

# National Park Authority Board Meeting



**Draft Minutes of Meeting held at  
2:00pm on 26<sup>th</sup> October 2015  
National Park Headquarters, Balloch**

Present: Linda McKay (Convener) David Warnock (DW)  
William Nisbet (WN) (Vice Convener) David McCowan (DMcC)  
George Freeman (GF) Fergus Wood (FW)  
David McKenzie (DMcK) James Stuart (JS)  
Angus Allan (AA) Colin Bayes (CB)  
Bob Ellis (BE) Martin Earl (ME)  
Hazel Sorrel (HS) Lindsay Morrison (LM)

In Attendance: Park Authority Staff:  
Gordon Watson (GW) Mairi Bell (MB)  
Anna MacLean (AM) Amanda Aikman (AAik)  
Stuart Mearns (SM) Sharon McIntyre (SMcl)  
Bridget Jones (BJ)

Apologies: Petra Biberbach (PB) James Robb (JR)

| Item | Action  | Action by |
|------|---|-----------|
| 1    | <p><b>Welcome and Apologies</b></p> <p>SMcl confirmed apologies from PB and JR.</p> <p>The Convener opened the Meeting by welcoming members of the public and advised that a copy of the agenda and an information sheet on observer conduct at Board meetings held in public had been provided for members of the public.</p> <p>The Convener informed observers that they would be unable to participate in the discussions, nor ask questions, take part in voting, put views to the members of the meeting, take photographs, record or report live during the meeting.</p> <p>Introductions were made, the Convener introduced herself as the Chair of the meeting, WN as the Vice Convener, GW as CEO and AAik as the Governance and Legal Manager.</p> <p>The Convener proposed that agenda item fifteen would be handled as a confidential item in closed session from which officers and members of the public would be excluded. AAik read the resolution to allow agenda item fifteen to be held in closed session. The Convener proposed that this agenda item would be taken as the last agenda item, Members were in agreement.</p> |           |
| 2    | <p><b>Declarations of Interest</b></p> <p>The Convener invited declarations of interest. The Convener declared a</p>  |           |

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|      | <p>potential interest in agenda item 9 (Live Park ), as she owns a residential house within the Park.</p> <p>WN declared a potential interest in agenda item 11, he has a financial interest in respect of the Royal Society for the Protection of Birds.</p> <p>DMcK declared a potential interest in agenda item 9 (Live Park), as the owner of a residential property in Blairmore, he is Secretary of the Benmore &amp; Kilmun Community Development Trust which is proposing to fund a study acquiring land for sheltered or affordable housing and he is Director of the Blairmore Village Trust who have acquired land which may be used for holiday chalets.</p> <p>DMcC, ME, DW and GW declared a potential interest in agenda item 9 (Live Park), as they own a residential house which is within the Park.</p> <p>FW declared a potential interest in agenda item 9 (Live Park), as the owner of a residential house which is within the Park and in relation to a possible planning application.</p> |           |
| 3    | <p><b>Revised Minutes of Special Board Meeting held on 27<sup>th</sup> April 2015</b></p> <p>CB noted that throughout this document ‘Scottish National Heritage’ should be changed to ‘Scottish Natural Heritage’.</p> <p><b>ACTION:</b> Minutes of meeting held on 27<sup>th</sup> April 2015 to be updated accordingly.</p> <p>DMcK advised that his declaration of potential interest should be detailed as follows: he is Secretary of the Benmore &amp; Kilmun Community Development Trust which is proposing to fund a study acquiring land for sheltered or affordable housing and he is Director of the Blairmore Village Trust who have acquired land which may be used for holiday chalets.</p> <p><b>ACTION:</b> Minutes of meeting held on 27<sup>th</sup> April 2015 to be updated accordingly.</p> <p>The minutes were proposed by CB and seconded by GF.</p> <p><b>DECISION:</b> Subject to these amendments the minutes of the Meeting held on 27<sup>th</sup> April 2015 were agreed.</p>       | SMcI      |

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| 4    | <p><b>Minutes of Meeting held on 15<sup>th</sup> June 2015</b></p> <p>CB noted again throughout this document ‘Scottish National Heritage’ should be changed to ‘Scottish Natural Heritage’.</p> <p><b>ACTION:</b> Minutes of meeting held on 15<sup>th</sup> June 2015 to be updated accordingly.</p> <p>The minutes were proposed by GF and seconded by FW.</p> <p><b>DECISION:</b> Subject to these amendments the minutes of the Meeting held on 15<sup>th</sup> June 2015 were agreed.</p>  | SMcl      |
| 5    | <p><b>Minutes of Meeting held on 21<sup>st</sup> September 2015</b></p> <p>The minutes were proposed by ME and seconded by GF.</p> <p><b>DECISION:</b> The minutes of the Meeting held on 21<sup>st</sup> September 2015 were agreed.</p>  |           |
| 6    | <p><b>Matters Arising</b></p> <p>AAik introduced the report and provided an update on the three open actions. The reciprocal visit to the Cairngorms National Park has not yet been progressed. The Local Review Body Standing Orders will be updated following the finalisation of the Board Standing Orders. An update will be prepared for the Quarter 2 Board Report regarding the production of a business as usual forecasted budget for 2016/17.</p> <p>Members asked for clarification in relation to the terminology of the Health and Safety Report.</p> <p><b>ACTION:</b> Human resources team to clarify the text detailed in the Health &amp; Safety Report - Accidents/Incidents/Near Misses.</p> <p>Members raised concern in relation to the increase in the number of reported near misses. AAik advised that this is a result of improved reporting of near misses which is encouraged within the health and safety policy.</p> <p><b>DECISION:</b> Members <b>noted</b> the report.</p> | HR Team   |

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| 7    | <p><b>Governance and Board Standing Orders</b></p> <p>AAik introduced the report and informed members that any amendments to the Standing Orders of statutory committees require to be approved by the Board. AAik indicated that the process would involve a review of all Standing Orders in sequence, beginning with the Board Standing Orders presented for consideration today. AAik informed members that the suggestions made during this review are technical improvements which would not significantly affect the way the Board and its supporting officers transact Board business.</p> <p>AAik referred members to the recommendations outlined in the paper where changes were proposed:</p> <ul style="list-style-type: none"> <li>- Quorum,</li> <li>- dealing with matters via correspondence,</li> <li>- the use of a secret ballot and</li> <li>- the timescales for issue of papers and minutes.</li> </ul> <p>Members discussed the options in relation to quorum and the timescales for the issuing of papers.</p> <p><b>DECISION:</b> Members agreed the proposals outlined in the report therefore:</p> <ul style="list-style-type: none"> <li>- The quorum of two-thirds of the statutory total number of members remains in the Standing Orders.</li> <li>- The option to deal with Board matters by correspondence remains in the Standing Orders in urgent matters, but the relevant section is to be strengthened to make it clear that those decisions must be notified to and ratified by the Board at the next Board meeting.</li> <li>- The ability to hold a secret ballot at the Chair's discretion is removed from the Standing Orders, but Standing Orders retain the option of using a secret ballot for the election of office holders.</li> <li>- The Standing Orders be amended to remove the requirement to publish papers seven working days before meetings. Officers would continue to aim for publication well in advance of the statutory three days.</li> <li>- The Standing Orders be amended to state that the draft minute will be circulated with the meeting agenda for the subsequent meeting.</li> </ul> <p>Members agreed the proposed timetable for review of the other Standing Orders and Terms of Reference.</p> <p><b>DECISION:</b> Members <b>approved</b> the revised Board Standing Orders and agreed the proposed timetable for review of the Standing Orders.</p> |           |

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| 8    | <p><b>Audit Committee Board Membership</b></p> <p>AAik introduced the paper advising that the Terms of Reference for the Audit Committee allows for a membership of up to six Board members. At present the current membership of Audit Committee is five members to mitigate the risk of the Audit Committee being inquorate the Audit Committee is seeking a further Board member to join the committee.</p> <p>JS and DW volunteered for this position. It was agreed that adjustments to committee membership would be finalised in discussion with Committee Chairs.</p> <p><b>ACTION:</b> Final membership of the Audit committee to be confirmed.</p> <p><b>DECISION:</b> Members <b>noted</b> the report.</p>   | AAik      |
| 9    | <p><b>LIVE Park</b></p> <p>Prior to this report being introduced the Convener noted that the Park Authority is shortlisted for two awards in the Scottish Awards for Quality in Planning. The nominations are in the Community Involvement category, for the LIVE Park Main Issues Report engagement and in the Development Management category for our support for run-of-river hydro schemes.</p> <p>She indicated that this builds upon last year's success when the Park Authority's <a href="#">Renewable Energy Supplementary Planning Guidance</a> received a Commendation in the 2014 Awards. The Convener advised that the winners will be announced on Tuesday 10<sup>th</sup> November.</p> <p>SM informed members that a request to speak at the meeting today had been declined as this was not appropriate at this stage. He indicated that the Reporter will provide independent scrutiny of objections at the next stage in the process.</p> <p>Members have been provided with a copy of all submissions in appendix two of this report.</p> <p>SM introduced the report advising members this presents the response to the LIVE Park consultation on the Proposed Local Development Plan during May</p> |           |

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|      | <p>and June which the Board approved at the Special Board meeting held on the 27<sup>th</sup> April 2015. Consultation on the Proposed Plan and the accompanying draft guidance closed on the 29<sup>th</sup> June 2015.</p> <p>SM noted that this last consultation was the final opportunity for objections and requests for changes to plan. SM highlighted to members that feedback from the Main Issues Report consultations in 2013 informed the final content of the Plan. Changes were made in light of community feedback on key development proposals in Callander, Braeval and Drymen. SM highlighted that the level of response is almost half of that received at the same stage in the current Adopted Local Plan with our engaging approach achieving a far greater consensus.</p> <p>SM advised that approval is sought to submit the objections, known as unresolved representations, with the Park Authority's recommendations to Scottish Ministers for examination with no significant modifications to the Plan.</p> <p>Various minor modifications are recommended in light of the representations received and these are outlined in appendix one. The full details of all representations received are included in appendix two.</p> <p>SM informed members that by the closing date of the consultation 139 responses had been received from individuals or organisations. SM provided an overview of the main feedback received as a result of the consultation. This material is outlined in the report and its appendices.</p> <p>The Convener invited questions from members.</p> <p>DW and SM discussed in further detail the long term housing site in Callander LT3 in Balgibbon Drive.</p> <p><b>ACTION:</b> SM to amend submission to add a Transport Assessment icon to the site map for Balgibbon Drive. This will ensure that consideration of construction traffic management is fully assessed prior to development commencing.</p> |           |

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|      | <p>CB suggested that the 'Natural Environment Policy 12: Surface Water and Waste Water Management' on page 35 of appendix one, should be revised to detail 'All developments must connect to the public sewer if the development is in a sewered area (or area served by Scottish Water's sewer)' once that connection becomes available'.</p> <p><b>ACTION:</b> 'Natural Environment Policy 12: Surface Water and Waste Water Management' on page 35 of appendix one, should be revised to detail 'All developments must connect to the public sewer if the development is in a sewered area (or area served by Scottish Water's sewer) once that connection becomes available'.</p> <p><b>DECISION:</b> Members agreed to:</p> <ul style="list-style-type: none"> <li>- Approve the recommended minor modifications outlined in Appendix 1 to be submitted to the Scottish Ministers as the Authority's final position on the Proposed Local Development Plan</li> <li>- Delegate responsibility to the Head of Planning &amp; Rural Development to :               <ul style="list-style-type: none"> <li>i. determine any further minor editorial or presentational corrections required to the Proposed Local Development Plan,</li> <li>ii. to manage the pre-examination process including assembling the detailed submission to Scottish Ministers and supporting information requirements, and;</li> <li>iii. to finalise the accompanying updated Strategic Environmental Assessment, Appropriate Assessment and the Draft Action Programme.</li> </ul> </li> </ul> | SM        |
| 10   | <p><b>Community Partnership Update Report</b></p> <p>The Convener informed members that the Community Empowerment Bill is now enacted and indicated that Scottish Government expects public bodies to work to guide, support and enable local communities to take advantage of these new powers. The Park Authority's support for the Community Partnership over many years provided an excellent basis for this work.</p> <p>SM introduced the report advising members that it provides a progress report to the Board and highlights the key projects that the Community Partnership has undertaken to contribute to the statutory aims of the Park Authority. SM</p>   |           |

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|      | <p>noted that members are invited to attend the AGM on 7<sup>th</sup> November 2015<br/>Members discussed the Skills Partnership Project and asked if there had been external evaluation.</p> <p><b>ACTION:</b> SM to circulate full Skills in the Park Project Evaluation for 2014 to members.</p> <p>Members welcomed the valuable work of the Community Partnership to date and commended the work of the community action plans.</p> <p><b>DECISION:</b> Members <b>noted</b> the report.</p> <p><i>Members of the public left the meeting. HS left the meeting.</i></p>   | SM        |
| 11   | <p><b>Organisational Update</b></p> <p>GW introduced the Organisational Update advising that as part of the governance streamlining approach this consolidates the previously separate service update reports.</p> <p>GW advised that at a national level Rural Affairs, Food and Environment Delivery Board (RAFE) meetings have continued to take place as well as meetings with MSPs.</p> <p>GW brought to members' attention that the trial diet in relation to Willow's Edge has been postponed.</p> <p><b>DECISION:</b> Members <b>noted</b> the report.</p>   |           |
| 12   | <p><b>Planning &amp; Access Committee Update</b></p> <p>The Depute Chair provided an update. GF informed members that recent applications considered by the Planning &amp; Access Committee included approval of five lodges at Rowardennan, a site visit at Stronachlachar which resulted in the approval of the conversion of an outbuilding and cottage to form seven dwellings and the erection of four holiday accommodation units. An application from a Board member which would otherwise have been approved under delegated powers by officers had also been considered by the Committee.</p> <p>GF advised that a training session on competent motions and material planning considerations was provided by officers.</p> <p><i>HS returned to the meeting.</i></p> |           |



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| 13   | <p><b>Audit Committee Update</b></p> <p>LM informed members that, at the last meeting of the Audit Committee on the 24<sup>th</sup> June 2015, the accounts were presented for approval. LM wished to commend staff on the successful outcome of the internal audit.</p> <p>LM advised that review of the contract for audit services will take place shortly.</p>   |           |
| 14   | <p><b>Delivery Group Update</b></p> <p>CB informed members that at the last meeting on 20<sup>th</sup> August 2015 members reviewed four key projects: LIVE Park, Your Park, the Gateway Centre and Mountains and the People.</p> <p>CB highlighted that the average determination times for planning applications has reduced despite there being 40% more applications in quarter one in comparison to the figures for 2014.</p> <p>CB informed members that there was concern in relation to the level of staff absence and that this will remain a focus for monitoring by the Delivery Group.</p> |           |
| 16   | <p><b>Any Other Business</b></p> <p>Board training is scheduled to take place on Monday 7<sup>th</sup> December.</p>   |           |
| 17   | <p><b>Date of Next Meeting: Monday 14<sup>th</sup> December 2015</b></p> <p>The Convener advised that the date of the next meeting will be Monday 14<sup>th</sup> December 2015.</p>   |           |
| 15   | <p><b>Confidential</b></p> <p>Agenda item fifteen was held in closed session.</p>  |           |

Signed \_\_\_\_\_

**Linda McKay  
Convener**