

# Dartmoor National Park Authority

## Public Minutes of Annual Meeting held on 28 June 2024

**Present:** Jerry Brook, Andrew Cooper, Will Dracup, Peter Harper, Gay Hill, James McInnes, Sally Morgan, Caroline Mott, John Nutley, Guy Pannell, Mark Renders, Philip Sanders, Catherine Shewan (Independent Person), Peter Smerdon, Dan Thomas, Mark Williams, Pamela Woods (Chair)

**Apologies:** Mike Jeffery, Mark Owen, Lois Samuel

**Officers in attendance:** Kevin Bishop (Chief Executive (National Park Officer)), Neil White (Head of Organisational Development), Penny Bailey (Business Support – Minutes), Cath Burnett (Business Support – Minutes)

The Chief Executive (National Park Officer) gave an update on Membership, formally welcomed new Members Mr Brook and Dr Seddon (who is due to start on 1 July) and thanked outgoing Members Mr Cooper and Mr Gribble for their achievements.

The Chief Executive informed the meeting that under Standing Orders it fell to him to preside over the first item of business, namely the election of Chair. Once elected, the Chair would conduct the rest of the meeting.

### **3578 Election of Chair**

The Monitoring Officer informed the meeting that two nominations had been received for Ms Woods. No other nominations had been received. Ms Woods confirmed her willingness to stand for election. Ms Woods thanked Members and Officers for their support. Ms Woods welcomed new Members and thanked all outgoing Members for their contributions.

#### **RESOLVED:**

Ms Woods was elected to serve as Chair until the next Annual Meeting.

### **3579 Election of Deputy Chair**

The Monitoring Officer informed the meeting that one nomination had been received for Mr Dracup. No other nominations had been received. Mr Dracup confirmed his willingness to stand for election.

#### **RESOLVED:**

Mr Dracup was elected to serve as Deputy Chair until the next Annual Meeting.

### **3580 Apologies and Declarations of Interest**

Apologies were received from Mr Jeffery, Mr Owen and Mrs Samuel.

Mr Harper declared a potential conflict of interest should he be appointed to the Dartmoor Steering Group, as he had been appointed as Assistant to the Commander in Charge of the Ten Tors event.

## **3581 Appointments to Committees, Sub-Committees and Working Panels**

### **Development Management Committee**

The Monitoring Officer reported that no written notifications had been received from any Members to signify that they did not wish to serve on the Committee.

#### **RESOLVED:**

All Members were appointed to serve on the Development Management Committee until the next Annual Meeting.

### **Audit and Governance Committee**

The Monitoring Officer advised that there is a requirement for ten Members to sit on the Audit and Governance Committee to include at least one local authority Member and one Member appointed by the Secretary of State. Expressions of interest had been received from Mr Dracup, Mr Harper, Mrs Hill, Mr McInnes, Mrs Morgan, Mr Nutley, Mr Renders, Mr Sanders and Ms Woods to serve on the committee. Mr Smerdon also expressed an interest to serve on the committee.

#### **RESOLVED:**

Mr Dracup, Mr Harper, Mrs Hill, Mr McInnes, Mrs Morgan, Mr Nutley, Mr Renders, Mr Sanders, Mr Smerdon and Ms Woods were elected to serve on the Audit and Governance Committee until the next Annual Meeting.

### **Standards Sub-Committee**

The Monitoring Officer advised that there is a requirement for six Members of the Audit and Governance Committee to sit on the Standards Sub-Committee, of whom at least two Members shall be appointed to the Authority by a local authority. Expressions of interest had been received from Mr Dracup, Mr Harper, Mrs Morgan, Mr Nutley, Mr Renders, Mr Sanders and Ms Woods.

Members agreed to increase the membership of the sub-committee for 2024/25 to seven.

#### **RESOLVED:**

Mr Dracup, Mr Harper, Mrs Morgan, Mr Nutley, Mr Renders, Mr Sanders and Ms Woods were elected to serve on the Standards Sub-Committee until the next Annual Meeting.

### **Park Management Working Panel**

The appointment of Members who had indicated an interest, as set out in the report, was proposed. The Chair reminded all that any Members can attend the Park Management Working Panel. Mr Nutley also expressed an interest in joining the panel.

**RESOLVED:**

Mr Dracup, Mr Harper, Mrs Hill, Mrs Morgan, Mrs Mott, Mr Nutley, Mr Owen, Mr Pannell, Mr Renders, Mrs Samuel, Mr Sanders, Mr Williams were appointed to serve on the Park Management Working Panel until the next Annual Meeting.

**Planning and Sustainable Development Working Panel**

The appointment of Members who had indicated an interest, as set out in the report.

**RESOLVED:**

Mr Dracup, Mrs Hill, Mrs Morgan, Mrs Mott, Mr McInnes, Mr Nutley, Mr Renders, Mr Sanders, Mr Smerdon, Mr Thomas, Mr Williams and Ms Woods were appointed to serve on the Planning and Sustainable Development Working Panel until the next Annual Meeting.

**3582 Election of Chair and Deputy Chair – Committees, Sub-Committees and Working Panels**

**Chair – Development Management Committee**

The Monitoring Officer informed the meeting that one nomination had been received for Mr Sanders. No other nominations had been received.

Mr Sanders confirmed his willingness to stand for election.

**RESOLVED:**

Mr Sanders was duly elected to serve as Chair of the Development Management Committee until the next Annual Meeting.

**Deputy Chair – Development Management Committee**

The Monitoring Officer informed the meeting that one nomination had been received for Mrs Mott. No other nominations had been received.

Mrs Mott confirmed her willingness to stand for election.

**RESOLVED:**

Mrs Mott was duly elected to serve as Deputy Chair of the Development Management Committee until the next Annual Meeting.

**Chair - Audit and Governance Committee**

The Monitoring Officer informed the meeting that one nomination had been received for Mrs Morgan. No other nominations had been received.

Mrs Morgan confirmed her willingness to stand for election.

**RESOLVED:**

Mrs Morgan was duly elected to serve as Chair of the Audit and Governance Committee until the next Annual Meeting.

**Deputy Chair – Audit and Governance Committee**

The Monitoring Officer informed the meeting that no nominations had been received.

Mr Renders was nominated to stand for election by Mrs Morgan. Mr Renders confirmed his willingness to stand for election.

**RESOLVED:**

Mr Renders was duly elected to serve as Deputy Chair of the Audit and Governance Committee until the next Annual Meeting.

**Chair – Standards Sub-Committee**

The Monitoring Officer informed the meeting that one nomination had been received for Mrs Morgan. No other nominations had been received. Mrs Morgan confirmed her willingness to stand for election.

**RESOLVED:**

Mrs Morgan was duly elected to serve as Chair of the Standards Sub-Committee until the next Annual Meeting.

**Chair – Park Management Working Panel**

The Monitoring Officer informed the meeting that one nomination had been received for Mr Harper. Mr Harper confirmed his willingness to stand for election.

**RESOLVED:**

Mr Harper was duly elected to serve as Chair of the Park Management Working Panel until the next Annual Meeting.

**Chair - Planning and Sustainable Development Working Panel**

The Monitoring Officer informed the meeting that one nomination had been received for Mr Smerdon. Mr Smerdon confirmed his willingness to stand for election.

**RESOLVED:**

Mr Smerdon was duly elected to serve as Chair of the Planning and Sustainable Development Working Panel until the next Annual Meeting.

### **3583 Appointments to Working Groups**

#### **Chair's Advisory Group**

The Monitoring Officer advised that Standing Orders anticipate a convention that the membership of this group will fall to the various Chairs of the Authority's Committees and Working Panels. Members indicated that they wished to continue to apply this convention.

#### **RESOLVED:**

Mr Dracup, Mr Harper, Mrs Morgan, Mr Sanders, Mr Smerdon and Ms Woods were appointed to serve, alongside the Chief Executive (National Park Officer), on the Chair's Advisory Group until the next Annual Meeting.

#### **Chief Executive Performance Review Group**

Membership is determined by the Authority at the Annual Meeting and usually consists of Chair and Deputy Chair of the Authority and Chair of Development Management Committee.

#### **RESOLVED:**

Mr Dracup, Mr Sanders and Ms Woods were appointed to serve on the Chief Executive Performance Review Group until the next Annual Meeting.

### **3584 Appointments to Outside Bodies 2024/25**

The Monitoring Officer asked Members to note that when an appointed Member representative is unable to attend a meeting, that Member will be required to contact the appointed substitute Member direct, at the earliest opportunity, to arrange for the substitute Member to attend the meeting in their absence.

The Monitoring Officer stated that this is in addition to Standing Order 5.3 which requires Members "to notify Parke of their apology not less than 3 days prior to the meeting."

Members were thanked for all who had expressed their interest in being a representative for internal and external bodies.

It was noted that Members may have been unclear about meetings/dates of some Outside bodies. The Authority will contact all external Outside bodies to advise of Member representation. The Authority will provide clarity, including expectations of role and agenda setting for Dartmoor Hill Farm Project Steering Group, Joint Advisory Committee on Provision of Housing for Local Needs and Land Availability Assessment Panel.

The Chief Executive (National Park Officer) stated that there was no Conflict of Interest with regard to Mr Harper's declaration as above (3580). Members considered the appointments to outside bodies for 2024/25.

#### **RESOLVED:**

Members were appointed to represent the Authority on outside bodies until the next Annual Meeting as per the attached schedule.

**3585 Calendar of Meetings 2024/25**

Members considered the Calendar of Meetings for 2024/25.

**RESOLVED:**

Members APPROVED the Calendar of Meetings for 2024/25.

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Committee/Working Panel/Group	2024/25 Member
<p><b>Development Management Committee</b></p> <p>Consisting of every Member of the Authority, unless they shall signify in writing that they do not wish to serve on the Committee.</p> <p>To exercise the Authority's development management functions as follows:</p> <ul style="list-style-type: none"> <li>- as a planning authority and mineral planning authority for Dartmoor National Park;</li> <li>- as the relevant authority under Parts I, II and III of the Planning (Listed Buildings and Conservation Areas) Act 1990; and</li> <li>- as the relevant authority for the purposes of the Town &amp; Country Planning (Environmental Impact Assessment) Regulations 2011.</li> </ul>	<p>Mr Jerry Brook  Mr William Dracup  Mr Peter Harper  Mrs Gay Hill  Mr Mike Jeffery  Mr James McInnes  Mrs Sally Morgan  Mrs Caroline Mott  Mr John Nutley  Mr Mark Owen  Mr Guy Pannell  Mr Mark Renders  Mrs Lois Samuel  Mr Philip Sanders  Dr Mary Seddon  Mr Peter Smerdon  Mr Daniel Thomas  Mr Mark Williams  Ms Pamela Woods</p>
<p><b>Audit &amp; Governance Committee</b></p> <p>Consisting of <b>Ten</b> Members, of whom at least <b>one</b> is a local authority Member and <b>one</b> a Member appointed to the Authority by the Secretary of State.</p> <p>The functions of the Audit &amp; Governance Committee:</p> <ul style="list-style-type: none"> <li>(a) to exercise such powers and decision-making duties as may be delegated to the committee by the Authority;</li> <li>(b) to scrutinise the activity of the Authority with particular reference to audit, governance, risk management, performance management and use of resources (including financial and human);</li> <li>(c) to maintain a sub-committee to deal with Standards issues;</li> <li>(d) to provide assurance to and make recommendations to the Authority, its committees and sub-committees as appropriate;</li> <li>(e) to report its findings and confirm the level of assurance that has received [In-year] to the whole Authority (via committee minutes, reviewed at Authority meetings, or other reports as determined);</li> <li>(f) to consider any relevant issue referred to it by the Chief Executive, Chief Finance Officer, Monitoring Officer, Head of Internal Audit or External Audit</li> </ul> <p>The Chair and Deputy Chair of the Authority shall be ex officio members.</p>	<p>Mr William Dracup  Mr Peter Harper  Mrs Gay Hill  Mr James McInnes  Mrs Sally Morgan  Mr John Nutley  Mr Mark Renders  Mr Philip Sanders  Mr Peter Smerdon  Ms Pamela Woods</p>

Committee/Working Panel/Group	2024/25 Member
<p><b>Standards sub-committee</b></p> <p>Consisting of <b>Six*</b> members of the Audit &amp; Governance Committee, of whom at least <b>two</b> shall be Members appointed by a local authority.</p> <p>The functions of the Standards sub-committee are:</p> <ul style="list-style-type: none"> <li>• to promote and maintain high standards of conduct by Members;</li> <li>• to advise the Authority on the adoption of a Code of Conduct pursuant to s.27(2) Localism Act 2010;</li> <li>• to assist Members to observe the Code of Conduct ;</li> <li>• to consider and determine complaints under the Code of Conduct.</li> </ul> <p><b>* Members agreed to increase to seven for 2024/2025</b></p>	<p><b>Mr Peter Harper</b>  <b>Mrs Sally Morgan</b>  <b>Mr John Nutley</b>  <b>Mr Mark Renders</b>  <b>Mr Philip Sanders</b></p> <p><b>Ex-officio Members:</b>  <b>Mr William Dracup</b>  <b>Ms Pamela Woods</b></p>
<p><b>Park Management Working Panel</b></p> <p>The Panel will meet to consider matters relevant to policy, priorities and performance in relation to the Authority’s statutory conservation and understanding and enjoyment purposes. The Panel is not a decision-making forum but aims to facilitate greater member involvement in policy development and the monitoring of delivery. There is no limit on the number of Members who can attend/be part of the Panel.</p>	<p><b>Mr William Dracup</b>  <b>Mr Peter Harper</b>  <b>Mrs Gay Hill</b>  <b>Mrs Sally Morgan</b>  <b>Mrs Caroline Mott</b>  <b>Mr John Nutley</b>  <b>Mr Mark Owen</b>  <b>Mr Guy Pannell</b>  <b>Mr Mark Renders</b>  <b>Mrs Lois Samuel</b>  <b>Mr Philip Sanders</b>  <b>Mr Mark Williams</b></p>
<p><b>Planning &amp; Sustainable Development Working Panel</b></p> <p>The Panel will meet to consider the work of the Authority relevant to its planning functions and engagement with socio-economic issues. The Panel is not a decision-making forum but aims to facilitate greater member involvement in policy development and the monitoring of delivery. There is no limit on the number of Members who can attend/be part of the Panel.</p>	<p><b>Mr William Dracup</b>  <b>Mrs Gay Hill</b>  <b>Mrs Sally Morgan</b>  <b>Mrs Caroline Mott</b>  <b>Mr James McInnes</b>  <b>Mr John Nutley</b>  <b>Mr Mark Renders</b>  <b>Mr Philip Sanders</b>  <b>Mr Peter Smerdon</b>  <b>Mr Daniel Thomas</b>  <b>Mr Mark Williams</b>  <b>Ms Pamela Woods</b></p>



Committee/Working Panel/Group	2024/25 Member
<p><b>Chair's Advisory Group (CAG)</b></p> <p><b>Membership</b> As determined by the Authority at its Annual Meeting, and usually:</p> <ul style="list-style-type: none"> <li>• Chair &amp; Deputy Chair of the Authority (ex officio)</li> <li>• Chair of the Development Management Committee</li> <li>• Chair of the Audit &amp; Governance Committee</li> <li>• Chair of the Park Management Working Panel</li> <li>• Chair of the Planning &amp; Sustainable Development Working Panel</li> <li>• Chief Executive (National Park Officer)</li> <li>• Other Officers or Members by invitation of the Chair of the Authority</li> </ul> <p><b>Remit</b></p> <ol style="list-style-type: none"> <li>1) to provide an informal forum for the exchange of information, discussion and debate on matters relating to the Authority</li> <li>2) to facilitate greater member involvement on all matters relevant to the Authority</li> <li>3) to provide an opportunity for early consideration of matters likely to come before future Authority meetings</li> <li>4) to provide a forum for panels and committees to highlight or raise issues they believe require fuller debate</li> </ol>	<p><b>Dr Kevin Bishop</b> <b>Mr William Dracup</b> <b>Mr Peter Harper</b> <b>Mrs Sally Morgan</b> <b>Mr Philip Sanders</b> <b>Mr Peter Smerdon</b> <b>Ms Pamela Woods</b></p>
<p><b>Chief Executive Performance Review Group (3)</b></p> <p>The purpose of the Committee is to carry out the target setting, performance review and appraisal functions in respect of the Chief Executive. The Review Group normally comprises the Chair and Deputy Chair of the Authority and the Chair of Development Management Committee.</p>	<p><b>Mr William Dracup</b> <b>Mr Philip Sanders</b> <b>Ms Pamela Woods</b></p>

## MEMBER APPOINTMENTS TO OUTSIDE BODIES 2024/2025

**Please Note:** *When an appointed Member representative is unable to attend a meeting, that Member will be required to contact the appointed substitute Member direct, at the earliest opportunity, to arrange for the substitute Member to attend the meeting in their absence.*

Body/Group	2024/25 Member
<p><b>Campaign for National Parks (1)</b>  <i>The Campaign for National Parks is a charity that works to protect and enhance the National Parks and areas that merit national park status, and to promote understanding and quiet enjoyment of them. (The member is invited by the Campaign, but approved by the Authority).</i></p>	<p>Mr Philip Sanders  Mrs Caroline Mott (Substitute)</p>
<p><b>Dartmoor Access Forum (2)</b>  <i>The Local Access Forum is a statutory advisory body established by the DNPA in accordance with the requirements of the CROW Act 2000. The Forum meets four times a year. At least one member should be a serving member of the Park Management Working Panel.</i></p>	<p>Mrs Sally Morgan  Mr Mark Owen</p>
<p><b>Dartmoor Commoners' Council (1 Member plus a substitute)</b>  <i>The Dartmoor Commoners' Council was set up under the provisions of the 1985 Dartmoor Commons Act, to regulate agricultural use of the commons. It consists of representatives of the commoners, the DNPA, the Duchy of Cornwall, common land owners and a Veterinarian Surgeon. It meets eight times a year.</i></p>	<p>Mr William Dracup  Mr Peter Smerdon (Substitute)</p>
<p><b>Dartmoor Hill Farm Project Steering Group (1)</b>  <i>The DNPA has secured funding via the Prince's Countryside Fund to extend work of the Dartmoor Hill Farm Project. The overall aim of the project is to contribute to the viability of farm businesses on Dartmoor in ways that help sustain the special qualities of the National Park. A new Steering Group has been appointed and will meet on at least three occasions in each year.</i></p>	<p>Mr Peter Harper  Mrs Lois Samuel (Substitute)</p>
<p><b>Dartmoor Rural Crime Partnership (5)</b>  <i>A joint initiative with Devon and Cornwall Police and other partners. It is recommended that the four Secretary of State Parish Members are appointed as 'community representatives' plus the Chair of the Authority. It is proposed to meet twice a year.</i></p>	<p>Mrs Gay Hill  Mr Mike Jeffery  Mr Mark Renders  Mr Mark Williams  Ms Pamela Woods</p>

Body/Group	2024/25 Member
<p><b>Dartmoor Steering Group (3)</b>  <i>The Steering Group was set up by Parliament following the 1975/76 inquiry conducted by Lady Sharp into the military training use of Dartmoor. Its purpose is to reconcile the (sometimes) competing interests of military training and national park designation and to seek ways of minimising the adverse impact of the training requirement at any one time. More recently the Group has focussed in a positive way on conservation and access benefits of the Defence Estate on Dartmoor. It consists of representatives of all the military interest, the DNPA, the Duchy of Cornwall, Natural England, Historic England and the Dartmoor Commoners' Council. It is served by the Dartmoor Working Party comprised of officers of the DNPA, MoD and other bodies. The Steering Group reports to the Department for the Environment, Food and Rural Affairs and the Ministry for Defence. It meets annually. (It is customary for the Chair and Deputy Chair to take two of these seats).</i></p>	<p>Mr Peter Harper  Mrs Caroline Mott  Ms Pamela Woods</p>
<p><b>Dartmoor Trust (1)</b>  <i>The Dartmoor Trust has one DNPA Member representative on the Board of Management. The purposes of the Trust closely reflect National Park purposes. The Trust was established by the DNPA as an independent charitable Trust in the early 1990s in order to harness public and other donations for the good of Dartmoor.</i></p>	<p>Dr Mary Seddon</p>
<p><b>Devon Communities Together (1)</b>  <i>Devon Communities Together (former Community Council for Devon) exists to promote local community interests. Member representation is required only at the Annual Conference and the Annual General Meeting.</i></p>	<p>Mr Peter Smerdon</p>
<p><b>Team Devon Joint Committee (1 plus a substitute)</b>  Team Devon (Leaders and Chief Executives) have agreed in principle to establish this Joint Committee to formalise the existing partnership that would create opportunities to strengthen joint work, partnership and collaboration. The proposed functions of the Team Devon Joint Committee are to: support continuous improvement and value for money in the ways that Devon's National Park Authorities, parish, town, district and county councils exercise their duties and responsibilities; and: contribute to environmental, economic and social wellbeing objectives for Devon's people and communities.  <b>It is proposed that the Chair of the Authority will be the Authority's representative on the Team Devon Joint Committee and that the Deputy Chair of the Authority will substitute for the Chair on the Team Devon Joint Committee.</b>   NB. Devon County Council are due to consider a report in August 2024 that, subject to approval, establish the Team Devon Joint Committee.</p>	<p>Ms Pamela Woods   Mr William Dracup (Substitute)</p>

Body/Group	2024/25 Member
<p><b>Joint Advisory Committee on Provision of Housing for Local Needs (3)</b>  <i>This is a joint advisory committee of the three District Councils in the National Park, the DNPA, Devon Communities Together and the Homes and Communities Agency (HCA). It exists to co-ordinate the planning functions of the NPA with the housing functions of the other bodies. It meets twice a year and is chaired by an Authority Member.</i></p> <p><b>Members agreed increase to 5 for 2024/25</b></p>	<p>Mrs Gay Hill  Mr Guy Pannell  Mr Mark Renders  Mrs Lois Samuel  Mr Philip Sanders</p>
<p><b>Land Availability Assessment Panel (3)</b>  <i>The Land Availability Assessment (LAA) Panel is set up to consider land submitted to the Call for Sites for the Local Plan. The Panel comprises professionals in their field such as land and estate agents, small and large developers, the Environment Agency and Highways Agency. Three Community Representatives, appointed from the Authority, may also attend the Panel. The purpose of the Panel is to consider whether a potential housing or employment site may be technically deliverable.</i></p> <p><b>Members agreed increase to 4 for 2023/24</b></p>	<p>Mrs Gay Hill  Mr Guy Pannell  Mrs Lois Samuel  Mr Dan Thomas</p>
<p><b>Meldon Viaduct Company (1)</b>  <i>In February 1999, the Meldon Viaduct Company was set up for the sole purpose of safeguarding and maintaining the Viaduct to ensure its future as a monument to Victorian engineering and as a valuable recreational resource. The appointed member will sit on the Board of Directors along with representatives from the Aggregate Industries Limited, Dartmoor Railway, Sustrans, and the County and Borough Councils. The group meets quarterly.</i></p>	<p>Mrs Caroline Mott</p>
<p><b>National Parks England (1)</b>  <i>A limited Company established by the ten English National Park Authorities to represent their views and promote their needs at a national level. The Directors of the Company are the respective Chairs of the National Park Authorities.</i></p>	<p>Ms Pamela Woods</p>
<p><b>National Parks Partnerships Limited (1)</b>  <i>A limited liability partnership established by all 15 UK National Parks as a vehicle to secure commercial sponsorship to fund conservation and recreation projects in the National Parks. It is recommended that the Chair of the Authority is formally appointed to the Partnership Board, as the Authority's representative, with the Chief Executive (National Park Officer) acting as a deputy. The Board will meet once a year.</i></p> <p><b>NB. During 2023/24 the Chair agreed that the Deputy Chair of the Authority (Mr Harper) would replace the Chair as the Authority's representative on the Partnership Board. During 2024/25 it was agreed that Mr Harper continue with this role, with Mr Dracup acting as Deputy.</b></p>	<p>Mr Peter Harper   Mr William Dracup (Substitute)</p>

Body/Group	2024/25 Member
<p><b>South West Water Recreation &amp; Conservation Forum (1)</b> <i>This Forum consists of representatives of South West Water, local authorities, the DNPA, conservation bodies and recreation user groups. It advises SWW on recreation and conservation issues on its land and water holding. It meets twice a year.</i></p>	Dr Mary Seddon

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