

National Park Authority Board Meeting



**Draft Minutes of Meeting held at
10:00am on 17th June 2019
National Park Headquarters, Balloch**

Present: James Stuart (Convener) Bob Darracott (BD)
William Nisbet (WN) (Depute Convener) Martin Earl (ME)
Diane Docherty (DD) Dr Heather Reid (HR)
Graham Lambie (GL) Professor Christopher Spray (CS)
Ronnie Erskine (RE) Dr Sarah Drummond (SD)
David McCowan (DMcC) Billy Ronald (BR)
Ellen Morton (EM) - agenda items 1-15 and 18
Barbara Morgan (BM) - agenda items 1-15 and 18

In Attendance: National Park Authority Staff:
Gordon Watson (GW), Chief Executive 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 Clerk
Margaret Gallacher (MG), Clerk
Eilidh McKerry (EMcK), Financial & Performance Manager – agenda items 5 and 16
Elaine Wade (EW), Human Resources Manager – agenda item 11

Guests

Nicole Anderson (NA), National Park Authority Youth Committee – agenda items 10-11
Steven Kent (SK), National Park Authority Youth Committee – agenda items 10-11

Apologies: Danny Gibson (DG)
Claire Chapman (CC)
Murray Lyle (ML)

| Item | Action | Action by |
|------|---|-----------|
| 1 | <p><u>Session 1: 10am – 1pm</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 introduced himself, the Vice Convener and the CEO.</p> | |

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| | <p>The Convener advised that apologies had been received from Danny Gibson, Claire Chapman and Murray Lyle. The Convener noted that Ellen Morton required to leave the meeting at 4pm.</p> <p>The Convener thanked Board members for working towards the goal set at the last Board meeting to reduce paper use for Board business.</p> <p>The Convener proposed that agenda items 12, 13 and 14 would be held as confidential items in closed session, from which members of the public would be excluded. SMcl advised of the resolution members required to vote on to allow agenda items 12, 13 and 14 to be held in closed session. Members were in agreement.</p> | |
| 2 | <p>Declarations of Interest</p> <p>WN declared an interest in agenda item 6, advising that his partner's residence is a neighbouring property in relation to the application, and this is with regard to Category 4 of the Code of Conduct: Houses, Land and Buildings.</p> <p>DMcC declared an interest in agenda item 6, due to part ownership of the former 'Lochside' now known as the Woodbank Inn which is a neighbouring property in relation to the application. This is with regard to Category 4 of the Code of Conduct: Houses, Land and Buildings.</p> <p>DMcC also declared an interest in agenda item 13, as Chair/Director at Luss & Arden Community Development Trust. This is with regard to Category 7 of the Code of Conduct: Non-Financial Interests.</p> <p>DD advised that as a Councillor for West Dunbartonshire Council, a consultation response is anticipated from West Dunbartonshire Council on the application concerned in agenda item 6 in due course. She advised that as an individual she was not conflicted in participating in agenda item 6 as she had not and will not be participating in any Council discussions expressing a view on the case.</p> <p>The Convener advised that as a Non-executive Advisor for Scottish Forestry appointed by Scottish Ministers, it has been brought to his attention that Scottish Forestry have provided a consultation response in relation to the planning application detailed in agenda item 6. He advised while he does have a registerable interest through his role with Scottish Forestry, this does not translate into having a declarable interest with regard to this application. He advised that this is due to his role being entirely advisory, and that he is</p> | |

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| | not involved in operational matters and has had no involvement or knowledge in the response provided by Scottish Forestry. | |
| 3 | <p>Minutes of Meeting held on 18th March 2019</p> <p>The minutes were proposed by EM and seconded by CS.</p> | |
| 4 | <p>Matters Arising</p> <p>JS introduced the matters arising.</p> <p>DECISION: Members agreed to note the report.</p> | |
| 5 | <p>2018/19 Draft Annual Report and Accounts</p> <p>5.1 Draft Annual Report</p> <p>5.2 Draft Annual Accounts</p> <p>ME and GW introduced the Draft Annual Report. RE and EMcK introduced the Draft Annual Accounts.</p> <p>Members noted that equality and diversity requires to be embedded in all work that we do, this is on the agenda today as agenda item 11.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> - Adjust the language to reflect that there is now a ‘climate emergency’ rather than ‘climate change’. - Detail a line in the report to acknowledge that all projects have been successfully delivered and a link to our Annual Operational Plan. Should there be any projects that have not been successfully completed in future years these will be detailed in this section of the annual report. - Clarity is required for the statement advising ‘Led by our Facilities Team, we decreased electricity use by 60,000kWh, through energy-saving investment in more efficient lighting and better management of computer monitors.’ - Information on the work of the Community Partnership to be included. - Grammar on the first page, second sentence to be corrected. Any further grammatical points or typos to be sent to AM. | Executive |

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| | <p>DECISION: Following discussion and questions, members agreed to:</p> <ol style="list-style-type: none"> 1. Approve the Annual Report; 2. Note the draft Annual Accounts for 2018/19 (subject to final External Audit clearance); 3. Note that we anticipate the Audit & Risk Committee to recommend the accounts are signed by the Chief Executive following consideration of the final draft by the Audit & Risk Committee on 27th June 2019; and 4. Note that the Board will be informed of any material changes to the accounts following final clearance by External Audit. <p>Members thanked the team for the production of the Annual Report and Accounts.</p> <p><i>WN and DMcC left the room.</i></p> | |
| 6. | <p>2018/0133/PPP – Land at Pier Road, Ben Lomond Way and Old Luss Road, known as West Riverside and Woodbank House, Balloch</p> <p>JS introduced the paper advising this is a procedural report and at no point would the merits of the proposed planning application be addressed.</p> <p>DECISION: Following discussion and questions, Members agreed to:</p> <ol style="list-style-type: none"> 1. Note that, in accordance with the Standing Orders, the major planning application (2018/0133/PPP) relating to a tourism and leisure led mixed use development at land at Pier Road, Ben Lomond Way and Old Luss Road, West Riverside and Woodbank House, Balloch will be brought to the full Board for determination considering the significant public interest in the application; 2. Agree to holding a Hearing and Site Visit in relation to this major planning application and delegate to the Director of Rural Development and Planning in liaison with the Convener to agree the appropriate procedures to be adopted and the date or dates for these. 3. Note that a Special Board Meeting to determine this major planning application will be arranged following a Hearing and Site Visit. A specific date or dates are yet to be identified, but it is envisaged that an officer report and recommendation on the application will be concluded by late summer 2019. Only Board Members who attend the Site Visit and the | |

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| | <p>Hearing will be entitled to participate in the determination of the application.</p> <p><i>WN and DMcC returned to the room.</i></p> | |
| 7 | <p>Audit & Risk Committee Terms of Reference</p> <p>JS and GW introduced the Audit & Risk Committee Terms of Reference.</p> <p>DECISION: In accordance with section 69 of the Board's Standing Orders, the Board shall decide the remit of its Committees. The Board considered and approved the revised Terms of Reference for the Audit & Risk Committee, attached as Appendix 1.</p> | |
| 8 | <p>Audit & Risk Committee Member</p> <p>RE and GW informed members of the vacancy on the Audit & Risk Committee. Members were invited to volunteer to be a member of the Audit & Risk Committee.</p> <p>DECISION: Board Members approved the appointment of GL.</p> | |
| 9. | <p>CEO Report</p> <p>GW introduced the report. JS provided an update on National Parks UK.</p> <p>JS welcomed NA and SK as they joined the meeting.</p> <p>DECISION: Following discussion and questions, Board Members agreed to note the contents of this report.</p> | |
| 10. | <p>Annual Operational Plan Reports</p> <p>10.1 2018/19 End of Year</p> <p>10.2 2019/20 Progress</p> <p>JS and GW introduced the Annual Operational Plan Reports.</p> <p>ACTION: Members to provide feedback on the Annual Operational Plan report format to AM.</p> | AM |

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| | <p>DECISION: Following discussion and questions, Members agreed to note the contents of this report and the progress reports contained in Appendices 1 and 2.</p> | |
| 11. | <p>Corporate Focus – Equality Mainstreaming and Outcomes Report</p> <p>JS and EW introduced the Equality Mainstreaming and Outcomes Report.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> - EW to check the Equality Mainstreaming and Outcomes Report to ensure the language is correct with reference to gender and sexual orientation. - Executive and Youth Committee to discuss Youth Committee involvement in the Board moving forward. <p>DECISION: Following discussion and questions, the Board agreed to note the content of this report.</p> <p><i>Following this agenda item the meeting closed until the next session commencing at 1.30pm.</i></p> | <p>EW</p> <p>Executive</p> |
| 12. | <p><u>Session 2: 1.30pm – 3.00pm</u></p> <p>2019/20 Corporate Risk Register</p> <p>Agenda item 12 was held in closed session.</p> | |
| 13. | <p>Luss Visitor Centre</p> <p>Agenda item 13 was held in closed session.</p> | |
| 14. | <p>Minute of Meeting held on 18th March 2019</p> <p>Agenda item 14 was held in closed session.</p> <p><i>Following this agenda item the meeting closed until the next session commencing at 3.15pm.</i></p> | |

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| 18. | <p>Planning & Access Committee Update</p> <p><i>Due to EM requiring to leave the meeting at 4pm this agenda item was brought forward.</i></p> <p>EM provided an update on the main activities of the Planning & Access Committee and the Local Review Body inclusive of recent cases and reports presented to committee.</p> | |
| 15. | <p>Delivery Group Update</p> <p>ME provided an update on the high priority projects covered by the Delivery Group, including the Camping Development Framework, Litter, Callander's Landscape and Car Parking Charging. ME noted that there is an issue with Falls of Leny bridge which is being reviewed. ME highlighted that there is difficulty in progressing car park charging at Balmaha.</p> <p>ACTION: ME to discuss car park charging at Balmaha with GW to decide if this requires to be raised as a substantive item and paper with the Board.</p> <p>ME advised the next meeting of the Delivery Group is in November, Delivery Group has requested that an update paper is issued at the end of August to keep members informed.</p> <p><i>EM and BM left the meeting.</i></p> <p>AM provided an update on attending the Data Lab Project.</p> | ME/GW |
| 16. | <p>Financial Report – End of Year Management Accounts</p> <p>RE and EMcK introduced the Financial Report.</p> <p>DECISION: Board Members noted the delivery of a balanced budget for the full year.</p> | |
| 17. | <p>Audit & Risk Committee Update</p> <p>RE advised all Audit & Risk Committee updates were covered in agenda items 5 and 16 and there were no further items.</p> | |

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| 19. | <p>Any Other Business</p> <p><u>Electric Buses</u> ME highlighted that there is currently funding available for electric buses. GW advised the Communities Team are aware of this.</p> <p><u>Countryside Trust</u> HR recently joined the Countryside Trust as a Director, she provided an update with key points which included:</p> <ul style="list-style-type: none"> • There has been a 52% increase in the number of participants for Walk in the Park. There is a new walk underway in Arrochar which is performing very well. • The E-bike project is in Phase 1, this project is looking at the cycle route linking Drymen, Aberfoyle and Strathyre. The collection of data from this project will be very useful for the active travel agenda. • The Trust has been lacking a Chair, although David Beaumont has taken on this role. • The Trust are looking forward to receipt of the first funding opportunity as a result of the Cononish Gold and Silver mine. <p><u>Community Partnership</u> BD recently attended the Community Partnership, he provided an update with key points which included:</p> <ul style="list-style-type: none"> • The Partnership has been active in the community over the last few years and are training groups to become self-sustaining. At the last meeting it was agreed to proceed with two place plans at Killin and Strathfillan. • The Partnership received a sizeable contribution from LEADER. The Partnership is also supported and funded by a service level agreement with the National Park. The Partnership has been reviewing their responsibilities and have appointed two members of staff to work on the social enterprise academy. • The Partnership are training local champions, promoting the village halls network and providing support. Other work includes arranging a number of networking evenings and projects. <p><u>Local News</u> BR advised that Hannah Rankin from Luss recently became the first world super middleweight boxing champion.</p> | |

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| | <p><u>Director of Corporate Services</u> JS advised that the recruitment process is complete and we have achieved a quality pool to identify a candidate.</p> <p>JS advised that SD recently became an Honorary Doctor of Glasgow School of Art. JS and the Board offered congratulations for this tremendous achievement.</p> | |
| 20. | Date of Next Meeting Monday 23 rd September 2019 | |

Signed _____
James Stuart, Convener