



# Draft minutes of meeting held at 10am on 7<sup>th</sup> December 2020 – Live webcast Agenda Item 4

## National Park Authority Board Meeting 15<sup>th</sup> March 2021

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<b>Present</b>
James Stuart (Convener)
Bobby Good (BG)
Heather Reid (HR)
Bob Darracott (BD)
Graham Lambie (GL)
Martin Earl (ME)
Danny Gibson (DG)
Sarah Drummond (SD)
Ronnie Erskine (RE)
William Nisbet (WN) (Depute Convener) – Except Agenda Item 11
Murray Lyle (ML) – Agenda Items 7, 10 – 11
Diane Docherty (DD) – Agenda Items 1 – 15
Iain Shonny Paterson (ISP) – Agenda Items 1 – 15
Billy Ronald (BR) – Agenda Items 1 – 15

<b>Observing</b>
Mark Borthwick (MB)

**In Attendance - National Park Authority Staff**

Gordon Watson (GW), Chief Executive Officer
Pete Wightman (PW), Director of Corporate Services
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 (SMcl), Committee Clerk (Proper Officer)
Margaret Gallacher (MG), Minute Clerk
Charlotte Wallace, Volunteering, Engagement & Programme Manager (CW) – Agenda Item 8
Nik Turner, Litter Prevention Manager (NT) – Agenda item 8
Alan Bell, Landscape & Ecology Manager (AB) – Agenda item 9
Joanne Ford, Communications Manager (JF) – Agenda item 13
Eilidh McKerry (EMcK), Financial & Performance Manager – Agenda item 10
Carol Matthews (CM), Visitor Experience Manager – Agenda item 16
Kirsty Callaghan, Project Management Adviser (KC) – Agenda item 16

**Apologies**

None

**Items and Actions****Session 1: Introduction and Governance Matters (10am – 11.15am)**Item 1: Welcome and Apologies

The Convener opened the meeting by welcoming all attendees to the virtual Board meeting.

The Convener advised that this meeting was able to take place in this format as a result of:

- Board Standing Order 25 which allows for meetings in exceptional circumstances (with agreement of the Convener) to be held as a virtual meeting;
- The Board agreed at the 14<sup>th</sup> September 2020 Board meeting that the provisions of Standing Order 25 continue to apply, and Board, Committee, and Local Review Body meetings will continue to be held virtually, until government restrictions on physical distancing are lifted such that in person meetings can be held safely.
- The Coronavirus (Scotland) Act 2020 denotes that public are to be excluded from a meeting of a local authority whenever it is likely that, if members of the public were present, there would be a real and substantial risk to public health due to infection or contamination with coronavirus. We hope that by providing a live webcast of this meeting allows for the public to view proceedings as they would normally without a risk to health.

The Convener welcomed any members of the public and the Youth Committee viewing the virtual meeting.

## Items and Actions

The Convener advised MB is observing this meeting as part of the Board Shadowing Initiative through Inclusion Scotland and the Scottish Government Public Appointments Team. The Convener advised this is MB's last meeting with the Board and thanked him for his time with the Park Authority.

The Convener welcomed to the meeting Councillor Iain Shonny Paterson, known as 'Shonny', appointed to the Park Authority Board by Scottish Ministers on the 9<sup>th</sup> November 2020 following nomination by Argyll & Bute Council.

The Convener then asked Board members and National Park staff participating in the virtual meeting to introduce themselves.

The Convener advised ML will be joining the meeting at approximately 10:30am and confirmed no apologies had been received from Board members.

JS advised he is the Convener and Chair of this meeting, WN and HR are the Vice-Conveners, Gordon Watson is CEO and SMcl is Proper Officer.

*BR joined the meeting.*

The Convener advised Board members that it is proposed agenda item 16 will be held in closed session. SMcl advised of the resolution Members required to vote on to allow agenda item 16 to be held in closed session. Members were in agreement.

**DECISION:** All Members were in agreement to hold agenda item 16 in closed session.

### Item 2: Declarations of Interest

DM advised that although he has a registerable interest with regard to agenda item 16, as the Chair/Director at Luss & Arden Community Development Trust, this does not translate into having a declarable interest with regard to the consideration of agenda item 16.

ISP advised he had an interest in agenda item 16 and will therefore not be participating in this agenda item.

### Item 3: Ellen Morton

The Convener, WN and BD reflected on the incredible contribution Ellen Morton made to the Park Authority as a member of the Board. The Convener advised he had shared the sentiments of the Board with Ellen's family following her recent passing.

## **Items and Actions**

### Item 4: Minutes of Meeting held on 14<sup>th</sup> September 2020

The minutes were proposed by CS and seconded by BD.

**DECISION:** Members agreed to approve the minute. DG and ISP withheld from approving the minute as they were not present at the last meeting.

### Item 5: Matters Arising

PW introduced the matters arising. Members were invited to note the report.

**DECISION:** Members agreed to note this report. DG and ISP withheld from approving the matters arising as they were not present at the last meeting.

### Item 6: Committee/Group Structure and Standing Orders Updates

The Convener and PW introduced the paper advising of the proposed Futures Group Committee and dissolution of the Delivery Group.

With the dissolution of the Delivery Group, ME recorded his thanks to DG as Depute Chair and Members of the Group, the Convener echoed this.

Following discussion by the Board, the following actions were noted:

#### **ACTIONS:**

- 1) Paragraph 4.1 should include the additional wording in bold – ‘Members of the Planning & Access Committee are also required to sit on the Local Review Body which considers planning appeals **to planning decisions** made by one of our Planning Officers as a delegated decision’. (PW)
- 2) Clarify quorum in Futures Group Terms of Reference as any 3 **core** members. (PW)

**DECISION:** Members agreed to;

- a) Dissolve the Delivery Group. (Action By: PW)
- b) Create a new Futures Group and approves its draft Terms of Reference attached at Appendix 1, inclusive of updating quorum to 3 core members.
- c) Approve the revised Board Standing Orders, attached at Appendix 2.
- d) Approve the revised Planning and Access Committee Standing Orders, attached at Appendix 3.
- e) Approve the revised Local Review Body Standing Orders, attached at Appendix 4. (Action By: PW)

### Item 7: Committee/Group Membership and Temporary Governance Arrangements

PW introduced the paper. Discussion followed and questions were asked by Members.

RE recorded his thanks to DM as Depute Chair of the Audit & Risk Committee for his contribution.

## Items and Actions

*ML joined the video conference and confirmed he had no declarations of interest.*

**DECISION:** Members agreed to the following recommendations:

- 2.1 That the following COVID-19 temporary governance arrangements come to an end with effect from 7 December 2020:
  - a) The temporary appointments of Heather Reid as an additional Vice-Convener, Claire Chapman as Acting Vice-Chair of Planning and Access Committee, and Christopher Spray as an additional Vice-Chair of Audit and Risk Committee.
  
- 2.2 That resulting from the ongoing Coronavirus pandemic:
  - b) The provisions of Standing Order 25 continue to apply, and Board, Committee, and Local Review Body meetings will continue to held virtually, until government restrictions on physical distancing are lifted such that in person meetings can be held safely.
  
- 2.3 To approve the following appointments and committee memberships:
  - a) Depute Convener: Willie Nisbet  
For a period of 2 years to the December 2022 Board meeting. Note that Willie Nisbet's current Board term ends 6<sup>th</sup> July 2022 and that should he not be reappointed to the Board following that date, we would undertake a process to identify a new Depute Convener at that time.
  - b) Membership of the Planning & Access Committee: Term automatically ends with the individual members' current Board term. As per membership outlined in section 5 of the report.
  - c) Depute Chair of the Planning and Access Committee: Claire Chapman  
For a period of 2 years to the December 2022 Board meeting. Note that Claire Chapman's current Board term ends 31<sup>st</sup> October 2022 and that should this appointment not be extended, we would undertake a process to identify a new Depute Chair of the Planning & Access Committee at that time.
  - d) Membership of Audit & Risk Committee: Term automatically ends with the individual members' current Board term. As per membership outlined in section 5 of the report.
  - e) Chair of Audit & Risk Committee: Ronnie Erskine  
For a period of 2 years to the December 2022 Board meeting. Note that Ronnie Erskine's current Board term ends 31<sup>st</sup> October

## Items and Actions

2022 and that should this appointment not be extended, we would undertake a process to identify a new Chair of the Audit & Risk Committee at that time.

- f) Depute Chair of Audit & Risk Committee: Chris Spray  
For a period of 2 years to the December 2022 Board meeting. Note that Chris Spray's current Board term ends 31<sup>st</sup> October 2022 and that should this appointment not be extended, we would undertake a process to identify a new Depute Chair of the Audit & Risk Committee at that time.
- g) Membership of the Futures Group: Term automatically ends with the individual members' current Board term. As per membership outlined in section 5 of the report.
- h) Chair of the Futures Group (subject to Board approval of the formation of this group): Martin Earl  
For a period of 2 years to the December 2022 Board meeting. Note that Martin Earl's current Board term ends 6<sup>th</sup> July 2022 and that should he not be reappointed to the Board following that date, we would undertake a process to identify a new Chair of the Futures Group at that time.
- i) Depute Chair of the Futures Group (subject to Board approval of the formation of this group): Sarah Drummond  
For a period of 2 years to the December 2022 Board meeting. Note that Sarah Drummond's current Board term ends 31<sup>st</sup> October 2022 and that should this appointment not be extended, we would undertake a process to identify a new Depute Chair of the Futures Group at that time.

*Comfort Break*

## Session 2: Decision Papers (11:30am – 12:45pm)

### Item 8: Decision Paper: Mission Zero Route Map

The paper was introduced by HR, SJ, NK and CW. There followed discussion and questions by Members.

CW noted that there is an error in the report on page 12 of Appendix 1, the target in the electricity table should read '70% reduction in emissions by 2030' instead of 2025.

*ML left the meeting.*

**DECISION:** Members agreed to:

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(i) Note and approve the content of the draft Mission Zero Route Map, including the Principles in section 5iii, and;

(ii) Approve the target date of being a net zero organisation by 2030 latest.

### Item 9: Decision Paper: Edinburgh Declaration and Future Nature

The paper was introduced by CS and SJ. There followed discussion and questions by Members.

**DECISION:** Members agreed to:

- (i) approve National Park Authority applying to become a signatory to the international Edinburgh Declaration, and;
- (ii) support our ambition to show greater leadership and deliver more for restoring nature in the National Park.

*Lunch break*

### **Session 3: Organisation Performance and Update Papers (1:45pm – 3:15pm)**

ML joined the meeting.

#### Item 10: Financial Report

The paper was introduced by PW and EMcK. There followed discussion and questions by Members.

PW advised that following the September Board meeting the 19/20 accounts were signed off by internal and external audit and have been tabled in the Scottish Parliament.

ISP left and re-joined meeting during this agenda item.

**DECISION:** DG unable to confirm due to technical issue. All other Members agreed to Note this report and the Management Accounts to 30 September 2020, as set out in Appendix 1.

#### Item 11: CEO Report

The paper was introduced by GW.

GW also verbally updated Members that emergency works will begin shortly to protect the Old Military Road diversion on the A83 Rest & Be Thankful road as a result of the ongoing hillside instability. Large scale bunding works will be undertaken using Transport Scotland emergency powers. Consideration of longer term solutions

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following the outcomes of the Access to Argyll Consultation on the A83 Rest & Be Thankful road will also be progressing.

Discussion and questions from Members followed.

**DECISION:** Members agreed to note the contents of the report. WN was not present at this point in the meeting and did not take part in this decision due to technical difficulties.

#### Item 12: Annual Operational Plan Progress Report

The paper was introduced by PW. There followed discussion and questions by Members.

SD asked how assessing the barriers to camping for people with disabilities can be brought back into our priorities.

**ACTION:** SJ and SD to discuss how to assess the barriers to camping for people with disabilities.

**DECISION:** Members agreed to note the contents of the report.

#### Item 13: Visitor Management Review of 2020 and 2021 Planning

The paper was introduced by ME. A comprehensive review of the visitor management pressures has been carried out. ME recorded his thanks to all staff, the police and local authorities for their contribution in the most challenging set of circumstances.

JF provided an overview of the review report and discussion followed.

JF clarified a point in the report regarding parking charge notices. The figures are correct although Stirling Council issued 1300 parking charge notices across the National Park rather than the two separate numbers shown; and Argyll & Bute Council issued more than 400, mainly in Luss and Arrochar.

**ACTION:** DG offered to circulate the report from Stirling Council which has details of the enforcement activity.

**DECISION:** Members agreed to note the contents of this paper and associated appendix 1 (2020 Season Review report).

#### Item 14: Any Other Business

For information, DM advised that DD's surname was displaying incorrectly on the video conference call.



## **Items and Actions**

### Item 15: Date of Next Meeting

The date of the next Board meeting will be Monday 15<sup>th</sup> March 2021.

ISP advised he would not take part in agenda item 16 due to a commercial interest.

DD and BR advised that they had prior commitments and would not be taking part in Agenda Item 16.

*\*WN experienced technical issues during this meeting although was able to re-join each agenda item with the exception of agenda item 11.*

*Coffee break*

### Item 16: Session 4 (Confidential item): (3:30 – 4pm)

#### **Vacant Asset**

This agenda item was held in closed session following the resolution agreed by the Board earlier in the meeting.

Signed

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**James Stuart, Convener**