PROPOSAL – HEATH BARN FARM

166. The meeting was closed to the public, including the press, and moved into private session at 3.40pm.

171. The meeting returned to public session at 4.11pm. Janet Duncton and Isobel Thurston had left the meeting at 4.06pm.

172. An amended recommendation was proposed, seconded and approved.

173. **RESOLVED:** The Authority resolved to:

1. Note the position regarding the estimated refurbishment costs of Heath Barn and the proposed lease arrangements with the National Trust.
2. Agree to delegate authority to the Chief Executive, in consultation with the Chair of the Authority, to negotiate and sign the terms of a lease with the National Trust on the basis described in the report, and taking into account the comments of Authority Members at the meeting, in particular regarding the inclusion of a right to assign the lease, and to proceed with the refurbishment of Heath Barn Farm, also as described, should a lease be agreed,
3. To make the necessary allocation of funds (£678,000) to this project from the Estates Management Reserve.

ITEM 14. PLANNING COMMITTEE MINUTES

174. Authority Members noted the minutes of the Planning Committee meetings held on 12 September 2019, 10 October 2019 and 14 November 2019.

ITEM 15. POLICY AND RESOURCES COMMITTEE MINUTES

175. Authority Members noted the minutes of the Policy and Resources Committee meeting held on 26 September 2019.

176. The Chair closed the meeting at 4.14pm.

SOUTH DOWNS NATIONAL PARK AUTHORITY

AUTHORITY MEETING

Held at 2.00pm on 26 March 2020 using Lifesize Video Conferencing.

Present:

Alun Alesbury	Sebastian Anstruther	Heather Baker	Ken Bodfish
Helen Burton	Chris Dowling	Janet Duncton	Thérèse Evans
Chris Henry	Barbara Holyome	Doug Jones	Gary Marsh
William Meyer	Robert Mocatta	Russell Oppenheimer	Margaret Paren (Chair)
Ian Phillips	Henry Potter	Vanessa Rowlands	Isabel Thurston
Diana van der Klugt	Richard Waring		

South Downs National Park Authority Officers:

Trevor Beattie (Chief Executive), Andrew Lee (Director of Countryside and Policy Management), Tim Slaney (Director of Planning), Louise Read (Monitoring Officer), Alan Brough (Head of Business Services), Nigel Manvell (Chief Finance Officer), Robin Parr (Head of Governance), Richard Sandiford (Senior Governance Officer), Sara Osman (Governance Officer) and Cath Sydenham (Governance Officer).

Also attended by:

Tanya Hibberd (Performance and Research Lead) and Anne Rehill (Performance and Project Manager).

OPENING REMARKS

177. The Chair informed those present of general housekeeping matters.
178. The Senior Governance Officer reminded Members of the protocol that would be followed during the meeting.
179. The Chair and Chief Executive expressed their thanks to the officers involved in ensuring this meeting could take place under difficult circumstances.
180. The Chief Executive updated Members on work being undertaken along with the family of National Parks and with Government during the COVID-19 pandemic, and the 'Safety and Family First' stance taken by the SDNPA during the pandemic.

ITEM 1. APOLOGIES FOR ABSENCE

181. Apologies were received from Pat Beresford, Helen Jackson, Michael Lunn and Andrew Shaxson.

ITEM 2. DECLARATION OF INTERESTS

182. There were none.

ITEM 3. PUBLIC PARTICIPATION

183. The Senior Governance Officer read out a statement on behalf of Councillor David Pain representing Cheriton Parish Council which made the following points:
 - Cheriton Parish Council were concerned about proper scrutiny of planning decisions if no Planning Committee meetings were held during the period of the COVID-19 pandemic.
 - There was a current lack of clarity from the Authority on its arrangements for taking planning decisions particularly around how Members, the public, and other interested parties could comment during the decision making process.

- The Authority was asked to make use of modern technology and to ensure that the decision making process was as close as possible to normal.

ITEM 4. SDNPA CORPORATE PLAN 2020/25

184. Authority Members considered the report from the Performance and Research Lead (Report NPA19/20-19).
185. The Chief Executive emphasised the importance of the Plan in steering the future work of the SDNPA, including key work on addressing the impact of Climate Change.
186. In response to questions, Officers advised Members of the following:
- Outcome 2 (Increasing Resilience) and target date for achieving a net-zero National Park and Authority: Officers had drafted up a strategy and action plan for Climate Change however due to the suspension of normal business for this meeting of the NPA it was not before Members at this time. The Climate change Action Plan proposed that the SDNPA adhered to the Government deadline of 2050 to meet targets for the National Park area, but set a deadline of 2030 for the Authority business to meet net-zero carbon, in line with other Authorities.
 - Outcome 5.3 (Rural Public Transport): The Government had recently announced funding for rural busses and Officers were looking into whether there were any trials the SDNPA could take part in. Officers agreed to include this in the table on page 16 of the Corporate Plan.
 - Outcome 6 (Ambassador Schools Pilot Project): This was an action plan for year 1 and it was expected that the pilot would roll out over the subsequent 4 years covered by the Corporate Plan.
 - Outcome 8.1 (Diverse Volunteer Opportunities): The plan for year 1 was to target youth volunteering opportunities. The subsequent 4 years would focus on working with other groups and this would be brought to P&R Committee for further discussion.
 - Lifelong Learning targets listed on 'Measures of Success' table: The Corporate Plan was an evolving document and would change over the 5 years. This action plan outlined the work for the first year. Officers would report annually to the Authority on the 'Measure of Success' targets, and whether the targets were met or not met. It was felt that there was too much information to include in the table at this point but clearer definitions could be included if required.
 - Broadband connectivity: Supporting improvements in digital infrastructure, speed and coverage was included in Outcome 9.3 of the Corporate Plan (page 20). It was the statutory duty of County Councils to deliver this work and the SDNPA was working closely with them to enable roll out to rural areas within the National Park.
 - The Corporate Plan was available digitally to the public. The printed version before Members was only to assist their consideration of it at this meeting.
187. Members made the following comments:
- Officers were congratulated on their hard work developing this important document for the SDNPA. It was noted, and supported, that it was a dynamic and flexible document which could be changed over the 5 years.
 - Climate Change targets should be include in the Corporate Plan to assure the public that the Authority was taking this matter seriously. As this was a dynamic document these could be added at a later stage, they should be considered by P&R Committee.
 - Although it was recognised that the SDNPA did not have a statutory duty to deliver high speed broadband, it was important to support County Councils with the roll out of

broadband in order to support businesses across the National Park. This should be brought out in the Corporate Plan.

- It was good that officers were looking into whether the SDNPA could partake in Public Transport trials. This should be considered further by P&R Committee.

188. **RESOLVED:** The Authority resolved to:

- I. Approve the South Downs National Park Authority Corporate Plan 2020-25, as set out in Appendix I of this report, subject to:
 - a) any amendments required to address the comments made by the NPA;
 - b) the final design of the Corporate Plan; and
 - c) any minor text amendments considered appropriate,being approved by the Chief Executive, in consultation with the Chair of the Authority.

ITEM 5. REVENUE BUDGET 2020/21, CAPITAL STRATEGY 2020/21, TREASURY MANAGEMENT STRATEGY 2020/21 AND MEDIUM TERM FINANCIAL STRATEGY

189. Authority Members considered the report from The Chief Financial Officer (NPA19/20-28) and received the following additional information:

- That due to the COVID-19 Pandemic, the Authority had submitted a forecasted planning income return to Defra on the basis of a 50% reduction in planning applications. The modelling suggested a £185,000 reduction in income to the Authority. Currently the Planning Reserves held £558,000 on account.
- The Cabinet Office had advised Local Authorities to identify suppliers at risk of insolvency and to establish a payment schedule to try and support them through the difficult period.
- Members could be assured of the Authority's short term cash flow but there would be an impact on treasury management decisions such as the investment of funds into short dated bonds.

190. In response to questions, Officers advised Members of the following:

- With regards to the borrowing requirements for the Seven Sisters Country Park acquisition the approach that had currently been approved was to use the Authority's cash balances to reduce the on-going revenue costs. The Authority could borrow at any time but if this was to be for a different sum than that approved in the Business Plan it would be need to be considered by members and approved at a Full Authority meeting.
- There was a low risk that the Defra Grant would be reduced, as the Government were aware that the economy was being driven by Public Authorities. Officers were speaking to Defra Officials to examine whether the Authority could be compensated for the loss of planning income.
- The Authority, through Brighton and Hove City Council, ran a weekly Bacs payment and therefore paid suppliers within a week.
- The Covid-19 pandemic would result in the delay of the Signage Phase 2 project.
- Under delegated powers, outlined in the Authority's Standing Orders, the Director of Planning was unable to allocate the Community Infrastructure Levy (CIL) grants to communities.
- The Authority were responding to the current Pandemic thorough the creation of a Coronavirus Action Squad. There were 4 main elements to the work: Action in the

Community; Volunteering for the NHS; supporting partners; and, Bringing the National Park to people. Members were asked to submit any ideas to the Director of Countryside Policy and Management.

191. Members made the following comments:

- The Authority would have a responsibility to help rebuild the economy following the Covid-19 pandemic and support small businesses and communities wherever possible.
- Due to low interest rates, thought should be given as to whether the Authority borrowed more money than previously agreed for the Seven Sisters project and this should be brought back to a future NPA for decision.
- Members were pleased to see the creation of a new 'Climate Change Action Fund' reserve and would like to see more detail emerge about how this would be utilised. 'Review of the Reserves Funds' in Appendix 4, allocated £141,000 to support the Authority becoming a 'net-zero' organisation by 2030, although there was no target date set in the Corporate Plan.

192. **RESOLVED:** The Authority resolved to:

1. Approve the Revenue Budget 2020/21 of £10.622m, including a contribution from General Reserves of £0.136m, as detailed in paragraphs 3.1 to 3.7 and Appendix 1
2. Approve the Capital Strategy 2020/21, including new capital projects totalling £1.620m and a capital variation of (£0.093m), as detailed in paragraphs 3.8 to 3.11 and Appendix 2.
3. Approve the Treasury Management Strategy 2020/21 at Appendix 3.
4. Note the reserves position as detailed in paragraphs 3.15 to 3.21 and Appendix 4, and approves:
 - the creation of a new Climate Change Action Fund reserve; and
 - transfers to the Strategic Fund reserve.
5. Note the Medium Term Financial Strategy 2020/21 to 2024/25 at Appendix 5.

193. William Meyer left the meeting

ITEM 6. UPDATE ON USE OF THE SDNPA SCHEME OF DELEGATION AND URGENCY POWERS

194. Authority Members received a verbal update from Chief Executive on the following:

- The Coronavirus Act 2020 (s78) enabled the Secretary of State to amend the rules of Authority and Committee meetings, however, it did require that regulations were made. In the interim period, whilst waiting for the regulations to be made by the Ministry of Housing, Communities and Local Government (MHCLG), ministers had asked that new systems were put in place to operate remotely during the period of emergency.
- The Authority would use its existing scheme of delegation.
- Officers will implement strategies, policies and plans adopted by the Authority and its committees. Expenditure will be within the agreed budget. Officers will remain in close liaison with Chair and Deputy Chair of the Authority and / or the Chair of the Committee.
- The Chief Executive has powers to undertake the day-to-day management and control of the Authority, its officers, resources, premises and services; and make decisions and take action as he considers necessary to give effect to any decision of the Authority and any objectives within the PMP or Authority Corporate Plan including power to commit resources and incur expenditure within the Authority's approved budget.

- The Director of Planning has delegated responsibility to make most planning decisions apart from:
 - Major applications where a member has asked for an item to be put before the committee with specified reason.
 - Major applications made by the Authority.
 - Applications from employees or members.
 - Approving major applications that fall outside policy.
 - Major applications which in his opinion have generated significant and material third party representations.
 - Allocation of CIL
 - Weekly lists of planning applications received, called in and applications decided would still be available to all members.
 - The Senior Management Team would continue to meet monthly, now virtually, with the Authority Chair and Deputy Chair, and the Committee Chairs and Deputies to provide strategic guidance and review decisions that had been taken.
 - As meetings would not be happening in person any representation from the public would need to be in writing, preferably by email.
 - In summary to his update the Chief Executive concluded:
 - Trust was needed from Officers, Members and the Public. Everybody was working in the best interest of the National Park at this difficult time.
 - Some things would not be as seamless or productive as under the 'normal' way of working. As soon as the national emergency had ceased business would revert to the 'normal' system.
 - Excellent communication was needed on all sides and the Chief Executive advised that email was the preferable form. Members were asked to submit any comments in a succinct and timely manner.
 - Officers would always err on the side of caution when in doubt.
 - In conclusion, the Chief Executive advised that stability was needed. The new systems had taken extensive work to establish and time should be allowed for them to become embedded.
195. The Chair advised members that the monthly Chairs and Senior Management Team would continue to meet virtually and would be reviewing how the new processes had worked. The notes of these meetings would be circulated to all members.
196. Sebastian Anstruther left the meeting.
197. In response to questions, Offices advised members of the following:
- It was only a small cohort of planning applications that the Director of Planning was not able to determine under delegated responsibilities.
 - Members would still receive the weekly lists in the same way that they have always done.
 - The new planning system would mean that members of the public would be unable to address the committee, but would be invited to submit any further comments in the form of email.
 - The Planning team had discussed prioritisation of caseload. MHCLG had requested that Local Authorities carry on with planning and use innovative skills and resources to keep

the planning system going. If needed, extensions of time could be used and it was thought that appeals for non-determination wouldn't be any quicker than an applicant agreeing to an extension of time.

- Many of the Host Authorities were intending to follow similar procedures to the SDNPA but a few were extending their scheme of delegations. This situation could change.
- Supplementary Planning Documents (SPD) would be circulated to Planning Committee members for comments, if there were any concerns the SPD would not be adopted.
- The SDNPA website would be clear to the public the definition of major applications.
- The new systems would be kept under constant review by the Chairs and Senior Management Team.
- The Senior Management Team received a daily report from HR on staff health and would make appropriate decisions on priorities.

198. Members made the following comments:

- Officers may need to give thought to emergency powers and time to run committees if the COVID-19 national emergency lasted longer than anticipated.
- Officers were supported in the approach taken to date and Members thanked the Authority staff for the extensive work put in to date to keep the Authority functioning through the difficult period.
- It was important that the Authority kept the trust of the public.
- Members needed more clarity around how the low proportion of planning applications that were unable to be determined through delegated powers could be decided.

199. The Chair closed the meeting at 4.27pm.