

Galloway Glens Landscape Partnership – 2nd Partnership Board Meeting

14 June 2016, 14:00hrs at Castle Douglas Town Hall

Partnership Board Attendees:

Chris Miles	Scottish Natural Heritage
Christine Clarke	Third Sector, Dumfries & Galloway
David McNay	SEPA
Emily Taylor	Thematic Group Chair (<i>Landscape, Wildlife & Land Manag.</i>)
Graeme Dickie	Scottish Power
John Dougan	Forestry Commission Scotland
John Raven	Historic Environment Scotland
Teresa Dougall	National Farmers' Union Scotland

Partnership Board Apologies:

Ed Forrest	Galloway & Southern Ayrshire Biosphere
Helen Keron	Glenkens Community & Arts Trust (GCAT)
Lyndy Renwick	Thematic Group Chair (<i>Community, Economy & Volunteering</i>)
Mary-Ann Smyth	Crichton Carbon Centre
Simon Fieldhouse	D&G Council, Countryside Service

Also In Attendance:

Karen Morley	D&G Council, Countryside Service
McNabb Laurie	Galloway Glens Development Officer

1. Welcome & Apologies

- 1.1 McNabb Laurie thanked everyone for attending. In the absence of an appointed chairman, McNabb Laurie acted as interim Chair of the meeting.
- 1.2 Introductions were made by all present for the benefit of the meeting.
- 1.3 Apologies had been received from Ed, Helen, Lyndy, Mary-Ann and Simon.

2. Minutes of last meeting (13 April 2016)

- 2.1 The minutes of the 1st Partnership Board meeting were approved as an accurate record.
- 2.2 McNabb Laurie updated the action list accordingly, attached at the bottom of this document.

3. Chairman of Partnership Board

3.1 After the last meeting, a list of potential candidates had been circulated and thoughts on those proposed had been submitted by partners. McNabb Laurie thanked everyone for this, noting that it was not an easy task to do.

4. Vision and Aims Sub-Group

4.1 It was noted that Helen, Ed and Mary-Ann had volunteered to meet separately to discuss the Scheme's 'vision' and 'aims' further, in line with HLF's request to refine the previous draft. All partners wanted to record their thanks to Helen, Ed and Mary-Ann for their time on this.

4.2 The revised Vision and Aims were felt to be a step forward from the previous draft, although a couple of queries were raised.

4.3 The first line of the vision (*"Flowing from remote hills through peatlands, forest and loch, we follow the river past farms, towns and villages to the Solway Firth"*) was felt to be setting the scene rather than necessarily being a 'vision'. Discussion took place about how necessary this was, while noting that to a national audience this did place the project geographically.

4.4 McNabb Laurie would seek clarification from HLF and other similar Landscape Partnerships about what should be in the 'vision' and consider this point further.

4.5 The first aim (*'Community'*) was felt to be focussed on 'young people of tomorrow' to the exclusion of all ages of residents, both now and into the future. Alternative wording of 'the community for today and tomorrow' was suggested.

4.6 The second Aim (*'Heritage'*) was felt to focus overly on access to heritage, with revised wording suggested of 'to increase access to and understanding *of* our heritage'

4.7 The use of the 'vision' and 'aims' through the life of the project was queried. McNabb Laurie clarified that these would be mainly used on a strategic level and communications/literature might acknowledge the vision and aims but would usually focus on the specific message involved, appropriate to the audience.

4.8 The aim of the 'Vision' and 'Aims' was to give a guide to the Scheme's activities without proving restrictive in the future.

4.9 Partners were thanked for their thoughts on this topic and changes would be considered and recirculated. **ACTION**

5. Partnership Agreement

5.1 McNabb Laurie outlined the proposed procedure with the adoption of the partnership agreement, specifically:

- 1) Approval sought from Partners
- 2) Agreement provided to Dumfries & Galloway Council's legal department for approval
- 3) Agreement presented to a future meeting (possibly August 2016) for signature

5.2 Partners noted the circulated draft which incorporated comments noted at the last meeting. The following comments were raised:

- Partner Responsibilities (sections 9.1.3 – 9.1.5): It should be clarified that the role of the partners is to *oversee* activities listed such as income and expenditure. At present it implies a more hands on, day-to-day involvement
- Removal of a partner (section 9.4.1): it was suggested that differentiation should be made between 'non-attendance' and 'providing apologies' for a meeting, as an indicator of engagement of a partner
- Scheme Management arrangements (section 12): It was suggested that it was unnecessary to list the Scheme staff proposed for the Delivery phase as this was only estimated at present
- The joining and departure of partners: It was felt that a separate section should be added outlining the process whereby other partners can join or leave the scheme

5.3 All partners were thanked for their input and final comments were sought by **24th June** to allow a new version to be drafted. **ACTION**

5.4 It was noted that the partnership agreement would be classified as a 'memorandum of Understanding' and therefore would not result in the establishment of a new legal entity.

6. Thematic Groups

Membership

- 6.1 It was noted that the partnership agreement specified that the membership of thematic groups was subject to approval by the Partnership Board and would undergo regular review.
- 6.2 Thematic Working Group membership would be revisited at least on an annual basis going forward.
- 6.3 The Partnership Board wanted to record their thanks to the Thematic Group Chairmen for taking on the role, noting that the Chairman of the Cultural & Built Heritage group would hopefully be appointed shortly.
- 6.4 Partnership Board members asked for contact details of the Thematic Chairmen to be circulated (Dr Emily Taylor: e.taylor@carboncentre.org and Lyndy Renwick lyndy.renwick@forestry.gsi.gov.uk)

Minutes

- 6.5 The minutes of the May 2016 Thematic Working Group meetings were noted by all present.

Feedback from Thematic Chairmen

- 6.6 It was acknowledged that the *Cultural & Built Heritage* Thematic Working Group still did not have a chairman but this was hoped to be resolved shortly.
- 6.7 Emily Taylor provided a brief update from the *Landscape, Wildlife and Land Management* Thematic working group, saying the meetings held so far had been positive and there was a general wish from members to tackle more significant, complex proposals and not just the simpler projects.

7. Communications Report

Communications Strategy

- 7.1 Partners noted the proposed communications strategy and would receive a formal introduction at a subsequent meeting

www.gallowayglens.org

- 7.2 Partners approved of the screenshots provided of the soon to be launched website.
- 7.3 It was suggested that 'volunteering' be changed to 'get involved'.
- 7.4 It was noted that the Partnership Board members would be listed on the website, with minutes from meetings.
- 7.5 Positive feedback continued to be received on the Scheme branding.

Engagement log

- 7.6 Partners noted that an Engagement log was being maintained.

Social Media

- 7.7 Partners noted the social media activities, with 23 'likes' on facebook and 73 followers on twitter.

Promotional materials

- 7.8 The proposed promotional materials were noted

Events Schedule Summer 2016

- 7.9 McNabb Laurie introduced the draft Events schedule, advising this was to raise the profile of the scheme over the summer. Partners were asked to consider any events their own organisations may be undertaking that could support a Galloway Glens presence.

Project Launch

- 7.10 The project 'launch' would form part of the summer events and would be advised to partners in due course.

8. Scheme Timetable

Studies to be commissioned

- 8.1 Partners noted the studies underway and shortly to be commissioned.
- 8.2 Thematic Working Group members had suggested further studies to be commissioned. It was hoped that an 'Access Audit' could be undertaken relatively informally, making use of data already held. The 'Interpretation study' would look at current interpretation in the area and national developments on this topic.
- 8.3 The Black Grouse Study could hopefully make use on work already done in this area by RSPB and Southern Upland Partnership. It was noted that the Game & Wildlife Conservation Trust (Phil Warren) had recently co-ordinated work in this area, with their report to be published soon.

Project Development/Approval process

- 8.4 McNabb Laurie introduced the proposed timescale of project development/approval for the Galloway Glens Scheme, building to the stage 2 bid submission in august 2017.
- 8.5 Queries were raised over the match funding requirement. It was clarified that when the stage 2 bid was submitted, match funding must be identified and secured for all of the first year of projects in the delivery stage.
- 8.6 It was suggested that all efforts be made to engage and explore other funders' requirements and timescales to fit with the Galloway Glens' tight timeframe.
- 8.7 A key stage is scheduled for January 2017 when the draft project list is known. Once this stage has been reached, the focus moves to the match funding requirement in earnest.
- 8.8 This process, once confirmed would be published widely and available on the website, etc.
- 8.9 It was expected that a detailed review of this process would form a substantial part of the proposed August 2016 Board meeting. **ACTION**
- 8.10 It was queried whether communities would have the potential to input project ideas once the scheme was underway. In response, it was clarified that the delivery stage of the scheme would have to accommodate an element of flexibility. Separately, it had

been proposed that the delivery stage include a 'community fund' project that was able to support smaller projects throughout the delivery stage.

Proposed Project Template

8.11 In conjunction with the process above, Project templates and criteria would be drafted ASAP.

9. Finance Update

9.1 Partners noted that the first HLF claim covering the months Jan-March 2016 had been submitted, relating only to recruitment costs, with payment of £328 having been received.

10. Partners' Updates

10.1 Partners were given the opportunity to give an update on their organisation's involvement in the Galloway Glens scheme.

10.2 It was noted that Historic Environment Scotland was looking to input on a number of studies being commissioned. McNabb Laurie thanked John Raven for hosting an introductory meeting with HES staff.

10.3 Scottish Power was in discussion with Galloway Fisheries Trust regarding the fish related studies.

11. AOB

11.1 Clarification was sought on the involvement of the Galloway and Southern Ayrshire Biosphere in the project and to what extent Biosphere based projects that might form part of the Galloway Glens Scheme must be discrete and focussed on the Galloway Glens area. It was agreed that projects should be designed on a Galloway Glens scale and while the Biosphere and Galloway Glens Scheme were not in opposition, we must be aware of the Scheme's funding requirements.

11.2 McNabb Laurie distributed his business cards to all in attendance for their onward dispersal if they wished.

12. Date & Time of Next Meeting

12.1 McNabb Laurie circulated proposed dates for the next meetings:

- 3rd meeting: 16th August 2016 @ 2pm
- 4th meeting: 27th September 2016 @ 2pm
- 5th meeting: 13th December 2016 @ 2pm

Partners were asked to advise McNabb Laurie of these dates' suitability ASAP **ACTION**

Outstanding Partnership Board Actions

Action Ref	Issue	Who?
1.4.15	Circulate HLF guidance referred to in the Partnership Agreement	ML
1.4.19	Invite chosen Chairperson to next Partnership Board	ML
1.6.5	Project 'Launch' to be investigated	ML
2.4.9	'Vision and Aims' to be recirculated	ML
2.5.3	Comments to be provided on revised Partnership Agreement by 24 th June 2016	ALL
2.5.3	Partnership Agreement to be submitted for legal approval	ML
2.5.3	Partnership Agreement to be signed by Partners	ML
2.8.9	Project timetable and templates to be considered at August 2016 meeting	ML
2.12.1	Partners to advise McNabb Laurie of the suitability of the next 3 proposed meeting dates ASAP	ALL