

National Park Authority Board Meeting

**Draft Minutes of Meeting held at
2:00pm on 24th October 2016
National Park Headquarters, Balloch**



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

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
Stuart Mearns (SM), Head of Rural Development & Planning
Anna MacLean (AM), Head of Communications
Amanda Aikman (AAik), Governance and Legal Manager
Bridget Jones, Recreation, Access & Health Manager – Agenda item 10
Sharon McIntyre (SMcl), Committee Officer (Clerk)

Apologies: David McKenzie (DMcK) James Robb (JR)

Item	Action	Action by
1	Welcome and Apologies The Convener opened the meeting by welcoming all attendees. SMcl confirmed apologies from DMcK and JR. The Convener welcomed members of the public and confirmed the protocols of holding a Board meeting in public. The Convener introduced herself, the Vice Convener, CEO and the Governance and Legal Manager.	
2	Declarations of Interest The Convener invited declarations of interest. The Convener declared a potential interest in agenda item 7 and 8 as she has a house within a camping management zone in the Park. WN declared a potential interest in agenda item 9, he has a financial interest in respect of the Royal Society for the Protection of Birds. FW declared a potential interest in agenda item 7 due to his farming business within the Park. FW declared an interest in agenda item 8 as a result of a	

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	<p>potential future planning application to have a campsite on his land within the Park. FW advised that he would withdraw from the meeting for agenda item 8.</p> <p>DMcC declared a potential interest in agenda item 7 and 8 as a landowner within the Park. As a result of having a business in the local area, DMcC declared an interest in agenda item 17 and advised that he would withdraw from the meeting for this agenda item.</p> <p>ME declared a potential interest in agenda item 7 as he owns a residential property within the Park. ME also declared a potential interest in agenda item 8 as his residential property within the Park is within a camping management zone.</p> <p>DW declared a potential interest in agenda item 7 and 8 as he owns a residential property within the Park.</p> <p>BR declared a potential interest in agenda item 7 and 8 as he owns a residential property in Crainlarich within the Park.</p> <p>The Convener indicated that there might be a perceived conflict for all Board members in relation to agenda item 5, however clarified that the Board is obliged to give consideration to this matter.</p> <p>The Convener proposed that agenda items 16 and 17 would be handled as confidential items in closed session from which officers and members of the public would be excluded. AAik read the resolution to allow agenda items 16 and 17 to be held in closed session. Members were in agreement that agenda items 16 and 17 should be held closed session.</p>	
3	<p>Minutes of Meeting held on 13th June 2016</p> <p>The minutes were proposed by CB and seconded by GF.</p>	
4	<p>Matters Arising</p> <p>JC provided an update on the open actions:</p> <ul style="list-style-type: none"> - Commercialisation strategy is expected to be brought to the December Board meeting. - Board member fee discussions are ongoing with Scottish Government. - A visit to the Cairngorms National Park has yet to be progressed. 	

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	DECISION: Members agreed to note the report.	
5	<p>Board Member Daily Fees</p> <p>JC introduced the Board Member Daily Fees paper and advised that the request for further information on the maximum rate of the Band three level of payment has been provided in this paper. JC informed members that the recommendation for this paper from the Remuneration Committee is that there will be no uplift in Board members daily fees for 2016/17.</p> <p>DECISION: Board members agreed to approve the recommendation from the Remuneration Committee that there will be no uplift in Board members daily fees for 2016/17.</p>	
6	<p>Standards Commission</p> <p>JC introduced the report produced following the Standards Commission hearing held in April 2016. Members discussed the recommendations.</p> <p>DECISION: Board agreed to approve:</p> <ol style="list-style-type: none"> that Board member attendance at the Onboard training is an appropriate action in response to further enhance members' personal responsibility to comply with the Code of Conduct. Continuing reinforcement of the importance of timely updates to members' Register of Interests and declaring of interests at appropriate meetings/agenda items. <p>In response to Board members being asked to consider:</p> <ol style="list-style-type: none"> any further actions or decisions they would wish to make in response to the Standard Commission written decision in respect of the complaint referenced NPA/LLT/1781 into Owen McKee. <p>Members requested that:</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> All new Board members to attend OnBoard training within their first 6 months of appointment. Refresher OnBoard training to be provided periodically to Board members. Board members would sign a personal copy of the Code of Conduct, to be held by the Park Authority, confirming their acceptance and 	<p>AAiK</p> <p>AAiK</p> <p>SMcI</p>

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	understanding of their obligation to comply with the code.	
7	<p>Local Development Plan</p> <p>SM introduced the report and advised the majority of the recommended modifications to the Plan reflect those outlined by the Authority in its response.</p> <p>A new site at Gartmore for 6 houses was the only notable change to the Plan. Members discussed the proposed new site and were keen to seek clarification on the process which led to the addition of this site. PB offered to attend a meeting with Gartmore Community Council as required. Members suggested that the small number of changes made to the Plan by the Reporter was commendable and reflected the quality of work of the planning team.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> - SM to provide update to Board members on the addition of the Gartmore site to the Local Development Plan on receiving feedback from the Reporter. - SM to offer to meet with Gartmore Community Council to help explain the Local Development Plan adoption process. <p>DECISION: Board members:</p> <ol style="list-style-type: none"> a) Agreed the table of examination modifications recommended by the Scottish Government Directorate of Planning and Environmental Appeals (Appendix A), b) Agreed to amend the Proposed Local Development Plan to reflect the reporters' recommendations set out in the Examination Report, c) Authorised the Head of Planning & Rural Development to commence the process to adopt the Local Development Plan, including the requirement to: <ol style="list-style-type: none"> i. Publish the recommended modifications and the Plan in the form as proposed for adoption (along with minor consequential, presentational or editorial changes), ii. Advertise the Park Authority's intention to adopt the Plan, 	<p>SM</p> <p>SM</p>

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	<p>iii. Notify the Scottish Ministers of the intention to adopt the Plan (as modified), and</p> <p>iv. Formally adopt the Plan (following a period of 28 days after its submission to the Scottish Ministers and unless directed not to by the Scottish Ministers)</p> <p><i>FW left the meeting.</i></p>	
8	<p>Your Park</p> <p>GW introduced the report advising that the Camping Development Strategy sets out:</p> <ul style="list-style-type: none"> - How the Park Authority proposes to provide 300 places for camping within the Camping Management Zones, - How the Park Authority will invest in facilities within 2017 and in subsequent years. <p>GW indicated that in order for the new byelaws to operate, the revocation of the existing East Loch Lomond Camping Byelaws is required.</p> <p><i>HS left and returned to the room during this agenda item.</i></p> <p>Members discussed:</p> <ul style="list-style-type: none"> - Motorhome activity. - Community engagement. - The investment in the delivery of this project for the 2017 season and beyond. - The revocation of the East Loch Lomond Byelaws. <p>GW advised members that an operational update on Your Park would be provided at the December Board meeting. Members requested further information on the proposed costs for permits/camping at this time.</p> <p>ACTION: Your Park December Board update to include proposed costs for camping pitches/permits.</p> <p>DECISION: Board members agreed to:</p> <p>Approve the Camping Development Strategy attached as Appendix 1 to this report, and specifically;</p> <p>a) Approve the overall provision of camping places proposed</p>	GW

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	<p>across the four Camping Management Zones for 2017,</p> <p><i>Members wished to amend the wording to recommendation b) below. The Convener advised that this exact wording would be confirmed later in the meeting.</i></p> <p>b) — Approve the recommended priorities for investment in camping facilities for the 2017 season and agree the priorities indicated for beyond 2017,</p> <p>c) Authorise officers to proceed with the implementation of camping facilities recommended to be delivered for the 2017 season, and;</p> <p>Approve the commencement of the formal process to;</p> <p>a) Revoke the existing East Loch Lomond Camping Byelaws</p> <p>b) Notify the public of the new Loch Lomond & The Trossachs National Park Camping Management Byelaws 2017 coming into operation on 1st March 2017.</p> <p><i>FW returned to the meeting.</i></p>	
9	<p>Organisational Update</p> <p>GW introduced the Organisational Update. Members discussed the control of Japanese Knotweed.</p> <p>ACTION: SJ to circulate Wild Park Challenge action plan for Japanese Knotweed to Board members.</p> <p>GW responded to member questions and comment and, after discussion:</p> <p>DECISION: The Board agreed to note the report.</p>	SJ
12	<p>Planning & Access Committee – Verbal Update</p> <p><i>This item was brought forward to accommodate PB's early departure from the meeting.</i></p> <p>PB provided an update on the recent cases presented to committee. PB advised that the Park Authority's annual Planning Performance Framework report has been submitted to Scottish Government.</p>	

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	<i>PB left the meeting.</i>	
10	<p>The Outdoor Recreation Plan</p> <p>SJ introduced the report summarising key highlights. SJ and BJ responded to member questions and comment. Members commended progress to date.</p> <p><i>ME and LM left and returned to the room during this agenda item.</i></p> <p>ACTION: Future updates on the Outdoor Recreation Plan to use qualitative data where possible and advise of start and end dates for projects.</p> <p>DECISION: The Board agreed to note the progress update.</p>	BJ
11	<p>Financial Report</p> <p>JC presented the management accounts for the quarter ending 30th June 2016. JC responded to member questions and comment and, after discussion:</p> <p>DECISION: The Board agreed to note the information contained within this report and Appendix 1.</p> <p><i>Members of the public left the meeting at this point.</i></p> <p><i>HS left and returned to the meeting.</i></p>	
13	<p>Audit Committee – Annual Report to Board</p> <p>LM introduced the report, commending the receipt of 6 low risk/priority recommendations from KPMG. LM thanked JC and Catriona Morton for the level of support provided to the auditors and for ensuring the effective running of audits.</p> <p>DECISION: The Board agreed to note the contents of this report.</p>	
14	<p>Delivery Group – Verbal Update</p> <p>CB advised that the Delivery Group reviewed three key projects: Your Park, Gateway Centre and Live Park. CB noted that on completion of the Live Park project this will no longer be reported at Delivery Group and that the National Park Partnership Plan will now be reported. CB noted that Delivery Group members have been involved in providing guidance and assistance in the</p>	

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	Your Park project. CB offered thanks to JC and Executive for revising the reporting style of the Annual Operational Plan and progress reports.	
15	<p>Any Other Business</p> <p>- Park Authority Calendar of 2017 and 2018 Board & Committee Meetings</p> <p>JC presented the proposed 2017 and 2018 Board and Committee meetings calendar. GF requested confirmation that councils other than Argyll and Bute had already published their holiday dates.</p> <p><i>WN left and returned to the meeting.</i></p> <p>ACTION: GF to be sent information on Local Authority school holiday dates.</p> <p>DECISION: The Board agreed to approve the Draft Calendar for 2017 and 2018 Board, Committee and Group Meetings, attached as Appendix 1.</p> <p>- Your Park – Agenda Item 8</p> <p><i>Members revisited the wording to recommendation b) below. LM proposed the amendment:</i></p> <p style="margin-left: 40px;">b)</p> <p style="margin-left: 80px;">i. <i>Approve the recommended priorities for investment in camping facilities for the 2017 season up to £720k (+5%) and agree the monitoring and scrutiny of the progress of individual sites within the Delivery Group project management process.</i></p> <p style="margin-left: 80px;">ii. <i>Agree the investment priorities indicated for beyond 2017 for further investigation by officers.</i></p> <p>JS seconded the amendment above. All members were in agreement.</p> <p><i>DMcC left the meeting.</i></p>	SMcI
16	<p>Confidential - Closed session minute of meeting held on 13th June 2016</p> <p>Agenda item 16 was held in closed session.</p>	

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17	Confidential - Vacant Assets Agenda item 17 was held in closed session.	
18	Date of Next Meeting: Monday 13 th March 2017.	

Signed _____

**Linda McKay,
Convener**