

National Park Authority Board Meeting



**Draft Minutes of Meeting held at
10:00am on 18th September 2017
National Park Headquarters, Balloch**

Present: James Stuart (Convener) James Robb (JR)
William Nisbet (WN) (Vice Convener) Angus Allan (AA)
George Freeman (GF) Bob Ellis (BE)
Petra Biberbach (PB) Fergus Wood (FW) - part
Lindsay Morrison (LM) Colin Bayes (CB)
Billy Ronald (BR) Hazel Sorrell (HS)
David McCowan (DMcC) David McKenzie (DMcK)

In Attendance: Park Authority Staff:
Gordon Watson (GW), Chief Executive Officer
Jaki Carnegie, 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
Catriona Morton (CM), Finance and Performance Manager – Agenda item 7-12
Anna Marriott (AMa), Campaigns Manager – Agenda item 1-7
Sharon McIntyre (SMcl), Committee Officer (Clerk)

Apologies: David Warnock (DW)
Martin Earl (ME)

Item	Action	Action by
1	<p>Welcome and Apologies</p> <p>The Convener opened the meeting by welcoming all attendees. The Convener welcomed designate members viewing the meeting. The Convener welcomed members of the public and confirmed the protocols of holding a Board meeting in public.</p> <p>The Convener introduced himself, the Vice Convener, CEO and the Governance and Legal Manager.</p> <p>Apologies were noted from DW and ME. FW was not present.</p>	
2	<p>Declarations of Interest</p> <p>No declarations of interest were made.</p>	
3	<p>Minutes of Meeting held on 19th June 2017</p> <p>Members requested that the minute was updated under section 14 to detail 'DMcK advised that a meeting is scheduled with the Minister for transport regarding funding an economic feasibility study for the fixed link to Cowal.'</p>	

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	<p>ACTION: Minute to be updated under section 14 to detail ‘DMcK advised that a meeting is scheduled with the Minister for transport regarding funding an economic feasibility study for the fixed link to Cowal.’</p> <p>The minutes were proposed by HS and seconded by PB.</p>	SM
4	<p>Matters Arising</p> <p>JC introduced the matters arising and members discussed the open actions.</p> <p>DECISION: Members agreed to note the report.</p>	
5	<p>National Park Partnership Plan – Update</p> <p>SJ introduced an update on the National Park Partnership Plan (NPPP) following the end of the public consultation on 3rd July 2017. Members discussed the feedback received, the involvement of Community Development Trusts, Brexit and the format of the final submission of the plan to the Board. WN thanked staff for their work on the NPPP to date. The Convener advised the Board to feed any further comments or suggestions on the plan into WN and the NPPP Steering Group.</p> <p>DECISION: Members agreed to note the report.</p>	
6	<p>Planning & Access Committee Membership</p> <p>SM introduced the report inviting new Local Authority members to volunteer to become an interim member of the Planning & Access Committee. Three of the Committee members, including the Depute Chair, are Local Authority members therefore replacement members need to be agreed to ensure quorum at future meetings where major planning applications are expected towards the end of the year.</p> <p>DECISION:</p> <ul style="list-style-type: none"> - New members were invited to volunteer to become an interim member of the Planning & Access Committee, particularly those with experience of planning; although training will be given. - Members agreed to delegate to the Convener, Chair of the Planning and Access Committee and Head of Rural Development 	

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	and Planning the approval of any volunteers becoming interim members of the Planning and Access committee with effect from October 2017.	
7	<p>Gaelic Language Plan</p> <p>PB introduced the report advising that following post-consultation review by Park Authority staff and the Plan's Committee of the Bòrd na Gàidhlig, this final version of the Gaelic Language Plan 2017-2022 is presented to the Board to consider for adoption.</p> <p>Members discussed whether the plan would be translated into Gaelic, AM confirmed that once the plan was approved by the Board it would be translated.</p> <p>DMcK requested that section 1.44 is updated to include reference to Viking heritage.</p> <p>ACTION: Gaelic Language Plan 2017-2022 to be updated to include reference to 'Viking heritage' under section 1.44.</p> <p>DECISION: Members agreed to approve the Gaelic Language Plan 2017-2022, attached as Appendix 1, to be submitted to Bòrd na Gàidhlig for adoption.</p>	AM
8	<p>Organisational Update</p> <p>GW introduced the Organisational Update, highlighting:</p> <ul style="list-style-type: none"> - The Park Authority recently hosted the Scottish Natural Heritage Board meeting. - The Cabinet Secretary for Environment, Climate Change and Land Reform visited the Park Authority at the beginning of July. The visit focussed on the priorities and outcomes proposed in the new NPPP 2018-23 and included a visit to Callander and the eastern area of the Park. - A new section of path from Tyndrum to Dalrigh was recently opened, this was delivered by the Loch Lomond & The Trossachs Countryside Trust. - Current indications are that Balmaha Visitor Centre will welcome more than 100,000 visitors this season. 	

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	<p>- The Stage 2 funding application has been submitted to the Heritage Lottery Fund for the Callander Landscape Partnership.</p> <p>Members discussed Luss Visitor Centre, the West Highland Way website and litter in the National Park.</p> <p>JC advised that a paper on litter strategy had been presented to Delivery Group. DMcK requested clarification on the areas in the National Park where the Park Authority is responsible for litter management. GW advised that this information can be circulated to members.</p> <p>ACTION: Members to be provided with information on the areas within the National Park where the Park Authority is responsible for litter management.</p> <p>SJ introduced the Your Park appendix, providing an update six months into the project. CB provided an update on recent site visits by WN and himself. Members discussed the purchasing of a camping permit/pitch with a fishing permit. AM advised that this process is currently being reviewed. Members discussed recent breaches of the byelaws and fixed penalty notices.</p> <p>FW joined the meeting and advised that he had no declarations of interest.</p> <p>GF noted that it would be helpful if the statistics reporting camping bookings could include the number of pitches/permits available to provide an indication of uptake.</p> <p>ACTION: Reporting on camping bookings to include the number of pitches/permits available to provide an indication of uptake.</p> <p>DECISION: Members agreed to note the report.</p>	<p>GW</p> <p>SJ</p>
9	<p>Financial Report</p> <p>9.1 Annual Accounts</p> <p>LM advised that the annual accounts were presented to the Audit Committee on Tuesday 12th September following completion of the desktop asset revaluation requested by our external auditors. LM advised that an unqualified audit report had been received. LM thanked extensively JC, CM and the finance team for their work throughout the year. LM noted full</p>	

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	<p>attendance at committee meetings by DMcC.</p> <p>HS left and returned to the meeting.</p> <p>CM presented a summary of the key changes in the final Annual Accounts since the version presented at the Monday 19th June Board meeting.</p> <p>Members discussed the pension fund liability. LM and CM advised that this is a figure provided by Strathclyde Pension Fund.</p> <p>DECISION: Members agreed to note the report.</p> <p>9.2 Management Accounts (Quarter 1)</p> <p>CM presented the management accounts for the quarter ended 30th June 2017. CM advised that for the first time we were required to submit Whole of Government Accounts returns to the Scottish Government for inclusion in the annual consolidation carried out by HM Treasury.</p> <p>DECISION: Members agreed to note this paper and the financial information in Appendix 1, in particular the potential for budget overspend for the full year, which will continue to be actively managed and reviewed in detail as part of the mid-year budget revision.</p>	
10	<p>Planning & Access Committee Update</p> <p>PB provided an update on the recent cases and reports presented to committee.</p>	
11	<p>Audit Committee Update</p> <p>LM advised that the internal audit plan has been agreed. There is one outstanding action regarding acquiring a two tier payment system, November has been set as the end date for this action. The risk register was also reviewed.</p>	
12	<p>Delivery Group Update</p> <p>CB advised that the key items addressed by the Delivery Group were Your Park, the Gateway Centre, the National Park Partnership Plan and the</p>	

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	progress report for the 2017/18 Annual Operational Plan. CB advised that there had been slippage on the handover of the Gateway Centre although this is now imminent. CB highlighted that there has been an increase in the number of tick bites although this is also a national issue.	
13	Any Other Business The Convener extended a sincere note of thanks to BE, ME, GF, HS, FW and JR leaving the Board as of the 30 th September 2017.	
14	Date of Next Meeting: Monday 11 th December 2017.	

Signed _____

James Stuart, Convener