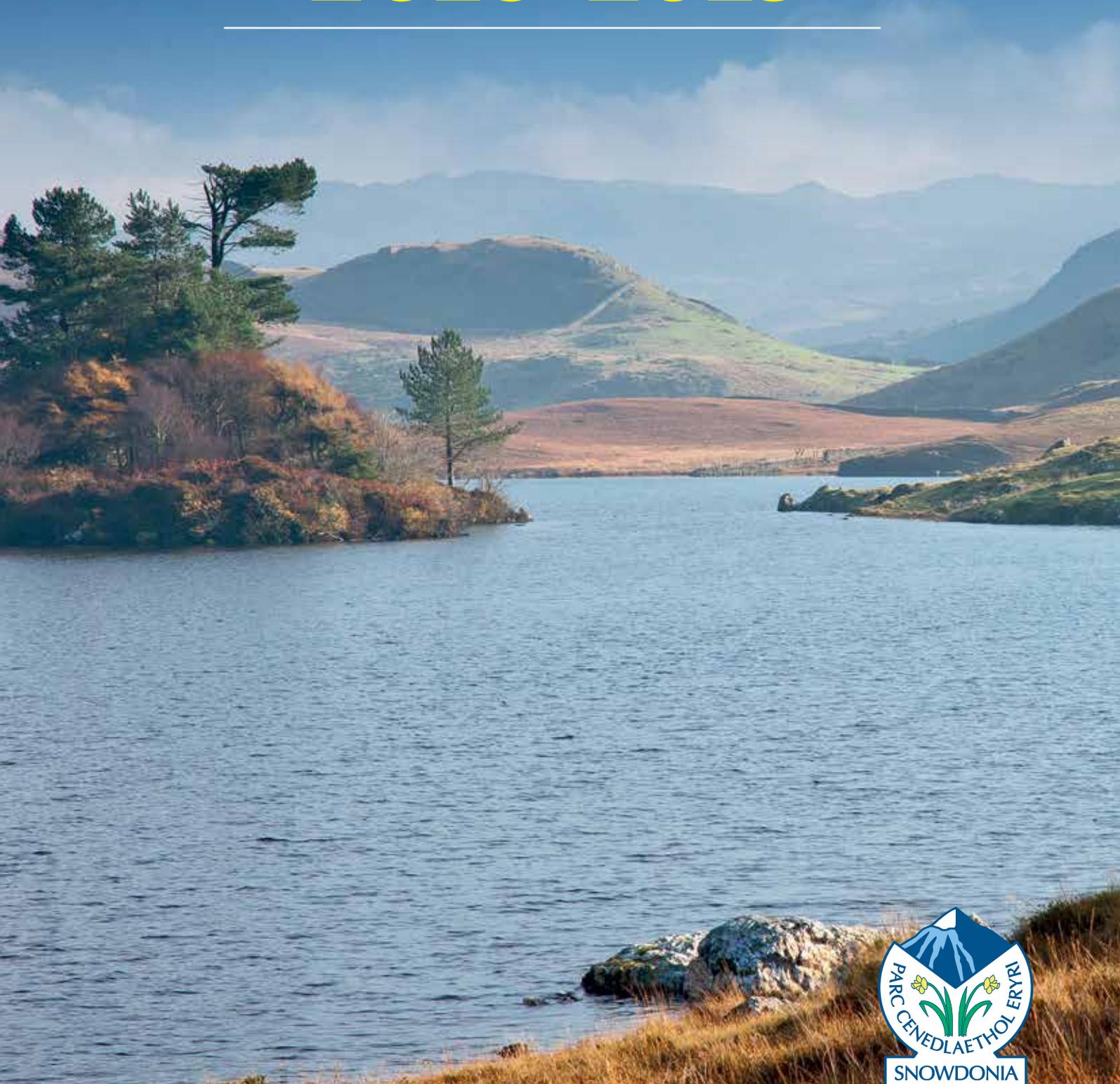


Snowdonia National Park Authority

# The Minutes Book

Volume (23)

# 2018-2019



The Authority sustains the environment, culture and community and promotes understanding and enjoyment of the Snowdonia National Park

PARC CENEDLAETHOL ERYRI  
lle i enaid gael llonydd

SNOWDONIA NATIONAL PARK  
one of Britain's breathing spaces

## **The Minutes Volume**

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**SNOWDONIA NATIONAL PARK AUTHORITY**  
**WEDNESDAY 25<sup>th</sup> APRIL 2018**

Mr. Owain Wyn (Chairman) (Welsh Government)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Wyn Ellis-Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Mrs. Marian W. Jones;

**Officers**

Mr. Emyr Williams, Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Dafydd Edwards, Mrs. Anwen Gaffey, Mrs. Sarah Roberts.

**Apologies**

Councillors Catrin Wager, Gethin Glyn Williams, Mr. Ceri Stradling.

**1. Chairman's Announcements**

- (1) the Chairman welcomed Councillor Wyn Ellis-Jones to the meeting. Councillor Ellis-Jones was appointed to fill the Conwy County Borough Council vacancy left by Councillor Chris Hughes. The Chairman advised that he had written to Councillor Hughes on behalf of Members, to thank him for his contribution and to convey best wishes for the future.
- (2) the Chairman asked Members to make every effort to attend the Member Development Day arranged on Friday 27<sup>th</sup> April 2018.
- (3) the Chairman advised that the Minister for Environment, Hannah Blythyn AM, had made a decision on the appointment of the two new Welsh Government appointees, and an announcement was expected in the coming weeks. The Chairman also referred to two recent statements by the Minister and outlined the main points as follows:-  
13<sup>th</sup> March 2018
  - the Minister confirmed that the designated landscapes review was now complete, with no intention to change National Park purposes. The Minister had recognised the value of National Parks and the Sandford Principle.
  - the Chairman welcomed the statement, although there was some disappointment that a third purpose had not been incorporated which would have assisted the National Parks to support the social and economic wellbeing of their communities.17<sup>th</sup> April 2018
  - the Minister's second priority was to work with the National Parks and the AONB's to enhance the value of nature for people across Wales. She had called on the National Parks and the AONB's to be exemplars of sustainable land management.

- (4) At a recent meeting, the Minister had listed her priorities and advised that a policy statement would be published in the coming months. There was no promise to change the settlement for 2019/20 and discussions had focussed on possible assistance for generating further commercial income.
- (5) the Chairman congratulated Mr. Gerald Williams on receiving the First Minister's Special Award as part of the 2018 St. David's Day Awards, in recognition of his contribution as custodian of Yr Ysgwrn.
- (6) the Chairman confirmed that Yr Ysgwrn project continues to gain recognition and has made the short list for the RICS and LABC Awards 2018 (Preservation and Regeneration) and the short list for the Arts and Business Cymru Awards 2018.

2. **Public Question Time**

Members were informed that no public questions had been received.

3. **Declaration of Interests**

No declarations of Personal Interests were made in respect of any item.

4. **Minutes**

The minutes of the Authority meeting held on 7<sup>th</sup> February 2018 were accepted and the Chairman signed them as a true record.

5. **Matters for Information arising from the minutes**

There were no matters arising.

6. **Annual Improvement Report 2017/18**

Submitted – The Annual Improvement Report 2017-18 by the Auditor General for Wales, together with a Summary Report.

Reported – The Chief Executive presented the Annual Improvement Report on behalf of the Wales Audit Office.

**RESOLVED to note the report and accept the proposals for improvement.**

7. **2018 Audit Plan**

Submitted – The Wales Audit Office 2018 Audit Plan.

Reported - The Chief Executive presented the Audit Plan 2018. He advised that his request for a reduction in Audit Fees of 10% had been refused and that the fees would remain as they are. Also, should the Audit Office feel there was a need for more work in any area, the cost would be in addition to the current fee.

The Chief Finance Officer confirmed that work was continuing on the Authority's Fixed Assets Register which had taken longer than anticipated to resolve.

Members thanked the Head of Finance and his team for their work.

**RESOLVED to note the contents of the 2018 Audit Plan.**

8. **Corporate Plan 2018/19**

Submitted – A report by the Director of Corporate Services together with a copy of the Corporate Plan 2018/19, for adoption.

Reported – The Director of Corporate Services presented the report and Corporate Plan 2018/19. He agreed to amend the logo in the Welsh report to reflect the English version, and that minor grammatical errors would be rectified.

**RESOLVED**

1. **to adopt the draft Improvement and Well-being Objectives.**
2. **to adopt the Corporate Plan 2018/19 and approve its publication in accordance with the guidelines.**

9. **Corporate Work Programme 2018-19**

Submitted – A report by the Director of Corporate Services to present the Authority's Corporate Work Programme for 2018-19.

Reported – The Director of Corporate Services presented the report and Corporate Work Programme. He outlined the projects, initiatives and specific actions that will be undertaken in order to fulfil the Authority's Improvement and Well-being Objectives and Service Priorities.

Members welcomed the report and congratulated the staff who had prepared the document.

**RESOLVED to note the report and formally adopt the Corporate Work Programme as a working document for 2018-19, as submitted.**

10. **Members' Working Group Reports**

Submitted – Reports of the Members' Working Group meetings held on 17<sup>th</sup> January and 7<sup>th</sup> March 2018.

Arising thereon: Minutes 7<sup>th</sup> March 2018

The Chairman referred to the North Wales Growth Deal, which consists of 24 projects, one of which was to secure the Trawsfynydd Nuclear Power Station's infrastructure for the future.

**RESOLVED to note the reports.**

11. **Annual Report of the Independent Remuneration Panel for Wales**

Submitted – A report by the Director of Corporate Services to discuss the Annual Report of the Independent Remuneration Panel for Wales.

Reported – The Director of Corporate Services presented his report and Members discussed the options available to them. Members also agreed to increase their contribution for the cost of meals and refreshments at Plas Tan y Bwlch.

**RESOLVED**

1. **to note the report.**

2. to adopt a senior salary of £6,075.00 for the Vice Chairman and the Chairs of Committees.
3. subject to individual voluntary agreement, to reduce the amount of basic salary by £80.00 per annum to cover lunch allowance.

12. **Calendar of Meetings**

Submitted – A timetable of meetings for the period 2018/2019.

Arising thereon, Members asked officers to forward the meeting dates electronically so as to ensure entry into their electronic diaries.

**RESOLVED**

1. to approve the timetable for 2018/19, as submitted.
2. to provide the information in electronic form.

13. **Meetings of other Organisations**

Submitted - Oral report on a recent meeting of an organisation that a Member had attended as a representative of the Authority.

Mr. Owain Wyn - Dyfi Biosphere Partnership

- preparing for the 10 year review by Natural Resources Wales; discussions about extending the area to include Bro Dysynni in the north, Carno to the east and Llanbadarn Fawr to the south; discussions on the danger of losing geographical focus and biodiversity.
- a presentation from Adam Thorogood, Woodland Trust on behalf of the Rewilding Britain Project. The preparation of a £ 3.8m bid over 5 years "Summit to the Sea" (100 sq. km north Cambrian Mountains and 200 sq. km of Cardigan Bay) was also discussed.
- a presentation by Gwawr Price, Visit Wales on "The Wales Way".

**RESOLVED to thank the Member and note the report.**

14. **The Financial Strategy: One-off Capital/Revenue Consideration Schedule 12A Local Government Act 1972: Exemption from disclosure of documents**

Submitted – A report by the Director of Corporate Services requesting Authority approval for the exemption of the subsequent report.

**RESOLVED that "The Financial Strategy: One-off Capital/Revenue Consideration" report be exempt from disclosure for the reasons outlined.**

15. **The Financial Strategy: One-off Capital/Revenue Consideration**

Submitted – A report by the Chief Executive for Members to discuss and approve the recommendation.

Reported – The Chief Executive presented the report and advised that whilst the potential capital funding for Plas Tan y Bwlch (Appendix 1, Item 1.3) had failed, the Authority had been awarded a one off amount of £970k, capital and revenue, for specific projects identified by the Welsh Government. The Chief Executive confirmed that he was still awaiting formal notification.

Members stated that if the Welsh Government continues to fund the National Parks with additional one off allocations on a permanent basis, further discussions were needed with the Minister, as this creates capacity problems for both the Authority and its staff.

**RESOLVED to note the report and formally support option two, as identified in the report to the Performance and Resources Committee. This entails transferring £18,200 baseline budget annually from the Access service to the Wardens service for the 2018/19 and 2019/20 financial years only.**

**The meeting ended at 11.05**

**SNOWDONIA NATIONAL PARK AUTHORITY  
ANNUAL GENERAL MEETING  
WEDNESDAY 6<sup>th</sup> JUNE 2018**

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Hannah Bentham, Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes, Edgar Wyn Owen, John Pughe Roberts, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Wyn Ellis Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Mrs. Marian Wyn Jones, Mr. Ceri Stradling, Mr. Owain Wyn;

**Officers**

Mr. E. Williams, Mr. G.I. Jones, Mr. J. Cawley, Mr. D. Edwards, Mr. E. Roberts, Ms. B. Hughes, Ms. N. Jones, Mrs. H. Pye, Mrs. A. Gaffey, Mrs. Sarah Roberts.

**Apology**

Councillor Elfed Powell Roberts.

1. **Chairman**

The Director of Corporate Services advised Members that in accordance with Standing Orders 5.2 and 5.3, he had received nominations proposing Mr. Owain Wyn as Chairman of the Authority.

**Mr. Owain Wyn was elected Chairman of the Authority.**

The Chairman thanked Members for their support.

2. **Vice-Chairman**

The Director of Corporate Services advised Members that in accordance with Standing Orders 5.2 and 5.3, he had received nominations proposing Councillor John Pughe Roberts as Vice Chairman of the Authority.

**Councillor John Pughe Roberts was elected Vice-Chairman of the Authority.**

The Vice-Chairman thanked Members for their support.

3. **Chairman's Announcements**

- (i) The Chairman conveyed the Authority's best wishes to Councillor Catrin Wager who had resigned as a Member of the Authority due to other commitments. The Chairman, on behalf of Members, thanked Councillor Wager for her work and wished her every success in the future.
- (ii) The Chairman advised that Mrs. Marian Wyn Jones was attending her final Authority meeting. Mrs. Jones had reached the end of her term of office as a Welsh Government member and would be leaving the Authority on the 30<sup>th</sup> June 2018.

On behalf of Members, the Chairman expressed his appreciation to Mrs. Jones for her valuable service and expertise and her willingness to represent the Authority on numerous occasions.

Mrs. Jones thanked the Chairman and Members and expressed that she had enjoyed her time with the Authority. As an observation, Mrs. Jones felt that as Snowdonia was the only National Park in Britain not to have had a woman in a leading role, reflecting the equality of women should now be a priority.

- (iii) the Chairman confirmed that the Authority was still awaiting confirmation of the two new Welsh Government Members due to start on the 1<sup>st</sup> July 2018.
- (iv) the Chairman congratulated the following Members:-
  - Councillor Annwen Hughes elected as Chair of Gwynedd Council for 2018/2019.
  - Councillor Edgar Owen elected as Vice-Chairman of Gwynedd Council for 2018/2019.
  - Councillor Elwyn Edwards elected as Chairman of the Planning Committee, Gwynedd Council for 2018/2019.
  - Councillor Freya Bentham for winning the Federation of Small Businesses 'Young Entrepreneur' Award.
- (v) the Chairman congratulated Ms. Beca Roberts, Tregarth, on winning the Geraint George Scholarship 2018.
- (vi) the Chairman asked Members to make every effort to attend the Member Development Day on Friday 29<sup>th</sup> June 2018.
- (vii) the Chairman was pleased to announce that the Authority had won the following Awards for Yr Ysgwrn development:-
  - the RSAW Welsh Architecture Award 2018, RSAW Conservation Award 2018, RSAW Project Architect of the Year 2018 and RSAW Building of the Year 2018
  - the RICS Awards Wales 2018 – Best Conservation Category winner
  - short-listed for the Arts, Business & Young People Award.
- (viii) the Chairman advised that The Secretary of State for Environment, Food and Rural Affairs, Michael Gove, had announced a review of National Parks (10) and Areas of Outstanding Natural Beauty (34) in England, to be undertaken by an Independent Panel and chaired by the author Julian Glover.

4. **Public Question Time**

Members were informed that no public questions had been received.

5. **Declarations of Interest**

No declarations of personal interest were made in respect of any item.

6. **Membership of the Authority**

Submitted - The Chief Executive's report on current membership of the Authority.

Arising thereon, the Chairman asked for one minor amendment to his telephone contact details.

**RESOLVED** subject to noting the amendment, to accept the report.

7. **Minutes**

The minutes of the Authority meeting held on 25<sup>th</sup> April 2018 were accepted and the Chairman signed them as a true record.

8. **Project Brief: Performance Audit Programme 2018-19 – Snowdonia National Park Authority**

Submitted – A report by the Wales Audit Office.

Reported – The Chief Executive presented the report on behalf of the Wales Audit Office and advised that paras. 3 and 4 outlined their programme of performance audits for 2018-19. The Wales Audit Office will continue to monitor the steps taken by the Authority to meet its Wellbeing Objectives and will also look at the Authority’s scrutiny methods.

Members discussed the Local Government Measure 2009 and its continued applicability for the Authority. Officers confirmed they were awaiting the outcome of a current consultation on the matter.

**RESOLVED to note the report, for information.**

9. **“Audit Enquiries” Document from Welsh Audit Office**

Submitted – A report by the Chief Finance Officer seeking Member approval of officer response to the Wales Audit Office “Audit Enquiries” document.

Reported – The Chief Finance Officer presented the report and advised upon the change in practice, which requires the Authority to consider the responses and formally approve the document, prior to its submission to the Wales Audit Office by 31<sup>st</sup> July 2018.

**RESOLVED to note the report and approve the response as submitted.**

10. **Appointment of Members to serve on Committees, Panels, Working Groups and External Representation**

Submitted - A report by the Chief Executive to appoint Members to serve on the following Committees, Panels, Working Groups and External Representation.

**RESOLVED**

1. **to appoint Members as follows:-**

(1) **COMMITTEES**

i) **Planning and Access Committee - All Authority Members**

ii) **Performance and Resources Committee - All Authority Members**

iii) **Standards Committee (Term of Office established by the Standards Committee (Wales) Regulations 2001)**

**Councillors Alwyn Gruffydd, Philip Capper; Mr. Ceri Stradling  
+ 3 Independent Members**

**(2) PANELS**

- i) **Single Status Grading Appeals Panel**  
3 Members + 2 substitute Members to be drawn from the Standards Committee membership by the Standards Committee

**(3) WORKING GROUPS**

- i) **Members' Working Group** - All Authority Members
- ii) **Local Joint Working Group**  
Councillors Ifor Glyn Lloyd, Elwyn Edwards, Edgar Wyn Owen;  
Mr. Owain Wyn.
- iii) **Yr Ysgwrn Management Group** (One vacancy remains for a new Welsh Assembly Member)  
Councillors Alwyn Gruffydd, Elwyn Edwards, Annwen Hughes, Elfed Powell Roberts; Mr. Owain Wyn.
- iv) **Plas Tan y Bwlch Management Board**  
Councillor Freya Bentham; Ms. Tracey Evans, Mr. Ceri Stradling.

**(4) AUTHORITY ADVISORY COMMITTEES**

- i) **Celyn, Tegid and Tryweryn Advisory Conference**  
Councillors Elwyn Edwards, Ifor Glyn Lloyd, Gethin Glyn Williams;  
Mr. Brian Angell.
- ii) **Eryri Forum**  
Mr. Owain Wyn (Chairman)  
Councillor John Pughe Roberts (Vice Chairman)  
Councillors Alwyn Gruffydd, Ifor Glyn Lloyd; Mr. Brian Angell.
- iii) **Local Access Forums**  
**South:** Councillor Gethin Glyn Williams  
**North:** Ms. Tracey Evans
- iv) **Eryri Equality Forum**  
Councillor Ifor Glyn Lloyd

**(5) TASK AND FINISH GROUPS**

- i) **Compliance**  
Councillors Elwyn Edwards, Ifor Glyn Lloyd, Edgar Wyn Owen;  
Mr. Ceri Stradling.
- ii) **Centres**  
Councillors Philip Capper, Alwyn Gruffydd, Wyn Ellis Jones, John Pughe Roberts, Gethin Glyn Williams.

- iii) **Assets Sub-Group** (One vacancy remains for the new Gwynedd Council Member and one vacancy for a new Welsh Assembly Member).  
Councillors Philip Capper, Gethin Glyn Williams;  
Mr. Brian Angell, Mr. Ceri Stradling.  
(Reserve Member: Mr. Owain Wyn)
- (6) **MEMBER CHAMPIONS**
  - i) **Biodiversity Champion**  
Councillor John Pughe Roberts
  - ii) **Cultural Heritage Champion**  
Councillor Elwyn Edwards
  - iii) **Member Development Champion**  
Councillor Wyn Ellis Jones
  - iv) **Health and Wellbeing Champion**  
Ms. Tracey Evans
- (7) **OTHER BODIES**
  - i) **Trawsfynydd Stakeholder Group**  
Councillor Elfed Powell Roberts
  - ii) **Joint Council for Wales**  
Mr. Ceri Stradling
  - iii) **National Trust, Beddgelert Local Liaison Committee**  
Councillor Alwyn Gruffydd
  - iv) **Campaign for National Parks**  
Mr. Owain Wyn (The 3 Welsh National Park Authorities are represented by a Member of the Authority which holds the National Parks Wales Secretariat)
  - v) **Alliance for National Parks Cymru**  
Mr. Owain Wyn
  - vi) **Welsh Local Government Association Council**  
Councillor Alwyn Gruffydd
  - vii) **Pen Llyn a'r Sarnau (SAC)**  
Councillor Freya Hannah Bentham
  - viii) **Snowdonia Green Key Initiative Executive Group**  
Councillor Alwyn Gruffydd
  - ix) **Aggregates Regional Technical Statement Members' Group**  
Mr. Owain Wyn (Reserve Member: Ms Tracey Evans)
  - x) **Energy Island Programme Strategic Forum**  
Councillor Alwyn Gruffydd

xi) **Dyfi Biosphere Partnership**  
Mr. Owain Wyn

xii) **Cambrian Coast Railway Liaison Conference**  
Councillor Freya Hannah Bentham

11. **Annual Governance Statement 2017/18**

Submitted – A report by the Head of Administration and Customer Care to approve the Annual Governance Statement and allow it to be signed by the Chairman and the Chief Executive.

Reported – The Head of Administration and Customer Care presented the report and advised that, for this year, the Wales Audit Office Annual Improvement Assessment for both 2016/17 and 2017/18 were included in the report.

**RESOLVED to note the report and approve the Annual Governance Statement incorporating the Snowdonia National Park Authority's Statement on Internal Control for the 2017/18 financial year.**

12. **Revenue and Capital Outturn Report 2017/18**

Submitted – A report by the Chief Finance Officer comparing, at service area level, the Authority's budgeted revenue and capital spending plans for 2017/2018 and the actual outturn expenditure for the year.

Reported – The Chief Finance Officer presented the report which provides details of virements, transfers and carry-forwards of revenue and capital budgets for formal approval. The Chief Finance Officer advised that the remaining balance available for redistribution (para. 2.3) now stood at £1,980 and not £5,455 as stated in the report.

The Chief Finance Officer thanked the Head of Finance and his staff for their work.

**RESOLVED**

1. **subject to the above amendments, to note the contents of the outturn report and approve the virements in the revenue and capital budgets as outlined in the report (section 3 and appendix 1 and para. 6.2).**
2. **to approve the transfers to and from earmarked reserves (£2,571,117 net movement) as outlined in the report (table in para 3.2).**
3. **to note the final position of directorates and services with regard to budgetary control (para 3.3 to 3.7 and appendix 2).**
4. **to approve the allocation of slippage and commitments (£787,069) (appendix 4).**
5. **to approve setting aside the balance of additional income and underspend from the 2017/18 financial year (£1,980) in the specific risks reserve (para 4.1).**
6. **to approve the Capital Financing Statement (part 5).**

13. **Annual Report on Actual Treasury Management Activity 2017/18**  
Submitted – A report by the Chief Finance Officer detailing the Authority's Treasury Management activity during 2017/2018, for information.

Reported – The Chief Finance Officer presented the report and confirmed that the Head of Finance was looking into depositing balances over the longer term as agreed at the Authority meeting in February 2018.

Arising thereon, Members and Officers discussed the Welsh Government's one off award of £2 million for specific projects as identified by them. Members were concerned that if the Welsh Government continues to fund the National Parks in this way, the Minister should be advised that this pattern of funding creates capacity problems for both the Authority and its staff. The Chief Executive confirmed that a paper would be submitted to Members in the autumn to consider and prioritise bids for last minute funds and to look at how the Authority can take a different approach should this pattern of funding continue.

**RESOLVED to note the report, for information.**

14. **Annual Report of the Monitoring Officer**  
Submitted – An information report by the Director of Corporate Services to advise Members on complaints referred to the Ombudsman during the period 2017/18 and the work of the Authority's Standards Committee.

**RESOLVED to note the report.**

15. **Members' Attendance**  
Submitted – An information report by the Director of Corporate Services detailing Member attendance at Authority and Committee meetings from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018.

**RESOLVED to note the report, for information.**

16. **W.L.G.A. Annual Conference and Dinner – Thursday 28<sup>th</sup> June 2018**  
**Venue Cymru, Llandudno**  
Submitted – An invitation to the WLGA's Annual Conference and Dinner.

**RESOLVED that Councillor Alwyn Gruffydd should represent the Authority at the W.L.G.A. Annual Conference 2018.**

17. **Welsh Language Standards**  
Submitted – A report by the Head of Administration and Customer Care together with the Authority's Welsh Language Standards 2017/18 Monitoring Report.

Reported – The Head of Administration and Customer Care presented the report. Members were asked to note a correction to the number of staff in the Communication and Education Service which should read '25' and that all 25 were Welsh speakers.

**RESOLVED** subject to the above amendment, to approve the report and authorise the Head of Administration and Customer Care to publish the 2017/18 Monitoring Report on the Authority's website.

18. **Members' Working Group Report**

Submitted – Report of the Members' Working Group held on 11<sup>th</sup> April 2018.

**RESOLVED** to note the report.

19. **Cynllun Eryri Consultation Document**

Submitted – A report by the National Park Partnerships Manager seeking member approval of the Cynllun Eryri Consultation Document prior to its submission for public consultation in July 2018.

Reported – The National Park Partnerships Manager presented the report which Members considered in detail.

**RESOLVED** to note the report and approve the Cynllun Eryri Consultation Document for public consultation.

20. **Governance of Yr Ysgwrn**

Submitted – A report by the Head of Education and Communications to update the Governance Structure of Yr Ysgwrn.

Reported – The Head of Education and Communications presented the report and provided Members with details of the proposed new management structures. The Chief Executive (the current chair of Yr Ysgwrn Project Group) indicated that although he would no longer be a permanent member of the Project Group, he would from time to time sit in on meetings. Membership was then discussed, in particular the fact that there were three vacancies on the Authority. It was felt that all skills and expertise of Members should be included, prior to any appointment onto the Board. Members discussed the relationship between Yr Ysgwrn Board and the Project Group and a Member recommended that one member should sit on both groups as a critical friend to provide a link between the two bodies.

Arising thereon, Members asked the Head of Education and Communication to convey their congratulations and thanks to Yr Ysgwrn team for their work and recent successes.

**RESOLVED**

1. to note the report.
2. subject to the changes set out above, to confirm the governance structure of Yr Ysgwrn for 2018 onwards.
3. to await the appointment of the three new Authority Members (1 Gwynedd Council vacancy and 2 Welsh Government vacancies) prior to appointing members to Yr Ysgwrn Board.
4. that the Chairman of Yr Ysgwrn Board be appointed as a member of Yr Ysgwrn Project Group.

21. **Europarc Federation Conference - Cairngorms NPA, 18-21 September 2018**

Submitted – A report by the Chief Executive to inform Members of the EUROPARC Conference 2018 and discuss representation from SNPA at the event.

Reported - The Chief Executive advised that the theme for the Conference was “Inspired by the Next Generation” and will focus on the important role for young people.

**RESOLVED**

1. **to note the report and authorise representation from Snowdonia at the Europarc Conference 2018. Ms. Tracey Evans indicated an interest in representing the Authority at the Conference.**
2. **to send 3 delegates (1 member and 2 officers) to the Europarc Conference and to delegate the decision on the actual representation to the Chairman and Chief Executive.**

22. **Meetings of other Organisations**

Submitted – An oral report on recent meetings of organisations which Members have attended as representatives of the Authority.

Mr. Owain Wyn

Partnership Council for Wales - WLGA

- Local Government Reform
- Policing Contribution to Partnership Work in Wales

23. **Minutes**

The following minutes were submitted for information:-

- (1) **Minutes of the National Parks Wales Executive Meeting held on 2<sup>nd</sup> October 2017.**
- (2) **Minutes of the Performance and Resources Committee held on the 21<sup>st</sup> March 2018.**

**The meeting ended at 11.50**

**SNOWDONIA NATIONAL PARK AUTHORITY  
WEDNESDAY 4<sup>th</sup> JULY 2018**

Mr. Owain Wyn (Chairman) (Welsh Government)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Hannah Bentham, Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Wyn Ellis Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Mr. Ceri Stradling;

**Officers**

Mr. G.I. Jones, Mr. J. Cawley, Mr. E. Roberts, Ms. N. Jones, Mr. R. Owen, Mrs. A. Gaffey.

**Apologies**

Councillor Judith Humphreys; Ms. Tracey Evans;  
Mr. E. Williams, Chief Executive;  
Mr. D.L. Edwards, Section 151 Officer.

1. **Chairman's Announcements**

- (i) the Chairman announced that Councillor Judith Humphreys had been appointed to the Gwynedd Council vacancy left by Councillor Catrin Wager.
- (ii) the Chairman confirmed that the Minister had sent out offer letters to the two prospective new SNPA Members. The press release announcing their appointment was still awaited, and the Chairman and Members noted their dismay at the length of time it had taken for the Welsh Government to fill the vacancies.
- (iii) the Chairman advised that, on behalf of Members, he had conveyed best wishes for the future to Mrs. Melanie Doel, the Chair of Brecon Beacons National Park Authority, on reaching the end of her term as a Welsh Government Member. The Chairman had also expressed the Authority's deepest sympathy to Mrs. Gwyneth Hayward, Chair of Pembrokeshire Coast National Park Authority, on the death of her husband.
- (iv) the Chairman asked Members to note that the 'Snowdonia Charity Cyclists', of which he was a Member, would be fundraising for Prostate Cancer in September, by cycling from Llyn Tegid to Lake Windermere and on to Loch Lomond.

2. **Declarations of Interest**

Councillor Gethin Glyn Williams declared both a personal and prejudicial interest in item 3 on the Agenda, under paragraphs 10 (2) (c) (i) and 12 (1) of the Code of Conduct for Members, and left the meeting whilst the matter was being discussed.

### 3. **Life+ Celtic Rainforest Project**

Submitted – A report by the Chief Executive to formally accept LIFE+ funding for the Celtic Rainforest Project.

Reported – The Director of Planning and Land Management presented the report and advised that Rhys Owen, the Head of Conservation, Woodlands and Agriculture was present at the meeting to provide further details. The Director of Planning and Land Management thanked the RSPB whose work had been exceptional in preparing the submission and also thanked the Head of Conservation, Woodlands and Agriculture and his staff who had accomplished a great deal in a very short time.

Members and Officers discussed the project in detail and made the following observations:-

- officers confirmed that a partnership agreement would be prepared by the Authority's Solicitor, which would bind the partners to their commitment, and mitigate the Authority's risk.
- resource implications were discussed, and officers advised that as the project was over a 7 year term, the Authority's commitment was manageable. The Section 151 Officer had also confirmed his support for the project.
- Members and Officers agreed that Brexit and the Euro/Sterling exchange rate would be the project's biggest risk. The RSPB had recommended the exchange rate be set at 1.25, and as it was currently 1.14, it was to the project's advantage when the rate was lower.
- Members were reassured that Welsh Government funding was guaranteed. The Green Infrastructure Fund would provide the £2m in three instalments of £1m and 2 x £500k.
- Members raised the issue of complex European audit requirements and record keeping obligations, of which officers were aware. The Authority has some experience in managing other European projects, such as Hafod Eryri, and as Natural Resources Wales were currently running 2 life projects, officers hoped to work alongside the NRW to benefit from their expertise.
- officers confirmed that all partners were aware of the associated reputational risks and as professional bodies were conscious of their obligations.
- the project will allow the Authority to work both in partnership and outside its boundary.
- mitigation plans were being prepared for how the project will be perceived, the different models being used at the different sites, and a methodology to determine how the information will be circulated. A part time communications officer will be part of the team, who can provide information on how and why the work is being undertaken. Members and officers agreed that some areas could prove more difficult to manage than others, such as Nant Gwynant's 'Rhododendron in Bloom', and in such cases, an amnesty would be proposed for swapping to non-invasive species etc.

## **RESOLVED**

- 1. to note the report.**
- 2. to formally accept LIFE+ funding on behalf of the partners.**
- 3. to confirm use of the identified reserves, revenue budgets and staff in-kind contributions as specified, for the purpose of this project.**
- 4. to provide training for Members on the Project and the Communication Strategy in due course, possibly in January 2019.**

#### **4. Yr Ysgwrn's Museum Accreditation**

Submitted – A report by the Head of Education and Communication together with accreditation documents for adoption.

Reported – The Head of Education and Communication presented the report and advised that details of all aspects of the site's management, its aims and objectives over the next 5 years, and the resources available to deliver them were outlined in

Appendix 1. The Head of Education and Communication also circulated a correction to para. 5.3 Statistical Analysis, noting that the net cost was £11k more than reported and should have included staff costs currently paid by HLF, bringing the net cost to £63,323. The target for the Authority from December 2019 was to achieve a net cost of £17k. The Head of Education and Communication recognised the challenge and Members were advised that a workshop was being arranged to look in detail at staffing levels and costs, to consider a business case for revising the current opening hours, options for increasing income etc., with the ultimate aim of making Yr Ysgwrn sustainable.

Members considered the report and accreditation documents in detail, and made the following observations:-

- officers need to ensure that cost cutting measures don't affect income generation.
- officers reassured Members that saving staff costs and reducing opening hours over the winter months would not affect Yr Ysgwrn's museum accreditation and that local museums also adapt to seasonal trends.
- Museum status will provide a financial advantage in the long term.
- the proposed opening hours should be included in Appendix 3.

Members congratulated Yr Ysgwrn team for their work and their recent successes and awards.

## **RESOLVED**

- 1. to note the report and appendices.**
- 2. subject to including the proposed opening hours in Appendix 3, to approve the submission as part of the Authority's application for museum accreditation, as submitted.**

#### **5. Governance of Yr Ysgwrn**

Submitted – A report by the Head of Education and Communication to appoint Members to Yr Ysgwrn Board.

**RESOLVED to defer consideration at this time and to delegate authority to the Performance and Resources Committee to appoint Members, if necessary.**

**The meeting ended at 11.50**

**SNOWDONIA NATIONAL PARK AUTHORITY**  
**WEDNESDAY 26<sup>th</sup> SEPTEMBER 2018**

Mr. Owain Wyn (Chairman) (Welsh Government)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Hannah Bentham, Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Judith Humphreys;

**Members appointed by Conwy County Borough Council**

Councillors Wyn Ellis Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Mr. Ceri Stradling, Ms. Tracey Evans, Mr. Neil Martinson, Ms Elinor Gwynn;

**Officers**

Mr. Emyr Williams, Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Emyr Roberts, Mr. Dafydd Edwards, Ms. Naomi Jones, Mrs. Sarah Roberts.

**In attendance**

Sioned Williams – Wales Audit Office

**Apologies**

Councillors Philip Capper, Gethin Glyn Williams;

**1. Chairman's Announcements**

- (i) the Chairman welcomed Councillor Judith Humphreys, Mr. Neil Martinson and Ms. Elinor Gwynn to their first Authority meeting.
- (ii) the Chairman, on behalf of Members, conveyed the Committee's deepest sympathy to Mr. Emyr Williams on the death of his father. Members and officers stood as a mark of respect.
- (iii) the Chairman asked Members to note that Mr. Edward Evans had been appointed as Chairman of the Brecon Beacons National Park Authority.
- (iv) the Chairman advised that he had attended a reception for the Welsh Government's Presiding Officer at the National Eisteddfod on the 9<sup>th</sup> August, 2018.
- (v) the Chairman advised upon the Minister's visit to Yr Ysgwrn and the Trawsfynydd Heritage Centre on the 15<sup>th</sup> August 2018.
- (vi) the Chairman reminded Members that the deadline for the consultation response to Cynllun Eryri was due by the end of September.
- (vii) the Chairman advised that following the Eryri Local Development Plan Hearing, there will be a further consultation on any changes.
- (viii) the Chairman reported that Mr. Gwilym H. Jones, the Head of Cultural Heritage, would be retiring from the Authority at the end of the month after more than 20 years' service.

**2. Public Question Time**

Members were informed that no public questions had been received.

3. **Declarations of Interest**

Ms Elinor Gwynn declared both a personal and prejudicial interest in item 17, 18 and 19 on the Agenda, under paragraphs 10 (2) (c) (i) and 12 (1) of the Code of Conduct for Members, and left the meeting whilst the matters were being discussed.

4. **Minutes**

The minutes of the Authority meeting held on the 6<sup>th</sup> June and 4<sup>th</sup> July 2018 were accepted and the Chairman signed them as a true record.

5. **Matters for information arising from the minutes**

Minutes 4<sup>th</sup> July, 2018

Item No. 3 – Life+ Celtic Rainforest Project

The Chief Executive confirmed that staff contracts had been prepared and appointments to the various posts would be made in due course.

Item No. 4 - Yr Ysgwrn's Museum Accreditation

The Head of Education and Communication confirmed a response was expected by 28<sup>th</sup> September 2018.

Minutes 6<sup>th</sup> June, 2018

Committee Vacancies

The Director of Corporate Services asked Members to refer to Item No. 7 on the agenda.

6. **Action Log**

Submitted – An Action Log of strategic actions arising from decisions taken during meetings of the Authority.

Reported – The Director of Corporate Services presented the report which Members considered in detail. The Head of Education and Communication confirmed that:-

Authority Meeting 04.07.18: Action Item 4 - Yr Ysgwrn's Museum Accreditation

This action was now complete and could be removed from the Action Log.

**RESOLVED to note the Action Log and to remove Action Item 4 as outlined.**

7. **Committee Vacancies**

Submitted – A Report by the Director of Corporate Services to appoint Members to further vacancies on the Authority's Committees, Panels, Working Groups and to represent the Authority at meetings of other organisations for the forthcoming year.

Reported – The Director of Corporate Services presented the report and background. Members were informed that Councillor Gethin G. Williams had advised that he was unable to continue as the Authority's representative on the Southern Area Access Forum.

**RESOLVED**

**1. to appoint Members as follows:**

- i) Yr Ysgwrn Management Board – Cllr. Elfed P. Roberts, Cllr. Elwyn Edwards; Ms Elinor Gwynn.

- ii) **Assets Sub-Group – Cllr. Ifor G. Lloyd; Mr. Neil Martinson.**
  - iii) **Southern Area Local Access Forum – Cllr. John Pughe Roberts.**
2. **to provide the Members of the Assets Sub Group with a current list of the Authority’s assets.**

8. **Governance of Yr Ysgwrn**

Submitted – A report by the Head of Education and Communication to update Members on the Governance Structure of Yr Ysgwrn.

Reported – The Director of Corporate Services advised that this matter had been dealt with under Item No. 7 above.

**RESOLVED to note the report.**

9 (a) **Statement of Accounts 2017/18**

Submitted – A report by the Chief Finance Officer to approve the Statement of Accounts and the Final Letter of Representation

Reported – The Chief Finance Officer presented the report, Statement of Accounts and the Final Letter of Representation for approval. The Chief Finance Officer apologised for presenting late papers for this item due to re-location of the Pension Reserve liability.

9 (b) **ISA 260 Audit of the Financial Statements – Snowdonia National Park Authority**

Submitted – The Audit of Financial Statements report.

Reported – Ms. Sioned Williams, Wales Audit Office, presented the report and addendum (included with the late papers) and advised upon the key issues. Ms. Williams confirmed that she would be presenting the Authority with an unqualified audit report and thanked the Authority’s finance team for their assistance and co-operation.

The Chairman thanked Sioned Williams for attending to present the report.

**RESOLVED**

1. **to note the report.**
2. **to approve the Statement of Accounts and the Letter of Representation.**
3. **to authorise the Chairman and the Chief Finance Officer to sign the Letter of Representation on behalf of the Authority following approval of the Authority’s financial statements. (Appendix 2 of the Financial Statements and Appendix 1 of the Addendum to the ISA 260 Report)**

10. **Budget Update**

Submitted – A report by the Chief Finance Officer to inform members of the addition of the 2017/18 slippage into the 2018/19 baseline budget, and to advise upon significant virements. The report also provided Members with an update on progress against the revenue and capital budgets and projected final position for the financial year.

Reported – The Head of Finance presented the report and provided members with further information on the detailed figures.

The Chief Finance Officer thanked the Head of Finance and his staff for their work.

**RESOLVED**

1. to note the report and confirm the proposed actions, namely the allocation of slippage from 2017/18 (table in para. 3.1).
2. to approve the budget virement noted (para. 6.2).

11. **Annual Report and Improvement Plan 2017/18**

Submitted – A report by the Director of Corporate Services to adopt the Annual Report and Improvement Plan and approve its publication by 31<sup>st</sup> October 2018.

Reported – The Director of Corporate Services presented the report and the Annual Report and Improvement Plan.

**RESOLVED to adopt the Annual Report and Improvement Plan for 2017-18 and approve its publication by the 31<sup>st</sup> October 2018.**

12. **Annual Report – The Learning Strategy**

Submitted – A report by the Head of Education and Communication to update Members on progress.

Reported – The Head of Education and Communication presented the Annual Report and Strategy which Members considered in detail. Members made the following observations:-

- to welcome the Annual Report and Strategy.
- to consider the potential for working with local outdoor centres to benefit from their expertise.
- need to encourage more young people to participate in schemes.
- the Head of Education and Communication confirmed that the Authority provides educational resources for schools.
- that a Task & Finish Group be established to discuss the Strategy in more detail.

**RESOLVED**

1. to note the Annual Report and Learning Strategy and approve the programme for 2018-19.
2. to establish an Education Task and Finish Group to work with officers to develop and discuss the Strategy in more detail.  
**Members were appointed as follows:-  
Councillor Wyn Elis-Jones, Judith Humphreys; Ms. Tracey Evans,  
Ms. Elinor Gwyn, Mr. Neil Martinson.**

13. **Annual Report – The Communication Strategy**

Submitted – A report by the Head of Education and Communication to update Members.

Reported – The Head of Education and Communication presented the Annual Report and Strategy which Members considered in detail. Members made the following observations:-

- members agreed it was a very challenging field.
- there is a need to be clear on business objectives.
- members noted the lack of resources including staff.
- need to ensure that the images used in the Strategy Document gives the correct message with regard to safety etc.
- need to further develop use of volunteers and social media.
- that a Task and Finish Group be established to assist officers with this work.

#### **RESOLVED**

- 1. to note the Annual Report and Communication Strategy and approve the programme for 2018-19**
- 2. to establish a Communication Task and Finish Group to work with officers to develop and discuss the Strategy in more detail.**  
**Members were appointed as follows:-**  
**Councillor Ifor Glyn Lloyd; Ms. Tracey Evans, Ms. Elinor Gwyn, Mr. Neil Martinson.**

#### **14. Working Group Reports**

Submitted – Reports of the Members' Working Group meetings held on 23<sup>rd</sup> May and 4<sup>th</sup> July 2018.

**RESOLVED to note the reports.**

#### **15. Welsh Members' Seminar: 5<sup>th</sup> – 6<sup>th</sup> November 2018 Pembrokeshire Coast National Park**

Submitted – The Chief Executive provided Members with an oral update on arrangements for the forthcoming Welsh Members' Seminar.

**RESOLVED to note the report, for information.**

#### **16. Meetings of other Organisations**

Submitted – Oral reports on recent meetings of organisations that Members had attended as representatives of the Authority.

##### Councillor Alwyn Gruffydd

##### Wales Planning Conference

- a review of TAN 15 will take place in January 2019.

##### Planning Conference, Llandudno

- discussions had focussed on the economy / financial cutbacks

##### Energy Island Programme Strategic Forum

- still awaiting confirmation with regard to financial security of the scheme. It was anticipated that Wylfa newydd would be built within two years. Mathew Clarke had now left his post and Chris Bowbrick appointed to the vacancy.

##### Trawsfynydd Decommissioning

- technology was still being developed.

Ms. Tracey Evans

Europarc Conference 2018

- there was a need to inspire young people. There was a lack of young people on the Authority.
- a new youth manifesto was launched at the Conference.
- a presentation will be provided for Members at the Authority meeting in December.

Mr. Owain Wyn

Dyfi Biosphere Partnership

- Dr. Iolo ap Gwynn had stood down as Chairman.
- the Partnership had received the UNESCO Status 10 Year certificate.

Pen Llyn a'r Sarnau

- an Action Plan has been agreed for the next 3 years.
- problems had arisen regarding lack of management at Morfa Gwyllt Lagoon due to uncertainty of ownership.
- a group of volunteers were part of a scheme which helped remove litter from Criccieth beach.
- Natural Resources Wales had reported sightings of an Angel shark at Penllyn.

**RESOLVED to thank Members and note the reports.**

17. **The Financial Challenge 2018/19 – 2019/20**

Submitted – A report by the Chief Executive to formally review the adopted two year financial plan.

Reported – The Chief Executive presented the report and outlined the main points. He advised that reinstatement of the budget should for now be considered as a “cash boost”.

Arising thereon, the Chief Finance Officer confirmed his support for the proposal as outlined in the Chief Executive’s report.

**RESOLVED**

1. to note the report and review the adopted two year financial plan.
2. to maintain income generation targets for the next two years as identified in the two-year financial plan.
3. to review reducing costs / efficiencies actions as identified in paragraph 5.2 of this paper.
4. to remove the financial target for restructuring and repurposing the Authority staff structure from the two-year financial plan.
5. to agree to consider the part-two report on the Agenda.

18. **Schedule 12A Local Government Act 1972: Exemption from disclosure of documents**

Submitted – A report by the Director of Corporate Services requesting Authority approval for the exemption of the subsequent report.

**RESOLVED** that “The Financial Challenge 2018/19 – 2019/20 Review of the Two Year Financial Plan: Staffing Implications” report be exempt from disclosure for the reasons outlined.

19. **The Financial Challenge 2018/19 – 2019/20 Review of the Two Year Financial Plan: Staffing Implications**

Submitted – A report by the Chief Executive to formally review the adopted two-year financial plan: Staffing implications.

Reported – The Chief Executive presented the report and outlined the main points.

Members considered the report in detail.

**RESOLVED**

1. to note the report and authorise the removal of the actions from the two-year financial plan as outlined in para. 2.1 of the report.
2. to work with the officers concerned to evolve their roles within the Authority.

**The meeting ended at 13.00**

**SNOWDONIA NATIONAL PARK AUTHORITY**  
**WEDNESDAY 17<sup>th</sup> OCTOBER 2018**

Mr. Owain Wyn (Chairman) (Welsh Government)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes, Judith Humphreys, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillors Wyn Ellis Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Mr. Ceri Stradling;

**Officers**

Mr. E. Williams, Mr. G.I. Jones, Mr. J. Cawley, Mr. E. Roberts, Mrs J. Worrall, Mrs. A. Gaffey.

1. **Apologies**

Councillors Freya Bentham, Philip Capper; Ms. Elinor Gwynn, Mr. Neil Martinson; Mr. D.L. Edwards, Section 151 Officer.

2. **Declarations of Interest**

No declarations of Personal Interests were made in respect of any item.

3. **SNPA Staff Restructuring**

Submitted – A report by the Chief Executive to consider and approve proposals for the Authority's Staff Structure.

Reported – The Chief Executive presented his report recommending that Members support the proposals and bring a difficult time for both the Authority and its staff to an end. He confirmed that the Authority's staff were eager for this matter to be concluded without further delay, and that they were aware of the need to change current working practices/staff structures in order to meet the wellbeing goals outlined in The Well-being and Future Generations (Wales) Act 2015.

Members considered the report in detail and made the following observations:-

- the Welsh Government's priorities paper for Areas of Outstanding Natural Beauty and National Parks "Valued and Resilient", now provides the Authority with a strategic direction.
- some Members were not fully in favour of the new Engagement Service as presented and were of the opinion that the strategic planning role should remain within the planning service. The Director of Planning and Land Management advised that, in his opinion, taking the Plan away from the planning service had made it more significant for the National Park as a whole and that the document was now more inclusive. Members accepted this view.
- overall, Members were in support of the proposals as outlined, but asked for assurance that Heads of Services would meet on a regular basis.

- Officers confirmed that meetings were held at 4 weekly intervals.
- Members discussed staffing levels in the Conservation, Woodlands and Agriculture Service. This section was responsible for delivering large projects and examining the effects of Brexit on the Authority. Officers advised that following discussions with the Welsh Government they had been reassured the Authority was not expected to deliver any more than it currently does.
  - Members discussed the need to provide training and support for both staff and members following the change in culture and working practices. The Chief Executive confirmed that a facilitated workshop for both staff and members was being arranged in the New Year, initially to consider elements of the “Valued and Resilient” document and also to re-focus and develop new working patterns.
  - a Member noted concerns that staff response to the consultation was minimal. The Director of Corporate Services advised that many of the Authority’s staff had responded through their Trade Unions and/or Staff Representative Groups.
  - Members considered the Section 151 Officer’s response to Mr. Neil Martinson’s email, and noted that savings were not identified when the Authority had previously looked into the options of a shared service approach. One reason could be that salaries were lower in Snowdonia.
  - Members and officers agreed that partnership working was the way forward and although the Authority currently works with the other National Parks in Wales on an informal basis, there was room for improvement.
  - there was also a need to identify capacity for the Authority to undertake its own projects over the next few years, either internally or by buying it in. The Chief Executive agreed, and confirmed that the matter was on the Welsh National Parks Agenda to consider whether to commission this.

## **RESOLVED**

- 1. to note the report.**
- 2. to formally adopt the proposals as outlined in Section 6 of the report.**

### **Planning Services:**

- Merger of Development Management and Planning Policy into one service.
- Transfer responsibility for Listed Buildings and Conservation Area Consents into this service (including one officer).
- Refine job descriptions of policy enforcement and planning officers and assessing integration of duties to improve resilience.
- To appoint the Service Head post in line with the procedure for appointment following restructuring.

### **Conservation, Woodlands and Agriculture Service:**

- Retention of service.
- Natural Resource Management and post BREXIT land management to be a focus for the service and continued management of existing committed projects.

**Warden Service:**

- Integrating strategic access policy into the engagement function of the Authority.
- Retaining estates workforce within the warden service.
- Retain two warden teams within the service.
- Recruit the Head of Service post in line with the Authority's adopted Recruitment policy.

**Cultural Heritage Service:**

- Broaden the remit of the Service to include Cultural Heritage projects that contribute to the National Park's first purpose.
- Transfer responsibility for Listed Building and Conservation Area Consents to the Planning Service.
- Provide a focus for heritage and HLF projects.
- Retain archaeological function within the service.
- Transfer responsibility for Yr Ysgwrn to the service.
- Address medium term resource issue within the service (from underspends) by engaging a project officer on a medium term basis.
- Recruit the Head of Service post in line with the Authority's adopted Recruitment Policy.

**Engagement:**

- Integrating the Partnership and Communication and Education Services.
- Providing a corporate focus for Education, Volunteering and Health and Wellbeing within the service and providing support across the Authority on such matters.
- Integrating strategic Access policy work into the team and aligning access work with the Park Management Plan.
- To appoint the Service Head post in line with the adopted procedure for appointment following restructuring.

**Plas Tan Y Bwlch:**

- For the Plas Board to consider the staff structure in Plas to ensure that Plas attains its targets.

**Corporate Services:**

- To review these services as opportunities allow.

**The meeting ended at 11.40**

**SNOWDONIA NATIONAL PARK AUTHORITY  
WEDNESDAY 12<sup>th</sup> DECEMBER 2018**

Mr. Owain Wyn (Chairman) (Welsh Government)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes, Judith Humphreys, Edgar Owen, Elfed Roberts, Gethin Williams;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Wyn Ellis Jones;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Ms. Elinor Gwynn, Mr. Neil Martinson, Mr. Ceri Stradling;

**Officers**

Mr. Emyr Williams, Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Dafydd Edwards, Mr. Emyr Roberts, Ms. Helen Pye, Mrs. Anwen Gaffey.

**Apologies**

Councillors Ifor Glyn Lloyd, John Pughe Roberts.

**1. Chairman's Announcements**

- (i) The Chairman conveyed best wishes for a full and speedy recovery to Mr. Dewi Roberts, the Authority's Senior Planning Technician, who had recently undergone transplant surgery.
- (ii) Restructuring - The Chairman advised upon two recent appointments:-
  - Ms. Naomi Jones, Head of Cultural Heritage
  - Mr. Adam Daniel, Head of Warden and Access Service
- (iii) The Chairman, on behalf of Members, expressed congratulations to Ms. Naomi Jones on the recent birth of her son, Gronw Pwyll.
- (iv) Eryri Local Development Plan  
The Chairman advised that the Authority had now received the Inspector's report and that the new Plan would be presented to the Authority meeting on the 6<sup>th</sup> February 2019, for adoption.

**2. Public Question Time**

Members were informed that no public questions had been received.

**3. Declaration of Interest**

No declarations of Personal Interests were made in respect of any item.

**4. Minutes**

Subject to correcting the minutes dated 28<sup>th</sup> September 2018 to read, "Item 16 – the Dyfi Biosphere Partnership had started the biosphere review as part of their re-application for UNESCO status for a further 10 years", the minutes of the Authority meetings held on 28<sup>th</sup> September and 17<sup>th</sup> October 2018 were accepted and the Chairman signed them as true records.

5. **Matters for Information arising from the minutes**

Minutes dated 28<sup>th</sup> September 2018

Item 9(b) – ISA 260 Audit of the Financial Statements

1. Related Party Transactions - A member noted concerns that eight former members had not completed their “Disclosures of Transactions” returns. The Head of Finance advised that this was a procedural matter, and that in future the Authority would be more pro-active and request the information from Members earlier etc.
2. Two Fixed Asset Registers - The Head of Finance stated that, after due consideration, he had concluded that using a spreadsheet for valuation and depreciation calculations for land and buildings, whilst not ideal, was the most practicable option. This was discussed with the audit team leader and was also the method used in both Brecon Beacons and Pembrokeshire Coast National Park Authorities, where all fixed asset calculations are on a spreadsheet and land and buildings are dealt with separately from equipment, vehicles etc. For clarity, where reconciliations were required, this was carried out by the Head of Finance.

Minutes dated 17<sup>th</sup> October 2018

Item 3 – SNPA Staff Restructuring

Members asked for early confirmation of a date for the upcoming facilitated workshop for staff and members. The Chief Executive advised that he was arranging a meeting for all staff in January and that a workshop for staff and members would be arranged during February/March 2019.

6. **Action Log**

Submitted – A log of strategic actions arising from decisions taken during meetings of the Authority, for information and action.

Reported – The Director of Corporate Services presented the report and advised that the Action Log now included a column indicating which items should be removed.

Authority Meeting 06.06.18

Action Item 13 – Annual Report on Actual Treasury Management Activity 2017/18

The Chief Executive advised that as the Welsh Government had underspent again this year, an opportunity to bid for further funding had arisen. The last minute nature of the funding had not allowed enough time for officers to present a report to Members and a bid for £180k had been submitted for corporate purposes.

Action Item 20 – Governance of Yr Ysgwrn

This action was now complete and could be removed from the Action Log.

Authority Meeting 04.07.18

Action Item 5 – Governance of Yr Ysgwrn

This action was now complete and could be removed from the Action Log.

Authority Meeting 26.09.18

Action Item 7 – Committee Vacancies

This action was now complete and could be removed from the Action Log. Arising thereon, it was agreed that officers should arrange a meeting of the Assets Sub-Group early in 2019.

Action Item 17 – The Financial Challenge 2018/19 – 2019/20

This action was now complete and could be removed from the Action Log.

Action Item 19 – The Financial Challenge 2018/19 – 2019/20 Review of the Two Year Financial Plan: Staffing Implications

This action was now complete and could be removed from the Action Log.

Authority Meeting 17.10.18

Action Item 3 – Staff Restructuring

This action was now complete and could be removed from the Action Log.

**RESOLVED**

1. to note the Action Log and remove the actions as outlined.
2. that a meeting of the Assets Sub-Group be arranged early in 2019.

7. **Audit of Snowdonia National Park Authority's Assessment of 2017-18 Performance**

Submitted – The Audit of Snowdonia National Park Authority's assessment of 2017-18 performance, for information.

**RESOLVED to note the report.**

8. **Treasury Management – Interim Report 2018/19**

Submitted – An oral report by the Chief Finance Officer, for information.

Reported – The Chief Finance Officer advised that the Treasury Management report was presented to Members 3 times a year. Since the last update, there were no major changes to report, and the Authority's funds and investments continued to be secure.

**RESOLVED to note the report, for information.**

9. **Mid Term Financial Plan (MTFP) 2019/20 – 2022/23**

Submitted – A report by the Chief Executive together with the Mid Term Financial Plan, for discussion and adoption.

Reported – The Chief Executive presented the Medium Term Financial Plan (MTFP) and provided Members with background on the reinstated budget, described by the Minister as a two-year cash boost. The Chief Executive outlined the issues under consideration and the Chief Finance Officer confirmed that it was usual for the Authority to carry out a strategic review of contingency funds that were not fully committed annually each December, so that the Authority could address changes in grant allocation, inflation and any uncertainties in terms of income generation. Members and officers discussed the following:-

- Members were advised that the Authority was not looking to make any further cost cutting measures from the Specific Risk Fund at this time.

- the Chief Executive advised that para 5.2 Operating Principles had been extracted from the Corporate Plan, but agreed to change the 4<sup>th</sup> bullet point to read “Use *digital* media .....”.
- Members agreed that there was an urgent need to get the investment in digital media right and discussed the merits of engaging experts to assist the Authority.
- Members discussed establishing a one off fund for the reinstated finances to address a series of funding requirements, such as paying for expert advice, repairs to Hafod Eryri etc. Members were concerned that Hafod Eryri and Plas Tan y Bwlch were referred to as one-off costs as there was a continued maintenance responsibility.
- officers advised that the Assets Sub-Group had in the past considered the Authority’s Asset Management Plan and the Group could now be tasked with setting a maintenance and investment programme and making a judgement as to what the Authority needs to spend on, what to sell and what to maintain.
- the annual review of the Authority’s reserves will, on this occasion, take the opportunity to consider the strategic nature of the reserves rather than just the levels of reserves held.
- the Chief Finance Officer advised that comparison of reserves with the other two Welsh National Park Authorities was not practicable. The three National Parks in Wales were quite different with variations in terms of income generation targets, and Snowdonia being more project based than the other two.
- Officers advised that the Corporate Work Programme, which provides the Authority with its strategic direction, will be presented to Members in the spring. The priorities outlined in the Welsh Government document ‘Valued and Resilient’ will need further consideration prior to their integration into the Corporate Work Programme and Members will be invited to contribute their input at this time.

## **RESOLVED**

- 1. to note the report and establish a one-off fund to address corporate funding matters for 2019/20.**
- 2. to review the reserves held by the Authority during 2019.**
- 3. to adopt the Mid Term Financial Plan as a working document.**
- 4. to note that a meeting of the Assets Sub-Group will be arranged early in 2019.**

### 10. **Base Revenue Budget 2019/20**

Submitted – The Chief Finance Officer’s report for Members to note the Base Budget as estimated for 2019/20 and to review the level of the Authority’s general balances and specific reserves.

Reported – The Chief Finance Officer presented the report and background. Members were advised that following the strategic review of the Authority’s reserves, a further report would be presented to the Authority in February 2019.

Arising thereon, and in response to a question from a Member, it was agreed that the Director of Planning and Land Management would present a report to a future meeting of the Performance and Resources Committee on the allocation of Section 106 funds earmarked specifically for affordable housing purposes.

#### **RESOLVED**

- 1. to note the report and the planned baseline budget for 2019/20 as outlined.**
- 2. to approve the proposed use of the £301,647 surplus in 2019/20 as noted in paragraph 2.2.**
- 3. to approve the virements as outlined in paragraph 2.6.**
- 4. to approve the levels of the Authority's main reserves in the interim until the strategic review is undertaken early in 2019.**
- 5. to await a report on the allocation of Section 106 funding to a future meeting of the Performance and Resources Committee.**

#### **11. 2018/19 Budget Update**

Submitted – A report by the Chief Finance Officer to inform members of the revised budgets for 2018/19 and report on significant virements. The report also provided Members with an update on progress against revenue and capital budgets and the projected final position for the financial year. Members' approval was also sought for a change to financial regulation 3.2

Reported - The Head of Finance presented the report, which summarises the revised revenue and capital budgets for the first seven months of the financial year, and provided further information on the detailed figures.

Members considered the report and made the following observations:-

- Members discussed the Plas Tan y Bwlch course booking system, which in theory could be put in place in half a day. Members felt the Authority should commission an external consultant to advise upon digital technology, which may also be useful to all three National Parks in Wales. It was agreed that the Head of Business, Plas Tan y Bwlch should discuss the matter further with Mr. Martinson in order to benefit from his expertise.
- Members discussed amending financial regulation 3.2 relating to approval of virements of up to £30,000, to allow the Chief Executive and Chief Finance Officer, in consultation with the Chairman, to approve virements of between £30,000 and £100,000 with a report submitted to the Authority, for information. Members noted that such an arrangement would provide the necessary flexibility for officers when the Welsh Government offer funding at very short notice which needs to be utilised before the end of the financial year. Without this flexibility such an offer would require the Authority to convene urgently, which may not always be practicable, and could result in the Authority being unable to bid for additional funds.

Arising thereon, the Chairman thanked the Management Team and the Finance Team for their work in extraordinary circumstances.

#### **RESOLVED**

- 1. to note the contents of the report and confirm the proposed actions.**

2. to approve the budget virement (retrospectively) as outlined in para. 5.3 of the report.
3. to agree to the change to financial regulation 3.2 regarding approval of virements worth between £30,000 and £100,000 as outlined in para. 5.4 of the report.

12. **Cronfa Eryri Review and Recommendations**

Submitted – A report by the National Park Partnerships Manager to review Cronfa Eryri and provide recommendations for its future.

Reported – The National Park Partnerships Manager presented the report and background. Members discussed proposals for the future as follows:-

- Members were satisfied that the Authority was included in the annual assessment and analysis process within the commissioning framework, as well as identifying the priorities for the year ahead.
- the National Park Partnerships Manager gave reasons as to why some CAE Projects granted funding may not be claimed e.g. the project may be part of another bid which was unsuccessful etc.
- Members noted concerns with regard to governance when administering this fund. Officers advised that Fforwm Eryri Members were subject to the same discipline as Authority members and that declaration of interest requirements were in place. The National Parks Partnerships Manager would re-examine accountability/governance issues and, although the framework for administering the fund had been agreed, would adapt accordingly to ensure that no conflicts of interest arise. Members noted that the Chief Executive has the final say on all decisions taken by Fforwm Eryri and can bring any matter before the Authority for ratification.

Members thanked the National Parks Partnerships Manager for her work which will, in future, assist the Authority to reach out and work with its local communities.

**RESOLVED**

1. to note the report and approve the recommendation to adapt the funding approach to Cronfa Eryri to one of commissioning projects, as set out in Section 3 of the report, subject to the concerns of Members in relation to Governance and accountability being addressed in the final document.
2. that the Small Community Projects Fund (to be known as “The Community and Volunteer Projects Fund” in future) be retained and the budget increased to £10,000 per annum.

13. **Working Group Reports**

Submitted – The reports of the Members’ Working Group meetings held on 5<sup>th</sup> September and 17<sup>th</sup> October 2017.

**RESOLVED to note the reports.**

14. **Meetings of other Organisations**

Submitted – Oral reports on recent meetings of organisations, which Members had attended as representatives of the Authority.

Mr. Owain Wyn  
Dyfi Biosphere Partnership

- The Partnership has started a review of the biosphere in order to re-apply for UNESCO status for another 10 years. A further meeting will be held in January 2019.

Councillor Alwyn Gruffydd  
WLGA – Llandudno

- discussions had focussed on the economy, although it appeared that the National Parks and Areas of Outstanding Natural Beauty were not a priority for the WLGA.

**RESOLVED to thank the Members and note the reports.**

15. **Minutes**

The following minutes were submitted for information:-

- (1) **Minutes of National Parks UK (NPUK) Executive Meeting held on 25<sup>th</sup> October 2017.**
- (2) **Minutes of National Parks Wales Executive Meeting held on 16<sup>th</sup> March 2018.**
- (3) **Minutes of the Standards Committee held on 7<sup>th</sup> September 2018.**

16. **Europarc Conference 2018**

Received – An information report and a slide presentation from Ms. Tracey Evans who had attended the Europarc 2018 Conference with Ms. Naomi Jones, Head of Communication and Education and Rhys Wheldon Roberts, Assistant Warden (Snowdon). The Conference focussed on supporting the next generation and Steffan Gwynn, who previously won the Geraint George Scholarship, had been part of the team working on the collaborative Europarc Youth Manifesto, which was launched at the Conference, to enable young people to shape how they live, learn and work in rural communities and protected areas.

Members welcomed the presentation and made the following observations:-

- Snowdonia should take the opportunity to adopt the manifesto framework and be an exemplar for other National Parks.
- Members felt they needed to connect with the Authority's staff in future and the proposed joint workshop for staff and Members would go some way to addressing such disconnection.
- Fforwm Eryri could establish a sub-group and have "Youth" as its theme.
- the Chief Executive was asked to consider using one off funds to establish the Youth Manifesto framework in Eryri.

**RESOLVED to welcome the presentation and to await a copy of the Europarc Youth Manifesto, which will be circulated to Members.**

The Chairman wished everyone a Merry Christmas and a Happy New Year and thanked both staff and Members for their work.

**The meeting ended at 12.00**

**SNOWDONIA NATIONAL PARK AUTHORITY  
WEDNESDAY 6<sup>th</sup> FEBRUARY 2019**

Mr. Owain Wyn (Chairman) (Welsh Government)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Alwyn Gruffydd, Annwen Hughes, Judith Humphreys, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Ms. Elinor Gwynn, Mr. Ceri Stradling;

**Officers**

Mr. Emyr Williams, Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Dafydd Edwards, Mr. Emyr Roberts, Mrs. Rebeca Jones, Mrs. Anwen Gaffey, Mrs. Sarah Roberts.

**Apologies**

Councillors Elwyn Edwards, Wyn Ellis Jones, Gethin Glyn Williams;  
Mr. Neil Martinson.

**1. Chairman's Announcements**

- (1) The Chairman confirmed the appointment of Mrs. Rebeca Jones as the Authority's new Planning Manager. He also advised that interviews for the new Head of Engagement post were being held on the 18<sup>th</sup> February 2019.
- (2) The Chairman advised that the meeting with the Authority's staff had now been rearranged to the 12<sup>th</sup> February 2019 and that a further meeting for Staff and Members to consider the Welsh Government priorities document, "Valued and Resilient", would be arranged in due course.
- (3) The Chairman reported upon the recent Welsh Government restructure following the appointment of the Rt. Hon. Mark Drakeford AM as First Minister of Wales.
  - in a change of terminology, cabinet members will now be known as ministers rather than secretaries.
  - Hannah Blythyn has been appointed as Deputy Minister for Housing and Local Government, although will still be responsible for the National Parks and Areas of Outstanding Natural Beauty.
  - planning matters will be the responsibility of either the Minister for Housing and Local Government, Julie James AM, or her deputy, Hannah Blythyn AM. This was currently unclear.
  - Natural Resources Wales will remain the responsibility of Lesley Griffiths AM, Minister for Environment, Energy and Rural Affairs with a new Landscapes team being created.
  - the Chairman and the Chief Executive advised that in future, there may be fewer opportunities for the National Parks to benefit from Welsh Government budget slippage.
- (4) the Chairman advised that the vacancy left by Fiona Howie, former Chief Executive of the Campaign for National Parks had now been filled and that an announcement was expected shortly.

- (5) the Chairman advised upon two letters recently received:-
- i) a letter from Lesley Griffiths AM on the delivery of a carbon neutral public sector by 2030, and
  - ii) a letter from Mr. John Bader, Chair of the Independent Remuneration Panel, requesting a meeting with Members and Officers to discuss the Member Allowances framework. Arising thereon, Members agreed to meet with the Panel at a mutually convenient date.
- (6) Members were reminded that Snowdonia will be hosting the Welsh Members' Seminar at Plas Tan y Bwlch on the 12<sup>th</sup> and 13<sup>th</sup> November 2019.
- (7) The Chairman, on behalf of Members, conveyed birthday wishes to Mr. Gerald Williams, Yr Ysgwrn, on his 90<sup>th</sup> birthday.

**2. Public Question Time**

Members were informed that no public questions had been received.

**3. Declaration of Interest**

No declarations of Personal Interests were made in respect of any item.

**4. Minutes**

The minutes of the Authority meeting held on 12<sup>th</sup> December 2018 were accepted and the Chairman signed them as a true record.

**5. Matters for Information arising from the minutes**

There were no matters arising.

**6. Action Log**

Submitted – A log of strategic actions arising from decisions taken during meetings of the Authority, for information and action.

Authority Meeting 12.12.18

Action Item 6 – Action Log

This action was now complete and could be removed from the Action Log.

Action Item 9 – Mid-Term Financial Plan 2019/20 – 2020/2023

This action was now complete and could be removed from the Action Log.

Action Item 16 – Europarc Conference 2018

This action was now complete and could be removed from the Action Log.

**RESOLVED to note the Action Log and remove the actions as outlined.**

**7. Wales Audit Office - Annual Audit Letter 2017/18**

Submitted – The Annual Audit Letter 2017/18, for information.

Reported – The Annual Audit Letter was presented on behalf of the Wales Audit Office.

**RESOLVED to note the contents of the Annual Audit Letter 2017/18.**

8. **Authority Budget and Levy on Constituent Authorities 2019/2020**

Submitted – A report by the Chief Finance Officer requesting approval of the 2019/20 revenue and capital budgets and authority to raise levies on constituent authorities based on the Welsh Government’s indicative grant.

Reported – The Chief Finance Officer presented his report and the Welsh Government letter notifying the Authority of its indicative revenue grant for 2019/20 (Appendix 1). The Chief Finance Officer confirmed that the report included the adjustment for the 2018/19 savings target as reported to the Members’ Working Group meeting in January 2019 (Appendix 2). Also, Members were asked to note a correction to para 5.1 of the report which should record

“..... *from* the Authority’s reserves” and not “to”.

Arising thereon, Members and Officers discussed the capital spending programme and the opportunity for Members to influence the Authority’s future work programme, which will be based on the Welsh Government’s priorities as outlined in the “Valued and Resilient” document.

**RESOLVED**

1. **to note the contents of the report and letter.**
2. **to approve the 2019/20 revenue and capital budgets.**
3. **to authorise levies to be raised on the two constituent councils to a total amount of £1,248,420 in accordance with paragraph 6.3 of the Chief Finance Officer’s report.**

9. **Capital Strategy 2019/20**

Submitted – The Chief Finance Officer’s report to approve the Capital Strategy for 2019/20 and the recommendations relating to the Prudential Code.

Reported – The Chief Finance Officer presented the report and provided further details on the Borrowing and Investment Strategies.

Arising thereon, Members and Officers discussed the following in detail:-

- Members will participate in setting the Authority’s capital strategy prior to presentation of the annual report in February.
- the Chief Finance Officer advised that the Authority did not currently have any financial leases, but may have in the future. A further assessment would be undertaken in 12 months’ time.
- Members and Officers discussed the Authority’s pension liabilities and the arrangements in place to address the pension fund deficit.
- para. 3.10 – Officers explained that the Authority’s pay and display machines were tied into this software system.
- Members and officers discussed ethical and environmental investments. The Chief Finance Officer advised that whilst the Authority did not invest in equities, the Authority’s position as a public body was restricted, as the level of return had to be the primary consideration.

**RESOLVED**

1. **to note that there was no intention to borrow monies for capital purposes, but the limitations below were recommended on a**

- prudent level as a precautionary measure in case of an emergency or need for expenditure at short notice.
- 2. to approve the present Authorised Borrowing Limit of £500,000 for 2019/20, and an Operational Boundary of £100,000.
- 3. that no limit be placed on the proportion of interest payable at a variable rate.
- 4. to adopt the Capital Borrowing Strategy for 2019/20 as outlined in para 3.3 of the report, and note the content relating to the Prudential Code (see tables under paras. 2.2, 3.3 and para. 7.1 of the report).
- 5. to adopt the Investment Strategy for 2019/20 as outlined in paras. 3.5 to 3.14 of the report, and note the institutions listed in para 3.7.

10. **Review of Authority Reserves**

Submitted – A report by the Chief Finance Officer to present a new reserves framework for Authority approval.

Reported – The Chief Finance Officer presented the report and the proposed new framework as agreed by Members at their Working Group meeting on the 23<sup>rd</sup> January 2019. The Chief Finance Officer confirmed that Members could review the level of reserves at any time, and that in future, a report on the level of reserves will be presented to the Members’ Working Group in October of each year, at which time the financial settlement figure should be known.

**RESOLVED**

- 1. to approve the proposed new framework for Authority Reserves.
- 2. that the Members’ Working Group will consider the levels of reserves every October prior to presenting the annual report to the Authority in December.

11. **The Authority’s Risk Profile**

Submitted – A report by the Director of Corporate Services to update Members on the Authority’s Risk Profile.

Reported – The Director of Corporate Services presented the report and risk register, which Members considered in detail.

Arising thereon, Members made the following observations:-

- the risks and challenges from the HLF partnership and LIFE projects were discussed. Members felt Project Management Officers should be accredited, bearing in mind the risks involved. The Chief Executive confirmed that a Project Management Toolkit will be presented to a Members Working Group.
- Members agreed that the three risks (outlined in para.1.5 of the report) and identified as having been minimised could be removed from the register.
- Members recommended that “staff morale” should be recorded as an additional risk on the Authority’s Risk Register.

**RESOLVED**

- 1. to note the report.
- 2. subject to revising the register as outlined above, to approve the Authority’s Risk Profile as submitted.

## 12. **National Parks UK Matters**

Submitted – A report by the Chief Executive to update Members on developments and to consider the dissolution of NPUK Ltd.

Reported – The Chief Executive presented the report and background.

Members considered the report in detail and made the following observations:-

- Members were advised that some of the English National Parks had chosen not to be part of the charitable entity due to concerns over the possible adverse effect on local charities. The Chief Executive was optimistic that they may join in the future.
- Members asked whether officers had also considered the international perspective. Officers advised that Snowdonia was part of the Europarc Federation and was also twinned with Triglav National Park, Slovenia.
- a Member noted that the Welsh language was not a consideration for National Parks UK in the past.
- Members were in support of improving collaboration and agreed to the proposal to commission work on “communication and marketing”, over a three year period, at a cost of £6,800 p.a. to Snowdonia.
- the Chief Executive agreed to keep Members updated.

### **RESOLVED**

1. **to note the progress on establishment of a charitable entity; and for the Chair of the Authority and the Chief Executive to agree a nomination or second a nomination for a Charity Trustee.**
2. **to note the position in relation to the National Parks Partnership.**
3. **to support the proposed collaboration between the 15 National Parks and support the “direction of travel” in terms of the revised governance. Members agreed to the proposal to commission work on “communication and marketing” over a three year period at an estimated cost to the Authority of £6,800 p.a.**
4. **to continue with NPUK Ltd for the time being.**
5. **that Members should be provided with regular updates.**

## 13. **Eryri Local Development Plan 2016-2031**

Submitted – A report by the Planning Manager to formally adopt the Eryri Local Development Plan 2016-2031.

Reported – The Planning Manager presented the report and the Eryri Local Development Plan 2016-2031. Members noted the minor amendments to the Plan and the next steps.

The Chairman took the opportunity to congratulate the Planning Manager and her team for their work in delivering the first short form revision in Wales on time and within budget. The Chairman also thanked Rhian Randall, the Programme Officer, for her work.

**RESOLVED to formally adopt the Eryri Local Development Plan in its completed form (Appendix 2) in accordance with the recommendations of the Inspector, and to use it, from now on, to control new developments in the National Park.**

14. **Meetings of other Organisations**

Submitted - Oral reports on recent meetings of organisations that Members had attended as representatives of the Authority.

Councillor Alwyn Gruffydd, Energy Island Programme Strategic Forum

- Hitachi had formally announced that they were suspending work on the Wylfa Newydd Project due to rising costs. Members noted concerns for Snowdonia's Enterprise Zones.

Mr. Owain Wyn

Partnership Council for Wales - (National Park Authorities representative)

- discussions were focussed on preparing Wales for a no deal Brexit.

Dyfi Biosphere Partnership

- a progress report on the review of performance had been received.
- the current catchment does not include Tywyn, who have shown interest in becoming part of the Biosphere. Llanfihangel y Pennant Community Council were against the proposal.
- a Workshop will be held in February to discuss the way forward for the biosphere.

**RESOLVED to thank Members and note the reports.**

15. **Minutes**

Submitted - The minutes of the Performance and Resources Committee held on 14<sup>th</sup> November 2018, for information.

**RESOLVED to note the minutes.**

**The meeting ended at 11.55**

**SNOWDONIA NATIONAL PARK PLANNING AND ACCESS COMMITTEE  
WEDNESDAY 11<sup>th</sup> APRIL 2018**

Councillor Elwyn Edwards (Gwynedd) (Chairman)

***PRESENT:***

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Alwyn Gruffydd, Annwen Hughes, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Catrin Wager, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Wyn Ellis-Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Ms. Tracey Evans, Mrs. Marian Wyn Jones, Mr. Ceri Stradling, Mr. Owain Wyn;

**Officers**

Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Aled Lloyd, Mr. Richard Thomas, Mrs. Rebeca Jones, Ms. Iona Thomas, Mr. Dewi Roberts, Mrs. Anwen Gaffey, Ms. Llinos Angharad.

**Apology**

Mr. Brian Angell.

**1. Chairman's Announcements**

The Chairman welcomed Councillor Wyn Ellis-Jones to the meeting. Councillor Ellis-Jones was the new Conwy County Borough Council representative, appointed to fill the vacancy left by Councillor Chris Hughes.

**2. Declaration of Interest**

Ms. Tracey Evans declared both a personal and prejudicial interest in Item 4 (2) on the Agenda, under paragraphs 10 (2) (a) (ii) and 12 (1) of the Code of Conduct for Members, and left the meeting whilst the matter was being discussed.

Councillor Freya Bentham declared both a personal and prejudicial interest in Item 4 (3) on the Agenda, under paragraphs 10 (2) (c) (i) and 12 (1) of the Code of Conduct for Members, and left the meeting whilst the matter was being discussed.

Councillor Gethin Williams declared both a personal and prejudicial interest in Item 4 (5) on the Agenda, under paragraphs 10 (2) (c) (i) and 12 (1) of the Code of Conduct for Members, and left the meeting whilst the matter was being discussed.

Mr. Aled Lloyd declared an interest in item 4 (4) on the Agenda and withdrew from the meeting when the item was under discussion.

3. **Minutes**

The minutes of the Planning and Access Committee meeting held on 7<sup>th</sup> March 2018 were accepted and the Chairman signed them as a true record.

4. **Reports by the Director of Planning and Land Management**

**Submitted** – Reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

5. **Update Reports**

**Submitted** – Update reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

6. **Delegated Decisions**

**Submitted and Received** – List of applications determined in accordance with delegated authority.

**RESOLVED to note the report.**

**The meeting ended at 10.50 a.m.**

## SCHEDULE OF PLANNING DECISIONS – 11<sup>th</sup> APRIL 2018

### Item No.

#### 4. Reports by the Director of Planning and Land Management

- (1) NP3/12/14V – Erection of single storey rear extension, Castell Cidwm, Betws Garmon.

**Reported** – Members asked the Case Officer to discuss the condition of the site with the applicants.

**RESOLVED** to **grant** permission in accordance with recommendation.

- (2) NP3/12/34G – Installation of weather monitoring equipment on the roof, Hafod Eryri, Snowdon Summit.

**RESOLVED** to **grant** permission in accordance with recommendation.

- (3) NP5/58/299B – Erection of timber garden shed, 45 Llwyn Ynn, Talybont.

**RESOLVED** to **grant** permission in accordance with recommendation.

- (4) NP5/59/683C – Retrospective application to retain side extension and flue, Cil-y-Coed, Llan Ffestiniog.

**Reported** – Members recommended that the boundary fence should be retained and its appearance should be uniform in style.

**RESOLVED** subject to noting the above amendment, to **grant** permission in accordance with recommendation.

- (5) NP5/65/352 – Demolish existing single storey extension and construction of replacement two-storey extension, Dwynant, Bontddu.

**RESOLVED** to **grant** permission in accordance with recommendation.

- (6) Update on procedures and improvements to the APAS planning application processing system

**Reported** – The Head of Development Management and Compliance presented the report and background. Members were provided with a demonstration of the system's functions and arising thereon, made the following observations:-

- at the annual meeting with Community Councils, officers should discuss the most effective ways for Community Councils to respond to consultations, with the emphasis on providing sound planning reasons.
- during the annual meeting, officers should provide training on electronic communication and demonstrate how to access the link to weekly lists etc.

**RESOLVED** to **note the report, for information.**

#### 5. Update Reports

- (1) List of Compliance Cases – **For Information**

Arising thereon,

22. St Davids Hotel, Harlech – Untidy condition of building

The Director of Planning and Land Management updated Members on the latest position.

- 25/26 5 Fron Goch, Maentwrog – Alterations to Chimney

Members to receive an update at the next meeting.

**RESOLVED** to **note the report.**

- (2) Planning, Enforcement Notices and Certificates of Lawful Use Appeals submitted and awaiting decision – **For Information**  
**RESOLVED to note the report.**
- (3) Section 106 Agreements – **For Information**  
**RESOLVED to note the report.**
- (4) Outstanding Applications where more than 13 weeks have elapsed – **For Information**  
**RESOLVED to note the report.**

**SNOWDONIA NATIONAL PARK PLANNING AND ACCESS COMMITTEE  
WEDNESDAY 23<sup>rd</sup> MAY 2018**

Councillor Elwyn Edwards (Gwynedd) (Chairman)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Alwyn Gruffydd, Annwen Hughes, Elfed Powell Roberts, John Pughe Roberts, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Wyn Ellis-Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Mr. Ceri Stradling, Mr. Owain Wyn;

**Officers**

Mr. G. Iwan Jones, Mr. Jonathan Cawley, Ms. Iona Thomas, Mr. Peter Rutherford, Mrs. Anwen Gaffey, Mrs. Sarah Roberts.

**Apologies**

Councillors Edgar Wyn Owen, Catrin Wager; Mrs. Marian Wyn Jones.

1. **Chairman's Announcements**

1) **Sympathy**

The Chairman, on behalf of Members, conveyed the Committee's deepest sympathy to Mr. Aled Lloyd on the death of his father. Members and officers stood as a mark of respect.

2) **RTPI Wales Planning Conference 2018: 7<sup>th</sup> June 2018, Cardiff**

Submitted – An oral report requesting representation at the W.L.G.A. Sponsored RTPI Wales Planning Conference 2018.

**RESOLVED that Councillor Alwyn Gruffydd should represent the Authority at the RTPI Wales Planning Conference 2018.**

2. **Declaration of Interest**

No declarations of Personal Interests were made in respect of any item.

3. **Minutes**

The minutes of the Planning and Access Committee meeting held on 11<sup>th</sup> April 2018 were accepted and the Chairman signed them as a true record.

4. **Reports by the Director of Planning and Land Management**

**Submitted** – Reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

5. **Update Reports**

**Submitted** – Update reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

6. **Approval of the appointment of a Casual Vacancy for the Southern Snowdonia Local Access Forum**

**Submitted** – A joint report by the Access Officer and the Local Access Forums' Secretary seeking approval to appoint a casual member to the Southern Snowdonia Local Access Forum.

**Reported** – The Access Officer presented the report and advised that the Southern Snowdonia Access Forum vacancy was for a member to represent equine interests.

**RESOLVED to note the report and approve the appointment of Mrs. Lucinda Gibson to the Southern Snowdonia Local Access Forum.**

7. **Access Forums Report**

**Submitted** – A report by the Access Officer to provide a summary of discussions and issues raised at the Northern and Southern Snowdonia Access Forum meetings during March 2018.

**RESOLVED to note the report, for information.**

8. **Planning Appeal**

**Submitted and Received** – copy of the following appeal decision:-  
Appeal by Mr. A. Sutton against the Authority's decision to refuse planning permission for a new dwelling, Plot 4 & 5, Felindre, Pennal, Gwynedd.  
(Appeal allowed)

9. **Delegated Decisions**

**Submitted and Received** – List of applications determined in accordance with delegated authority.

**RESOLVED to note the report.**

**The meeting ended at 10.35 a.m.**

## SCHEDULE OF PLANNING DECISIONS – 23<sup>rd</sup> MAY 2018

### Item No.

#### 4. Reports by the Director of Planning and Land Management

- (1) NP5/55/60G – Construction of 4 dwellings (2 affordable and 2 open market) together with the installation of a sewage treatment plant and extension to estate road, land adjacent to Clydfan, Ffordd y Felin, Brynchrug.

**Reported** – Landscaping plan very recently submitted. Case Officer awaiting further information/amended plans relating to external materials, landscaping scheme and connection to the public sewer network.

#### Public Speaking

Mr. Geraint Lewis, the agent, addressed the Planning and Access Committee and asked Members to consider the following:-

- Gwynedd Highways Authority have no objections.
- the flood consequence assessment has been approved.
- there were no overlooking issues.
- the setting and layout has been amended as a result of the appeal decision.
- any increase in traffic and noise would be for a very short time during the building phase.
- the ransom strip was bought by a 3<sup>rd</sup> party to ensure there was no further development on the site.
- the developer has received enquiries from prospective purchasers.
- 2 of the 4 dwellings will be subject to a Section 106 Agreement to secure affordability and local needs.
- the developer intends to connect to the mains sewerage system.

**RESOLVED** to authorise the Director of Planning and Land Management to determine the application subject to appropriate conditions or reasons.

#### 5. Update Reports

- (1) List of Compliance Cases – **For Information**

Arising thereon, Members discussed the problem of caravans and motorhomes parked over-night in laybys throughout the National Park.

#### **RESOLVED**

1. to note the report.
2. to await a report to a future meeting of the Members' Working Group for Members to consider the tourism market in more depth as part of the preparation of Cynllun Eryri.

- (2) Planning, Enforcement Notices and Certificates of Lawful Use Appeals submitted and awaiting decision – **For Information**  
**RESOLVED to note the report.**

- (3) Section 106 Agreements – **For Information**  
**RESOLVED to note the report.**

- (4) Outstanding Applications where more than 13 weeks have elapsed – **For Information**  
**RESOLVED to note the report.**

- (5) Policy Section Report on Consultations Received – **For information**  
Arising thereon, the Director of Planning and Land Management confirmed that Members will be able to consider the 3 Parks response to the “National Development Framework: Issues, options and preferred option” before the end of the Consultation Period in July 2018.  
**RESOLVED to note the report.**

**SNOWDONIA NATIONAL PARK PLANNING AND ACCESS COMMITTEE  
WEDNESDAY 4 JULY 2018**

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Wyn Ellis-Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Mr. Ceri Stradling, Mr. Owain Wyn;

**Officers**

Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Aled Lloyd, Ms. Iona Thomas, Mrs. Sara Roberts, Mrs. Anwen Gaffey.

1. **Chairman**  
**Councillor Elwyn Edwards was elected Chairman of the Planning and Access Committee.**  
The Chairman thanked Members for their support.
2. **Vice-Chairman**  
**Councillor Ifor Glyn Lloyd was elected Vice-Chairman of the Planning and Access Committee.**  
The Vice-Chairman thanked Members for their support.
3. **Apologies**  
Councillor Judith Humphreys; Ms. Tracey Evans.
4. **Declaration of Interest**  
No declarations of Personal Interests were made in respect of any item.
5. **Minutes**  
The minutes of the Planning and Access Committee meeting held on 23<sup>rd</sup> May 2018 were accepted and the Chairman signed them as a true record.
6. **Appointment of Members to serve on the Planning and Access Committee Inspection Panels**  
Submitted – A report by the Director of Planning and Land Management to appoint Members onto the Authority's Inspection Panels.

**RESOLVED subject to delegating authority to the Director of Planning and Land Management to assign the two new Welsh Government Members to the vacancy of their choice, to appoint Members as follows:-**

**Northern Area Inspection Panel**  
(9 Members)

- 1) Cllr. Philip Capper
- 2) Cllr. Alwyn Gruffydd
- 3) Cllr. Wyn Ellis Jones
- 4) Cllr. Ifor Glyn Lloyd
- 5) Cllr. Edgar Wyn Owen
- 6) Mr. Owain Wyn
- 7) Ms. Tracey Evans
- 8) Vacancy (Welsh Government Member)
- 9) Vacancy (Welsh Government Member)

**Southern Area Inspection Panel**  
(9 Members)

- 1) Cllr. Freya Bentham
- 2) Cllr. Elwyn Edwards
- 3) Cllr. Annwen Hughes
- 4) Cllr. Elfed Powell Roberts
- 5) Cllr. John Pughe Roberts
- 6) Cllr. Gethin Glyn Williams
- 7) Mr. Brian Angell
- 8) Mr. Ceri Stradling
- 9) Vacancy (Welsh Government Member)

7. **Reports by the Director of Planning and Land Management Submitted** – Reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

8. **Update Reports Submitted** – Update reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

9. **Access Forums Report Submitted** – A report by the Access Officer to provide a summary of discussions and issues raised at the Northern and Southern Snowdonia Access Forum meetings during June 2018.

**Reported** – The Director of Planning and Land Management presented the report and confirmed that he would be attending the Northern Area Access Forum in September where he will provide an update on the proposed new structure for the Warden and Access Service.

**RESOLVED to note the report, for information.**

10. **Delegated Decisions Submitted and Received** – List of applications determined in accordance with delegated authority.

**RESOLVED to note the report.**

**The meeting ended at 10.50 a.m.**

## SCHEDULE OF PLANNING DECISIONS – 4<sup>th</sup> JULY 2018

### Item No.

#### 7. Reports by the Director of Planning and Land Management

- (1) NP5/73/41Z – Erection of 20m x 6m polytunnel on hardstanding for tree nursery, Plas Tan y Bwlch Nursery, Maentwrog.  
**RESOLVED to grant** permission in accordance with recommendation with an additional condition to secure removal of the polytunnel once use has ceased.
- (2) NP5/74/T6B – Demolish existing dwelling and construction of replacement dwelling, relocate vehicular access, formation of new driveway and parking area and associated landscaping, Cae Glas, Aberangell.  
**Reported** – Concerns about demolishing a traditional building were noted and as an observation a member stated that conversions are subject to 20% VAT whereas new build carries no duty.  
**RESOLVED to grant** permission in accordance with recommendation with an additional landscaping condition to soften the impact.
- (3) NP4/16/404 - Installation of replacement septic tank, 1 Prince Llewelyn Terrace, Dolwyddelan, for information.  
**Reported** – The Head of Development Management presented the report and referred to the appeal decision recently forwarded to Members.

Arising thereon, Members considered the appeal decision and discussed the recent findings against Network Rail. Members further considered the appropriateness of issuing a general press release to remind landowners of their responsibilities in relation to the management of Japanese Knotweed.

**RESOLVED to note the report.**

#### 8. Update Reports

- (1) List of Compliance Cases – **For Information**  
**RESOLVED to note the report.**
- (2) Planning, Enforcement Notices and Certificates of Lawful Use Appeals submitted and awaiting decision – **For Information**  
**RESOLVED to note the report.**
- (3) Section 106 Agreements – **For Information**  
Arising thereon, NP5/61/LB32J – Change of use of part of ground floor restaurant to dwelling, The Plas, High Street, Harlech. Officers agreed to present a further report to the next meeting of the Planning and Access Committee.  
**RESOLVED to note the report and await a further report to the next meeting of the Planning and Access Committee on the 5<sup>th</sup> September 2018.**
- (4) Outstanding Applications where more than 13 weeks have elapsed – **For Information**

NP5/62/399 – Construction of new road, land to the west of Llanbedr Village, Llanbedr. Officers agreed to present a further report to the next meeting of the Planning and Access Committee.

**RESOLVED to note the report and await a further report to the next meeting of the Planning and Access Committee on the 5<sup>th</sup> September 2018.**

**SNOWDONIA NATIONAL PARK PLANNING AND ACCESS COMMITTEE  
WEDNESDAY 5 SEPTEMBER 2018**

Councillor Elwyn Edwards (Gwynedd) (Chairman)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Alwyn Gruffydd, Annwen Hughes, Edgar Wyn Owen, Gethin Glyn Williams;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Mrs. Elinor Gwynn, Mr. Ceri Stradling;

**Officers**

Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Aled Lloyd, Mr. Richard Thomas, Ms. Iona Thomas, Mrs. Sara Roberts, Mrs. Anwen Gaffey, Mrs. Gwen Aeron.

1. **Apologies**

Councillors Philip Capper, Judith Humphreys, Wyn Ellis-Jones, Ifor Glyn Lloyd, Elfed Powell Roberts, John Pughe Roberts; Mr. Neil Martinson, Mr. Owain Wyn.

2. **Declaration of Interest**

The Members appointed by Gwynedd Council declared a personal interest in item 4 (1) on the Agenda, under paragraph 10 (2) (a) (ix) (aa) and 12 (1) of the Code of Conduct for Members, but took part in the meeting, relying on the dispensation granted by the Standards Committee on 7<sup>th</sup> July, 2017.

Mrs. Elinor Gwynn declared a personal interest in Item 4 (3) on the Agenda, under paragraph 10 (2) (c) (i) of the Code of Conduct for Members.

3. **Minutes**

Item 6 – Appointment of Members to serve on the Planning and Access Committee Inspection Panels

Subject to correcting the minute to record that Mr. Brian Angell, and not Mrs. M. June Jones, was the Northern Area Inspection Panel Member, the minutes of the Planning and Access Committee held on the 4<sup>th</sup> July 2018 were accepted and the Chairman signed them as a true record.

Arising thereon, members further agreed to amend membership as follows:- Mr. Brian Angell and Mrs. Elinor Gwynn to be members of the Southern Area Inspection Panel and Ms. Tracey Evans and Mr. Neil Martinson members of the Northern Inspection Panel.

4. **Reports by the Director of Planning and Land Management**

**Submitted** – Reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

5. **Update Reports Submitted** – Update reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

6. **Delegated Decisions Submitted and Received** – List of applications determined in accordance with delegated authority.

**RESOLVED to note the report.**

**The meeting ended at 13.30**

## SCHEDULE OF PLANNING DECISIONS – 5<sup>th</sup> SEPTEMBER 2018

### Item No.

#### 4. **Reports by the Director of Planning and Land Management**

- (1) NP5/62/399 – Construction of new road in cuttings and on embankment of approximately 1.5km in length to the west of Llanbedr, leaving the A496 to the north of Llanbedr close to the sewage treatment works, bridging the Afon Artro and Mochras Road to rejoin the A496 close to Llwyn y Pin, land to the west of Llanbedr Village, Llanbedr.

**Reported** – Case Officer presented the report and detailed background. He advised that Planning Conditions were not included with the report and if approved, would be issued following discussions with the applicant. Case Officer advised that Members had visited the site in the morning to look at the road alignment etc. Snowdonia Society observations reported.

#### Public Speaking

Mr. Meirion Williams, Gwynedd Council, addressed the Planning and Access Committee and asked Members to consider the following:-

- case officer has provided, in detail, the background and the work proposed at Llanbedr for the Committee. Mr. Williams agreed the scheme will have an effect on the landscape and on the community.
- all steps would be taken to mitigate the effect of the works and preparatory work with Natural Resources Wales has been on-going for some time.
- the scheme will benefit Llanbedr and the amount of traffic over the summer months, both historical and present. The scheme will substantially reduce problems and will benefit the well-being and the safety of the population of Llanbedr village.
- the secondary benefit will be development of the airfield and the scheme was important to attract companies to the area and expanding employment in the local economy.

Mr. Kevin Titley, Llanbedr Community Council, addressed the Planning and Access Committee and asked Members to consider the following:-

- Llanbedr Community Council support the development to attract new business to the area.
- the Community Council were concerned about road safety and vehicle speed limits which they felt should be limited. The Community Council were disappointed that roundabouts were not included in the scheme and the applicant was asked to further consider use of traffic lights.
- the Community Council asked for a commitment to safeguard the economy of Llanbedr and requested that as part of the work to include additional parking and additional signage to attract visitors to the village.
- Llanbedr was the gateway to Cwm Nantcol, Cwm Bychan and the Rhinogydd Mountains.
- need to ensure the development was sustainable and that the mitigation steps were fully carried out.
- the Community Council requested that they be kept informed of any developments and changes to the scheme and that a system be developed to keep the Community Council advised on progress.

Mr. Richard Thomas, objector, addressed the Planning and Access Committee and asked Members to consider the following objections:-

- Mr. Thomas thanked the Committee for the opportunity to speak and noted that everyone wants the best for the community and the environment.
- Mr. Thomas referred to his letter circulated to Members prior to the Committee outlining his concerns.
- there were fundamental design flaws.
- road safety issues should be addressed.
- the Committee were asked to take notice of Mr. Thomas' heartfelt plea warning of implications of approving the scheme.
- Mr. Thomas noted the applicant's resistance to engage with the community.
- the applicant agrees that the scheme takes tourist traffic away from village.
- very concerned re. possible increase in flooding at Sarn Hir.
- businesses were not consulted and the proposal is contrary to TAN 15.
- case officer's report fudges the NRW's negative weighting.
- increase in flooding will prevent new developments in the Enterprise Zone.
- the elephant in the room is the possible increase in flooding, the scheme was badly designed for the wrong reasons at the wrong time.

Mr. Ed Bailey, addressed the Planning and Access Committee and asked Members to consider the following objections:-

- this was not about Mr. Bailey's client vs the enterprise zone as all want to see Llanbedr enhanced.
- the projected increase in jobs was questioned.
- the advice on existing flood risk was not compliant with TAN 15.
- access to the Enterprise Zone from the Dyffryn Ardudwy direction was also being considered.
- the application conflicts with the wishes of Llanbedr Community Council.
- Mr. Bailey's client was not consulted on flood risk.
- the plan was out of date as the agricultural land classification system had been upgraded since submission and the land now falls within grades 1 to 3. There was no site specific survey and this contravenes National Planning Framework.
- the applicant was offered a gift of land for extra parking from Mr. Bailey's client although no decent acknowledgement of this offer was ever received.

**RESOLVED** to authorise the Director of Planning and Land Management to **grant** permission, subject to appropriate conditions.

- (2) NP4/16/377D – Conversion and extension of partially demolished and rebuilt outbuilding to dwelling including new access, driveway and associated works, land opposite Tanycastell Farm, Dolwyddelan.

**Reported** – Case Officer presented the report and detailed background.

Public Speaking

Mr. Rhys Davies, the agent, addressed the Planning and Access Committee and asked Members to consider the following:-

- Mr. Davies apologised on behalf of the applicant who was unable to attend the meeting due to a family bereavement.
- improving condition of the site would benefit the surrounding area.
- this was an opportunity to provide an affordable house for a local young man.
- the untidy barn would no longer be a problem.
- the applicant was born in the area and runs a business which supports other local businesses, the yard for which is in the centre of the nearby village.
- the applicant was only 20 years old and not in a position to buy a property.

- the applicant was adamant that the work on the building was undertaken for structural reasons and to address National Park officer concerns.
- this was a sensitive design and there had been no objections from neighbours.
- the committee was asked to support the application and help build a strong community within the National Park.

**RESOLVED** to **refuse** permission in accordance with recommendation.

- (3) NP4/29/48D – Conversion of barn to holiday accommodation, Ysgubor Bryn y Grug, Penmachno.

**Reported** – Case Officer presented the report and advised that an incorrect location plan had been included with the agenda and that the correct version was displayed for Members at the meeting.

Public Speaking

Mr. Alun Davies, the applicant, addressed the Planning and Access Committee and asked Members to consider the following:-

- Mr. Davies was representing the interests of the partners in the farm.
- all 4 of Mr. Davies' children attend the local schools.
- the application was in accordance with the Authority's guidance and policies and the aim was to add value to the business.
- the investment was to attract visitors to the area and would provide work for local people.
- this investment will bring income into the areas pubs and restaurants where local children find employment during their school holidays.
- the area needs investment and the farm needs to diversify in preparation for Brexit.
- there will be careful landscaping and the cottage will be carbon neutral.
- a professional engineer will be employed to allay concerns with regard to the walls and roof.
- currently the barn is deteriorating as it is used to keep fencing materials.
- the family is investing for their family's future and members were asked to approve the application for the benefit of the community, the language and culture.

**RESOLVED** to **grant** permission in accordance with recommendation.

- (4) NP5/50/L450 – Alterations to existing dwelling and extensions at ground and lower ground level, construction of new external patio area including alterations to existing retaining wall, construction of garage with swimming pool above, and engineering works to create additional parking areas, Froneithyn, Aberdyfi.

**Reported** – Case Officer presented the report and advised that Welsh Water recommended conditions. Revised plan received with one further plan awaited showing details of materials.

**RESOLVED** contrary to Officer recommendation, to **refuse** permission on the grounds of overdevelopment of the original property which is contrary to Development Policy 15 of the Eryri Local Development Plan which states that extensions to a dwelling will only be permitted providing that the floor area is less than the original property.

- (5) NP5/61/LB32J – Y Plas, High Street, Harlech.

**Submitted** – An update report by the Head of Cultural Heritage.

**RESOLVED** to note the report, for information.

8. **Update Reports**

- (1) List of Compliance Cases – **For Information**  
**RESOLVED to note the report.**
- (2) Planning, Enforcement Notices and Certificates of Lawful Use Appeals submitted and awaiting decision – **For Information**  
**RESOLVED to note the report.**
- (3) Section 106 Agreements – **For Information**  
**RESOLVED to note the report.**
- (4) Outstanding Applications where more than 13 weeks have elapsed – **For Information**  
**RESOLVED to note the report.**

**SNOWDONIA NATIONAL PARK PLANNING AND ACCESS COMMITTEE  
WEDNESDAY 17 OCTOBER 2018**

Councillor Elwyn Edwards (Gwynedd) (Chairman)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Alwyn Gruffydd, Annwen Hughes, Judith Humphreys, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillors Wyn Ellis-Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Mr. Owain Wyn, Mr. Ceri Stradling;

**Officers**

Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Aled Lloyd, Mr. Richard Thomas, Ms. Iona Thomas, Mr. Sion Roberts, Mrs. Anwen Gaffey.

1. **Apologies**

Councillors Freya Bentham, Philip Capper; Mrs. Elinor Gwynn, Mr. Neil Martinson.

2. **Declaration of Interest**

Councillor Annwen Hughes declared both a personal and prejudicial interest in Item 4 (1) on the Agenda, under paragraphs 10 (2) (c) (i) and 12 (1) of the Code of Conduct for Members, and left the meeting whilst the matter was being considered.

3. **Minutes**

Subject to correcting the minute to record that, under Item 4 (1) of the Schedule of Planning Decisions, Snowdonia Society had questioned whether the new road was major development and that officer assessment was that it was more local than national, the minutes of the Planning and Access Committee meeting held on the 5<sup>th</sup> September 2018 were accepted and the Chairman signed them as a true record.

4. **Reports by the Director of Planning and Land Management**

**Submitted** – Reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

5. **Update Reports**

**Submitted** – Update reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

6. **Delegated Decisions Submitted and Received** – List of applications determined in accordance with delegated authority.

Arising thereon,  
NP5/51/LU684A – Siting of a single static caravan on land used as permanent residential accommodation, land known as Tan y Bryn, Glandwr, Barmouth.  
The Head of Development Management and Compliance agreed to present a further report to the next meeting of the Planning and Access Committee, for information.

**RESOLVED to note the report and await the further report as outlined.**

7. **Eryri Local Development Plan – Annual Monitoring Report for 2017-18 Submitted** – A report by the Planning Policy Officer to approve the Annual Monitoring Report for submission to the Welsh Government.

**Reported** – The Planning Policy Officer presented the monitoring report and provided Members with further details on the main findings.

Members considered the Monitoring report in detail and made the following observations:-

- concerns were raised that the Authority had not updated its conservation area assessments for some time, which could result in the Authority failing to deliver on its 1<sup>st</sup> purpose. The Director of Planning and Land Management advised that recent pressures on resources and staff time had resulted in the assessments being carried out on an individual basis, and agreed that following the recent retirement of the Head of Cultural Heritage, it would be timely to review the work of the sections. He was satisfied that no significant pressure had been put on Conservation Areas and recommended that the draft review, undertaken some time ago but not acted upon, be used as a starting point.
- 3.6 Annual meeting with agents and planners - feedback from the annual meeting should be included within the monitoring document.
- the Authority should be proactive in monitoring changes which affect the local economy, such as losing employment space due to change of use of shops etc.

**RESOLVED**

1. **to note the report**
2. **subject to noting the comments outlined above, to approve the Annual Monitoring Report for formal submission to the Welsh Government.**

8. **Access Forums Report Submitted** – A report by the Access Officer to provide a summary of discussions and issues raised at the Northern and Southern Snowdonia Access Forum meetings during September 2018.

**Reported** – The Director of Planning and Land Management presented the report, for information.

**RESOLVED to note the report.**

9. **Planning Appeals**

**Submitted and Received** – copies of the following appeal decisions:-

- (1) Appeal by Mr. J. Anwyl against the Authority's decision to refuse planning permission for the erection of an agricultural building including workshop, general store, farm vehicle store, straw, feed and equipment stores, farm office, kitchen, wc and shower room and the formation of a hardstanding area, Bettws, Cwrt, Pennal, Machynlleth. SY20 9JZ (Appeal dismissed)
  
- (2) Appeal by Mr. N. Martindale against the Authority's decision to refuse planning permission for the construction of four detached houses (two affordable & two open market), construction of four footbridges and formation of new vehicular/pedestrian access, land adjacent to Coed y Glyn, Gellilydan, Blaenau Ffestiniog, Gwynedd. LL41 4SL (Appeal dismissed)

**The meeting ended at 10.50**

## SCHEDULE OF PLANNING DECISIONS – 17<sup>th</sup> OCTOBER 2018

### Item No.

#### 4. **Reports by the Director of Planning and Land Management**

- (1) NP5/69/16C – Proposed erection of 2,700 square metre (135m x 20m x 7.03m) 32,000 bird poultry unit for the production of eggs, improvements to access track and associated ground works, Castell Mawr Farm, Llanegryn. LL36 9NH  
**Reported** – Case Officer presented an introductory report and advised upon issues that still need to be addressed. He advised that the consultation response from the Environmental Protection Unit had only been received the previous day which needed further consideration. Members were advised that the applicant had sought judgement from the Welsh Government as to whether this application required an Environmental Impact Assessment. The Welsh Government directed that an E.I.A. was not necessary and confirmed that it was not of national significance and therefore not major development. Members were invited to visit the application site and also an established site, on a date to be agreed. Members were advised that a full committee report with recommendations would be presented to the next meeting.

**RESOLVED – Site Inspection.** All members of the Planning and Access Committee to be invited to attend.

- (2) NP5/50/563B – Demolition of former primary school and construction of 11 affordable dwellings with new access road and parking areas, land at former Primary School, Aberdyfi. LL35 0NU  
**Reported** – Case Officer reported no objections from consultees or neighbours. Landscaping plan requested by Forestry Officer only recently received.  
**RESOLVED** subject to the landscaping plan being satisfactory, to authorise the Director of Planning and Land Management to **grant** permission with appropriate conditions and a Section 106 Agreement to secure occupancy of the dwellings to persons who are in need of housing and satisfy the local criteria, and to secure in perpetuity, the affordability of the dwellings.

#### 5. **Update Reports**

- (1) List of Compliance Cases – **For Information**

Arising thereon,

NP5/61/ENF23P – Untidy condition of building, St Davids Hotel Harlech

The Director of Planning and Land Management advised on the latest position.

**RESOLVED to note the report.**

- (2) Planning, Enforcement Notices and Certificates of Lawful Use Appeals submitted and awaiting decision – **For Information**  
**RESOLVED to note the report.**

- (3) Section 106 Agreements – **For Information**  
**RESOLVED to note the report.**

- (4) Outstanding Applications where more than 13 weeks have elapsed – **For Information**  
**RESOLVED to note the report.**

**SNOWDONIA NATIONAL PARK PLANNING AND ACCESS COMMITTEE  
WEDNESDAY 5<sup>th</sup> DECEMBER 2018**

Councillor Elwyn Edwards (Gwynedd) (Chairman)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Alwyn Gruffydd, Annwen Hughes, Judith Humphreys, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Wyn Ellis-Jones;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Mrs. Elinor Gwynn, Mr. Neil Martinson, Mr. Ceri Stradling, Mr. Owain Wyn;

**Officers**

Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Aled Lloyd, Mr. Richard Thomas, Ms. Sara Roberts, Mrs. Anwen Gaffey, Mrs. Gwen Aeron.

**Apology**

Councillor Ifor Glyn Lloyd.

**1. Chairman's Announcements**

- (1) Members were informed that Mr. Dewi Roberts, the Authority's Senior Planning Technician, had recently undergone transplant surgery.  
**RESOLVED to ask the Director of Planning and Land Management to write to Mr. Roberts, on behalf of Members, to convey the Committee's best wishes for a full and speedy recovery.**
- (2) Members congratulated Mrs. Jane Jones, the Authority's Principal Planning Officer (Compliance), who had recently been appointed Junior Vice-Chair of RTPi Cymru Executive Committee.
- (3) Members noted that the Authority, along with Purcell UK and Cadw, had recently received the RTPi's Highly Commended Award for Yr Ysgwrn project.
- (4) Members were advised that all decisions taken at today's meeting would be subject to the revised Planning Policy Wales, Edition 10.  
**RESOLVED to delegate authority to the Director of Planning and Land Management to assess the Committee's decisions against the revised Planning Policy Wales, Edition 10. If the Director of Planning and Land Management considers that Planning Policy Wales Edition 10 raises new material information on any application considered at the meeting, then the Director of Planning and Land Management will bring back any such application for further consideration by the Planning and Access Committee.**

2. **Declaration of Interest**

Councillor Annwen Hughes declared both a personal and prejudicial interest in Item 4 (2) on the Agenda, under paragraphs 10 (2) (c) (i) and 12 (1) of the Code of Conduct for Members, and left the meeting whilst the matter was being considered.

3. **Minutes**

The minutes of the Planning and Access Committee meeting held on the 5<sup>th</sup> September 2018 were accepted and the Chairman signed them as a true record.

Arising thereon,

Item 6 – Delegated Decisions

Siting of a single static caravan on land used as permanent residential accommodation on land known as Tan y Bryn, Glandwr, Harlech.

The Head of Development Management confirmed that sufficient evidence had been presented for officers to grant permission and that the information had been passed onto the Member who had raised concerns.

4. **Reports by the Director of Planning and Land Management**

**Submitted** – Reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

5. **Update Reports**

**Submitted** – Update reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

6. **Delegated Decisions**

**Submitted and Received** – List of applications determined in accordance with delegated authority.

**RESOLVED to note the report.**

**The meeting ended at 12.55**

## SCHEDULE OF PLANNING DECISIONS – 5<sup>th</sup> DECEMBER 2018

### Item No.

#### 4. **Reports by the Director of Planning and Land Management**

- (1) NP4/29/482 – Erection of 25m high lattice telecommunications mast supporting 3 No. antennas and 2 No. 0.6m dish antennas together with 3 No. ground based equipment cabinets, generator, satellite dish and ancillary development enclosed within secure compound, land at Moel Llechwedd Hafod, Cwm Penmachno.

**Reported** – Case Officer presented the report and detailed background.

#### Public Speaking

Catherine McLean, objector, addressed the Planning and Access Committee and asked Members to consider the following objections:-

- the mast action group was established to protect the outstanding scenic beauty of this truly remote village, one of only 2% located such a distance from an 'A' road.
- the photo montage shows tall trees for visual integration. These trees are not in-situ.
- NRW has confirmed that any remaining trees will be harvested in due course and the home office are oblivious to this fact.
- the mast is significant and will have a negative effect on residents and tourists.
- the mast should be erected on an alternative, sensitively chosen site, with tall tree cover.
- the mast was close to homes and close to part of a proposed UNESCO heritage site.
- there was insufficient detail for blending, camouflaging and screening and a lack of regard for every visual amenity.
- NRW response to the LVIA states that it does not provide sufficient assessment.
- the application was out of date.

Mr. Kenny Stott, on behalf of the applicant, addressed the Planning and Access Committee and asked Members to consider the following:-

- Clarke Telecom act on behalf of the Home Office on the new Emergency Services Communications Network being rolled out.
- the programme will replace the current system known as "Airwave" with a new network which will be known as the Emergency Service Network (ESN).
- the service will provide an integrated critical voice and broadband data communications to meet public safety requirements for functionality, coverage, availability and security and will enhance the commercial 4G network.
- the Emergency Services are all represented at strategic and operational levels.
- the Home Office have identified specific requirements for a new radio base station at this location to provide coverage to Cwm Penmachno and minor roads.
- the mast will be located within a secure compound on land adjacent to an existing track in the NRW Forestry.

- proposal is sited against a large conifer plantation to shield the apparatus in the landscape.
- the mast will not appear prominent in the landscape until 2027 and coverage for the emergency services will outweigh the minor harm to the surrounding area.
- the height is the lowest the structure can be, being any lower would require additional installations and lead to the proliferation of masts in the area.
- the proposal was in accordance with national planning guidance and would provide a much needed communication provision for the Emergency Services to Cwm Penmachno and the surrounding area.

**RESOLVED – Site Inspection.** Officers from Natural Resources Wales and the National Park’s Tree and Woodlands Officer to be invited to attend.

- (2) NP5/69/16C – Proposed erection of 2,700 square metre (135m x 20m x 7.03m) 32,000 bird poultry unit for the production of eggs, improvements to access track and associated ground works, Castell Mawr Farm, Llanegryn.

**Reported** – Case Officer reported upon improved landscaping plan and improved access plan. Officers advised that they had not been provided with a copy of the letter from Snowdonia Society which was sent to members. Members were asked to note that this proposal was for an agricultural development and not diversification.

Public Speaking

Alma Gabriel, objector, addressed the Planning and Access Committee and asked Members to consider the following objections:-

- planning policy contraventions were highlighted.
- proposal was contrary to the development plan especially to the statement ‘not unduly prominent’.
- there had been no modelling to assess the impact.
- the development will be highly visible from the surrounding area, especially Bwthyn Castell Mawr.
- dust will reach nearby neighbours, as the nearest property was only 20m away.
- there had been no assessment of odour.
- the unit would be mechanically intensive for 365 days a year.
- additional bund/landscaping will not prevent dust and smell.
- the proposal will cause significant harm and contradicts planning policy 1 sub-section xii.
- the development benefits one family only with no additional employment opportunities being created.
- the National Park has a duty to protect, and as such, this planning application should be refused.

Llion Pugh, the applicant, addressed the Planning and Access Committee and asked Members to consider the following:-

- in the early 90’s there were 4,000 chickens on the farm. With 3 children, this number was reduced due to time constraints.
- the egg business had now increased, and the farm supplies 1,700 eggs weekly to the north west Wales area.
- the unit currently employs 2 full and 2 part-time staff and the hope was to increase the sale of eggs and employ more local people.
- such diversification should be supported in the light of Brexit, beef subsidy concerns etc.

- it will be impossible for the applicant and his brother to return home without this project.
- there were no objections from statutory consultees. The NRW were not objecting, neither were there any objections to noise pollution etc.
- Gwynedd Environmental Health officers have no objections.
- Heavy Goods vehicles currently use the road regularly.
- Members were asked to support the proposal and allow the sons to return home to the family farm and maintain its profitability.

**RESOLVED** to authorise the Director of Planning and Land Management to **grant** permission subject to appropriate conditions.

- (3) NP4/11/160T – Proposed erection of mixed use development comprising 21 bedroom serviced accommodation, spa facility, 3 commercial units, car parking, landscaping and alterations to existing vehicular access, land adjacent to The Waterloo Hotel, Betws y Coed.

#### Public Speaking

Glenn Evans, the applicant, addressed the Planning and Access Committee and asked Members to consider the following:-

- the applicant was the owner of both the Royal Oak Hotel and the Waterloo Hotel in Betws y Coed.
- early consultation was undertaken with officers.
- the proposal would go some way to improve the current collection of buildings.
- all finishes would be of natural materials to reflect the local surroundings.
- the applicant would ensure that the proposal conforms with planning legislation.
- the applicant had always supported the village, sponsored arts festivals, supported local suppliers and growers and felt lucky to live in such an area.
- there was a need to diversify in order for the business to continue.
- the applicant referred to the ingenuity of the design, his intention to protect the lifestyle of the area, and provide continuity of employment.
- Llandrillo College and other local training and outdoor specialists had all benefited from the business in the form of apprenticeships etc.
- the applicant provides 4\* high quality facilities, a café and a spa facility all of which were open all year round.

**RESOLVED** subject to satisfactory details on finishes, to **grant** permission in accordance with recommendation.

- (4) **Planning Annual Performance Report (APR) 2017-18: Assessment**  
Submitted – A report by the Director of Planning and Land Management to highlight the content of the 2017-18 Annual Performance Report.

Reported – The Director of Planning and Land Management presented the report and Members and officers discussed the key issues and actions identified.

Arising thereon, officers agreed:-

- to further consider the engagement process as a whole. Members felt that access to comments/observations on planning applications was disjointed and fragmented.

The Director of Planning and Land Management advised that comments from consultees were available online, and whilst acknowledging the need to update the website, agreed to further assess how and in what form information is provided. He advised that Snowdonia was the only Planning Authority in North Wales who provide an information pack of letters from objectors, supporters and consultees and a further report on the issues raised would be presented to a future meeting of the Planning and Access Committee.

- to update the public on the procedure for addressing the committee, possibly in the form of a leaflet at the meeting, to reinforce the information already available online.
- to assess the pressure on the Compliance Service and its staff and present a report on how improvements can be achieved in future.

**RESOLVED to note the report and await further reports, as outlined, to a future meeting of the Planning and Access Committee.**

- (5) **Implementation of Sustainable Drainage Systems on New Developments**  
Submitted – A report by the Head of Development Management and Compliance to highlight the obligations arising from implementation of Schedule 2 of the Flood and Water Management Act 2010.

Reported – The Head of Development Management and Compliance presented the report and background.

Members were then introduced to Mr. Owain Griffith, Group Environment Officer Gwynedd Council, who gave a short presentation on the requirements of the new legislation, which comes into force on 7 January 2019. He advised upon the advantages of the new Sustainable Drainage Systems, which aims to manage rainwater in a way that is similar to natural processes, by using the natural landscape and vegetation to manage the flow and volume of surface water. The presentation was followed by questions and observations from Members.

The Chairman thanked Mr. Griffiths for the presentation.

**RESOLVED to note the report and presentation for information.**

5. **Update Reports**

- (1) **List of Compliance Cases – For Information**

Arising thereon,

NP5/61/ENF23P – Untidy condition of building, St Davids Hotel Harlech

The Director of Planning and Land Management advised on the latest position.

**RESOLVED to note the report.**

- (2) **Planning, Enforcement Notices and Certificates of Lawful Use Appeals submitted and awaiting decision – For Information**

**RESOLVED to note the report.**

- (3) **Section 106 Agreements – For Information**

**RESOLVED to note the report.**

- (4) **Outstanding Applications where more than 13 weeks have elapsed – For Information**

**RESOLVED to note the report.**

**SNOWDONIA NATIONAL PARK PLANNING AND ACCESS COMMITTEE  
WEDNESDAY 23<sup>rd</sup> JANUARY 2019**

Councillor Elwyn Edwards (Gwynedd) (Chairman)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Alwyn Gruffydd, Annwen Hughes, Edgar Wyn Owen, Elfed Powell Roberts, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillors Ifor Glyn Lloyd, Wyn Ellis-Jones;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Mr. Ceri Stradling, Mr. Owain Wyn;

**Officers**

Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Aled Lloyd, Ms. Sara Thomas, Mrs. I. Roberts, Mrs. Anwen Gaffey, Mrs. Gwen Aeron.

**Apologies**

Councillors Philip Capper, Judith Humphreys, John Pughe Roberts; Ms. Elinor Gwynn, Mr. Neil Martinson.

1. **Chairman's Announcements – Judicial Review**

The Director of Planning and Land Management advised that the Authority was now subject to a Judicial Review following an application by a landowner to review the decision taken by the Planning and Access Committee for construction of the new access road at Llanbedr. The Director of Planning and Land Management confirmed that a detailed report would be presented to the Planning and Access Committee in due course.

2. **Declaration of Interest**

No declarations of Personal Interests were made in respect of any item.

3. **Minutes**

Subject to correcting the following:-

- Minutes (Item 3) – the single static caravan was sited on land known as Tan y Bryn, Glandwr, 'Barmouth' not Harlech, and
- Schedule of Planning Decisions (Item 4(1) NP4/29/482) should read "transmitter" rather than "radio station"

the minutes of the Planning and Access Committee meeting held on the 5<sup>th</sup> December 2018 were accepted and the Chairman signed them as a true record.

Arising thereon,

Item 4 (2) – Proposed erection of 2,700 square metre (135m x 20m x 7.03m) 32,000 bird poultry unit for the production of eggs, improvements to access track and associated ground works, Castell Mawr Farm, Llanegryn.

The Head of Development Management and Compliance advised that, following assessment of the Committee's decision against revised Planning

Policy Wales, Edition 10, along with a need to present the ecologist's comments in full, he considered that it raised new material information sufficient for the application to be re-submitted to the Planning and Access Committee meeting on the 6<sup>th</sup> March for further consideration by the Committee.

4. **Inspection Panel Report**

**Submitted** – The report of the Northern Area Inspection Panel held on 19<sup>th</sup> December, 2018.

NP4/29/482

Erection of 25m high lattice telecommunications mast supporting 3 No. antennas and 2 No. 0.6m dish antennas together with 3 No. ground based equipment cabinets, generator, satellite dish and ancillary development enclosed within secure compound, land at Moel Llechwedd Hafod, Cwm Penmachno.

Arising thereon, Members were asked to note that the Authority Chairman had visited the site independently, as he had been unable to attend the inspection panel.

**RESOLVED** to **defer** consideration on applicants' request.

5. **Report by the Director of Planning and Land Management**

**Submitted** – Report by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

6. **Update Reports**

**Submitted** – Update reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

7. **Appointment of a Casual Vacancy on the Northern Snowdonia Local Access Forum**

**Submitted** – A joint report by the Access Officer and the Local Access Forums' Secretary seeking approval to appoint a casual member to the Northern Snowdonia Local Access Forum.

**Reported** – The Director of Land Management presented the report and advised that the proposed candidate represented the recreation and access sector.

**RESOLVED to note the report and approve the appointment of Mr. David Firth to the Northern Snowdonia Local Access Forum.**

8. **Access Forums Report**

**Submitted** – A report by the Access Officer to provide a summary of discussions and issues raised at the Northern and Southern Snowdonia Access Forum meetings during December 2018.

**RESOLVED to note the report, for information.**

9. **Delegated Decisions**

**Submitted and Received** – List of applications determined in accordance with delegated authority.

Arising thereon, Officers agreed to include an extra column for officers to include the reason why applications were being refused.

**RESOLVED to note the report.**

**The meeting ended at 10.50**

## SCHEDULE OF PLANNING DECISIONS – 23<sup>rd</sup> JANUARY 2019

### Item No.

#### 5. **Report by the Director of Planning and Land Management**

- (1) NP5/50/L450B – Alterations to existing dwelling and extensions at ground and lower ground level, construction of new external patio area including alterations to existing retaining wall, construction of garage and engineering works to create additional parking areas (revised scheme), Froneithyn, Aberdyfi.  
**Reported** – 3 letters of concern from neighbours reported. Community Council objections reported. Discussion at committee as to whether an extension to a dwelling that was equal to the size of the original dwelling was a potential departure from Policy 15.

**RESOLVED to grant** permission in accordance with recommendation.

#### 6. **Update Reports**

- (1) List of Compliance Cases – **For Information**  
Arising thereon,  
NP5/61/ENF23P – Untidy condition of building, St Davids Hotel Harlech  
The Director of Planning and Land Management advised that construction work had commenced on the bat barn.

**RESOLVED to note the report.**

- (2) Planning, Enforcement Notices and Certificates of Lawful Use Appeals submitted and awaiting decision – **For Information**

**RESOLVED to note the report.**

- (3) Section 106 Agreements – **For Information**

Arising thereon,  
NP5/61/LB32J – Change of use of part of ground floor restaurant to dwelling  
Case Officer to contact Agent to seek withdrawal of the application.

**RESOLVED to note the report.**

- (4) Outstanding Applications where more than 13 weeks have elapsed – **For Information**

Arising thereon,  
NP5/50/415D – Ty Bach, Aberdyfi  
Case Officer advised that the application will be submitted to the next meeting of the Planning and Access Committee.

**RESOLVED to note the report.**

**SNOWDONIA NATIONAL PARK PLANNING AND ACCESS COMMITTEE  
WEDNESDAY 6<sup>th</sup> MARCH 2019**

Councillor Elwyn Edwards (Gwynedd) (Chairman)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Alwyn Gruffydd, Annwen Hughes, Judith Humphreys, Edgar Wyn Owen, Elfed Powell Roberts, John Pughe Roberts, Gethin Glyn Williams;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Ifor Glyn Lloyd, Wyn Ellis-Jones;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Ms. Elinor Gwynn, Mr. Neil Martinson, Mr. Owain Wyn;

**Officers**

Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Aled Lloyd, Mr. Richard Thomas, Mrs. Iona Roberts, Mrs. Anwen Gaffey, Mrs. Gwen Aeron.

1. **Apology**

Mr. Ceri Stradling.

2. **Declaration of Interest**

Councillor Annwen Hughes declared both a personal and prejudicial interest in Item 4 (1) on the Agenda, under paragraphs 10 (2) (c) (i) and 12 (1) of the Code of Conduct for Members, and left the meeting whilst the matter was being considered.

Councillor Wyn Ellis-Jones declared both a personal and prejudicial interest in Item 4 (3) on the Agenda, under paragraphs 10 (2) (a) (i) and 12 (1) of the Code of Conduct for Members, and left the meeting whilst the matter was being considered.

3. **Minutes**

The minutes of the Planning and Access Committee meeting held on the 23<sup>rd</sup> January 2019 were accepted and the Chairman signed them as a true record.

Arising thereon,

Item 5 (1) Alterations to existing dwelling and extensions at ground and lower ground level, construction of new external patio area including alterations to existing retaining wall, construction of garage and engineering works to create additional parking areas (revised scheme), Froneithyn, Aberdyfi.

Case Officer advised that following further measurement, the extension was in fact 4m<sup>2</sup> smaller than the size of the original dwelling.

4. **Report by the Director of Planning and Land Management Submitted** – Report by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

5. **Update Reports Submitted** – Update reports by the Director of Planning and Land Management on planning applications and compliance matters.

Please see the Schedule of Planning Decisions attached.

6. **Delegated Decisions Submitted and Received** – List of applications determined in accordance with delegated authority.

**RESOLVED to note the report.**

7. **Planning Appeal Submitted and Received** – copy of the following appeal decision:-  
Appeal by Mr. Andrew Speers against the Authority's decision to refuse planning permission for the change of use from C1 to C3 (Dwelling) at 1 Ty Bodfor, Rhos Bodfor, Aberdyfi. LL35 0EA.  
(Appeal dismissed).

**The meeting ended at 11.15**

## SCHEDULE OF PLANNING DECISIONS – 6<sup>th</sup> MARCH 2019

### Item No.

4. **Report by the Director of Planning and Land Management**
- (1) NP5/69/16C – Proposed erection of 2,700 square metre (135m x 20m x 7.03m) 32,000 bird poultry unit for the production of eggs, improvements to access track and associated ground works, Castell Mawr Farm, Llanegryn.  
**Reported** – The Director of Planning and Land Management advised that following the decision taken at the Planning and Access Committee on the 5<sup>th</sup> December 2018, and assessed against the revised Planning Policy Wales Edition 10, officers concluded that new material information had been raised and the application was now being re-submitted to the Planning and Access Committee for further consideration. Further information on odour, dust and noise levels received. The Environmental Health Officer considered the further information was still insufficient. The applicant has requested that Members defer consideration to the next meeting of the Planning and Access Committee in order to submit further details.  
**RESOLVED** to **defer** consideration at applicants' request.
- (2) NP4/11/247L – Part change of use of unit to provide dog grooming service, Unit D, Royal Oak Stables, Betws y Coed.  
**Reported** – Officers to seek reassurance with regard to foul water drainage.  
**RESOLVED** to **grant** permission in accordance with recommendation.
- (3) NP4/26/271B – Change of use of agricultural building into a coffee roasting unit, Hafod-y-Geunan, Nebo, Llanrwst.  
**RESOLVED** to **grant** permission in accordance with recommendation.
- (4) NP5/50/415D – Alterations and two storey extension to former public toilets to create a dwelling, Ty Bach, Aberdyfi.  
**Reported** – Case Officer advised that the plan on page 66 of the Agenda was incorrect and should be disregarded.  
**RESOLVED** to **grant** permission in accordance with recommendation.
- (5) NP5/57/946C – Erection of 5 dwellings comprising 3 terraced dwellings, and 2 semi-detached with new vehicle/pedestrian access, and associated road and landscaping, site near Llety'r Bugail, Pencefn, Dolgellau.  
**Reported** – Case Officer presented the report and Members and Officers further discussed landscaping conditions. Officers confirmed that the application was below the threshold for a language impact assessment and that the applicant was required to indicate which of the dwellings was subject to a Section 106 affordable local occupancy agreement prior to any permission being granted.  
**RESOLVED** to **grant** permission in accordance with recommendation.
- (6) NP5/57/1152 – Change of use of second and third floors into two houses of multi-occupation, 4 Frondirion, Dolgellau.  
**Reported** – Case Officer presented the report and detailed background.  
Public Speaking  
Mr. Rhys Davies, the Agent, addressed the Planning and Access Committee and asked Members to consider the following:-

- the application was for change of use of a building to provide accommodation for chefs who work in The Royal Ship Hotel, Dolgellau and George III Hotel, Penmaenpool. Chefs are experienced and generally an older demographic which will represent 75% of the building's occupants.
- transport will be provided to transfer staff between work and their accommodation.
- concerns were raised that the development would result in anti-social behaviour. The Housing Act 2004 introduced new mandatory licensing for Houses of Multiple Occupation (HMO's) which ensures the highest of standards.
- a property manager will be employed and should any anti-social behaviour occur, then the licence holder would be subject to a fine of up to £5k. There is also a fine of £20k for not having the necessary licence.
- Members were assured that all measures will be taken to ensure no anti-social behaviour problems at this property.

**RESOLVED to grant** permission in accordance with recommendation.

- (7) NP5/70/9L – Erection of detached garage, land adjoining Plas Gywair, Llangywair.  
**Reported** – Case Officer presented the report and advised upon local concerns.  
**RESOLVED – Site Inspection.**

- (8) NP5/71/AD38A – Installation of 5 information panels, Caer Gai, Llanuwchllyn.  
**Reported** – Members supported the principle of providing information panels but noted concerns over design, materials and the proposed locations. Members felt the interpretation boards should be in keeping with the location. The Director of Planning and Land Management advised that the content of the information panels was not a planning matter and could be discussed at a future meeting of the Members' Working Group.  
**RESOLVED to defer** consideration, discuss matters raised and re-present to the next meeting of the Planning and Access Committee.

## 5. Update Reports

- (1) Enforcement Notices, Listed Building Enforcement Notices served under delegated powers and List of Compliance Cases – **For Information**  
 Arising thereon,  
NP2/16/ENF448 – Unauthorised Quarrying, Hendre Ddu Quarry, Cwm Pennant  
 The Head of Development Management and Compliance advised that the matter will be discussed with the North Wales Minerals and Waste Planning Authority.  
**RESOLVED to note the report.**
- (2) Planning, Enforcement Notices and Certificates of Lawful Use Appeals submitted and awaiting decision – **For Information**  
**RESOLVED to note the report.**
- (3) Section 106 Agreements – **For Information**  
 Arising thereon,  
NP5/61/LB32J – Change of use of part of ground floor restaurant to dwelling  
 The Head of Development Management and Compliance advised that the application was now withdrawn.  
**RESOLVED to note the report.**

- (4) Outstanding Applications where more than 13 weeks have elapsed – **For Information RESOLVED to note the report.**

**STANDARDS COMMITTEE**  
**WEDNESDAY 7<sup>th</sup> SEPTEMBER 2018**

**PRESENT:**

**Member appointed by Gwynedd Council**

Councillor Alwyn Gruffydd;

**Member appointed by Conwy County Borough Council**

Councillor Philip Capper;

**Member appointed by the Welsh Government**

Mr. Ceri Stradling;

**Independent Members**

Mrs Rachael L.J. Davies, Mr. Martin J. Hughes, Mrs. Sharon Warnes (Chair);

**Officers**

Mr. G. Iwan Jones, Ms. Bethan Hughes, Mrs. Anwen Gaffey.

1. **Chairman's Announcements**

Members and Officers introduced themselves to the meeting.

2. **Declaration of Interest**

Cllr. Alwyn Gruffydd and Cllr. Philip Capper declared a personal interest in item 7 on the Agenda, under paragraph 10 (2) (a) (ix) (aa) of the Code of Conduct for Members.

3. **Minutes**

Subject to noting a correction to the Welsh minute (item 7 [Resolution 2] Grant of Dispensation) which should refer to "Cyngor Bwrdeistref Sirol Conwy", the minutes of the Standards Committee meeting held on 7<sup>th</sup> July 2017 were accepted and the Chairman signed them as a true record.

Arising thereon,

Item 6 – Update on the Authority's Whistle Blowing Policy

The Director of Corporate Services confirmed that the Authority's staff and volunteers now receive this information.

4. **Nomination of members for the Single Status Grading Appeals Panel**

**Submitted** – A report by the Director of Corporate Services to appoint three Members and two substitute members to the Single Status Grading Appeals Panel.

**Reported** – The Director of Corporate Services presented the report and background.

**RESOLVED**

1. **to note the report.**

2. **to appoint Mr. Ceri Stradling, Mrs. Rachael L.J. Davies and Mr. Martin J. Hughes as Members of the Single Status Grading Appeals Panel with Councillor Philip Capper and Mrs. Sharon Warnes appointed as substitute members.**

5. **Public Services Ombudsman for Wales**

**Submitted** – A report by the Director of Corporate Services to advise the Committee on the developments applicable to this Authority.

**Reported** – The Director of Corporate Services presented the report and provided Members with an update.

Members welcomed the report and congratulated the Authority on its excellent record, and, in particular, that none of the matters raised related to Members' conduct.

**RESOLVED to note the report.**

6. **Complaints Monitoring Report**

**Submitted** – A report by the Head of Administration and Customer Care on written complaints received by the Authority.

**Reported** – The Head of Administration and Customer Care presented the report and outlined the main points. It was noted that such complaints help the Authority to improve its systems and put robust processes in place. Members considered the report in detail and commended officers for the small number of complaints received when considering the overall work of the Authority.

**RESOLVED to note the report.**

7. **Grant of Dispensations**

**Submitted** – A report by the Director of Corporate Services recommending that the Standards Committee grant a general dispensation to the Members of Gwynedd Council and Conwy County Borough Council.

**Reported** – The Director of Corporate Services presented the report and confirmed that dispensations previously granted by the Standards Committee had worked well. The Director of Corporate Services provided a very recent example of the successful application of the dispensation which demonstrated the importance of having such a dispensation in place. He advised, that to date, only one complaint had been received with regard to granting a dispensation.

A Member raised a general enquiry as to whether a local Member with local knowledge, from either Gwynedd Council or Conwy County Borough Council, should be allowed to speak in favour of or against an application, as they would have formed an opinion beforehand that could be regarded as a potential pre-determination. The Director of Corporate Services advised that this was part of the planning process and that if the Standards Committee considered it of benefit, Members could in future receive further training on what constitutes a pre-disposition and pre-determination.

Members considered the report in detail and agreed to approve a general dispensation, in accordance with the terms outlined in the report, in order to ensure that the Authority can conduct its business effectively.

## **RESOLVED**

1. to grant a dispensation for Members appointed by Gwynedd Council enabling them to take a full part in the determination of issues relating to Gwynedd Council up to 31<sup>st</sup> December 2019, unless further extended by resolution of this Committee prior to the 31<sup>st</sup> December 2019.
2. to grant a dispensation for Members appointed by Conwy County Borough Council enabling able them to take a full part in the determination of issues relating to Conwy County Borough Council up to 31<sup>st</sup> December 2019, unless further extended by resolution of this Committee prior to the 31<sup>st</sup> December 2019.
3. to include the “potential for pre-determination” as a topic at a future planning training session for Members.

### 8. **North Wales Standards Committees Forum**

Received – An oral report by the Chair of the Standards Committee, for information.

The Chair advised that she had attended a recent meeting of the North Wales Standards Committee Forum, held on 29<sup>th</sup> June 2018, at Gwynedd Council Offices, Caernarfon. Members were provided with background to the Forum and the main discussion topics were outlined as follows:-

- Forum members received a short presentation on issues related to social media. A document, prepared by the WLGA called “Social Media – A Guide for Councillors” was now available on the WLGA website in which the SNPA’s Facebook page was provided as one of many examples. In response to a question from a Member, the Director of Corporate Services advised that there was a protocol, prepared specifically for the Authority’s staff, which could be amended for use by Members. It was agreed that further training should be provided for Members to raise awareness of current social media issues.
- with regard to procedures for addressing allegations against members, the Ombudsman has prepared a document - ‘Code of Conduct - Interim Powers’ which has been distributed to Monitoring Officers.
- Members agreed to consider questions for the Chair to ask at a future Standards Committees Forum meeting.

## **RESOLVED**

1. to note the report and thank the Chair for her presentation.
2. that social media training be provided for all Authority Members to raise awareness of current issues.

### 9. **Standards Conference 2018**

**Submitted** – The Standards Conference Wales 2018 programme.

Arising thereon, Members who were attending the Standards Conference agreed to provide feedback at the next meeting of the Standards Committee and circulate notes from the individual Workshops.

**RESOLVED to note the Conference Programme, for information.**

**The meeting ended at 15.20**

**PERFORMANCE AND RESOURCES COMMITTEE**  
**WEDNESDAY 18<sup>th</sup> JULY 2018**

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Elwyn Edwards, Alwyn Gruffydd, Annwen Hughes, Judith Humphreys, Edgar Owen, Elfed Roberts, John Pughe Roberts;

**Members appointed by Conwy County Borough Council**

Councillors Wyn Ellis Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms Tracey Evans, Mrs. Elinor Gwynn, Mr. Neil Martinson, Mr. Ceri Stradling, Mr. Owain Wyn;

**Officers**

Mr. E. Williams, Mr. G.I. Jones, Mr. D. Edwards, Mrs. J. Worrall, Ms. Bethan Hughes, Mrs. A. Gaffey;

**In attendance**

Luned Fon Jones – Internal Audit Service

**Apologies**

Councillors Philip Capper, Gethin Williams;  
Mr. J. Cawley, Director of Planning and Land Management.

**1. Election of Chairman**

**RESOLVED to elect Councillor Alwyn Gruffydd as Chairman of the Performance and Resources Committee.**

The Chairman thanked Members for their support.

**2. Election of Vice-Chairman**

**RESOLVED to elect Councillor Wyn Ellis Jones as Vice-Chairman of the Performance and Resources Committee.**

**3. Chairman's Announcements**

- (1) The Chairman referred with sadness to the recent death of Mr. Andrew Weir, former Senior Lecturer at Plas Tan y Bwlch. The Chairman paid tribute to Andrew, who had retired in September 2016 after working for the Authority for over 25 years.

Members and officers stood as a mark of respect.

- (2) The Chairman welcomed the newly appointed Welsh Government Members, Mrs. Elinor Gwynn and Mr. Neil Martinson to their first meeting and also welcomed Councillor Judith Humphreys, Gwynedd Council, to the Performance and Resources Committee.

**4. Declaration of Interest**

No declarations of Personal Interests were made in respect of any item.

## 5. Minutes

The minutes of the Performance and Resources Committee held on 21<sup>st</sup> March 2018 were accepted and the Chairman signed them as a true record.

Arising thereon,

### Item 11 – Redundancy Policy Appeals Process

A Member raised a concern that the recently established Appeals Sub-Committee did not include a female member and that this should be a consideration for the future.

## 6. Head of Internal Audit Annual Report 2017/18

Submitted – The Head of Internal Audit’s Annual Report outlining the Internal Audit Services’ opinion on internal controls within the Authority.

Reported – The Head of Internal Audit presented the report and confirmed that she was satisfied with the good overall standard of the Authority’s internal controls in the areas investigated in the 2017/18 Audit Plan. Members noted that due to a reduction in audit days, ‘Income – Plas Tan y Bwlch’ had been deferred from the plan.

Members considered the report and made the following observations:-

- Para. 2.6.2 – Members noted that lessons learnt from current and past projects, such as the Dolgellau Heritage Scheme, would assist the Authority in tightening its controls when managing European funded projects. The Chief Executive advised that a ‘project management toolkit’, used to manage European Funds, would be built into future schemes, and Members requested a presentation on the toolkit to a future meeting of the Members’ Working Group.
- the audit plan brief for Plas Tan y Bwlch was too extensive and should be more focussed on attracting income.
- the Head of Internal Audit confirmed that the Authority’s audit fee had been reduced to reflect that the “Income – Plas Tan y Bwlch” audit was not carried out in 2017/18.

The Chairman, on behalf of Members, thanked the Head of Internal Audit for attending the meeting to present the Annual Report.

### **RESOLVED**

1. **to accept the report as the “Head of Internal Audit’s Annual Report” in accordance with the requirements of the Public Sector Internal Audit Standards for the financial year 2017/18.**
2. **to accept the Operational Audit Plan for the 2018/19 accounting period, subject to amendment in consultation with the Head of Internal Audit, the Chief Executive, the Chief Finance Officer, the Corporate Director and/or Head of Finance.**
3. **to await a presentation on the ‘Project Management Toolkit’ to a future meeting of the Members’ Working Group.**

## 7. Wales Audit Office – Certificate of Compliance

Submitted – The Wales Audit Office report on the Snowdonia National Park Authority’s 2018-19 Improvement Plan, for information.

Reported – The Director of Corporate Services presented the report on behalf of the Wales Audit Office.

Arising thereon, the Chief Executive advised that it was anticipated that the Minister was about to dis-apply the Welsh National Park Authorities from the Local Government (Wales) Measure 2011.

**RESOLVED to note the report.**

**8. Financial Challenge 2018-20 – Update**

Submitted – A report by the Chief Executive to inform members of progress against the financial strategy for 2018/20.

Reported – The Chief Executive presented his report and arising thereon, **it was RESOLVED under Section 100 (A) (4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item on the grounds that it involves the disclosure of exempt information as defined in Paragraph 14, Part 4 of Schedule 12 A to the said Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).**

The Chief Executive provided further background information for the benefit of new Members and explained that the Welsh Government Grant settlement for 2018-20 had meant a budget reduction of -5% in 2018/19 and a further -5% in 2019/20, plus inflation. The Authority had been required to identify savings of £788,764 over the two years and the update report provided Members with the latest position.

In addition to the update report, the Chief Executive advised that the Environment Minister had very recently informed the three Welsh National Park Authorities that their funding would continue at the same level as last year and that the Authority was now only required to find savings to cover the inflationary increase over the two years, which has already been identified as part of the financial challenge. The Chief Executive was now waiting to receive the Welsh Government's Priorities Paper in order to re-purpose and re-focus the Authority's work in line with the Minister's priorities. The Chief Executive stated that whilst this was a cut in real terms, it did provide financial security for the National Parks over the next two years. Members were asked to note that this information was not yet in the public domain.

**RESOLVED**

- 1. to note the report and progress made against agreed actions to achieve the savings which underpin the financial strategy.**
- 2. to forward a copy of the Plas Tan y Bwlch Business Plan to Mr. Neil Martinson.**
- 3. to provide new Members with background papers and the opportunity to further discuss the Financial Strategy at the New Member Induction Session, currently being arranged.**

The Authority resolved to re-admit the Press and the Public.

**9. Statement of Accounts 2017/18**

Submitted – The Chief Finance Officer's report for Members to note the contents of the Statement of Accounts for the year ended 31st March 2018, and the arrangements for the period of inspection by members of the public.

Reported – The Chief Finance Officer presented the report and advised that the audited (and adjusted) Statement of Accounts would be presented to the Authority on the 26th September 2018, for approval.

Arising thereon, Members and officers discussed the following:-

- that finance training should be arranged for all members following the recent turnover in membership of the Authority. Training will focus on the Authority's Financial Management and the role and responsibility of Members.
- the use of the Authority's reserves.

The Chairman, on behalf of Members, thanked the Chief Finance Officer, the Head of Finance and his staff for their work.

#### **RESOLVED**

- 1. to note the contents of the Statement of Accounts (subject to audit) for 2017/18.**
- 2. to arrange Finance Training for Members.**

#### **10. The Authority's Risk Profile**

Submitted – A report by the Director of Corporate Services to update Members on the Authority's Risk Profile.

Reported – The Director of Corporate Services presented the quarterly monitoring report and risk profile. Members agreed that under risk ref. 3 (Planning Act 2015), the remaining likely risk should now be reduced to '2'. Members were asked to note that the White Paper was published on 31st January '2018' and not '2017' as stated.

Members considered the report and register and made the following observations:-

- that "Project Management" should be included on the register in future.
- a Member alerted officers to the fact that raising car parking charges had met with resistance from some quarters. Officers advised that car park income was essential to fund the upkeep of footpaths and that three of the car parks in the north of the National Park were dedicated to supporting a sustainable transport initiative. Members were informed that such benefits were conveyed to the public.
- officers stated that the Authority was not part of the local government parking scheme and non-compliance was dealt with by issuing a reminder to pay rather than imposing fines, which had always resulted in a high response.
- an update report on the Authority's car parks should be presented to a future meeting of the Members' Working Group.

#### **RESOLVED**

- 1. to note the report and amend the Risk Register as outlined.**
- 2. to await an update report on the Authority's car parks to a future meeting of the Members' Working Group.**

#### **11. Corporate Work Programme 2017/18**

Submitted – The fourth and final quarter Progress Report for 2017/18.

Reported – The Director of Corporate Services presented the report detailing the Authority's progress against objectives for the period up to 31<sup>st</sup> March 2018.

### Communication

- The Director of Corporate Services agreed that the Warden led guided walks from the Centres had not been a success and the pilot would now be revisited.
- Members congratulated Yr Ysgwrn staff for their work and recent successes.

### Partnership and Volunteer Engagement

- the Chief Executive was confident that the “Working with Volunteers” internal group would meet its target in future.

**RESOLVED to accept the Corporate Work Programme 2017/18 final report, as submitted.**

## 12. **Performance Indicators 2017/18: Fourth Quarter and Annual Results**

Submitted – A report by the Director of Corporate Services to discuss the results of the 2017/18 Performance Indicators.

Reported - The Director of Corporate Services presented the report, which Members considered in detail.

### Planning and Land Management Directorate

Members were advised that the Director of Planning and Land Management was absent from the meeting as he was attending a Local Development Plan Review Hearing Session, currently underway at the National Park Office in Penrhyndeudraeth. Requests for further details on any matter will be forwarded to the Director of Planning and Land Management to respond.

### Welsh Government Performance Indicators

- CYN7 Planning Applications for Minor & Householder Development  
was there a reason for the large number of applications being determined in over 8 weeks?
- PLA/12 Total No. of Enforcement cases investigated  
results for Snowdonia were far lower than the other two Welsh National Parks. A Member felt there was insufficient information in the report to establish a reason for this and its significance. The Director of Corporate Services advised that Members receive updates on all outstanding enforcement cases to every Planning and Access Committee.

### Local Performance Indicators

- Health and Wellbeing  
Members would welcome details on how many local schools have joined the new Young Ranger Scheme?
- Partnership and Volunteer Engagement  
it was agreed to further review the way the Authority engages with Community Councils.
- Corporate Indicators  
the data presented did not reflect the long term sickness numbers previously mentioned.

**RESOLVED to note the report.**

13. **Review of Governance - Action Log**

Submitted – An Action Log of strategic actions arising from decisions taken during meetings of the Authority and the Performance and Resources Committee.

**RESOLVED to welcome the Action Log which will be updated and presented as a standard item, after the minutes, to the Authority and the Performance and Resources Committee.**

14. **Complaints Monitoring Report**

Submitted – A report by the Head of Administration and Customer Care on written complaints received by the Authority.

Reported – The Head of Administration and Customer Care presented the report and outlined the main points. Members were advised that the Monitoring Report will also be presented to the Standards Committee, for information.

**RESOLVED to note the report.**

15. **HR Strategy 2017 – 2020: Update Report**

Submitted – An information report by the Head of Personnel together with a copy of the HR Strategy for 2017 – 2020.

Reported - The Head of Personnel presented the HR Strategy 2017 – 2020 and Members noted the revisions as highlighted in the report. The Head of Personnel confirmed that staff receive mental health awareness support and that over 40 of the Authority's staff had attended a 2-day course on 'Mental Health First Aid' funded by the Authority.

**RESOLVED to note the update report, for information.**

16. **Staff Absences 2017/18**

Submitted – An information report by the Head of Personnel summarising staff absences for 2017/18.

Reported – The Head of Personnel presented the report. Arising thereon, it was agreed that the Occupational Health drop in sessions would in future, include stress/mental health issues.

**RESOLVED**

**1. to note the report.**

**2. to include stress/mental health issues as part of the Occupation Health drop in sessions.**

17. **Health and Safety Annual Monitoring Report 2017/18**

Submitted – An information report by the Head of Personnel to advise Members on Health and Safety issues within the Authority.

Reported – The Head of Personnel asked Members to note that the Welsh report should record “..... there were 7 cases reported” and not 14 as was stated.

**RESOLVED to note the report.**

18. **Minutes of the Plas Tan y Bwlch Management Board**

Submitted - Minutes of the Plas Tan y Bwlch Management Board meetings held on the 17<sup>th</sup> January and 25<sup>th</sup> April 2018, for information.

The Chairman of the Plas Tan y Bwlch Management Board presented the minutes in detail.

**RESOLVED to note the minutes.**

**The meeting ended at 12.40**

**PERFORMANCE AND RESOURCES COMMITTEE  
WEDNESDAY 14<sup>th</sup> NOVEMBER 2018**

Councillor Alwyn Gruffydd (Gwynedd) (Chairman)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Freya Bentham, Elwyn Edwards, Annwen Hughes, Judith Humphreys, Edgar Wyn Owen, Elfed Powell Roberts;

**Members appointed by Conwy County Borough Council**

Councillors Philip Capper, Wyn Ellis-Jones;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Mr. Ceri Stradling, Mr. Owain Wyn;

**Officers**

Mr. Emyr Williams, Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Emyr Roberts, Mrs. Jo Worrall, Ms. Bethan Hughes, Ms. Naomi Jones, Mrs. Anwen Gaffey, Mrs. Sarah Roberts;

1. **Apologies**

Councillors Ifor Glyn Lloyd, John Pughe Roberts, Gethin Glyn Williams; Ms. Elinor Gwynn, Mr. Neil Martinson; Mr. Dafydd Edwards, Section 151 Officer.

2. **Declaration of Interest**

No declarations of Personal Interests were made in respect of any item.

3. **Minutes**

The minutes of the Performance and Resources Committee held on 18<sup>th</sup> July 2018 were accepted and the Chairman signed them as a true record.

4. **Action Log**

Submitted – A Log of strategic actions arising from decisions taken during meetings of the Performance and Resources Committee, for information and action.

Reported – The Director of Corporate Services presented the report which Members considered in detail. Members and Officers agreed that future reports would indicate which items should be removed from the Action Log.

Arising thereon:-

Performance and Resources Meeting 15.11.17: Action Item 12 – Draft Volunteering Strategy

Officers were reminded that the closing date for grant applications was getting nearer and that the work should be progressed without delay.

Performance and Resources Meeting 18.07.18: Action Item 9 – Statement of Accounts

This action was now complete and could be removed from the Action Log.

**RESOLVED to note the Action Log and remove Action Item 9, as outlined.**

5. **Minutes of the Plas Tan y Bwlch Management Board**  
**Submitted** - The minutes of the Plas Tan y Bwlch Management Board meetings held on the 6<sup>th</sup> June and 26<sup>th</sup> July 2018.

**Reported** – The Chairman of the Plas Tan y Bwlch Management Board presented the minutes in detail.

**RESOLVED to note the minutes.**

6. **Wales Audit Office – Certificate of Compliance**  
Submitted – The Wales Audit Office report on the Snowdonia National Park Authority’s 2018-19 Improvement Plan, for information.

Reported – The Chief Executive presented the report on behalf of the Wales Audit Office.

**RESOLVED to note the report.**

7. **Corporate Work Programme 2018-19**  
Submitted – A report by the Director of Corporate Services on progress on the Corporate Work Programme for the first and second quarters of the financial year.

Reported – The Director of Corporate Services presented the report detailing the Authority’s progress.

Plans and Policies

- Develop a joint programme with Welsh Government to further these matters  
The Director of Planning and Land Management agreed to ascertain whether the timetable for completion was August 2018 or October 2018. Officers confirmed that the Welsh Government’s Natural Resource Policy was being fully integrated into the Authority’s work programmes.

Health and Well-Being

- Members discussed the importance of the Authority identifying its role, along with the Betsi Cadwaladr University Health Board and Local GP’s, who also need to understand their role. Officers advised that the work of the collaborative group “*Getting North Wales Moving*” should strengthen and help to develop the Authority’s role and create a culture and environment for people to become more active.

**RESOLVED**

1. **to note the report.**
2. **to await a further report on the Authority’s future relationship with both Gwynedd/Anglesey and Conwy/Denbighshire Public Service Boards following their adoption of Action Plans for delivery of their well-being plans.**

8. **Performance Indicators 2018/19: Half Year Results**  
Submitted – A report by the Director of Corporate Services to present the results for the first 6 months of the year.

Reported – The Director of Corporate Services presented the report and advised that as this was first year which will establish a baseline for the local indicators, there were no trends to measure progress against. Also, Members were informed that the Wales Audit Office had mentioned they may look into the number of Performance Indicators for the coming year.

**RESOLVED to note the report.**

9. **The Authority's Risk Profile**

Submitted – A report by the Director of Corporate Services to update Members on the Authority's Risk Profile.

Reported – The Director of Corporate Services presented the report and risk register. Members were advised upon 4 new risks to the Authority (Ref. 12 – 15) and that Risk Ref. 6 “the Authority's management of Yr Ysgwrn” had been raised over the short term, due to a reduction in staff numbers which the Management Team hoped to resolve with a new appointment shortly.

**RESOLVED to note the report.**

10. **Information Centres Annual Report**

Submitted – A report by the Head of Education and Communication to update members on the progress of the Centres against the financial target.

Reported – The Head of Education and Communication presented the report and provided an overview of the 2018/19 year to date.

Members considered the report in detail and discussed the following:-

- Members and officers discussed the proposed changes to the calculation of business rates and associated increase in running costs. Members asked whether the Authority should consider outsourcing Information Centres in the same way as some Welsh Local Authorities had outsourced their leisure centre services in order to save a community facility. Officers advised that whilst only a small number of the Authority's premises benefit from rate relief, they felt the Authority should support its own staff and emphasised that Information Centres, not only provide tourist information, but their presence in the community was very important.
- Members discussed the changing ways in which people get their information. Officers felt the Centres were still relevant, receive good feedback in customer surveys, and provide income as a retail outlet. Arising thereon, officers would provide net figures in future reports.
- Members congratulated the Head of Education and Communication on her recent appointment to the newly created post “Head of Cultural Heritage”, which would commence following her return from maternity leave.

**RESOLVED to note the report and approve the actions for 2018/19, as outlined.**

11. **Yr Ysgwrn: Annual Report**

Submitted – A report by the Head of Education and Communication to update members on progress of Yr Ysgwrn project.

Reported – The Head of Education and Communication presented the report and took the opportunity to thank the Project Manager, Mrs Sian Griffiths, for her work. Mrs Griffiths had tendered her resignation and would be leaving the Authority at the end of December to take up a post with Gwynedd Council.

The Head of Education and Communication reported that although most of the Heritage Lottery Fund grant conditions had been met, the main challenge for 2019 was maintaining quality of service and making sure Yr Ysgwrn was sustainable for the future.

Members considered the report and made the following observations:-

- Members congratulated staff for their successes at Yr Ysgwrn.
- Members noted that as a result of achieving Museum accreditation, various grants would now become available. The Head of Education and Communication confirmed that a recent bid for safety systems had been successful and advised that Yr Ysgwrn was now able to borrow exhibits from other museums to increase its market appeal and encourage more visitors.
- Members suggested that Yr Ysgwrn should focus on attracting tertiary education providers, especially architecture students, who could use Yr Ysgwrn as a case study facility.
- Members also suggested a tourist pack, which would combine visits to Yr Ysgwrn with visits to the Slate Museums in Blaenau Ffestiniog etc. The Head of Education and Communication agreed there was a need to be more strategic and was keen to examine all options. Officers advised that the Business Plan was considering all opportunities to secure the sustainability of Yr Ysgwrn, including making a grant application to “Volunteering for Wales” to try to bring down staff costs.

Arising thereon, Members thanked the Head of Education and Communication for her work and extended their best wishes for the happy event.

**RESOLVED to note the Annual Report and approve the actions for 2018/19, as outlined.**

12. **Draft Annual Report of the Independent Remuneration Panel for Wales**  
Submitted – A report by the Director of Corporate Services to discuss the Independent Remuneration Panel’s draft Annual Report and to determine whether or not a response was required.

Reported – The Director of Corporate Services presented his report and the accompanying letter from the Independent Remuneration Panel.

Members considered the report and made the following observations:-

- officers should advise the IRP of National Park purposes as para. 7.1 of the draft Annual Report was inaccurate and needed to be corrected.
- further discussions on the responsibilities of the Chair of the Members’ Working Group to be undertaken in due course.

**RESOLVED subject to correcting National Park purposes in para. 7.1 of the Draft Annual Report, to accept the report and recommendations as submitted.**

13. **Strategic Equality Plan**

Submitted – A joint report by the Head of Personnel and the Head of Administration and Customer Care to present the Annual Report for 2017/18.

Reported – The Head of Administration and Customer Care presented the report.

**RESOLVED to note the report and approve the Strategic Equality Plan Annual Report 2017/18 for publication on the Authority's website.**

14. **Pay Scales**

Submitted – A report by the Head of Personnel for Members to discuss and approve the revised pay scales for NJC (Green Book) Staff from the 1<sup>st</sup> April 2019 onwards.

Reported – The Head of Personnel presented the report and background.

**RESOLVED to note the report and approve the revised pay scales for NJC (Green Book) staff from 1<sup>st</sup> April 2019 onwards.**

**The meeting ended at 11.30 a.m.**

**PERFORMANCE AND RESOURCES COMMITTEE  
WEDNESDAY 27<sup>th</sup> MARCH 2019**

Councillor Alwyn Gruffydd (Gwynedd) (Chairman)

**PRESENT:**

**Members appointed by Gwynedd Council**

Councillors Elwyn Edwards, Annwen Hughes, Edgar Wyn Owen, Elfed Powell Roberts, Judith Humphreys;

**Members appointed by Conwy County Borough Council**

Councillor Phil Capper, Wyn Ellis Jones, Ifor Glyn Lloyd;

**Members appointed by the Welsh Government**

Mr. Brian Angell, Ms. Tracey Evans, Ms. Elinor Gwynn, Mr. Neil Martinson, Mr. Ceri Stradling, Mr. Owain Wyn;

**Officers**

Mr. E. Williams, Mr. G.I. Jones, Mr. J. Cawley, Mr. E. Roberts, Ms. B. Hughes, Mrs. J. Worrall, Mrs. A. Gaffey;

1. **Apologies**  
Councillors Freya Bentham, John Pughe Roberts, Gethin Glyn Williams.
2. **Declaration of Interest**  
Mr. Emyr Williams, Mr. G. Iwan Jones, Mr. Jonathan Cawley, Mr. Emyr Roberts and Ms. Bethan Hughes declared an interest in item 11 on the Agenda and left the meeting while the matter was being discussed. Mrs. Jo Worrall and Mrs. Anwen Gaffey also declared an interest in item 11 on the Agenda, but remained in the meeting.
3. **Minutes**  
The minutes of the Performance and Resources Committee held on 14<sup>th</sup> November 2018 were accepted and the Chairman signed them as a true record.
4. **Action Log**  
Submitted – A log of strategic actions arising from decisions taken during meetings of the Performance and Resources Committee, for information and action.

Arising thereon:-

Performance and Resources Meeting 15.11.17

Action Item 10 – Amendments to the Authority's Scheme of Delegation

The Director of Corporate Services confirmed that the Authority's Code of Practice for Receipt of Gifts and Hospitality had been updated and the policy was now available on the staff extranet.

The action was now complete and could be removed from the Action Log.

Action Item 12 – Draft Volunteering Strategy

Members were advised that due to time constraints officers had been unable to meet the deadline for submitting an application.

This action, although not complete, should be removed from the Action Log.

Performance and Resources Meeting 18.07.18

Action Item 6 – Head of Internal Audit Annual Report 2017/18

The Chief Executive confirmed that the 'Project Management Toolkit', already in use by officers, will be presented to the Working Group on 22<sup>nd</sup> May for Member input.

Action Item 8 – Financial Challenge 2018-20 - Update

This action was now complete and could be removed from the Action Log.

Action Item 10 – The Authority's Risk Profile

This action was now complete and could be removed from the Action Log.

Performance and Resources Meeting 14.11.18

Action Item 12 – Draft Annual Report of the Independent Remuneration Panel for Wales

This action was now complete and could be removed from the Action Log.

**RESOLVED to note the Action Log and remove the actions as outlined.**

5. **Minutes of the Plas Tan y Bwlch Management Board**

Submitted – The minutes of the Plas Tan y Bwlch Management Board meetings held on 26<sup>th</sup> September and 14<sup>th</sup> November 2018, for information.

The Chairman of the Plas Tan y Bwlch Management Board presented the minutes and gave a summary of the current financial position and an outline of the proposed new initiatives being considered.

Arising from the minutes:-

The Chairman of Plas Tan y Bwlch Management Board advised that although savings targets were being met, Plas Tan y Bwlch had again failed to meet its income target. A member noted concerns that over the last 12 months reports to Members gave conflicting information on Plas Tan y Bwlch's financial performance. It was agreed that the Head of Finance and the Head of Business should meet with the Member to provide clarity on the position. The Plas Tan y Bwlch mid-term financial plan could provide a basis for discussions and a further report should be presented to the Performance and Resources Committee, if considered necessary.

**RESOLVED to note the minutes.**

6. **2020 – 2025 Well-being Objectives and Improvement Plan**

Submitted – A report by the Chief Executive for Members to approve a timetabled programme for adopting potential wellbeing objectives and improvement areas for 2020-2025.

Reported - The Chief Executive presented the report and background and advised upon a proposed timetable for the Authority to adopt its Well-being Objectives and Improvement Plan for 2020-2025.

Arising thereon, Members and Officers discussed a proposed framework for the review which will move away from the seven well-being goals and will be based on the "Valued and Resilient" document which outlines the Welsh Government's priorities for Areas of Outstanding Natural Beauty and National Parks. It was agreed that the objectives should be clear and achievable and Members noted that the Wales Audit Office would provide their input once the final draft was prepared. The Chief Executive advised that whilst the Welsh Government had indicated that the National Park Authorities would no longer be subject to the Local Government Measure, there was still no formal confirmation of this, which was an added complication. Members also discussed the possible future effect on planning applications.

#### **RESOLVED**

- 1. to approve the timetable and programme for adopting the Authority's improvement and well-being objectives for the period 2020-25.**
- 2. to support the principle of engaging an independent facilitator to assist the Authority with this work.**

#### **7. 2018/19 Budget Update**

Submitted – A report by the Chief Finance Officer to inform members of significant virements within the current financial year's budget and provide Members with updates on progress against the revenue and capital budgets.

Reported – The Head of Finance presented the report, which summarised the revised revenue and capital budgets for the first eleven months of 2018/19 and provided a projection of the Authority's position at the financial year-end. The Head of Finance also provided Members with further details of slippages and underspends. He advised that although the report currently shows an estimated Authority underspend of £37k, following discussions with the Head of Business today, he was informed of a further probable deficit of £40k in Plas Tan y Bwlch's income (taking the income shortfall to £110k), resulting in the Authority's underspend being even.

Arising thereon, the Chief Executive reported that the Authority had been invited, at very short notice, to make a bid to the Welsh Government for one off revenue funds. The Chief Executive confirmed that the bid had been successful and that the Authority had been granted a further £821,300 from Welsh Government underspend for revenue and capital projects. The purpose of the Funding was to complete the following projects:-

##### Revenue

- Yr Ysgwrn - £132k over 3 years
- Website – updating and web support / development programme - £79k
- Landscape Architect – 3 year pilot scheme with service level agreements available for partners - £135,700
- Ecology – a 3 year project to improve biodiversity in the planning system - £113,300
- Engagement with young people - £75k

- Campaign on the effect of plastics/litter - £40k
- Create health and well-being routes on Snowdon - £55k

#### Capital

- Water bottle refill stations at key sites - £15k
- Improvement works at Hafod Eryri - £176,300

Members welcomed the announcement and made the following observations:-

- Members thanked the Chief Executive for his timely action in securing the additional funds.
- Members, whilst welcoming the additional funding, noted this would place additional stress on staff and their workloads.
- as the additional money represents 20% of the Authority's overall budget, Members felt it would be timely to re-evaluate the mid-term financial plan and noted concerns that it may be difficult to spend this money as proposed. The Chief Executive advised that the Authority was required to present quarterly reports on progress to the Welsh Government.
- Members noted that the additional funding was once again a one-off amount for specific projects, which restricts the Authority as to how the money is spent.
- a Member asked whether the amount of additional funding allocated to improving the website was too low. Officers advised that the Authority had already allocated funds to commission an external company to start the process and that this money was in addition to that already earmarked for this work.
- Members and officers agreed to establish a workshop to prioritise the Authority's top-ten projects in anticipation of this situation being repeated next year. Members noted that the Authority needed to be vigilant when deciding on future projects as some could result in additional exit/redundancy costs which need to be factored in at the start.
- the Chief Executive stated that the recent review of the Authority's balances had been beneficial as they now show clearly that the Authority's reserves are held for specific purposes, which reduces the danger that future settlements could be impacted upon because of the level of reserves held.
- Members agreed, that in future, additional funds could be used to improve the resilience of the National Park.
- Members also commented that a visitor management strategy be developed, not in order to compete as a destination resort with the Local Authorities, but to meet National Park objectives and build in resilience by influencing behaviours to deal with the effects of tourism. A member stated that tourism should help the economy to raise its GDP rather than lowering it due to the low wages offered in Snowdonia. The Chief Executive advised that this was an area currently being considered by the National Parks, but Gwynedd Council was adamant that they were leading on destination management. The Chief Executive also reported that the Eryri Management Plan was looking at the issues as part of its remit.
- the Chief Executive advised that reports on the additional funds, the comprehensive spending review and Brexit would be presented to the next meeting of the Performance and Resources Committee in July.

#### **RESOLVED**

- 1. to note the report.**

2. **to confirm the proposed actions (carrying over of monies and transferring to reserves) as outlined in paragraphs 4.4 and Appendix 3 of the report.**
3. **to await further reports, as outlined.**

8. **Performance Indicators 2018-19: 3<sup>rd</sup> Quarter Results**

Submitted – A report by the Director of Corporate Services to present the results for the third quarter of the year.

Reported – The Director of Corporate Services presented the report and advised upon the background. Members considered the trends shown in red in more detail.

**RESOLVED to note the report.**

9. **Corporate Work Programme 2018/19**

Submitted – A progress report by the Director of Corporate Services for the third quarter of the financial year.

Reported – The Director of Corporate Services presented the report and third quarter updates. Members and officers discussed the report as follows:-

- a Member noted, that after reading the Chairman's annual report, he felt the Authority's achievements were being underplayed. Whilst not requesting more information, the Member asked would it not be better to record matters of more consequence? The Chief Executive advised that the Authority was tied into Wales Audit Office mechanisms but agreed that scrutiny methods need to be amended. Officers from Wales Audit will be attending a future meeting and it may be an opportunity for Members to discuss reporting procedures with them at that time.
- officers confirmed that the Authority supports staff secondments. The Authority currently has an officer from Gwynedd Council seconded to the finance department and staff from the Authority have also taken part in secondments and often return having gained more experience.
- officers confirmed there was no progress to date on detailed Action Plans from the PSB's, although work was ongoing.
- officers agreed to include Community Councils when disseminating key messages to the public such as promoting projects/initiatives on health benefits and opportunities in Snowdonia.
- a Member felt that the report should record real progress rather than simply reporting on an activity. Officers explained that the report provides an overview of officer work programmes, which tie into the Corporate Work Programme, and was intended to provide less information but in a strategic way. Officers were happy to revise the reporting process if Members so wished.

**RESOLVED to note the report.**

10. **The Authority's Risk Profile**

Submitted – A report by the Director of Corporate Services to update Members on the Authority's Risk Profile.

Reported – The Director of Corporate Services presented the report and risk profile.

Arising thereon,

Risk Ref. 1 - Insufficient budget funding

Members asked for the risk to be re-named “Insufficient core budget funding”.

Risk Ref. 2 - Income Generating Target (Plas Tan y Bwlch)

Members recommended that the remaining risk should be increased to ‘4’, and the overall risk raised to “16” (red).

Risk Ref. 12 – Poor and ineffectual management of projects by the Authority

Members recommended that the remaining risk should be increased to ‘3’, and the overall risk raised to “6” (amber).

The Chief Executive asked Members to note, under Risk Ref. 13 – Diminished staff resilience, that the Management Team had recently consented to share out the responsibilities of the Director of Land Management for a period of 6 months. The Chief Executive will be responsible for Conservation, Woodlands and Agriculture and the Director of Corporate Services responsible for the Warden Service. This would allow the Director of Planning and Land Management to dedicate more time to the Planning Service.

Arising thereon, the Chief Executive thanked Members for recognising that the Authority’s staff were currently working under immense pressure.

**RESOLVED to note the report and amend the Risk Register as outlined.**

11. **Pay Policy Statement 2019/20 and Pay Policy Annual Report for 2018/19**

Submitted – A report by the Head of Personnel for Members to approve the Pay Policy Statement for 2019/20 and receive the Pay Policy Report for 2018/19.

Reported – The Head of Personnel presented the report and background.

Arising thereon, and in response to a question from a Member, the Head of Personnel advised that Performance Related Pay for Chief Officers was a mechanism for assessing progression which was subject to certain achievements in performance.

**RESOLVED**

1. to approve the Pay Policy Statement for 2019/20.
2. to approve the Pay Policy Annual Report for 2018/19.

12. **Grievance Procedure**

Submitted – A report by the Head of Personnel to discuss and approve the revised Grievance Procedure.

**RESOLVED to approve the revised Grievance Procedure, as submitted.**

13. **Freedom of Information**

Submitted – A report by the Head of Administration and Customer Care on information requests received by the Authority under the Freedom of Information Act 2000.

Reported – The Head of Administration and Customer Care presented the report, for information.

**RESOLVED to note the report.**

**The meeting ended at 11.55**