

Galloway Glens Landscape Partnership – 11th Partnership Board Meeting

Thursday 8th November 2018, 13:30hrs at Castle Douglas Town Hall

Partnership Board Attendees:

Ted Leeming	Scheme Chairman
Anne Connick	Scottish Environment Protection Agency
Ed Forrest	Galloway & Southern Ayrshire Biosphere
Dr Emily Taylor	Working Group Chair (<i>Landscape, Wildlife & Land Management</i>)
Graeme Dickie	Scottish Power (Generation)
Alan Smith	Glenkens Community & Arts Trust (GCAT)
Mary-Ann Smyth	Crichton Carbon Centre
Doug Howieson	Forestry Commission Scotland

Apologies:

John Young	D&G Council – Elected Member
Lyndy Renwick	Working Group Chair (<i>Community, Economy & Volunteering</i>)
Teresa Dougall	National Farmers' Union, Scotland
Dr Roddy Fairley	Scottish Natural Heritage
Iain Howie	Working Group Chair (<i>Cultural & Built Heritage</i>)

Officers in Attendance:

Dr John Raven	Historic Environment Scotland
McNabb Laurie	GG Team Leader
Jude Crooks	GG Administrator (Minutes)
Nick Chisholm	GG Project Officer (in part)

1. Welcome + Apologies

- 1.1 Ted Leeming welcomed all members to his inaugural meeting as Chair of the Galloway Glens Partnership and gave thanks to Iain Howie for stepping in as interim Chair at the previous meeting in June.
- 1.2 Ted mentioned he was extremely flattered to be offered the position of Chair and would like to acknowledge the fantastic work of the previous Chair, Sir Alex Ferguson. Ted advised Sir Alex's shoes as Chair would not be easy to fill, and he hopes the scheme going onward will take forward his legacy, ensuring this Landscape Partnership surpasses all expectations.
- 1.3 Apologies were noted.

- 1.4 The Board welcomed Alan Smith as the newly appointed Galloway Glens Board Member representing the Glenkens Community Arts Trust (GCAT) replacing Helen Keron, where he currently holds the position of Chair of the GCAT Board.
- 1.5 All Board members were introduced through the process of round the table introductions, which included name, organisation and interest in the Galloway Glens Scheme.
- 1.6 The Chairman introduced an 'off' the agenda exercise for all Board members only. He asked them all to write on a blank sheet of paper what each members' view was of what they wanted the Galloway Glens Scheme to achieve. This would give the new Chairman insight as to what each of the board members' interests and contributions would be.
- 1.7 Nick Chisholm provided an overview of some of the projects that were underway, including:
 - The Old Smiddy at Balmaclellan, under the theme of Heritage Hubs with construction well underway.
 - Barhill Woods in Kirkcudbright, under the theme of Natural Landscapes has almost completed the project of resurfacing paths, erection of hide and community & education Hub. This project is particularly impressive and has been attracting visitors from afar, including an amateur wildlife photographer who had travelled from Germany to capture images of red squirrels in their natural habitats on the basis of having sight of other photographer's images on social media.
- 1.8 Nick Chisholm left the meeting and it was agreed discussions regarding projects would reconvene at agenda ITEM 4.

2. Minutes of last meeting June 2018

- 2.1 The Chairman advised draft meeting minutes will be circulated to each member after each meeting and that queries and comments should be raised at that time. This would allow the simple adoption of the minutes at the subsequent meeting. Similarly, meeting papers will be sent out to members seven days before the Board meeting and any AOCB's should be forwarded to Board administrator, ideally before the meeting.

- 2.2 It was agreed the minutes of the last partnership board were a fair and accurate record of the last meeting and confirmed by the Board. The minutes will be published accordingly on the scheme website.
- 2.3 Although the Board does not hold any legal obligations in a similar way to one which is incorporated, a number of items of good practice could be adopted through the delivery phase. The Chairman is in discussion with the team and D&G Council with a view to including standing items on the agenda including a) Finance, b) Health & Safety c) Risk
- 2.4 Meetings will assess the risk register with emphasis on the red or high-risk areas. The Chairman advised he saw the role of the Board was to add value to the scheme by providing expertise and support; alongside connecting projects ensuring the scheme becomes greater than the sum of the parts. It was agreed by the members that a core imperative should be that the scheme be one of the best Landscape Partnerships, guaranteeing a legacy that goes beyond its years.
- 2.5 The Chairman invited all members to make contact with him at any time with suggestions and ideas.

3 Partnership Board Actions Table & Matters Arising

- 3.1 (9.6.19) The three working groups convened during September 2018 and thanks was expressed to Iain Howie, Lyndy Renwick and Dr. Emily Taylor, the chairs of the working groups.
- 3.2 (9.6.27) Each of the working groups nominated a member from each of the three groups as a representative on the 'Our Heritage' small grants panel.
- 3.3 (9.6.27) The 'Our Heritage' small grants panel convened their first meeting during October and considered the criteria and scheme design in further detail. Further information and discussion is detailed in agenda ITEM 7.
- 3.4 (10.1.4) New Chair has been identified, approached and has accepted the position.
- 3.5 (10.4.7) Thanks were given to Teresa Dougall who formed part of the interview panel for the Land Management & Access Officer Post. A Board member was not sought for the interview panel for the post of Education & Community Engagement Officer, as one of the candidates was a member of the Board and this would have posed as conflict of interest. To remain impartial and for reasons of transparency Simon Fieldhouse, Environment Manager and Anna Johnstone, National Scenic Officer formed the panel alongside McNabb Laurie.

- 3.6 (10.4.11) Thank you to Iain Howie and John Young who facilitated entry to empty shops within Castle Douglas to put up A3 size poster advertising the launch events.
- 3.7 (10.6.7) Scheme Risk Register has been tabled as a standing agenda item under ITEM 5.f

4 Project Matrix

- 4.1 The Chair introduced the Scheme Project Matrix as a working document, providing a snapshot of the scheme with the key to the document to provide a balance of information and data. The matrix is broken down into the six main programmes where each project is listed. The focus is on the current status and the interventions required to progress projects. Future meetings will be target lead and will focus on Key Performance Indicators.
- 4.2 McNabb Laurie provided an overview of the themes and each of the projects and explained there are many interconnections between the projects which together equated to the wider scheme being greater than the sum of its parts.
- 4.3 Now the Education and Community Engagement Officer and the Land Management and Access officer is now in post the full complement of staff is realised and projects are the focus of attention.

ACTION: Board members to provide any comments on project + risk matrix format by the end of November

4.4 Understanding and Education & Heritage Skills programmes

- 4.4.1 McNabb Laurie thanked all who had attended the recent Dumfries Archival Mapping Project (DAMP) AGM and discussion evening. This project was making great progress.
- 4.4.2 The Oral History Project was an excellent proposal but Stewartry CVS was currently undergoing some challenges and so contact would be made by Scheme staff to establish their ability to take part in the project going forward.
- 4.4.3 The community archaeology programme, entitled 'Can you dig it' would be getting underway shortly.

4.4.4 Queries were raised regarding the significant funding shortfalls remaining on some projects, particularly in the Education & Skills section. McNabb acknowledged that this remained a focus of staff attention. Now that the team was fully staffed, this was the primary focus across the whole suite of projects.

ACTION: GG Education & Community Engagement officer to update members at next board meeting

4.4.5 Ed Forrest advised he had been approached by Kirkcudbright Academy to facilitate a work experience programme. Due to the complexities of working with young people this is something the Galloway and Southern Ayrshire Biosphere could not offer at this time. Ed asked the Board if there would be opportunities within the Galloway Scheme. McNabb advised he would discuss with the Education & Community Engagement Officer and update the Board at the next meeting.

ACTION: GG Staff to explore potential for work experience opportunities within the core team.

4.5 Visiting and Accessing programmes

4.5.1 The Loch Ken Alive Project currently has a funding shortfall of £126,000. An Application has been submitted to SSE, with a decision due in November 2018.

4.5.2 The Galloway Glens Experience project officer has now been employed by the Southern Uplands Partnership and work is underway and progressing well.

4.5.3 The Dark Skies Visitors Centre is part of the wider Johnstone School community take over. It is understood that fundraising efforts are ongoing, with a couple of recent notable successes.

4.5.4 McNabb advised that as part of the 'Out and About' project, two applications were submitted to the Rural Tourism Infrastructure Fund (RTIF), one to improve laybys around Loch Ken and the other to replace the toilets at the Otter Pool. The application to improve access to laybys and stopping points around Loch Ken was rejected, however the application to improve the toilet facilities at the Otters Pool, Raiders Road was successful with £58,000 awarded. This bid also includes installation of chemical waste disposal points.

- 4.5.5 Ed Forrest pointed out that a recent LEADER 'Amaze me' project which hosted young people from across Europe to visit the area provided feedback there was not enough places to stop around the region where you could take a photo, admire the view or access the sea / lochs.
- 4.5.6 Work is now underway to work with New Galloway Angling Association with views and access points alongside vegetation management along the west bank of Loch Ken to make this capable of accepting '60 peg' international competitions.
- 4.5.7 The Corserine Access Improvements project had progressed well but approval for one culvert had not been sought from SEPA. SEPA were now in discussion with the project directly. McNabb passed his apologies to SEPA on behalf of the Scheme and advised that this opportunity had been taken to assess all other projects for this issue to make sure it didn't happen again.

4.6 **Heritage Hubs and Natural Landscape of the Galloway Glens**

- 4.6.1 The Old Smiddy project at Balmaclellan is currently one of the flagship projects of the scheme with external construction nearly completed and their first grant payment paid.
- 4.6.2 Ed Tooth has recently been employed by RSPB (Scotland) as the New Black Grouse Project Officer. Members were advised to view the news article on the Galloway Glens Website.
- 4.6.3 Discussions are well underway with the National Trust for Scotland (NTS) regarding the Threave Nature Reserve Project.
- 4.6.4 Discussions ensued regarding the project matrix and it was agreed the matrix should include totals for each project including the match funding outstanding as well as a Board position note and executive summary.

ACTION: Project Matrix to include project totals, commencement & completion dates, board note and executive summary

5. Governance

5.1 Vice Chair

5.1.1 To address 'continuity risk', the Chair introduced the need for the Board to nominate a vice chair. After further discussions, Iain Howie was nominated as vice Chair, with Mary-Ann Smyth also willing to provide support in this regard if necessary. All members were happy with this proposal and thanks were given to Iain and Mary-Ann for their assistance.

5.2 Partnership Board Membership

5.2.1 This meeting is the first of new scheme chair, Ted Leeming.

5.2.2 Helen Keron was previously the Board member representing Glenkens Community & Arts Trust (GCAT). As Helen was the successful applicant for the Education & Community Engagement role, GCAT was approached to appoint a replacement representative for the Partnership Board. Alan Smith, GCAT's chairman, has kindly volunteered to take this position.

5.2.3 Christine Clarke was the Partnership Board member representing Third Sector Dumfries & Galloway. Christine has started a new role focussing on Wigtownshire and has suggested that the new Stewartry representative, David Link, as the new Partnership board member. Scheme staff are due to meet David Link shortly to discuss this further.

5.2.4 Previous discussions identified the wish to have a young person from the Scheme area on the Partnership Board. This is being progressed by staff.

5.3 Steering Group

5.3.1 The intention of the steering group, in line with HLF best practice guidance, is:

- i) A more forensic assessment of scheme progress
- ii) A sounding board for the team to consider issues being encountered
- iii) Strategy development

5.3.2 Steering group meetings to date have been monthly with two board members attending. It is proposed to revise these to quarterly and, to acknowledge the primarily operational focus of the group, change the membership to the following:

- Scheme Chair
- Scheme Vice-Chair
- D&G Council Service manager
- Galloway Glens Team Leader
- Galloway Glens Team members, as required

The Team Leader, Scheme Chair and D&G Service manager will seek to have a phone catch up monthly.

5.3.3 The minutes of the Steering Group meetings will continue to be circulated around the full partnership board for information. This process would be adopted and then kept under review to make sure it was delivering maximum benefits for all parties.

5.3.4 The Board agreed to the revised Steering Group Membership.

5.4 Working Groups

5.4.1 A round of working groups were held in September 2018. This was an opportunity to:

- refresh membership of the groups,
- update members with progress and current plans
- Seek input and advice from members on opportunities for added value
- Identify a volunteer from each working group for the Small Grants Scheme panel.

5.4.2 It is proposed the working groups meet twice a year. Discussions are underway regarding aligning one of these meetings into a working group conference. This would allow working group members to meet each other and ensure consistency of approach and activity between the groups.

5.4.3 This working groups conference was an opportunity for all the working group members to meet, useful to stop variation amongst groups in focus and purpose.

5.4.4 The recent news of Alistair Livingston's death was noted with sincere regret by Members. Alistair had been a staunch supporter of the Galloway Glens Scheme, a member of the Cultural & Built Heritage Working Group, a local history enthusiast and driving force of the

'Connecting Town & Country' project. He had recently passed away after a very short illness.

5.4.5 The Board agreed there should be a letter written to his family offering condolences.

ACTION: Letter of condolence to be written to Alistair Livingston's family

5.4.6 It was agreed that Alistair's Legacy should live on within the 'Connecting Town and Country' Threave access project and that every effort to ensure this happens should be carried out. Scheme Staff, in dialogue with Iain Howie, would explore options of commemorating Alistair's support for the Town of Castle Douglas through the 'Connecting Town & Country' Threave path improvements.

5.5 Governance Overview

5.5.1 McNabb presented an overview of the scheme governance structure for information to the members.

5.5.2 The Board noted the governance structure

5.6 Scheme Risk Register

5.6.1 The scheme risk register was reviewed by the Board and discussions were held regarding key risk areas and scheme resilience planning. The Board agreed for continuity planning to extend to project employees as well as Galloway Glens Scheme staff, so as risks can be managed at a project level.

ACTION: Project Staff to be added to the risk register

6. Team Leader Report

6.1 Delivery Phase Underway

6.1.1 McNabb Laurie provided an overview of the staffing structure and advised all of the scheme staff are now in place.

6.1.2 The focus over recent months has been to settle new staff into post and establish systems and processes to ensure the effective delivery of the scheme. This has included a 'payment & progress form' for partner projects.

6.1.3 There were very few applicants for the Heritage Skills Officer post and this has not been progressed in the immediate term, with this position remaining under review.

6.2 Scheme Publicity

- 6.2.1 McNabb advised during July 2018 the scheme held four launch events to signal the start of the Delivery phase of the scheme. The series of launch events were accompanied by coverage in a range of print & media and on the radio. All members and projects were thanked for their support and the continuing to distribute information through their networks.
- 6.2.2 The Scheme continues to get coverage in local media, including the Loch Ken Fishery Study which was published in September and issued to a range of media outlets.
- 6.2.3 Social Media continues to be used, with focus on Facebook and Twitter with over 500 followers on each platform. The Newsletter is also published monthly and goes out to approximately over 500 readers.
- 6.2.4 The Galloway Glens website www.gallowayglens.org is about to be launched with dedicated project pages which can be updated in real time to reflect current status and progress of projects and their interconnections.
- 6.2.5 Alan Cameron Design has been taken on as the Galloway Glens video photographer, currently working on an introductory video and will be used as part of the scheme evaluation.
- 6.2.6 The Chairman advised there is a free photo library based in Dumfries & Galloway which may be of use to the scheme going forward with publicity.

ACTION: Explore the access to the free image library.

6.3 Heritage Lottery Fund Contact

- 6.3.1 HLF have paid the first grant claim, submitted July 2018, raising no queries. The Scheme's HLF mentor, Fiona Southern, visited on 25th September 2018. This was our first scheme visit since the delivery phase started.
- 6.3.2 HLF were happy with progress made, noting that some Landscape Partnerships did not have any projects underway in the first six months.
- 6.3.3 The focus of the meeting was on the financial reporting. The figures submitted at round two submission are vital for fund claim purposes. HLF award will be paid on 55% of cash expenditure. McNabb Laurie expressed thanks to D&G Council for assisting with cashflow.

6.4 Greater than Sum of the Parts

6.4.1 McNabb Laurie advised one of the main principles of a Landscape Partnership Scheme is that by undertaking works in a co-ordinated manner at a similar time, synergies and efficiencies develop, giving greater overall benefits.

6.4.2 During August 2018 the first project conference was held, allowing projects to meet each other and this concept is still being developed and managed by staff. This includes the principle of having a Galloway Glens interpretation framework, co-ordinated procurement of similar items etc. and this will remain a focus of scheme staff. The conference had gone well, with thanks given to all members who had provided support.

6.5 Scottish Rural Parliament

6.5.1 The Galloway Glens Scheme will be attending this event, with a table taken in the main hall. If any of the partners would like us to host anything, please get in touch with staff.

6.6 Other Landscape Partnership Schemes

6.6.1 During September 2018 The Galloway Glens Scheme hosted a number of other Landscape Partnerships:

- Garnock Connections
- Binevanagh & Coastal Lowlands
- Coalfield Communities

6.6.2 The feedback from the other partnerships was excellent and there was excellent learning information shared, and this will continue going forward.

6.6.3 Thanks was expressed to Emily Taylor and Mary-Anne Smyth for their attendance at some of the events that were held as part of the hosting visit.

7. 'Our Heritage' Small Grants Scheme

7.1 Scheme Criteria

7.1.1 The Small Grants Panel met during October 2018 where they reviewed the scheme criteria. This has now been drawn up with input from Galloway Glens Scheme staff. The Criteria is presented to the Board for consideration and approval.

7.1.2 It was agreed that all projects would in the first instance be reviewed by the Small Grants Scheme Panel, with recommendations presented to the Partnership Board for ratification.

7.1.3 It was suggested the criteria also be amended to include building a legacy past the end of the Galloway Glens scheme and for the UNESCO Biosphere priorities to be made explicit within the guidance document.

ACTION: 'Our Heritage' Guidance' to be amended to include ratification process, building a legacy past the Galloway Glens and include the UNESCO Biosphere priorities.

7.1.4 Agreement was reached for the revised criteria, alongside the application form and scoring sheet to be circulated to members for comment. The window will be tight as the scheme is due to be launched mid-November.

ACTION: 'Our Heritage' Small Grants Scheme revised guidance, application form and scoring matrix to be circulated to members by 9th November 2018.

7.2 Launch.

7.2.1 Scheme staff propose a relatively public and formal launch, ensuring all information includes key messages regarding the amount of funding sought and the criteria against which each project will be scored.

7.2.2 Staff will proceed with a launch ASAP in November. This will result in projects being presented to the next Board meeting, with the recommendations of the Small Grants Scheme Panel.

7.2.3 The launch will coincide with the launch of the new website as discussed above.

8. AOB/Partners Update

8.1 No additional information noted at this meeting.

9. Date and Time of next Meeting

Meeting	Date & Time
12 th Meeting	7 th February 2019

Action Table:

Action Ref	Issue
11.4.4.3	Board members to provide any comments on project + risk matrix format by the end of November
11.4.4.4	GG Education & Community Engagement officer to update members on project progress at next board meeting
11.4.4.5	GG Staff explore potential for work experience opportunities within the core team
11.4.6.4	Project Matrix to include project totals, commencement & completion dates, board note and executive summary
11.5.4.5	Letter of condolence to be written to Alistair Livingston's family
11.5.6.1	Project Staff to be added to the risk register
11.6.2.6	Explore the access to the free image library.
11.7.1.3	'Our Heritage' Guidance' to be amended to include ratification process, building a legacy past the Galloway Glens and include the UNESCO Biosphere priorities.
11.7.1.4	'Our Heritage' Small Grants Scheme revised guidance, application form and scoring matrix to be circulated to members by 9 th November 2018.