

# National Park Authority Board Meeting



Approved Minutes of Meeting held at  
1pm on 16<sup>th</sup> March 2020  
St Kessog's Hall, Balloch Road, Balloch

Present: James Stuart (Convener) William Nisbet (WN) (Depute Convener)  
Heather Reid (HR) Bob Darracott (BD)  
Graham Lambie (GL) Christopher Spray (CS)  
David McCowan (DMcC) Claire Chapman (CC)  
Danny Gibson (DG) Martin Earl (ME)

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  
Matt Buckland (MB), Visitor Operations Manager – agenda item 6  
Eilidh McKerry (EMcK), Financial & Performance Manager – agenda item 10

Apologies: Diane Docherty  
Ellen Morton  
Sarah Drummond  
Ronnie Erskine  
Murray Lyle  
Billy Ronald

Item	Action	Action by
1	<p><b>Welcome and Apologies</b></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 Depute Convener, CEO and Proper Officer.</p> <p>The Convener advised that apologies had been received from Diane Docherty, Ellen Morton, Sarah Drummond, Ronnie Erskine, Murray Lyle and Billy Ronald.</p> <p>The Convener advised that in relation to the Board vacancy, the Minister has written to Councillor Good following his nomination by Argyll and Bute</p>	

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	<p>Council and we are awaiting confirmation of his acceptance onto the National Park Authority Board.</p> <p>The Convener advised that the venue for the meeting today was changed as a precautionary deep clean of the National Park Authority headquarters was being carried out as a result of COVID-19/Coronavirus and proposed for the agenda to be amended to allow for a shorter meeting to be held.</p> <p>Agenda items 1-6, 8 and 9 would proceed as planned, comments and questions on agenda items 10-14 will be taken by correspondence, agenda item 7 will be taken at a later meeting and items 15-20 will not be covered today. Members were in agreement to proceed on this basis.</p> <p><i>*Please refer to the agenda appended to the end of this minute for the full listing of these agenda items.</i></p> <p>The Convener provided an update on housekeeping arrangements necessary as a result of the COVID-19/Coronavirus pandemic to ensure the meeting is held as safely as possible.</p>	
2	<p><b>Declarations of Interest – James Stuart</b></p> <p>BD declared a registerable interest as a Director of the Loch Lomond &amp; The Trossachs National Park Community Partnership with respect to agenda item 5b) Draft 2020/21 Budget.</p> <p>HR declared a registerable interest as a Director of the Loch Lomond &amp; The Trossachs Countryside Trust with respect to agenda item 5b) Draft 2020/21 Budget.</p> <p>ME declared a registerable interest with respect to agenda item 6 as his residential property is within a camping management zone within the Park.</p> <p>SJ declared a registerable interest as a Trustee on the Loch Lomond &amp; The Trossachs Countryside Trust with respect to agenda item 5b) Draft 2020/21 Budget.</p>	
3	<p><b>Minutes of Meeting held on 9<sup>th</sup> December 2019</b></p> <p>The minutes were proposed by GL and seconded by CS.</p>	
4	<p><b>Matters Arising</b></p>	

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	<p>GW introduced the matters arising.</p> <p>The Convener advised that the National Park Authority Standing Orders allow meetings to be held virtually. The format in which future meetings will be held will be reviewed.</p> <p><b>DECISION:</b> Members agreed to note the report.</p>	
5.	<p><b>Draft 2020/21 Annual Operational Plan and Budget</b></p> <p>PW presented the Draft 2020/21 Annual Operational Plan and Budget. Discussion from Members followed.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>- Discussion to take place regarding business as usual items which are no longer tracked in the Annual Operational Plan.</li> <li>- Amend language in Annual Operational Plan which refers to 'transformation organisational change'.</li> </ul> <p><b>DECISION:</b> Following discussion and questions, members agreed to:</p> <ol style="list-style-type: none"> <li>a) Approve the proposed Annual Operational Plan for 2020/21</li> <li>b) Approve the proposed budget for 2020/21, providing that appropriate action will be taken during the year to achieve a balanced budget</li> </ol> <p><i>Comfort break</i></p>	<p>PW</p> <p>PW</p>
6.	<p><b>Your Park 3 Year Report to Scottish Ministers</b></p> <p>The Convener invited ME, as Chair of the Your Park Stakeholder Forum, to introduce the paper. SJ and MB presented the Your Park - 3 Year Report to Scottish Ministers.</p> <p>ME proposed that the Camping Management byelaws should now continue to be reviewed in accordance with the standard review process for byelaws.</p> <p>JS assisted ME with wording for the proposed amendment, which would be in addition to the recommendations set out in the report, and suggested: "That the Board supports the continued use of the Camping Management byelaws as part of a suite of wider camping management measures and that they now continue onto standard review."</p> <p>The amendment to the motion was proposed by ME, seconded by WN.</p>	

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	<p><b>DECISION:</b> Members agreed to:</p> <ul style="list-style-type: none"> <li>i. Note the contents of the draft report in appendix 1, notably the Executive Summary, Findings and Recommendations;</li> <li>ii. Approve the draft report for submission to Ministers;</li> <li>iii. Agree to delegate approval of final design and minor editorial adjustments to officers prior to submission to Ministers.</li> <li>iv. That the Board supports the continued use of the Camping Management byelaws as part of a suite of wider camping management measures and that they now continue onto standard review.</li> </ul>	
8	<p><b>Proposed Board &amp; Committee meeting dates for 2021 and 2022</b></p> <p>JS invited PW to present the report.</p> <p><b>DECISION:</b> Board Members agreed to: Review and approve the provisional schedule of meeting dates for the National Park Authority Board, committees and groups for 2021 and 2022 attached as Appendix 1 and 2.</p>	
9.	<p><b>CEO Report</b></p> <p>GW introduced the CEO Report.</p> <p><b>DECISION:</b> Board Members agreed to note the contents of the report.</p>	
21.	<p><b>Any Other Business</b></p> <p>DG discussed procedures regarding vacant premises. GW advised that decisions in relation to significant assets are brought to the Board for decision.</p>	
22.	<p><b>Date of Next Meeting</b></p> <p>Monday 15<sup>th</sup> June 2020.</p>	
	<p><b>Closing Comments</b></p> <p>JS closed the meeting by thanking the Executive team and highlighting the need to support each other as we work through these unprecedented times resulting from the COVID-19/Coronavirus pandemic.</p>	

Signed \_\_\_\_\_

**James Stuart, Convener**

# Agenda for National Park Authority Board Meeting

Monday 16<sup>th</sup> March 2020 at 10:00  
John Muir Suite, Carrochan, Carrochan Road, Balloch, G83 8EG

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## Session 1: 10am – 11:15am

1. Welcome and Apologies
2. Declarations of Interest
3. Minutes of Meeting held on 9<sup>th</sup> December 2019
4. Matters Arising

## Decision Papers

5. Draft 2020/21 Annual Operational Plan and Budget James Stuart / Gordon Watson /  
Pete Wightman
  - a) Annual Operational Plan
  - b) Budget

*Coffee Break: 11:15am – 11:30am*

## Session 2: 11:30am – 12:30pm

6. Your Park – 3 Year Report to Scottish Ministers James Stuart / Simon Jones /  
Matt Buckland
7. Litter & Waste Prevention Strategy James Stuart / Anna MacLean / Nik Turner

*Lunch Break: 12:30pm – 1pm*

## Session 3: 1pm – 2:50pm

## Governance Matters

8. Proposed Board & Committee meeting dates for 2021 and 2022 James Stuart /  
Pete Wightman

## Organisation Performance and Update Papers


9. CEO Report James Stuart / Gordon Watson
10. Financial Report Ronnie Erskine / Eilidh McKerry / Pete Wightman
11. Annual Operational Plan Progress Report James Stuart / Pete Wightman
12. Corporate Focus (Health and Safety) Sharon Dick / Pete Wightman


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13. Climate Change Action Plan – Annual Report 2019/20  Heather Reid / Simon Jones / Charlotte Wallace

14. Outdoor Recreation Plan Update Paper  Claire Chapman / Simon Jones / Kenny Auld

*Coffee Break: 2:50pm – 3pm*

Session 4: 3pm – Meeting close

## **Delivery – Lead Member Martin Earl**

15. Delivery Group Update Martin Earl (Verbal Update)

## **Audit and Risk – Lead Member Ronnie Erskine**

16. Audit & Risk Committee Update Ronnie Erskine (Verbal Update)

## **Planning and Access – Lead Member Ellen Morton**

17. Planning & Access Committee Update (Verbal Update) Bob Darracott (Verbal Update)

## **Local Access Forum – Lead Member Diane Docherty**

18. Local Access Forum Update Diane Docherty (Verbal Update)

## **Countryside Trust – Lead Member Heather Reid**

19. Countryside Trust Heather Reid (Verbal Update)

## **Community Partnership – Lead Member Bob Darracott**

20. Community Partnership Bob Darracott (Verbal Update)

## **Other**

21. Any Other Business

22. Date of Next Meeting – 15<sup>th</sup> June 2020

*Please note that the published session times are approximate, the Board meeting may progress faster or slower than expected.*