

National Park Authority Board Meeting



**Draft Minutes of Meeting held at
2:00pm on 12th December 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) David McKenzie (DMcK)
James Robb (JR)

In Attendance: Park Authority Staff:
Gordon Watson (GW), Chief Executive Officer
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
Anna Marriot, Campaign Manager – Agenda items 1 – 7
Claire Travis, Visitor Operations Manager – Agenda items 1 – 6
Charlotte Wallace, Manager – Volunteering, Education & Engagement
Manager – Agenda items 1 – 6
Catriona Morton – Agenda item 9
Sharon McIntyre (SMcI), Committee Officer (Clerk)

Apologies: None

Item	Action	Action by
1	<p>Welcome and Apologies</p> <p>The Convener opened the meeting by welcoming all attendees. 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 declared a potential interest in agenda item 5 as she has a house within a camping management zone in the Park. The Convener also declared a potential interest in item 8, as she is involved with the Scottish Government's Developing the Young Workforce Strategy initiative.</p> <p>FW declared an interest in agenda item 5 as a result of a potential future</p>	

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	<p>planning application to have a campsite on his land within the Park.</p> <p>DMcC declared a potential interest in agenda item 5 as a landowner within the Park.</p> <p>ME declared a potential interest in agenda item 5 as his residential property within the Park is within a camping management zone.</p> <p>DW declared a potential interest in agenda item 5 as he owns a residential property within the Park.</p> <p>BR declared a potential interest in agenda item 5 as he owns a residential property within the Park.</p>	
3	<p>Minutes of Meeting held on 24th October 2016</p> <p>The minutes were proposed by BE and seconded by GF.</p>	
4	<p>Matters Arising</p> <p>AAik advised that one action has been closed since the last meeting.</p> <p>CB informed members that he had attended the On Board training and found the training to be useful and informative.</p> <p>DECISION: Members agreed to note the report.</p> <p><i>FW left the room.</i></p>	
5	<p>Your Park – Delivery Report</p> <p>SJ introduced the report:</p> <ul style="list-style-type: none"> - Updating members on the Your Park project activity. - Outlining the recommended approach for permit and campsite pitch pricing, and - Advising of the proposed approach to branding and signage for camping in the Camping Management Zones. <p>Members discussed:</p> <ul style="list-style-type: none"> - Broadband and connectivity issues. - The opportunity to test the online booking system. 	

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	<ul style="list-style-type: none"> - The handling of group bookings on the online booking system. - The terms and conditions applicable in the camping management zones. - Review of the pricing proposals. - The requirement for signage to mark leaving a camping management zone. <p>ACTIONS:</p> <ul style="list-style-type: none"> - DMcK requested to be involved in the testing of the new online booking system. - Members were keen to ensure that officers took forward aligning pricing at Salloch Bay campsite on East Loch Lomond with Forest Enterprise Scotland. - CW to send a copy of the finalised terms and conditions to JR for reference. - Signage to include signs to mark leaving a Camping Management Zone. - Signage to detail a contact telephone number. - Opportunity to visit Loch Chon to be offered to members. <p>DECISION: Board members agreed to:</p> <ol style="list-style-type: none"> a) Note the contents of this report. b) Approve the 2017 pricing for the Your Park campsites and the permit scheme as set out in Section 5 of the report. c) Endorse the proposed approach to branding and signage. <p><i>FW returned to the meeting.</i></p>	<p></p> <p>SJ</p> <p>SJ</p> <p>CW</p> <p>SJ</p> <p>SJ</p> <p>SJ</p>
6	<p>Schemes of Delegation</p> <p>SJ introduced the report and the Schemes of Delegation for approval - The Loch Lomond Byelaws 2013 and the Loch Lomond & The Trossachs Camping Management Byelaws 2017.</p> <p>JR requested that paragraph 5 on page two is changed from 'The Scheme of Delegation does not prevent a matter being determined by the Board even if the decision could otherwise be taken by a Park Authority officer.' to 'Any matter can be considered by the Board, should any four Board members request it is referred.'</p>	

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	<p>GW proposed that the Weekly Planning Schedule could be used to notify of any exemption requests received</p> <p>DECISION: Board agreed to:</p> <p>Note the content of this paper and approve the Schemes of Delegation in Appendix 1 and Appendix 2 subject to the amendment of paragraph 5 in Appendix 1 and Appendix 2 to be changed from 'The Scheme of Delegation does not prevent a matter being determined by the Board even if the decision could otherwise be taken by a Park Authority officer.' to 'Any matter can be considered by the Board, should any four Board members request it is referred.' Officers will further modify the detailed wording of the Scheme of Delegation to specify the use of the Weekly Planning Schedule to notify of any byelaw exemption requests received and the terms of Member referral approved by the Board.</p>	
7	<p>Draft Gaelic Language Plan</p> <p>AM introduced the report and the Draft Gaelic Language Plan advising that this is required to be renewed every 5 years.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> - Members requested that the Draft Gaelic Language plan is updated to include: <ul style="list-style-type: none"> - Presence of a Gaelic school in Cowal. - The existence of local Féis groups. - A hard copy of the final plan will be made available at the Park Authority Callander office. - An invitation to the Board to be involved in future Gaelic language training. - Local communities being made aware of future Gaelic awareness months held at the Park Authority. - Funding should be requested from the Gaelic Language Act Implementation Fund (GLAIF) to assist with implementation of the Gaelic Language Plan. <p>DECISION: Board members agreed to:</p> <ol style="list-style-type: none"> a) Approve the Draft Gaelic Language Plan 2017-2022, attached as Appendix 1, for consultation inclusive of the amendments advised. b) Approve that a public consultation on the Draft Plan be carried out for 12 weeks from 10th January 2017, in accordance with the statutory 	<p>AM</p> <p>AM</p> <p>AM</p> <p>AM</p> <p>AM</p>

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	guidelines from the Bòrd na Gàidhlig.	
8	<p>Organisational Update</p> <p>GW introduced the Organisational Update, highlighting:</p> <ul style="list-style-type: none"> - The findings of the Visitor Survey from 2015-16. - Approval of the Local Development Plan by Scottish Ministers. - Our work to date on the Scottish Government's Developing the Young Workforce (DYW) Strategy and Social Impact Pledge. - The Drumlean Access Case. <p>GW responded to member questions and comment in relation to Human Resource updates and income generation and, after discussion:</p> <p>ACTION: Income generation to be discussed by the Board.</p> <p>Members wished to thank the Volunteer Rangers for their continued contribution to the work of the Park Authority.</p> <p>DECISION: The Board agreed to note the report.</p>	GW
9	<p>Financial Report</p> <p>CM presented the management accounts for the quarter ending 30th September 2016 and the Budget Revision for the financial year 2016/17. CM responded to member questions relating to uncommitted funds from our Grant in Aid and, after discussion:</p> <p>DECISION: The Board agreed to note the information contained within this report and Appendices 1 and 2.</p>	
10	<p>Planning & Access Committee – Verbal Update</p> <p>PB provided an update on the recent cases presented to committee. PB thanked the Governance team for their support and congratulated the Planning team for receiving two awards over two years. PB noted that she and SM would be meeting with Gartmore Community Council following the Board meeting.</p>	
11	<p>Audit Committee Update</p> <p>LM advised that two audits have been completed to date, with one medium</p>	

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	risk identified. A further two audits are underway and will be reported in March.	
12	<p>Delivery Group Update</p> <p>CB advised that the Delivery Group reviewed three key projects: Your Park, Gateway Centre and the National Park Partnership Plan. CB provided an update on the Your Park Stakeholder forum which took place on 3rd November 2016. CB noted that the most complaints relate to litter and toilets in the Park. Members discussed these issues in the Park and these were noted by officers.</p>	
13	<p>Any Other Business</p> <p>FW and Members discussed supporting the National Farmers Union and their campaign regarding the dangers of Chinese Lanterns.</p> <p>ACTION: Park Authority to offer support to National Farmers Union concerns regarding the dangers of Chinese Lanterns within the Park. Communications team to facilitate through use of business mailing lists and social media.</p> <p>DMcK provided an update on the progress of a fixed link to connect South Argyll & Bute to the Central Belt via a link from Cowal. DMcK advised updates on the project can be found at www.cowalfixedlink.scot.</p>	AM
14	<p>Election of Convener</p> <p>The Convener introduced this agenda item advising that two candidates are standing for the position of Convener, PB and JS. The Convener invited PB and JS to make their 5 minute statements. PB made her statement followed by JS.</p> <p>Members were invited to make their votes and provide these to the SMcl.</p> <p><i>SMcl, AAik and GW left the room to count the votes and then returned to the room.</i></p> <p>AAik advised that PB had received 8 votes, JS had received 9 votes. AAik announced JS as the Convener Elect.</p>	

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	The Convener wished members and the public attendees all the best for the festive season.	
15	Date of Next Meeting: Monday 13 th March 2017.	

Signed _____

**Linda McKay,
Convener**