

National Park Authority Board Meeting



**Draft Minutes of Meeting held at
10:00am on 18th March 2019
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)
Sarah Drummond (SD)	

In Attendance: National Park Authority Staff:
Gordon Watson (GW), Chief Executive Officer
Jaki Carnegie (JC), Director of Corporate Services (Proper Officer)
Stuart Mearns (SM), Director of Rural Development & Planning
Simon Jones (SJ), Director of Conservation and Visitor Operations
Anna MacLean (AM), Head of Communications
Sharon McIntyre (SMcI), Committee Officer (Clerk)
Catriona Morton (CM), Financial & Performance Manager – agenda items 6 and 12
Nicola Colquhoun (NC), Land Management Adviser – agenda item 7
Alan Bell (AB), Landscape & Ecology Manager – agenda item 8
Matt Buckland (MB), Visitor Operations Manager – agenda item 9
Guy Keating (GK), Recreation and Access Adviser – agenda item 15
Elaine Wade (EW), Human Resources Manager – agenda item 14
Carol Matthews (CM), Visitor Experience Manager – agenda item 23

Guests

Nicole Anderson (NA), National Park Authority Youth Committee – agenda items 7 & 8
Colin Law (CL), National Park Authority Youth Committee – agenda items 7 & 8

Apologies: None

Item	Action	Action by
1	<u>Session 1: 10am – 10:30am</u> Welcome and Apologies 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.	

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	<p>The Convener introduced himself, the Vice Convener and the CEO.</p> <p>The Convener advised that there are no apologies although CS requires to leave the meeting early.</p> <p>The Convener welcomed SD to her first Board meeting. The Convener advised that we will be welcoming two members of the National Park Authority Youth Committee for Session 2, Nicole Anderson and Colin Law.</p> <p>The Convener proposed that agenda items 23 and 24 would be held as confidential items in closed session, from which members of the public would be excluded. JC advised of the resolution members required to vote on to allow agenda items 23 and 24 to be held in closed session. Members were in agreement.</p> <p>DG joined the meeting.</p> <p><i>A minute's silence took place for the victims of the Christchurch attacks.</i></p>	
2	<p>Declarations of Interest</p> <p>None</p>	
3	<p>Minutes of Meeting held on 10th December 2019</p> <p>The minutes were proposed by DD and seconded by ML.</p>	
4	<p>Matters Arising</p> <p>JC introduced the matters arising and noted the open action with regard to the circulation of meeting papers.</p> <p>ACTION: The agenda for all meetings; Planning & Access Committee, Audit & Risk Committee and Delivery Group are to be issued to all Board members. Members can then request copies of any reports they are interested to receive.</p> <p>DECISION: Members agreed to note the report.</p>	Committee Clerks

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5	<p>Draft 2019/20 Annual Operational Plan</p> <p>GW introduced the Draft 2019/20 Annual Operational Plan.</p> <p>CS advised he would keep Members updated on the Borderlands Growth Deal and feed comments back into Section 4.1 Integrated Land Management.</p> <p>DECISION: Members agreed to approve the 2019/20 Annual Operational Plan subject to the following amendments:</p> <ul style="list-style-type: none"> - Priority 2 – “Doing more for Climate change and biodiversity” to be rephrased. - Activities 6. and 15. to be strengthened. - Grammar in 15. to be corrected. 	
6	<p>Draft 2019/20 Budget</p> <p>RE, GW and CM introduced the Draft 2019/20 Budget and Members discussed.</p> <p>ACTION: There was a need to have a Board discussion about longer term budget projections and implications at an appropriate point later in 2019. This will encompass progress on generating additional sources of income in the current 2019/20 year and options to address risks to achieving a balanced 2020/21 budget.</p> <p>DECISION: Following discussion and questions, Members agreed to approve the draft 2019/20 Budget presented, with the provision that appropriate action will be taken during the year to achieve a balanced budget.</p> <p><i>Following this agenda item the meeting closed until the next session commencing at 11:45am.</i></p> <p><u>Session 2: 11:45am – 1:30pm</u></p> <p>The Convener welcomed NA and CL from the National Park Authority Youth Committee to the meeting. NA provided an update on the work of the Youth Committee to the Board.</p>	GW

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7	<p>Wild Park</p> <p>CS, SJ and NC introduced the refreshed Wild Park Biodiversity Action Programme for 2018-23.</p> <p>ACTION: A Communication Plan for the Wild Park Biodiversity Action Programme for 2018-23 will commence later this year, including an ‘At a Glance’ version of Wild Park.</p> <p>DECISION: Following discussion and questions, Members agreed to approve:</p> <ul style="list-style-type: none"> (i) the refreshed approach to nature conservation in the National Park, through a reprioritised Wild Park Action programme. (ii) the contents of the paper and the attached (as Appendix 1) Wild Park Action Programme, which between them summarise how this refreshed approach will be implemented including; <ul style="list-style-type: none"> - the change of focus towards tackling the ‘Key Environmental Threats’ that adversely affect the precious natural environment of the National Park; - the involvement of new partnership organisations from the land management and community sectors in the governance and delivery of Wild Park. 	AM
8	<p>National Park Authority Trees & Woodland Strategy</p> <p>CS, SJ and AB introduced the report.</p> <p>DECISION: Following discussion and questions, Members agreed to:</p> <ul style="list-style-type: none"> (i) Note this progress update; (ii) Approve the text and maps of draft plan for public consultation; <ul style="list-style-type: none"> - Subject to amending text to reflect a firm position with regard to the need for sustainable deer population management, including fencing and - Explicit reference to the Strategic Timber Transport Scheme. (iii) Agree to delegate approval of design and final minor editorial adjustments to officers prior to public consultation; (iv) Approve the proposed date for the start of the public consultation period, on 8th April 2019; 	

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	<u>Session 3: 2:15pm – Meeting close</u>	
9.	<p>Camping Development Framework</p> <p>ME, SJ and MB introduced the report.</p> <p><i>CS left meeting.</i></p> <p>A discussion point to be explored further in due course was the public expectations of Ranger Service coverage across the National Park.</p> <p>DECISION: Following discussion and questions, Members agreed to approve the Camping Development Framework 2019-23 attached as Appendix 1. Subject to :</p> <ul style="list-style-type: none"> - Involving representatives of users with a disability in the relevant design stages of camping infrastructure. SD advised that she could assist with contacts in this area. - Involving Local Access Forums as consultees. 	
10.	<p>Board Appointments</p> <p>10.1 Community Partnership</p> <p>DECISION: Members agreed to approve the appointment of BD to the membership of the Community Partnership Board.</p> <p>10.2 Loch Lomond & Trossachs Countryside Trust</p> <p>DECISION: Members agreed to approve the appointment of HR to the membership of the Loch Lomond & Trossachs Countryside Trust Board.</p> <p><i>There is no fixed term associated with these appointments. However, it is suggested that appointments are reviewed every two years in line with the approach agreed for Committee Chair appointments.</i></p>	
11.	<p>CEO Report</p> <p>GW introduced the report. JS provided an update on National Parks UK.</p> <p>DECISION: Members agreed to note the contents of this report.</p>	

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12.	<p>Financial Report</p> <p>RE and CM presented the Management Accounts for the 10 months ended 31 January 2019.</p> <p>DECISION: Members reviewed and agreed to note that we are expecting to deliver a balanced budget for the full year.</p> <p>The Board thanked CM for her work at the National Park Authority given this was her last Board meeting.</p>	
13.	<p>Annual Operational Plan Progress Report</p> <p>JC introduced the report and Members discussed points from the Annual Operational Plan Progress Report.</p> <p>DECISION: Members agreed to note the report and highlighted for future reporting a higher degree of alignment between the measurement of success and quantitative data.</p>	
14.	<p>Corporate Focus (Health & Safety)</p> <p>SM and EW introduced the report.</p> <p>Members advised that they were keen to see historical trends in future Health and Safety reporting.</p> <p>DECISION: Members agreed to note the report.</p>	
15.	<p>The Mountains & The People Update Paper</p> <p>DD and SJ introduced the report.</p> <p>Members noted the legacy opportunities for this project.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> (i) Note the outputs of The Mountains & The People project to date. (ii) Note that the National Park Authority will be: <ul style="list-style-type: none"> - Supporting the concluding stages of the project - Developing a plan to deliver the post project legacy requirements of 	

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	<p>path maintenance and volunteer engagement</p> <p><i>DG left the meeting.</i></p>	
16.	<p>Climate Change Action Plan – Annual Report 2018/19</p> <p>HR and SJ introduced the report.</p> <p>ACTION: To confirm whether the energy supplier for the National Park Authority comes from renewable sources.</p> <p>Members discussed having a feature at the 10:02 all staff meeting to highlight contributions to the Climate Change Action Plan.</p> <p><i>WN left and returned to the meeting. GL left and returned to the meeting.</i></p> <p>ACTION: Draft climate change key communications messages to raise the awareness of climate change with National Park residents and visitors.</p> <p><i>ML left the meeting.</i></p> <p>Members discussed migrating to paperless operations for the Board and agreed to set the aim of reducing paper use by 75% in a year.</p> <p>ACTION: Survey to be issued to Board members to inform migrating to paperless working.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> (i) Note the annual progress report Climate Change Action Plan 2018/19. (ii) Discuss opportunities and actions for tackling climate change across the National Park and within the National Park Authority organisation, including the operation of Board business. 	<p>SJ</p> <p>AM</p> <p>SMcl</p>
17.	<p>Delivery Group Update</p> <p>ME advised that at the last meeting of the Delivery Group the High Priority Projects reviewed were the Camping Development Framework, Callander Landscape Partnership, Car Park Charging and Litter. The West Loch Lomond Rural Tourism Infrastructure Fund will be a High Priority Project reported at the next Delivery Group meeting.</p>	

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18.	<p>Audit & Risk Committee Update</p> <p>RE provided an update on the main activities of the Audit & Risk Committee which included recent training on the Effective Audit & Risk Committee.</p>	
19	<p>Planning & Access Committee Update</p> <p>EM provided an update on the main activities of the Planning & Access Committee and recent cases and reports presented to committee.</p> <p>SM provided a process update on the West Riverside / Woodbank House major planning application in Balloch.</p>	
20	<p>Local Access Forum</p> <p>DD advised that the forum discussed the progress of current cases, Drumlean and the proposed Access Management Strategy provided to the Estate and projects including the Loch Earn Railway Path, the development of a kilometre of Rob Roy Way path at Invertrossachs and the development of a new path alongside the River Goil.</p> <p>Updates were provided on the current Core Paths Plan consultation which was extended until 26th April and the proposal for the Outdoor Recreation Plan Consultation expected to launch Summer 2019.</p>	
23	<p>Signature Events</p> <p>Agenda item 23 was held in closed session.</p>	
24	<p>HMRC</p> <p>Agenda item 24 was held in closed session.</p>	
21	<p>Any Other Business</p> <p>The Convener and the Board wished to formally thank JC for her time with the National Park Authority.</p>	
22	<p>Date of Next Meeting</p> <p>Monday 17th June 2019.</p>	

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Signed _____
James Stuart, Convener