

# National Park Authority Board Meeting



**Draft Minutes of Meeting held at  
10:00am on 11<sup>th</sup> December 2017  
National Park Headquarters, Balloch**

Present: James Stuart (Convener) Colin Bayes (CB)  
William Nisbet (WN) (Vice Convener) David McKenzie (DMcK)  
Angus Allan (AA) David Warnock (DW)  
Petra Biberbach (PB) Ellen Morton (EM)  
Lindsay Morrison (LM) Danny Gibson (DG)  
Billy Ronald (BR) Murray Lyle (ML)  
David McCowan (DMcC) Barbara Morgan (BM)  
Diane Docherty (DD) Graham Lambie (GL)

Observing: Kendal Adams (KA)

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), Director of Rural Development & Planning  
Anna MacLean (AM), Head of Communications  
Amanda Aikman (AAik), Governance and Legal Manager  
Eilidh McKerry (EM), Management Accountant – Agenda item 12  
Matt Buckland (MB), Visitor Operations Manager – Agenda item 1-6  
Sharon McIntyre (SMcl), Committee Officer (Clerk)

Apologies: None

Item	Action	Action by
1	<p><b>Welcome and Apologies</b></p> <p>The Convener opened the meeting by welcoming all attendees including the new Local Authority Nominated Board members. The Convener welcomed members of the public and confirmed the protocols of holding a Board meeting in public. The Convener welcomed KA as our observer to the Board.</p> <p>There were no apologies.</p> <p>The Convener introduced himself, the Vice Convener, CEO and the Governance and Legal Manager.</p> <p>The Convener proposed handling two confidential items, regarding the Gateway Centre and Luss, under agenda item 11 in closed session from which members of the public would be excluded. AAik read the resolution to allow these items of agenda item 11 to be held in closed session. Members were in agreement that these items of agenda item 11 should be held closed session.</p>	

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2	<p><b>Declarations of Interest</b></p> <p>EM declared an interest in agenda item 11, regarding the Gateway Centre, due to the employment of a family member with the prospective tenant.</p> <p>DMcC declared an interest in agenda item 11, regarding the Gateway Centre, as a business owner in the local area.</p> <p>BR declared an interest in agenda item 9, as a close relative has shares in Scotgold.</p>	
3	<p><b>Minutes of Meeting held on 18<sup>th</sup> September 2017</b></p> <p>The minutes were proposed by BR and seconded by PB.</p>	
4	<p><b>Matters Arising</b></p> <p>JC introduced the matters arising and advised of the open actions.</p> <p><b>DECISION:</b> Members agreed to note the report.</p>	
5	<p><b>National Park Partnership Plan 2018-23</b></p> <p>WN thanked staff for the volume of work that has gone into the National Park Partnership Plan 2018-23 (NPPP) which is a statutory obligation. WN advised that should members approve the plan today, this will then be submitted by the end of this year with a view to launch the plan early in the New Year. WN thanked members on the steering group for the NPPP.</p> <p>SJ introduced the NPPP 2018-23 advising that this provides the strategic direction for the National Park over the next 5 years. SJ took members through the structure of the plan. SJ welcomed comment from members on the plan and members suggested updates.</p> <p><b>ACTION:</b> Updates below to be made to final version of NPPP prior to submission:</p> <ul style="list-style-type: none"> <li>- Pages 35 – 37: ‘Scottish Enterprise’ to be updated to either ‘Enterprise Partners’ or specify either ‘Scottish Enterprise’ or ‘Highlands and Islands Enterprise’ based on the area.</li> </ul>	SJ / AM

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	<ul style="list-style-type: none"> <li>- Referencing to be reviewed on page ‘tabs’ e.g. page 41 and page 89 – indicators of success to be removed as all indicators of success are not covered in these sections.</li> <li>- On page 44 – Text to be included to acknowledge the Planning Bill and the development of this during the NPPP.</li> <li>- On page 52 – Text under ‘Rural Development Priority 8 – Skills and Training’ to be updated to include primary and secondary schools.</li> <li>- On designed copy pages 94 – 95 – ‘Tabs’ detailing ‘indicators of success’ to be adjusted.</li> </ul> <p>Members commented that:</p> <ul style="list-style-type: none"> <li>- On page 16 – The number of sites in favourable condition are low therefore this will be a good indicator of progress in 5 years’ time.</li> <li>- On page 40 – Members queried if the places detailed were an exclusive list. SM advised that these are based on the adopted Local Development Plan although this framework is not exclusive and allows for other areas to come forward. It was agreed to add text to this effect</li> </ul> <p><b>DECISION:</b> Members agreed to:</p> <ul style="list-style-type: none"> <li>(i) <b>Approve</b> the final Plan for Ministerial submission;</li> <li>(ii) <b>Note</b> that the associated statutory assessments are complete and conclude that the plan will not have adverse environmental effects;</li> <li>(iii) <b>Agree</b> to delegate final minor editorial and design adjustments to officers prior to submission.</li> </ul>	
6	<p><b>Your Park Annual Update</b></p> <p>CB provided a background to the Your Park project to date and advised that an annual update report is required to Scottish Ministers followed by a formal report three years after the start of the project.</p> <p>SJ thanked everyone involved in this project to date and provided an overview of the project. SJ welcomed comment from members on the annual update and members suggested updates.</p> <p>LM praised highly the delivery of the project. All members were in agreement.</p> <p><b>ACTION:</b> Updates below to be made to final version of Your Park annual update prior to submission:</p>	

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	<ul style="list-style-type: none"> <li>- Inclusion to be made to reference that no evidence of wild camping displacement has been recorded to date.</li> <li>- EM advised that she had marked up the document with minor amendments to grammar, punctuation and typos and was happy to provide this to officers. Marked up document was provided to AM to update accordingly.</li> <li>- Clarification of the Scottish Index of Multiple Deprivation (SIMD) in relation to the statistics on page 13 was sought. Text to be updated to provide clarification.</li> <li>- The Convener requested that an inclusion was made on page 10 under section 5.3 to advise that sites were in and out of use.</li> </ul> <p>Members discussed –</p> <ul style="list-style-type: none"> <li>- The use of Camping Management Zone exit signs and whether these were installed, as visuals are not included in the report. SJ confirmed that exit signs have been installed.</li> <li>- The handling of any negative feedback received. GW advised that any feedback received was taken into account and actions taken where possible during the development and operation of the season.</li> <li>- The problems of human waste and litter at sites. GW advised that targeting resources at our busy sites were, and will continue to be, prioritised, with longer term educational awareness and litter strategy being reviewed.</li> </ul> <p><b>DECISION:</b> Members agreed to:</p> <ul style="list-style-type: none"> <li>(i) <b>Approve</b> the annual update report attached as Appendix 1 subject to updates proposed; and</li> <li>(ii) <b>Agree</b> that it be submitted to Scottish Ministers.</li> </ul>	
7	<p><b>Audit Committee Annual Report</b></p> <p>LM introduced the Audit Committee Annual Report noting the involvement of the committee in the consideration of risk management, the governance statement, review of progress of previous audit recommendations and consideration and agreement of forward internal audit activity plans.</p> <p>LM advised that the committee signed off unqualified accounts at the September meeting following the requirement to revalue property assets.</p> <p>LM thanked members of the Audit Committee and highlighted the opportunity</p>	

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	<p>for members to join this committee.</p> <p><b>DECISION:</b> Members agreed to note the contents of this report.</p>	
8	<p><b>The Great Trossachs Forest Partnership</b></p> <p>DW and SJ provided a background to the Great Trossachs Forest Partnership and advised that this report is to note the Park Authority as a recognised partner.</p> <p>Members discussed the establishment of this partnership and the expectations of the Park Authority as a partner.</p> <p>Members wished to note an active decision to join this partnership and therefore ‘agree’ this partnership instead of ‘noting’.</p> <p><b>DECISION:</b> Members agreed to the National Park Authorities’ new partner status in The Great Trossachs Forest Partnership (TGTF), and as a result will:</p> <ul style="list-style-type: none"> <li>- Commit to delivering a number of responsibilities and actions to help secure the future of TGTF project legacy – outlined in section 4.</li> <li>- Benefit from new opportunities for delivering National Park strategic objectives, including National Park Partnership Plan outcomes related to Conservation &amp; Land Management and Visitor Experience objectives – outlined in section 5.</li> <li>- Become actively involved in the management and future development of one of the UK’s largest nature reserves.</li> </ul> <p>BR left the room.</p>	
9	<p><b>Cononish Hearing</b></p> <p>The Convener and SM introduced the report advising that the Park Authority is proposing to hold this meeting as a site visit and hearing given the history of the site, recognising that this is a significant development proposal and the level of public interest in this application.</p> <p>Members discussed the reasoning behind handling the application under full Board and the mechanisms for allowing this application to be considered by</p>	

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	<p>the full Board.</p> <p><b>ACTION:</b> Standing Orders to be reviewed to consider allowing for planning applications to be considered by the full Board, where recommended by the Chair of the Planning and Access Committee, without a proposal being provided to the Board for decision.</p> <p><b>DECISION:</b> Members agreed:</p> <ul style="list-style-type: none"> <li>- That the planning application relating to the Gold Mine at Cononish will be brought to the full Board at a future meeting;</li> <li>- That a special meeting to consider the planning application should be arranged and should take the form of a hearing and a site visit. The hearing and site visit would be held in early 2018, at a date to be advised.</li> </ul> <p>BR returned to the room.</p>	<p><b>AAik</b></p>
<p><b>10</b></p>	<p><b>Committee Membership</b></p> <p>The Convener introduced the report advising that as a result of the Local Government elections in May 2017 our Groups and Committees require to be reviewed. Members discussed the appointments to each of the committees.</p> <p><b>ACTION:</b> Members to contact Convener or JC by Friday 15<sup>th</sup> December to express interest in joining either Audit and Risk Committee or Delivery Group.</p> <p><b>DECISION:</b> Members approved:</p> <ul style="list-style-type: none"> <li>- Permanent appointments to Planning and Access Committee for Murray Lyle, Graham Lambie, Diane Docherty and Ellen Morton.</li> <li>- Appointment to the Local Access Forum for David Warnock.</li> </ul> <p>WN and DMcK left and returned to the meeting.</p> <p>The Convener advised that agenda item 11 will be taken at the end of the agenda followed by the closed session to discuss the confidential items of the Gateway Centre and Luss as agreed at the start of the meeting.</p>	<p><b>Board Members</b></p>
<p><b>12</b></p>	<p><b>Financial Report</b></p> <p>CB advised that the revised budget had been presented to Delivery Group in</p>	

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	<p>November and that a balanced budget was forecast at this time.</p> <p>EM advised that the quarter 2 management accounts do not highlight any budget management concerns and are superseded by the revised budget for 2017/18. EM informed members that a balanced budget is forecast and noted the main financial updates for the quarter as outlined in the report.</p> <p>Members discussed the allocation of funds for professional fees. EM advised that professional fees are considered on a risk basis and actual costs are reported.</p> <p><b>DECISION:</b> Members agreed to having reviewed and noted the information contained within this report and Appendices 1 and 2.</p>	
13	<p><b>Planning &amp; Access Committee Update</b></p> <p>PB provided an update on the recent cases and reports presented to committee. PB informed members that the decision of a Local Review Body referred to Scottish Ministers was upheld (LRB 2017/0008/REVREF) and that a Planning and Access Committee decision had been overturned by Scottish Ministers (2016/0228/DET). PB also highlighted that the Planning (Scotland) Bill is currently making its way through parliament.</p>	
14	<p><b>Audit Committee Update</b></p> <p>LM advised that controls risk self-assessment, energy management/facilities management and freedom of information/environmental information regulations were reviewed at the December Audit Committee meeting. One medium finding from controls risk self-assessment is to document our VAT procedure.</p>	
15	<p><b>Delivery Group Update</b></p> <p>CB advised that the key items addressed by the Delivery Group were Your Park and the Gateway Centre. CB highlighted the improvement in the determination time for planning applications which is now within the national average. There were no health and safety issues and the budget was reviewed.</p>	

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16	<p><b>Any Other Business</b></p> <p>KA advised that as an observer the meeting process and papers have been clear and easy to follow.</p> <p>Members highlighted that signs at Firkin point have been vandalised. GW advised that this had been reported and replacement signs are being arranged.</p>	
17	<p><b>Date of Next Meeting:</b></p> <p>Monday 12<sup>th</sup> March 2018.</p>	
11	<p><b>Organisational Update</b></p> <p>GW introduced the Organisational Update. Members discussed points from the Organisational Update including the Big Belly Bins, the tenant at Inveruglas and Luss Visitor Centre. GW advised that the Big Belly Bins 6-week trial had proved successful in terms of advising when staff do and don't need to empty them, the tenant at Inveruglas has gone out of business and alternative short term solutions are being sought and an update on Luss Visitor Centre will be provided under the confidential update.</p> <p>Members welcomed involvement with young people ahead of the Year of Young People 2018. The involvement of young people in the area of governance was discussed and has previously been discussed with Young Scot.</p> <p>Members welcomed the update on the Your Park appendix.</p> <p><b>DECISION:</b> Members agreed to note the report.</p> <p>The remainder of Agenda item 11 was held in closed session. EM and DMcC left the room for the closed session.</p>	

Signed \_\_\_\_\_

**James Stuart, Convener**