

National Park Authority Board Meeting



Draft Minutes of Meeting held at

09:30am on 9th December 2019

John Muir Suite, Carrochan, Carrochan Road, Balloch

Present: James Stuart (Convener) William Nisbet (WN) (Depute Convener)
Heather Reid (HR) Bob Darracott (BD)
Graham Lambie (GL) Christopher Spray (CS)
Ronnie Erskine (RE) Sarah Drummond (SD)
David McCowan (DMcC) Billy Ronald (BR)
Claire Chapman (CC) Danny Gibson (DG)
Murray Lyle (ML)

Observing: Mark Borthwick (MB)

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
Pete Wightman (PW), Director of Corporate Services
Sharon McIntyre (SMcI), Committee Clerk (Proper Officer)
Margaret Gallacher (MG), Clerk
Kenny Auld (KA), Recreation, Access and Health Manager – agenda item 5
Matt Buckland (MB), Visitor Operations Manager – agenda item 6
Eilidh McKerry (EMcK), Financial & Performance Manager – agenda item 10
Gareth Archibald (GA), ICT Systems Manager – agenda item 11

National Park Authority Youth Committee:

Oscar Wingate (OW)

Apologies: Ellen Morton (EL)
Diane Docherty (DD)
Martin Earl (ME)

Item	Action	Action by
1	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. The Convener introduced himself, the Depute Convener, CEO and Proper Officer. The Convener advised that apologies had been received from Ellen Morton, Diane Docherty and Martin Earl.	

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	The Convener advised that WN as Depute Convener, will take agenda item 7 as this is in relation to his position as Convener.	
2	<p>Declarations of Interest</p> <p>No declarations of interest were noted.</p>	
3	<p>Minutes of Meeting held on 24th October 2019</p> <p>The minutes were proposed by CS and seconded by BR.</p>	
4	<p>Matters Arising</p> <p>GW introduced the matters arising and advised that Stirling Council will continue to manage the car park at Balmaha but there are ongoing discussions around the management of visitor pressures.</p> <p>DECISION: Members agreed to note the report.</p>	
5.	<p>Outdoor Recreation Delivery Plan Consultation</p> <p>CC, SJ, KA introduced the Outdoor Recreation Delivery Plan. Discussion from members followed.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> (i) Note this progress update. (ii) Approve the Consultation Document attached as Appendix 1. (iii) Agree to delegate approval of final design and minor editorial adjustments to officers prior to public consultation. (iv) Approve the proposed public consultation period and process. 	
6.	<p>Your Park 3rd Annual Update 2019</p> <p>JS, MB and SJ introduced the Your Park 3rd Annual Update 2019. Discussion from members followed.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> (i) Approve the Annual Update report attached as Appendix 1; and (ii) Agree that it be submitted to Scottish Ministers. (iii) Agree to delegate final editorial adjustments to officers prior to submission to Scottish Ministers in December. 	

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7	<p>Convener Appointment</p> <p>WN introduced this agenda item. WN advised that one valid nomination for JS was received during the nomination process and members are invited to approve the reappointment of JS to the role of Convener.</p> <p>DECISION: Members approved James Stuart's reappointment as Convener of the National Park Authority Board for a further three-year term commencing on 2 March 2020.</p> <p>WN congratulated JS on behalf of the Board. JS confirmed he was pleased to serve as Convener for a further three years.</p>	
8	<p><u>Session 2: 11.15am – Meeting Close</u></p> <p>CEO Report</p> <p>GW introduced the report and advised of two awards that we have received recently:</p> <ul style="list-style-type: none"> - Nature of Scotland Awards – Highly Commended in the Youth and Education Award for Young Volunteer Pathways. - Unawards – The Communications team won the best low cost communications award across the UK for our 'what to do when you need a poo' campaign. <p>We were also finalists in the community-led regeneration category of the SURF Awards for the work done in Strathard.</p> <p>JS advised that he has been appointed as Chair of National Parks UK and plans to invite the 15 National Park Chairs to the National Park Authority in November 2020.</p> <p>DECISION: Members agreed to note the contents of the report.</p>	
9.	<p>Annual Operational Plan Progress Report</p> <p>JS and PW introduced the Annual Operational Plan Progress Report.</p> <p>DECISION: Members agreed to note the contents of this report.</p>	

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10.	<p>Financial Report</p> <p>JS and EMcK introduced the Financial Report.</p> <p>DECISION: Members agreed to review and note the information contained within this report and Appendices 1 (Forecast) and 2 (Management Accounts).</p>	
11.	<p>Corporate Focus – SWAN and Cyber Resilience</p> <p>JS and GA introduced the SWAN and Cyber Resilience update. Discussion from members followed.</p> <p>DECISION: Members agreed to note the contents of this report.</p>	
12.	<p>Climate and Nature Emergency – Our Mission Zero Route Map</p> <p>HR, SJ and CW introduced the Climate and Nature Emergency update. CW delivered the presentation. Discussion from members followed.</p> <p>DECISION: Members agreed to:</p> <ul style="list-style-type: none"> (i) Note the summary of policy context and current activity surrounding the Climate and Nature Emergencies. (ii) Note our approach to creating a ‘Mission Zero’ route map. (iii) Discuss potential target dates for becoming a ‘Mission Zero’ organisation. 	
13.	<p>Delivery Group Update</p> <p>GW provided the Delivery Group Update advising the high priority projects covered included Luss Visitor Centre, Car Park Charging, Litter Prevention Strategy, Camping Development Framework, West and East Loch Lomond RTIF (Rural Tourism Infrastructure Fund) and Callander’s Landscape.</p> <p>RTIF is on track with two stages completed at Tarbet and Inveruglas. The Group will be having a first look at the Litter Prevention Strategy in advance of the March Board meeting. There may be a delay with the Falls of Leny bridge, part of the Callander’s Landscape project due to challenges with timescales, budget, and achieving consents.</p> <p>The next meeting will focus on the delivery of the Car Park Charging project.</p>	

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14.	<p>Audit and Risk</p> <p>RE provided the Audit and Risk update. The last meeting of the committee reviewed the timetable for the annual accounts and agreed to continue with current arrangements. The external audit plan was set out, this will be tight come June and this was noted. Development of a risk policy was covered. There were no concerns from the internal audit report and tendering for internal audit services next year was discussed.</p>	
15.	<p>Planning and Access</p> <p>BD provided the Planning and Access update, advising that at the October meeting members approved 23 market houses and 6 affordable houses across eight application sites submitted by Luss Estates Company.</p> <p>At earlier committee meetings, 88 dwellings were approved in Drymen, the proposal comprised of 44 houses for open market sale and 44 affordable houses, while in Callander 50 affordable dwellings were approved.</p> <p>Members visited the Cononish Gold and Silver mine in November and BD thanked the team for arranging this visit.</p> <p>GW mentioned that we were represented at the Scottish Planning Quality Awards where we were shortlisted in two categories.</p>	
16.	<p>Community Partnership</p> <p>BD provided the Community Partnership update advising that a new Chair of the Partnership was appointed at the 31st October AGM. The LEADER social enterprise hub project is progressing well and the Partnership is working with the Park Authority on a community litter and waste summit.</p>	
17.	<p>Countryside Trust</p> <p>HR provided the Countryside Trust update advising Walk in the Park continues to be successful and was enjoyed by our partners at the National Park Partnership Plan 2018-23 Partnership Event in November. Work continues on e-bikes and the creation of a range of active travel action plans. Funding continues to be challenging although income from the Cononish Gold and Silver mine will begin next year.</p>	
18.	<p>Any Other Business</p> <p><u>Lady Isobel Glasgow</u> WN paid tribute to Lady Isobel Glasgow who passed away last month. Lady Isobel Glasgow served on the National Park Authority Board from 2002 to</p>	

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	<p>2010, was a Chair of the Clyde Forum and West Area Board of SNH and was a member of the Interim Committee prior to the establishment of the National Park Authority.</p> <p>GW added that Lady Isobel Glasgow was a very valuable Board Member in the early years of the National Park and a leading light in her passion for conservation.</p> <p><u>Paperless Working</u> JS thanked Board members and the Executive team who have embraced migrating to paperless working. JS advised half of the Board are now working paperless and asked Board members to continue to work towards the target set at the March 2019 Board meeting to reduce the Board's paper use by 75% in a year.</p>	
19.	<p>Date of Next Meeting</p> <p>The date of the next meeting is Monday 16th March 2020. It was discussed that this date may require to be reviewed depending on when the budget is announced.</p> <p>The Convener thanked all for their work this year and wished everyone the very best for the festive season.</p>	

Signed _____

James Stuart, Convener