

Galloway Glens Landscape Partnership – 8th Partnership Board Meeting

09 August 2017, 10:00hrs at Castle Douglas Town Hall

Partnership Board Attendees:

Sir Alex Fergusson	Chairman
Christine Clarke	Third Sector, Dumfries & Galloway
Ed Forrest	Galloway & Southern Ayrshire Biosphere
Emily Taylor	Working Group Chair (<i>Landscape, Wildlife & Land Management</i>)
Graeme Dickie	Scottish Power
Helen Keron	Glenkens Community & Arts Trust (GCAT)
Iain Howie	Working Group Chair (<i>Cultural & Built Heritage</i>)
John Raven	Historic Environment Scotland
Lyndy Renwick	Working Group Chair (<i>Community, Economy & Volunteering</i>)
Mary-Ann Smyth	Crichton Carbon Centre
Roddy Fairley	Scottish Natural Heritage
Teresa Dougall	National Farmers' Union, Scotland

Apologies:

David McNay	Scottish Environment Protection Agency
John Dougan	Forestry Commission Scotland
John Young	D&G Council – Councillor

Officers in Attendance:

Simon Fieldhouse	D&G Council, Environment Team
McNabb Laurie	Galloway Glens Development Officer (Minutes)
Karen Morley	D&G Council, Environment Team

1. Welcome + Apologies

- 1.1 The Chairman called the meeting to order.
- 1.2 Apologies were noted – John Dougan had a new role and had suggested that his FCS replacement should act as the Galloway Glens representative. The chairman asked that the thanks of the Partnership Board be recorded for John's input through the development phase.
- 1.3 Following the local government elections, the Council's formal representative had changed from Councillor Patsy Gilroy to Councillor John Young. Members also wanted to record their thanks to Patsy Gilroy for her input through the Development Phase.
- 1.4 Input had been received from those submitting their apologies, and the chairman thanked all partners for the continued high level of engagement and support.

2. Minutes of last meeting

2.1 The minutes from the 7th meeting were unanimously approved and would therefore be published on the scheme website accordingly.

3. Matters Arising

3.1 McNabb Laurie updated members on the actions outstanding. There were no other matters arising not covered by the agenda.

4. Stage 2 Application – submission date 11 August 2017

4.1 Introducing the main focus of the meeting, the Chairman acknowledged the input into the stage 2 application from partners, particularly over the last six weeks, thanking all for their time. It was important to note the proposed submission to HLF on the 11th and therefore asked that comments at this late stage be made with this approaching deadline in mind.

a. Landscape Conservation Action Plan (LCAP)

- 4.2 The latest draft of the LCAP had been circulated to Partnership Board members on 05 August.
- 4.3 It was noted that Helen Keron had offered to undertake a ruthless proof read of the document – a marked up version of which was returned to staff at the meeting.
- 4.4 McNabb Laurie gave all present a run through of the LCAP document incorporating comments received so far.
- 4.5 It was noted that the LCAP would remain under review during the delivery phase, including a formal annual review by the Partnership Board.
- 4.6 A couple of small feedback points were received relating to the timeline in Chapter 3 and a photo caption in chapter 6. These were very minor and could be incorporated immediately after the meeting.
- 4.7 Members therefore were able to approve the LCAP for submission to HLF.

b. Project Plans

4.8 The LCAP included 'Project Snapshots' which had been written to try to provide headline information and retain the LCAP's readability as a linear document. Each project is supported

by a 'project plan' workbook which includes a detailed project plan, project budget and income sources, Gantt chart and risk register.

- 4.9 It was intended that these project plans would remain 'live' and 'active' documents, acknowledging amends and developments as the projects got underway.
- 4.10 Partnership Board Members were happy to approve the Project Plans which supported the LCAP.

c. Supporting Documentation

- 4.11 The supporting documentation consisted of **a)** HLF required information to support the stage 2 application and **b)** the contents of the LCAP appendix.
- 4.12 McNabb Laurie gave those in attendance an overview of the proposed supporting documentation and the Partnership board were happy to approve the items for submission.

d. Partnership Agreement – Delivery Phase

- 4.13 The Partnership Agreement to govern the development phase had been discussed in detail by members over the previous year and formally adopted at the 6th Board meeting in March 2017.
- 4.14 The partnership agreement for the delivery phase had been drafted and circulated in July 2017 for comment or approval.
- 4.15 It contained three amends from the agreement used during the development phase:
- 1) Updated Vision and Aims for the delivery phase
 - 2) HES' position amended from a formal partner to 'advisor' in attendance at Partnership board meetings – to address the limitations that being a formal partner placed on HES providing match funding towards GG projects.
 - 3) Proposed establishment of a steering group between the Partnership Board and the proposed Core GG Staff to handle day-to-day matters and allow the Partnership Board to retain its strategic overview.
- 4.16 Members voted unanimously to adopt the *delivery phase partnership agreement* accordingly.
- 4.17 The development phase partnership agreement had included the signature of all partners but due to the strength of attendance at the partnership board meetings, with the minutes

forming a public record, the Chairman and partners hoped that this administrative requirement was not a necessity.

5. Commissioned Studies

5.1 Members noted that the studies would all be published on the Scheme website after submission and therefore could be used by partners freely.

6. Governance

a) Development Stage Financial Overview

- 6.1 Members reviewed the finances of the Development Stage, noting the projected underspend of approximately £600.
- 6.2 HLF has agreed to fund the Development Officer's salary until the 31st of August and so this will allow a final claim to be submitted to HLF and any outstanding invoices to be chased.
- 6.3 Thanks were again recorded to Dumfries & Galloway Council for acting as 'accountable body' for the scheme and therefore absorbing any cashflow implications.
- 6.4 Based on a review of the development phase, it was calculated that 80% of the Galloway Glens activity and expenditure had gone to Dumfries & Galloway businesses (including the Development Officer salary). Members were keen to advertise this fact as it was an important part of the economic benefits of undertaking a Scheme like this.

7. Post Stage 2 Submission

- 7.1 Members wanted the Scheme to retain its momentum and coherence through the next 4 months of assessment by HLF.
- 7.2 It was therefore agreed that a further Partnership Board meeting be scheduled (suggested in second week of October) to allow Partnership board members to meet, consider any feedback received to date from HLF and detailed findings from the studies undertaken. This meeting would take place at the site of a proposed project.
- 7.3 Discussion took place about the status of the Development Officer following submission. It was clarified that the formal GG contract would expire at the end of August, as agreed with HLF. After this date, McNabb Laurie would technically be employed on other activities, 100% funded by Dumfries & Galloway Council, but the Council was keen that he

remains as main contact for the scheme during the HLF review period. This would include some lighter touch visibility efforts (social media etc.) and discussion is ongoing regarding a baseline evaluation data meeting being held with projects during this period.

- 7.4 This would allow the Scheme to retain focus and coherence in the lead up to a HLF funding decision.

8 AOB

- 8.1 It was agreed that the benefits of the proposed scheme would be greater than the sum of the projects proposed and partners hoped it would be reviewed favourably by HLF. Partnership Board members were proud of the Stage 2 Application and thanked staff for their support.
- 8.2 The Development Officer would now work to submit the application before the deadline at 5pm on 11th August.

9 Date & Time of Next Meeting

- 9.1 A Partnership Board meeting would be proposed in second week of October, depending on feedback received from HLF, other developments and availability of Board members.
- 9.2 The Chairman brought the meeting to a close at 11:30hrs.