

National Park Authority Board Meeting

**Draft Minutes of Meeting held at
10:00am on 10th December 2018
National Park Headquarters, Balloch**



Present:

James Stuart (Convener)	Murray Lyle (ML)
William Nisbet (WN) (Depute Convener)	Danny Gibson (DG)
Ellen Morton (EM)	David McCowan (DMcC)
Barbara Morgan (BM)	Billy Ronald (BR)
Diane Docherty (DD)	Bob Darracott (BD)
Graham Lambie (GL)	Martin Earl (ME)
Claire Chapman (CC)	Professor Christopher Spray (CS)
Ronnie Erskine (RE)	Dr Heather Reid (HR)

In Attendance: Park Authority Staff:
Gordon Watson (GW), Chief Executive Officer
Jaki Carnegie (JC), Director of Corporate Services
Stuart Mearns (SM), Director of Rural Development & Planning
Simon Jones (SJ), Director of Conservation and Visitor Operations
Sharon McIntyre (SMcI), Committee Officer (Clerk)
Eilidh McKerry (EMcK), Management Accountant – agenda item 11
Matt Buckland (MB), Visitor Operations Manager – agenda item 7
Joanne Ford (JF), Communications Manager – agenda item 7

Apologies: Sarah Drummond (SD)

Item	Action	Action by
1	<p><u>Session 1: 10am – 10:30am</u></p> <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 welcomed the new ministerial appointments to their first Board meeting. The Convener introduced himself, the Vice Convener and the CEO.</p> <p>The Convener advised that apologies had been received from SD.</p>	
2	<p>Declarations of Interest</p> <p>BR declared an interest in agenda item 12, as a close relative has shares in Scotgold.</p>	

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3	<p>Minutes of Meeting held on 17th September 2018</p> <p>The minutes were proposed by BR and seconded by DD.</p>	
4	<p>Matters Arising</p> <p>JC introduced the matters arising and noted the open actions.</p> <p>GW advised Board remuneration options have been received from Scottish Government and these will be discussed with the Convener prior to the next Board meeting.</p> <p>DECISION: Members agreed to note the report.</p>	
5	<p>Park Authority Board Standing Orders</p> <p>GW introduced the proposed revision to the Park Authority Board Standing Orders as outlined in the report. The revised Standing Orders were proposed by DMcC and seconded by BM.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the proposed amendment to the Board Standing Orders as set out in paragraph 4.1 below and to - Note that the Chief Executive will appoint the Director of Corporate Services as the Proper Officer as an interim measure. 	
6	<p>Committee Membership</p> <p>The Convener advised members that GL had intimated that he no longer wished to stand for the Chair of Planning & Access Committee or the Board representative on the Local Access Forum. Consequently no votes will be required to appoint these roles.</p>	
6.1	<p>Depute Convener</p> <p>The Convener advised that WN wished to stand for appointment as Depute Convener and invited WN to make a short statement. WN made a short statement to the Board.</p>	

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	<p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointment of Willie Nisbet as Depute Convener for a period of 2 years to the December 2020 Board meeting. 	
6.2	<p>Membership of Planning & Access Committee</p> <p>The Convener advised of the Members listed in section 6 of the report who wished to be appointed to the Planning & Access Committee.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointments of EM, GL, BD, WN, DMcC, BR, ME, ML, DD, RE, CS and CC to the Planning & Access Committee. 	
6.3	<p>Chair of Planning & Access Committee</p> <p>The Convener advised that EM wished to stand for appointment as the Chair of Planning & Access Committee and invited EM to make a short statement. EM made a short statement to the Board.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointment of EM as the Chair of Planning & Access Committee for a period of 2 years up to the December 2020 Board meeting. 	
6.4	<p>Depute Chair of Planning & Access Committee</p> <p>The Convener advised that BD wished to stand for appointment as the Depute Chair of Planning & Access Committee and invited BD to make a short statement. BD made a short statement to the Board.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointment of BD as the Depute Chair of Planning & Access Committee for a period of 2 years up to the December 2020 Board meeting. 	
6.5	<p>Membership of Audit & Risk Committee</p> <p>The Convener advised of the Members listed in section 6 of the report who wished to be appointed to the Audit & Risk Committee.</p>	

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	<p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointments of RE, DMcC, BM, BR, HR, CS to the Audit & Risk Committee. 	
6.6	<p>Chair of Audit & Risk Committee</p> <p>The Convener advised that RE wished to stand for appointment as the Chair of Audit & Risk Committee and invited RE to make a short statement. RE made a short statement to the Board.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointment of RE as the Chair of Audit & Risk Committee for a period of 2 years up to the December 2020 Board meeting. 	
6.7	<p>Depute Chair of Audit & Risk Committee</p> <p>The Convener advised that DMcC wished to stand for appointment as the Depute Chair of Audit & Risk Committee and invited DMcC to make a short statement. DMcC made a short statement to the Board.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointment of DMcC as the Depute Chair of Audit & Risk Committee for a period of 2 years up to the December 2020 Board meeting. 	
6.8	<p>Membership of Delivery Group</p> <p>The Convener advised of the Members listed in section 6 of the report who wished to be appointed to the Delivery Group.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointments of ME, DG, HR, SD, DD, WN and BD to the Delivery Group. 	
6.9	<p>Chair of Delivery Group</p> <p>The Convener advised that ME wished to stand for appointment as the Chair of Delivery Group and invited ME to make a short statement. ME made a short statement to the Board.</p>	

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	<p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointment of ME as the Chair of Delivery Group for a period of 2 years up to the December 2020 Board meeting. 	
6.10	<p>Depute Chair of Delivery Group</p> <p>The Convener advised that DG wished to stand for appointment as the Depute Chair of Delivery Group and invited DG to make a short statement. DG made a short statement to the Board.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointment of DG as the Depute Chair of Delivery Group for a period of 2 years up to the December 2020 Board meeting. 	
6.11	<p>Membership of the Local Access Forum</p> <p>The Convener advised that DD wished to stand for appointment to the Local Access Forum and invited DD to make a short statement. DD made a short statement to the Board.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Approve the appointment of DD to the Local Access Forum until the end of her term on the Board. <p><i>Following this agenda item the meeting closed until the next session commencing at 11:45am.</i></p>	
7	<p><u>Session 2: 11:45am – 1pm</u></p> <p>Your Park Annual Update</p> <p>SJ introduced the Your Park Annual Update and made a presentation.</p> <p>DECISION: Following discussion and questions, Members agreed to:</p> <ul style="list-style-type: none"> - Approve the annual update report attached as Appendix 1 and delegate authority to Officers to update this with the following revisions and minor editorial adjustments prior to submission: <ul style="list-style-type: none"> - Page 9, section 4.3 – Loch Earn improvements – Strengthen 	

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	<p>text to reflect the efforts made to provide facilities at Loch Earn and that this remains challenging.</p> <ul style="list-style-type: none"> - Page 19, section 5.11 – Advise of booking timeline for group bookings and flexibility regarding these. - Page 12, section 5.4 – Include link to Operation Ironworks report. - Page 16, section 5.8 – Highlight that bottled water was only being provided as a last resort. <p>- Agree that the Your Park Annual Update Report be submitted to Scottish Ministers.</p>	
8	<p><u>Session 3: 2:15pm – Meeting close</u></p> <p>CEO Report</p> <p>GW introduced the report. Members discussed points from the CEO report including the Planning (Scotland) Bill, the A83 Task Force and the Park Authority becoming a Member of UK National Parks national charity.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> - Members delegated authority to the Planning & Access Committee to provide formal comment on the Planning (Scotland) Bill. - Members requested that further information on the review of options by the Transport Minister relating to the A83 Task Force to be brought back to the Board. <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Note the contents of this report and - Endorse Loch Lomond and The Trossachs National Park becoming a Member of UK National Parks national charity. 	<p>SM</p> <p>GW</p>
9	<p>Annual Operational Plan Progress Report</p> <p>GW introduced the report and Members discussed points from the Annual Operational Plan Progress Report.</p> <p>ACTION: Health & Safety Corporate Focus paper to be brought to March Board meeting.</p>	SM

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	DECISION: Members agreed to note the report.	
10	<p>Corporate Focus (Estates)</p> <p>JC introduced the report and made a presentation. Members discussed topics arising from the report and welcomed a further session on this topic.</p> <p>DECISION: Members agreed to note the report.</p>	
11	<p>Financial Report</p> <p>DMcC and EMcK presented the latest forecast for 2018/19 and the Management Accounts for the 7 months to 31 October 2018.</p> <p>DECISION: Members reviewed and agreed to:</p> <ul style="list-style-type: none"> - Note the information contained within the report and Appendices 1 (Forecast) and 2 (Management Accounts). 	
12	<p>Cononish Gold Mine</p> <p><i>BR and ML left the room. DMcC left and returned to the room.</i></p> <p>SM introduced the report and provided an update on progress to date.</p> <p>ACTION: SM to confirm to ME the minimum financial contribution the applicant can make to Visitor Experience and Conservation projects in the National Park.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Note the update on activity in respect of this major planning application; and to - Note the progress on the Greater Cononish Glen Management Plan and the mechanisms in place for monitoring the development. <p><i>BR and ML returned to the room.</i></p>	SM

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13	<p>Delivery Group Update</p> <p>DG advised that at the last meeting of the Delivery Group the High Priority Projects reviewed were Litter and the Litter Prevention Action Plan, Callander Landscape Partnership, the Camping Development Strategy, Car Park Charging and the Lessons Learnt from the Gateway Project.</p> <p>Members discussed receiving all committee reports for information.</p> <p>ACTION: Circulation of all committee reports to Members to be considered by JC.</p>	JC
14	<p>Audit & Risk Committee Update</p> <p>JC introduced the Annual Report by Audit & Risk Committee to Board of Activity in 2017/18. DMcC provided an update on the main activities of the Audit & Risk Committee.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> - Note the Annual Report by Audit & Risk Committee to Board of Activity in 2017/18. 	
15	<p>Planning & Access Committee Update</p> <p><i>BM left and returned to the room.</i></p> <p>GL provided an update on the recent cases and reports presented to committee. GL advised of the current communities without Community Councils.</p> <p>SM provided an update on current planning applications.</p> <p>Members discussed community engagement following Planning & Access Committee meetings and Planning & Access Committee meetings not held at Park Authority Headquarters. It was agreed these items would be discussed further by the Planning & Access Committee.</p> <p>ACTION: Planning & Access Committee to discuss offsite meetings and community engagement following Planning & Access Committee meetings.</p>	SM

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16	<p>Any Other Business</p> <p>Following the recent passing of Alastair McKenzie, the Board wished to publicly note his contribution to the National Park and express condolences to his family.</p> <p>The Convener and the Board wished to formally thank Angus Allan for his time on the Board.</p> <p>The Convener advised all Board members that they will be invited to attend the next internal staff meeting in February 2019.</p> <p>ACTION: Board members invited to attend next internal staff meeting in February 2019.</p>	SMcl
17	<p>Date of Next Meeting:</p> <p>Monday 18th March 2019.</p>	

Signed _____

James Stuart, Convener