

DARTMOOR NATIONAL PARK AUTHORITY

ANNUAL MEETING

Friday 30 June 2023

Present: A Cooper, W Dracup, G Gribble, P Harper, G Hill, M Jeffery, J McInnes, S Morgan, C Mott, J Nutley, N Oakley, G Pannell, M Renders, L Samuel, P Sanders, P Smerdon, M Williams, P Woods

Apologies: D Thomas

The Chief Executive (National Park Officer) gave an update on Membership, formally welcomed all new Members and thanked all outgoing Members for their achievements. The Chief Executive also welcomed and introduced new staff members.

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.

3494 **Election of Chair**

The Monitoring Officer informed the meeting that one nomination 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 for their confidence in re-electing her as chair of the Authority for another year, she stated that she considers it a privilege to be chair of the National Park Authority. Ms Woods also stated how lucky the Authority is to be led by Dr Bishop, all DNPA staff and members. Ms Woods welcomed new members Mr Jeffery, Ms Mott, Mr Pannell and Mr Williams and thanked all outgoing Members for their contributions.

RESOLVED:

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

3495 **Election of Deputy Chair**

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

RESOLVED:

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

3496 **Apologies and Declarations of Interest**

Apologies were received from Mr Thomas.

There were no declarations of interest.

3497 **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 Cooper, Mr Dracup, Mr Harper, Mrs Hill, Mr McInnes, Mrs Morgan, Mr Nutley, Mr Renders, Mr Sanders and Ms Woods to serve on the committee.

RESOLVED:

Mr Cooper, Mr Dracup, Mr Harper, Mrs Hill, Mr McInnes, Mrs Morgan, Mr Nutley, Mr Renders, Mr Sanders 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 Cooper, 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 2023/24 to eight.

RESOLVED:

Mr Cooper, 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 Members that all Members could attend Park Management Working Panel.

RESOLVED:

Mr Cooper, Mr Dracup, Mr Harper, Mrs Hill, Mr McInnes, Mrs Morgan, Mrs Mott, Mr Pannell, Mr Renders, Mrs Samuel, Mr Sanders, Mr Smerdon, 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, with the addition of Mr Nutley was proposed.

RESOLVED:

Mr Cooper, Mr Dracup, Mrs Hill, Mr McInnes, Mrs Morgan, Mrs Mott, 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.

3422 **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 Mr McInnes. No other nominations had been received.

Mr McInnes confirmed his willingness to stand for election.

RESOLVED:

Mr McInnes 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 Cooper was nominated to stand for election. Mr Cooper confirmed his willingness to stand for election.

RESOLVED:

Mr Cooper 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 Dracup. Mr Dracup confirmed his willingness to stand for election.

RESOLVED:

Mr Dracup 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 no nominations had been received for the Chair of Planning and Sustainable Development Working Panel.

Mr Smerdon was nominated to stand for election. 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.

3423 **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 Harper, Mr Sanders and Ms Woods were appointed to serve on the Chief Executive Performance Review Group until the next Annual Meeting.

3424 **Appointments to Outside Bodies 2023/24**

Members were notified that the requirements of attendance at meetings was as set out in Standing Orders, paragraph 5. Members considered the appointments to outside bodies for 2023/24.

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

RESOLVED:

Members were appointed to represent the Authority on outside bodies until the next Annual Meeting as per the attached schedule. Members determined not to make an appointment to the Heart of the South West Joint Committee and instructed officers to review membership of this committee with a view to withdrawing from it. It was noted that the Greater Dartmoor Local Enterprise

Action Fund had closed and thus there was no need to make an appointment to this committee.

3425 **Calendar of Meetings 2023/24**

Members considered the Calendar of Meetings for 2023/24.

RESOLVED:

Members APPROVED the Calendar of Meetings for 2023/24.

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MEMBER APPOINTMENTS TO COMMITTEES, WORKING PANELS 2023/24

Committee/Working Panel/Group	2023/24 Member
<p>Development Management Committee</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"> - as a planning authority and mineral planning authority for Dartmoor National Park; - as the relevant authority under Parts I, II and III of the Planning (Listed Buildings and Conservation Areas) Act 1990; and - as the relevant authority for the purposes of the Town & Country Planning (Environmental Impact Assessment) Regulations 2011. 	<p>Mr Andrew Cooper Mr William Dracup Mr George Gribble Mr Peter Harper Mrs Gay Hill Mr Mike Jeffery Mr James McInnes (Deputy Chair) Mrs Sally Morgan Ms Caroline Mott Mr John Nutley Mr Guy Pannell Mr Mark Renders Mrs Lois Samuel Mr Philip Sanders (Chair) Mr Peter Smerdon Mr Daniel Thomas Mr Mark Williams Ms Pamela Woods</p>
<p>Audit & Governance Committee</p> <p>Consisting of Ten Members, of whom at least one is a local authority Member and one a Member appointed to the Authority by the Secretary of State.</p> <p>The functions of the Audit & Governance Committee:</p> <ul style="list-style-type: none"> (a) to exercise such powers and decision-making duties as may be delegated to the committee by the Authority; (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); (c) to maintain a sub-committee to deal with Standards issues; (d) to provide assurance to and make recommendations to the Authority, its committees and sub-committees as appropriate; (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); (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 <p>The Chair and Deputy Chair of the Authority shall be ex officio members.</p>	<p>Mr Andrew Cooper (Deputy Chair) Mr William Dracup Mr Peter Harper Mrs Gay Hill Mr James McInnes Mrs Sally Morgan (Chair) Mr John Nutley Mr Mark Renders Mr Philip Sanders Ms Pamela Woods</p>

MEMBER APPOINTMENTS TO COMMITTEES, WORKING PANELS 2023/24

Committee/Working Panel/Group	2023/24 Member
<p>Standards sub-committee</p> <p>Consisting of Six* members of the Audit & Governance Committee, of whom at least two 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"> • to promote and maintain high standards of conduct by Members; • to advise the Authority on the adoption of a Code of Conduct pursuant to s.27(2) Localism Act 2010; • to assist Members to observe the Code of Conduct ; • to consider and determine complaints under the Code of Conduct. <p>* Members agreed to increase to eight for 2023/2024</p>	<p>Mr Andrew Cooper Mr William Dracup Mrs Sally Morgan (Chair) Mr John Nutley Mr Mark Renders Mr Philip Sanders</p> <p>Ex officio members: Mr Peter Harper Ms Pamela Woods</p>
<p>Park Management Working Panel</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>Mr Andrew Cooper Mr William Dracup (Chair) Mr Peter Harper Mrs Gay Hill Mr James McInnes Mrs Sally Morgan Ms Caroline Mott Mr Guy Pannell Mr Mark Renders Mrs Lois Samuel Mr Philip Sanders Mr Peter Smerdon Mr Mark Williams</p>
<p>Planning & Sustainable Development Working Panel</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>Mr Andrew Cooper Mr William Dracup Mrs Gay Hill Mr James McInnes Mrs Sally Morgan Ms Caroline Mott Mr John Nutley Mr Mark Renders Mr Philip Sanders Mr Smerdon (Chair) Mr Dan Thomas Mr Mark Williams Ms Pamela Woods</p>

MEMBER APPOINTMENTS TO COMMITTEES, WORKING PANELS 2023/24

<p>Chair's Advisory Group (CAG)</p> <p>Membership As determined by the Authority at its Annual Meeting, and usually:</p> <ul style="list-style-type: none">• Chair & Deputy Chair of the Authority (ex officio)• Chair of the Development Management Committee• Chair of the Audit & Governance Committee• Chair of the Park Management Working Panel• Chair of the Planning & Sustainable Development Working Panel• Chief Executive (National Park Officer)• Other Officers or Members by invitation of the Chair of the Authority <p>Remit</p> <ol style="list-style-type: none">1) to provide an informal forum for the exchange of information, discussion and debate on matters relating to the Authority2) to facilitate greater member involvement on all matters relevant to the Authority3) to provide an opportunity for early consideration of matters likely to come before future Authority meetings4) to provide a forum for panels and committees to highlight or raise issues they believe require fuller debate	<p>Dr Kevin Bishop Mr William Dracup Mr Peter Harper Mrs Sally Morgan Mr Philip Sanders Mr Peter Smerdon Ms Pamela Woods</p>
<p>Chief Executive Performance Review Group (3)</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>Mr Peter Harper Mr Philip Sanders Ms Pamela Woods</p>

MEMBER APPOINTMENTS TO COMMITTEES, WORKING PANELS 2023/24

MEMBER APPOINTMENTS TO OUTSIDE BODIES 2023/2024

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.*

NB Attendance figures will be calculated from meetings that have taken place during the period 1 July 2023 to 30 April 2024 and will be reported in the final document to be appended to the Annual Meeting Agenda.

Body/Group	2023/24 Member
<p>Campaign for National Parks (1) <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</p> <p>Mr Andrew Cooper (Substitute)</p>
<p>Dartmoor Access Forum (2) <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 two times a year. At least one member should be a serving member of the Park Management Working Panel.</i></p>	<p>Mrs Sally Morgan</p> <p>Mr Mike Jeffery</p>
<p>Dartmoor Commoners' Council (1 Member plus a substitute) <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</p> <p>Mr Andrew Cooper (Substitute)</p>
<p>Dartmoor Hill Farm Project Steering Group (1) <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</p> <p>Mrs Lois Samuel (Substitute)</p>
<p>Dartmoor Rural Crime Partnership (5) <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> Members agreed to increase to 6 for 2023/24</p>	<p>Mrs Gay Hill</p> <p>Mr Mike Jeffery</p> <p>Mr Mark Renders</p> <p>Mr Peter Smerdon</p> <p>Mr Mark Williams</p> <p>Ms Pamela Woods</p>
<p>Dartmoor Steering Group (3) <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</p> <p>Mrs Caroline Mott</p> <p>Ms Pamela Woods</p>
<p>Dartmoor Trust (1) <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>Mr Andrew Cooper</p>
<p>Devon Communities Together (1) <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>Heart of the South West Joint Committee (1 Member plus a substitute) <i>The Joint Committee comprises representatives from all of the local authorities in Devon and Somerset including Plymouth and Torbay unitary authorities. It also includes membership from the Local Enterprise Partnership. It has been established to further joint working and implement the productivity strategy for the Heart of the South West.</i></p>	<p>Ms Pamela Woods recommended that the Authority pauses to review Membership. Members agreed.</p>
<p>Joint Advisory Committee on Provision of Housing for Local Needs (3) <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> Members agreed increase to 4 for 2023/24</p>	<p>Mrs Gay Hill Mr Guy Pannell Mr Mark Renders Mr Philip Sanders</p>
<p>Land Availability Assessment Panel (3) <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> Members agreed increase to 4 for 2023/24</p>	<p>Mr Andrew Cooper Mrs Gay Hill Mr Guy Pannell Mr Dan Thomas</p>
<p>Meldon Viaduct Company (1) <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 twice a year..</i></p>	<p>Mr James McInnes</p>
<p>National Parks England (1) <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>National Parks Partnerships Limited (1) <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>Ms Pamela Woods</p>
<p>South West Water Recreation & Conservation Forum (1) <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>	<p>Mrs Sally Morgan</p>