

National Park Authority Board Meeting



**Draft Minutes of Meeting held at
2:00pm on 14th March 2016
National Park Headquarters, Balloch**

Present: Linda McKay (Convener) David Warnock (DW)
William Nisbet (WN) (Vice Convener) David McCowan (DMcC)
George Freeman (GF) Petra Biberbach (PB)
David McKenzie (DMcK) Martin Earl (ME)
Lindsay Morrison (LM) James Stuart (JS)
Billy Ronald (BR) Bob Ellis (BE)
Hazel Sorrell (HS)

In Attendance: Park Authority Staff:
Gordon Watson (GW), Chief Executive Officer
Jaki Carnegie (JC), Director of Corporate Services
Simon Jones (SJ), Director of Conservation and Visitor Operations
Markus Kroner (MK), Director of Estates and Commercial Development
Stuart Mearns (SM), Head of Rural Development & Planning
Anna MacLean (AM), Head of Communications
Amanda Aikman (AAik), Governance and Legal Manager

Bridget Jones, Head of Visitor Management – Agenda item 8
Charlotte Wallace, Visitor Policy and Engagement Manager – Agenda item 8
Catriona Morton (CM), Finance and Performance Manager – Agenda item 12
Sharon McIntyre (SMcl), Committee Officer (Clerk)

Apologies: Colin Bayes (CB) Angus Allan (AA)
James Robb (JR) Fergus Wood (FW)

Item	Action	Action by
1	<p>Welcome and Apologies</p> <p>The Convener opened the meeting by welcoming all attendees. SMcl confirmed apologies from AA, JR, FW and CB.</p> <p>The Convener welcomed members of the public and confirmed the protocols of holding a Board meeting in public.</p> <p>The Convener introduced herself, the Vice Convener, CEO and the Governance and Legal Manager.</p>	
2	<p>Declarations of Interest</p> <p>The Convener invited declarations of interest.</p> <p>The Convener, DMcC, ME, BR, DMcK, and DW declared a potential interest in agenda item 8 as they own a residential property within the Park.</p> <p>WN declared a potential interest in agenda item eleven, he has a financial</p>	

National Park Authority Board Meeting

**Draft Minutes of Meeting held at
2:00pm on 14th March 2016
National Park Headquarters, Balloch**

Item	Action	Action by
	<p>interest in respect of the Royal Society for the Protection of Birds.</p> <p>JS declared a potential interest in agenda item 8, he has recently been appointed as a Board member of the Scottish Sports Association.</p> <p>AAik indicated that there might be a perceived conflict for all Board members in relation to agenda item 7, however clarified that the Board is required to determine these matters.</p>	
3	<p>Minutes of Meeting held on 14th December 2015</p> <p>The minutes were proposed by LM and seconded by GF.</p>	
4	<p>Matters Arising</p> <p>JC introduced the report and provided an update on the only open action.</p> <p>DECISION: Members agreed to note the report.</p>	
5	<p>Committee Update – Planning & Access Committee membership</p> <p>A report was submitted by AAik advising that, following appropriate training, Billy Ronald has now joined the Planning and Access Committee as a full member.</p> <p>DECISION: Members agreed to note the revised membership of the Planning and Access Committee.</p>	
6	<p>Governance and Board Standing Orders</p> <p>AAik introduced the Governance and Board Standing Orders paper. Members welcomed the proposed amendments to the Standing Orders and to the Terms of Reference.</p> <p>DECISION: The Board agreed:</p> <ul style="list-style-type: none"> a) The revised Standing Orders for the Planning and Access Committee and Local Review Body and b) The Terms of Reference for the Audit Committee. 	

National Park Authority Board Meeting

**Draft Minutes of Meeting held at
2:00pm on 14th March 2016
National Park Headquarters, Balloch**

Item	Action	Action by
7	<p>Board Member Daily Fees</p> <p>GW introduced the Board Member Daily Fees paper. WN advised that the Remuneration Committee had considered the matter and had proposed no change to the daily rate. As previously some Board members expressed concern at being required to determine their own remuneration. The Convener indicated that she would convey this concern to Scottish Government.</p> <p>ACTION: Convener to raise Board member concerns with Scottish Government in relation to the setting of Board member fees.</p> <p>DECISION: The Board agreed to approve the recommendation from the Remuneration Committee that there will be no uplift in Board Members daily fees for 2015/16.</p>	Convener
8	<p>Your Park: Scottish Ministers' Approval of Camping Management Byelaws</p> <p>SJ introduced the Your Park: Scottish Ministers' Approval of Camping Management Byelaws paper. Members discussed and amended the wording of recommendations a, d and e.</p> <p>DECISION: The Board agreed to:</p> <ul style="list-style-type: none"> a) Note and welcome the Ministers letter confirming the Loch Lomond & The Trossachs National Park Camping Management Byelaws as laid out in Appendix 1; b) Note the formal modifications to the byelaws set by the Minister; Implementation to commence 1 March 2017. Reduction of the seasonal period by one month, running from March to September. c) Note the administrative conditions set by the Minister; Provision of a Report to the Minister reviewing the operation of the byelaws no later than three years from the date of implementation. Provision of an annual update to the Minister on the implementation of the byelaws. d) Agree that officers conclude proposals for camping provision and provide quarterly reports to the Board. e) Agree that officers progress preparations for the implementation of the Loch Lomond & The Trossachs National Park Camping 	

National Park Authority Board Meeting

**Draft Minutes of Meeting held at
2:00pm on 14th March 2016
National Park Headquarters, Balloch**

Item	Action	Action by
	Management Byelaws to commence on 1 March 2017 subject to the quarterly reports to the Board.	
9	<p>2016/17 Annual Operational Plan</p> <p>JC presented the 2016/17 Annual Operational Plan for approval advising that this plan has been finalised with members of the Delivery Group. Members discussed the plan.</p> <p>DECISION: The Board approved the 2016/17 Annual Operational Plan.</p>	
10	<p>2016/17 Budget</p> <p>GW presented the draft budget for 2016/17 for approval. Members discussed the proposals for the 2016/17 budget.</p> <p>DECISION: The Board agreed to:</p> <ul style="list-style-type: none"> a) Note the information contained within the report and Appendix 1 and b) Approve the 2016/17 budget. 	
11	<p>Organisational Update</p> <p>GW introduced the Organisational Update highlighting key points from the report. GW responded to member questions and comment and, after discussion:</p> <p>DECISION: The Board agreed to note the report.</p> <p><i>LM left the meeting.</i></p>	
12	<p>Financial Report</p> <p>CM presented the management accounts, from the end of Quarter 3 until 31st December 2015. CM responded to member questions and comment and, after discussion:</p> <p><i>HS left and returned to the meeting.</i></p> <p>DECISION: The Board agreed to note the information contained within this report.</p>	

National Park Authority Board Meeting

**Draft Minutes of Meeting held at
2:00pm on 14th March 2016
National Park Headquarters, Balloch**

Item	Action	Action by
13	<p>Planning & Access Committee Update</p> <p>PB informed members that the recent Planning Performance Report from Scottish Government was positive. PB advised that the Park Authority had input into the independent panel undertaking a review of the Scottish planning system.</p> <p>PB advised that members of the Planning & Access Committee continue to be involved in informal training sessions. Planning & Access Committee members agreed that these sessions are beneficial.</p>	
14	<p>Audit Committee Update</p> <p>DMcC advised that the Audit Committee are currently considering options for the appointment of internal auditors, as the existing contract comes to an end.</p>	
15	<p>Delivery Group Update</p> <p>BE thanked members for complimenting the work of the Delivery Group under agenda item 9. BE informed members that at the last Delivery Group meeting members reviewed four key projects: LIVE Park, Your Park, the Gateway Centre and Mountains and the People.</p> <p>BE noted that in relation to the Annual Operational Plan objectives two outcomes are now complete and forty-one are on track.</p>	
16	<p>Any Other Business</p> <p>DMcK advised that the Argyll & Bute Economic Forum Report would be a beneficial document for input into the next National Park Partnership Plan.</p> <p>ACTION: Argyll & Bute Economic Forum Report to be circulated to members.</p>	Jane Filshill
17	<p>Date of Next Meeting:</p> <p>Monday 13th June 2016</p>	

National Park Authority Board Meeting

**Draft Minutes of Meeting held at
2:00pm on 14th March 2016
National Park Headquarters, Balloch**

Signed _____

**Linda McKay,
Convener**