

National Park Authority Board Meeting



**Draft Minutes of Meeting held at
2:00pm on 13th March 2017
National Park Headquarters, Balloch**

Present:

James Stuart (Convener)	James Robb (JR)
William Nisbet (WN) (Vice Convener)	Martin Earl (ME)
George Freeman (GF)	Bob Ellis (BE)
Petra Biberbach (PB)	Fergus Wood (FW)
Lindsay Morrison (LM)	Colin Bayes (CB)
Billy Ronald (BR)	David Warnock (DW)
David McCowan (DMcC)	David McKenzie (DMcK)
Angus Allan (AA)	

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
Bridget Jones (BJ), Recreation, Access & Health Manager
Catriona Morton (CM), Finance and Performance Manager – Agenda item 8-12
Sharon McIntyre (SMcl), Committee Officer (Clerk)

Apologies: Hazel Sorrell (HS)

Item	Action	Action by
1	Welcome and Apologies The Convener opened the meeting by welcoming all attendees and advising that this was his first Board meeting as Convener of the Park Authority. The Convener welcomed members of the public and confirmed the protocols of holding a Board meeting in public. The Convener introduced himself, the Vice Convener, CEO and the Governance and Legal Manager. Apologies were noted from HS.	
2	Declarations of Interest The Convener invited declarations of interest. ME declared a potential interest in agenda item 5 as his residential property within the Park is within a camping management zone. DW declared a potential interest in agenda item 5 as he owns a residential property within the Park. DMcC declared a potential interest in agenda item 5 as he owns a residential	

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	<p>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> <p>FW declared an interest in agenda item 5 as he owns a residential property within the Park and as a result of a potential future planning application to have a campsite on his land within the Park.</p>	
3	<p>Minutes of Meeting held on 12th December 2016</p> <p>The minutes were proposed by FW and seconded by DW.</p>	
4	<p>Matters Arising</p> <p>DMcK raised that the action relating to signs marking leaving a Camping Management Zone should be detailed as open.</p> <p>ACTION: Action 'Signage to include signs to mark leaving a Camping Management Zone.' should remain as open until fully completed.</p> <p>GF raised the scheduling of the Board member visit to the Cairngorms. GW advised that it is intended for this visit to take place in 2017.</p> <p>LM requested that item 6 regarding On Board training for new members was closed off. JC was in agreement that this action can be closed off when the last two Board members attend the On Board training.</p> <p>Members requested Scottish Farmer to be approached to support to National Farmers Union regarding the dangers of Chinese Lanterns within the Park.</p> <p>ACTION: AM to contact Scottish Farmer to provide support to National Farmers Union regarding the dangers of Chinese Lanterns within the Park.</p> <p>DECISION: Members agreed to note the report.</p>	<p>SJ</p> <p>AM</p>
5	<p>Your Park</p> <p>CB provided an update on the Your Park project to date and thanked staff for their work on this project. CB advised that the next meeting of the Your Park Stakeholder Forum will take place on the 30th March 2017.</p>	

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	<p><i>The Convener welcomed a further member of the public to the meeting.</i></p> <p>SJ introduced the report:</p> <ul style="list-style-type: none"> - Outlining the recommendations and - Advising that only one objection was received, which was subsequently withdrawn. <p>Members sought confirmation that the revocation of the East Loch Lomond Camping Byelaws 2011 would not have any impact on the alcohol byelaws, this was confirmed by SJ.</p> <p>DECISION: Board members agreed:</p> <ul style="list-style-type: none"> - To approve a resolution stating that “The Board hereby resolves to revoke the East Loch Lomond Camping Byelaws 2011 with effect from 13 March 2017.” - To note the progress to deliver the Your Park project on time for the byelaws coming into effect on 1st March 2017 set out at Appendix 1. 	
6	<p>National Park Partnership Plan (NPPP)</p> <p>The Convener advised that he would be stepping down from his role as Chair of the NPPP Steering Group due to now being in post as Convener.</p> <p>SJ introduced the report:</p> <ul style="list-style-type: none"> - Advising that the development of the NPPP for 2018-23 has been produced with the guidance of the NPPP Steering Group. - It is proposed that a twelve week consultation will take place from Monday 10th April 2017 to Monday 3rd July 2017. <p>Discussion took place around the co-ordination of wild goat culling.</p> <p>ACTION: Co-ordination of wild goat culling to be discussed with RSPB and Forestry Commission. Deer Management Groups were suggested as a starting point for these discussions.</p> <p>ACTIONS: Members requested that the NPPP is updated as follows:</p> <ul style="list-style-type: none"> - Page 29 – Scottish Water to be added as a lead delivery partner in relation to Visitor Experience Priority 16. - Page 23 – Community Councils to be added to lead and support 	<p>SJ</p> <p>SJ/SM/ AM</p>

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	<p>delivery partners.</p> <ul style="list-style-type: none"> - Page 29 – Zero Waste Scotland to be added as a lead partner. - Page 31 – In relation to visitor experience priority 21, text to be updated to provide more emphasis on projects which enable wider disabled access. - Under Rural Development from page 32 onwards: <ul style="list-style-type: none"> - Further emphasis on the National Farmers Union should be included in this section and National Farmers Union should be added as a partner. - The narrative around engagement with councils and community planning partnerships should be enriched. - Page 35 and 37 – Housing Associations to be included as a partner. - Page 31 – Only 20 priorities are listed. Visitor experience priority 21 to be changed to 19 and visitor experience priority 22 to be changed to 20. - As part of the consultation a question should be added to ask what organisations should be included as our partners. <p>DECISION: Board agreed to:</p> <ul style="list-style-type: none"> (i) Note this progress update; (ii) Approve the designed, draft plan for public consultation. (iii) Approve the proposed date for the start of the public consultation period, on 10th April 2017. (iv) Agree to delegate final minor editorial adjustments to officers prior to publication. 	
7	<p>2017/18 Annual Operational Plan</p> <p>BE advised that the Delivery Group had reviewed the Annual Operational Plan and were in agreement to recommend the Annual Operational Plan for approval. BE informed members that the Your Park project has been integrated under the Visitor Experience priority section. JC introduced the report highlighting key points under each of the five priorities. Members discussed the monitoring of litter.</p> <p>DECISION: Board members agreed to:</p> <ul style="list-style-type: none"> - Approve the 2017/18 Annual Operational Plan. 	

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8	<p>2017/18 Budget</p> <p>BE advised that the Delivery Group had reviewed the budget and were in agreement to recommend the budget for approval. CM presented the draft budget for 2017/18 for approval. CM responded to member comment and after discussion JR proposed that the recommendation be revised. Members discussed this amendment.</p> <p>The Convener invited JR to confirm his amendment. JR proposed the amendment that:</p> <ul style="list-style-type: none">- Members approve the 2017/18 budget as presented including section 10, and Appendix 1. <p>FW seconded this amendment. The Convener invited Members to indicate their support for the amendment. All members were in agreement.</p> <p>DECISION: Board members agreed to:</p> <ul style="list-style-type: none">- Approve the 2017/18 budget as presented including section 10, and Appendix 1.	
9	<p>2017/18 Corporate Risk Register</p> <p>DMcC and JC introduced this report. As outlined in the report a verbal update was provided on the suggestions recommended to the Corporate Risk Register at Audit Committee on 7th March 2017.</p> <p>The recommendations from Audit Committee were:</p> <ul style="list-style-type: none">- For a column to be added for residual risk.- For a row to be added for stakeholder and partner delivery.- Minor updates to wording. <p>Members discussed the inclusion of the residual risk column.</p> <p>DECISION: Board members agreed to:</p> <ul style="list-style-type: none">- Approve the 2017/18 Corporate Risk Register, incorporating Audit Committee recommendations.	

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10	<p>Scheme of Delegation</p> <p>PB and AAik introduced the report. PB confirmed that the Planning & Access Committee had reviewed and approved the revisions made at the 30th January Planning & Access Committee meeting.</p> <p>DECISION: Board members agreed to:</p> <ul style="list-style-type: none"> - The revised Scheme of Delegation for Access, attached as Appendix 1. 	
11	<p>Organisational Update</p> <p>GW introduced the Organisational Update, highlighting:</p> <ul style="list-style-type: none"> - The Convener met with Roseanna Cunningham and a visit to the Park will be scheduled. - Successful funding has been received for land management projects in the National Park. - A number of businesses within the Park are finalists at the Annual Thistle Awards hosted by VisitScotland. - A decision is imminent in relation to the Drumlean Access Case. <p>DECISION: The Board agreed to note the report.</p>	
12	<p>Financial Report</p> <p>CM presented the management accounts for the quarter ending 31st December 2016. CM responded to member questions relating to professional service fees and, after discussion:</p> <ul style="list-style-type: none"> - DECISION: The Board agreed to note the information contained within this paper and the financial information in Appendix 1. 	
13	<p>Planning & Access Committee Update</p> <p>PB provided an update on the recent cases and reports presented to committee. PB advised that there is currently one appeal case.</p>	
14	<p>Audit Committee Update</p> <p>DMcC advised that Audit Committee requires new members and would</p>	

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	<p>welcome interest from members of the Board to join this committee. DMcC advised that training for the Audit Committee is scheduled for the date of the next Audit Committee meeting (Tuesday 27th June 2017) and that the offer of attending this training is extended to all Board members.</p> <p>DMcC summarised points to note from the 7th March Audit Committee:</p> <ul style="list-style-type: none"> - Our internal auditors are to amend the wording in the overall opinion levels table to represent two attainable levels. - For disaster recovery and business continuity a very satisfactory review was undertaken and no recommendations were made. - There was one medium action for health and safety and controls risk self-assessment. - Audit plans for 2017/18 were agreed and the governance statement was reviewed. - A confidential item relating to an attempted fraud was addressed and actions have or were being attended to. <p>The Convener thanked DMcC for this update and highlighted the opportunity available for members of the Board to join Audit Committee and to attend the training scheduled for Tuesday 27th June.</p>	
15	<p>Delivery Group Update</p> <p>BE advised that the key items addressed by the Delivery Group were the 2017/18 Annual Operational Plan, 2017/18 Budget, the Gateway Centre and the NPPP. From the 111 measurements of success in the 2016/17 Annual Operational Plan 30 are complete. Points to note are the completion of the project elements in the Mountains and the People project for the National Park, the appointment of three modern apprentices and that 1,733 John Muir Awards have now been completed. BE advised that members also visited the site at Loch Chon.</p>	
16	<p>Any Other Business</p> <p>Members discussed the vacant position on the Board and the recruitment process for this position. Members noted that relevant experience to Audit Committee would be welcomed.</p>	
17	<p>Date of Next Meeting:</p>	

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	Monday 19 th June 2017.	

Signed _____

James Stuart, Convener