

Galloway Glens Landscape Partnership – 3rd Partnership Board Meeting

16 August 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
Ed Forrest	Galloway & Southern Ayrshire Biosphere
Emily Taylor	Thematic Group Chair (<i>Landscape, Wildlife & Land Manag.</i>)
Graeme Dickie	Scottish Power
Helen Keron	Glenkens Community & Arts Trust (GCAT)
John Dougan	Forestry Commission Scotland
John Raven	Historic Environment Scotland
Lyndy Renwick	Thematic Group Chair (<i>Community, Economy & Volunteering</i>)
Mary-Ann Smyth	Crichton Carbon Centre
Simon Fieldhouse	D&G Council, Countryside Service
Teresa Dougall	National Farmers' Union Scotland

Also In Attendance:

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

1. Welcome & Apologies

- 1.1 McNabb thanked everyone for attending. The Chairman issue was still being progressed, as would be discussed in the meeting, and so McNabb would act as Chairman for purposes of this meeting.
- 1.2 No apologies had been received, with full attendance by partners. Thanks were given to all for their commitment to the Galloway Glens Scheme.

2. Minutes of last meeting (14 June 2016)

- 2.1 The minutes of the 2nd Partnership Board meeting were reviewed. The only amend being to clarify that the Stage 2 submission date cited in 8.4 was 2017, not the stated 2016.
- 2.2 Subject to this amend being made, partners were happy to approve the minutes.

3. Dumfries & Galloway Council

Dumfries & Galloway Council (D&GC) representation on the Partnership Board

- 3.1 It was noted that D&GC was currently represented on the Partnership board by Simon Fieldhouse, Environment manager. It had been suggested within D&GC that the Strategic role of the Partnership Board and the input of D&GC would be better acknowledged by having an Elected Member sit on the Board. If this did take place then Simon Fieldhouse would stand down as a Board member to ensure that D&GC continued to be represented in Board matters with only one representative.
- 3.2 It was noted that this topic was being discussed at a D&GC meeting on 13 September 2016, with the hope that if it was agreed that an Elected Member should sit on the Board then they could be identified in time for the 4th meeting.
- 3.3 No comments on this proposal were raised by Partners, although a hope was expressed that Simon Fieldhouse would continue to attend in an advisor/officer capacity, if no longer as a member of the Partnership Board.

Partnership Chairman - Update

- 3.4 In light of the above proposed change of D&GC representation on the Partnership Board, the Chairman issue had not been progressed in the intervening period.
- 3.5 The new D&GC representative would be brought up to speed on the Chairman subject and this would then be progressed ASAP.
- 3.6 It was hoped that the 4th Partnership Board meeting would have the revised D&GC representative and the Partners' chosen Chairman in attendance.

4. Partnership Agreement

Partnership Vision

- 4.1 Following discussion with HLF, it had been suggested that the vision would remain as:

Vision:

'Flowing from remote hills through peatlands, forest and loch, we follow the river past farms, towns and villages to the Solway Firth. The Galloway Glens are rooted in tradition; we are part of our landscape and have reinvented ourselves through

the ages. By learning from our heritage and working together we will create opportunities to shape our future.'

- 4.2 This was felt to give a 'direction of travel' to the Scheme but not be too restrictive when considering projects etc.
- 4.3 McNabb stressed that the vision would not be widely used on literature, with other key messages identified in the communications strategy.

Status of Partnership Agreement

- 4.4 McNabb advised that comments had been received on the latest draft of the partnership agreement, for which he was very grateful.
- 4.5 A final draft would be circulated for final input from partners before adoption. A couple of partners had engaged their legal departments to seek input/advice.
- 4.6 It was hoped that the next Partnership Board meeting (with the revised D&GC representative and the Chairman) would be able to sign and adopt the Partnership Agreement.

Potential for Additional partners

- 4.7 A discussion took place regarding the voluntary addition and departure of Partners from the Partnership Board. The latest draft of the Partnership Agreement covered this topic, confirming that it was the decision of the existing Partnership Board regarding new partners.
- 4.8 Initial thoughts from those present were that the Partnership Board membership should remain relatively stable, with its clear strategic remit for the Scheme as a whole.
- 4.9 It was felt that the Partnership Board was currently about as big as it could be, while remaining manageable. That said, if an application for an additional partner was received then that would be considered fully.

5. Thematic Working Groups

5.1 The Galloway Glens Scheme maintained three Thematic Working groups consisting of volunteers either from the Scheme area or with a specialist area of interest:

- 1) The Landscape, Wildlife and Land Management group;
- 2) The Cultural & built Heritage Group; and
- 3) The Community, Economy & Volunteering Group.

New Working Group Member

5.2 It was agreed at the 2nd Partnership board meeting that potential new working group members would be considered by the Partnership Board before being invited to join the group in question.

5.3 McNabb proposed Alistair Livingston as a new member of the Cultural & Built Heritage Group. Partners noted Alistair's experience in the sector and were keen to invite him to join the working group. **ACTION: McNabb to invite Alistair Livingston to join the Working Group.**

Chair of the Cultural & Built Heritage Working Group

5.4 It was noted that the Cultural & Built Heritage Working Group was currently without a Chairman, who would also sit on the Partnership Board.

5.5 Iain Howie, a member of the working group had volunteered for the Chairman position, with his nomination supported by the group's other members without exception.

5.6 Members of the Partnership Board noted Iain's knowledge of the Galloway Glens Area and experience on cultural and folk history projects. Members were very happy to invite Iain to be chair of the working group and therefore become a member of the Partnership Board. **ACTION: McNabb to invite Iain Howie, as Chair of the Cultural and Built Heritage Working Group, to be a member of the Partnership board.**

6. Communications Report

Communications Strategy

- 6.1 The Scheme branding was agreed at the 2nd meeting of the Partnership board and the website was launched in July 2016. The final element of the Communications Strategy was the Communications Strategy document itself.
- 6.2 Before the meeting, McNabb had circulated the most up to date draft (Version 6) for consideration but in the meeting McNabb gave a brief presentation overview of the content of the strategy and the assurance this provided the Partnership Board.
- 6.3 The Partnership board noted that the Communications Strategy aimed to provide a clear message to a range of groups and assist with the establishment of 'The Galloway Glens Scheme' as a brand.
- 6.4 The Development Officer would control the brand itself and aimed to co-ordinate publicity activity providing partners with assistance if required.
- 6.5 Partners were happy to agree the document in its current form and were happy to delegate to McNabb the process of finalising details. **ACTION: McNabb to finalise the Communications Strategy.**

www.gallowayglens.org

- 6.6 Partners noted the largely positive feedback and usage statistics of the website (663 visitors in the last month, average visit of 4mins 1 sec), and were assured that these would continue to be monitored.
- 6.7 These statistics in future would include the origin of website visitors to illustrate the proportion of traffic which was 'local' to the Scheme. **ACTION: Website statistics to include origin of traffic.**

Social media

- 6.8 Partners noted the Social media activity, with 114 likes on Facebook and 133 followers on Twitter

Promotional materials

6.9 Partners noted that a Galloway Glens branded banner, leaflets, flag, pop ups and information boards had been obtained.

Events Schedule

6.10 It was noted that the series of summer events were underway, raising the profile of the scheme and highlighting the range of projects that could be undertaken through the Scheme. Thanks were given to all organisations that had supported the events.

Project launch

6.11 The Scheme launch event, held in Castle Douglas on 27 July 2016, had been felt to have been a success, with positive feedback received since.

7. Project Review Process

Commissioned Studies

7.1 Karen gave all present an update on the studies being undertaken.

7.2 It was noted that all had now been commissioned except the Landscape Character Assessment which was in its final stage of consultation. John Raven asked to see a copy of this for comment before it went out to tender. **ACTION: Karen to provide Historic Environment Scotland with a copy of the Landscape Character Assessment for comment**

Timescales & Process

7.3 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, seeking comments from those present.

7.4 Overall, the timescales were felt to be very tight, but feasible.

7.5 It was agreed that the 4th Partnership Board meeting, currently scheduled for 27 September 2016, would be held a week later to give a bit more time to compile feedback from the working groups, noting that it was vital that Partners had a chance

to properly consider papers. **ACTION: 4th Board meeting to be rearranged a week later than planned**

- 7.6 It was also suggested that the results of the 5th Partnership Board meeting, scheduled for 13 December 2016, be advised to applicant ASAP, not waiting until the proposed date of 06 January 2017 – giving applicants the maximum possible time.

Application Forms

- 7.7 It was noted that one application form might be sufficient, with the December 2016 meeting used as a waypoint to ensure progress was being made in line with expectations.

Scoring Mechanism

- 7.8 McNabb advised that he had hoped to bring some drafts to the meeting but this had not been possible. It was agreed that this was urgently required. **ACTION: McNabb to draft and circulate proposed scoring matrices ASAP**
- 7.9 The Scoring Matrix would obviously be based on the HLF 9 priorities but would also have to include operational points such as project timescales. It was important to have a clear reasoning for each Expression of Interest not progressed through the Galloway Glens Scheme.

Role of Thematic Working Groups & Chairmen

- 7.10 It was felt the working groups should be encouraged to give ‘recommendations’ rather than just comments. This would increase engagement with the working groups and would assist the Partnership Board.
- 7.11 The Chairmen would provide a link between the Working Groups and the Partnership Board and it was noted that this would be supported by officers who attended each meeting.

8. Finance Update

- 8.1 Partners noted the overview provided of the development stage. Going forward, it was requested that figures be provided to each meeting giving the Budget vs Actual

for the cost headings. **ACTION: Budgeted and Actual expenditure figures to be provided to future meetings**

9. Partners' Updates / AOB

- 9.1 McNabb would respond to Richard Arkless MP's letter of support on behalf of the Partnership Board, keeping him up to speed with the Scheme. **ACTION: McNabb to respond to the letter from Richard Arkless MP**
- 9.2 McNabb thanked the Galloway & Southern Ayrshire Biosphere and particularly Dr Emily Taylor for her support in getting a tent at the Stewartry Show – the tent was well attended through the day.
- 9.3 It was proposed that the Scheme's Risk Register be presented to each meeting. **ACTION: Risk Register to be on next meeting agenda**
- 9.4 It was also proposed that the attendance time by Partnership Board members be captured to act as 'in kind' funding. **ACTION: Recording of attendee's time to be investigated.**

10. Date & Time of Next Meeting

- 10.1 McNabb Laurie circulated proposed dates for the next meetings which were agreed unless specified otherwise:

Meeting	Date	Status
4 th	TBC	TBC
5 th	13 th December 2016 @ 2pm	AGREED
6 th	14 th February 2017 @ 2pm	AGREED
7 th	11 th April 2017 @ 2pm	AGREED
8 th	13 th June 2017 @ 2pm	AGREED
9 th	15 th August 2017 @ 2pm	AGREED

- 10.2 The Meeting was brought to a close at 15:45pm.

Outstanding Partnership Board Actions

Action Ref	Issue	Who?
1.4.19	Invite chosen Chairperson to next Partnership Board	ML
2.5.3	Partnership Agreement to be signed by Partners	ML
3.5.3	Invite Alistair Livingston to join the Working Group	ML
3.5.6	Iain Howie to be invited as a member of the Partnership board.	ML
3.6.5	Finalise the Communications Strategy	ML
3.6.7	Website statistics to include origin of traffic	ML
3.7.2	Provide Historic Environment Scotland with a copy of the Landscape Character Assessment for comment	KM
3.7.5	4th Board meeting to be rearranged a week later than planned	ML
3.7.8	Scoring matrices to be circulated ASAP	ML
3.8.1	Budgeted & Actual expenditure figures to be provided to meetings	ML
3.9.1	Reply to Richard Arkless MP letter	ML
3.9.3	Risk Register to be included on next Agenda	ML
3.9.4	Recording of Partnership Board attendance Attendee time to be investigated	ML