

Sulwath Connections Landscape Project
Minutes of Partners' Group Meeting held on Friday 14 March 2008
Venue: Castle Douglas Lesser Town Hall, St Andrew's Street, Castle Douglas, DG7 1DE

1.1 Attendance:

First Name	Last Name		Organisation	
Rowan	Armstrong	RA	Galloway Fisheries Trust	GFT
			The Robert the Bruce	
Chris	Carruthers	CC	Commemoration Trust	RBCT
Ed	Forrest	EF	Dumfries and Galloway Council	DGC
Jackie	Graham	JG	Galloway Fisheries Trust	GFT
Stuart	Graham	SG	Scottish Natural Heritage	SNH
Anna	Johnson	AJ	Dumfries and Galloway Council	DGC
Tony	Lightley	TL	Forestry Commission Scotland	BGH
Brian	Lord	BL	Mid Nithsdale Angling Association	MNAA
			The Robert the Bruce	
John	Poole	JP	Commemoration Trust	RBCT
			Royal Society for the Protection of	
Chris	Rollie	CR	Birds	RSPB
Dorothy	Scherrer	DS	Balloch Wood Community Project	BWCP
Rose Anne	Smith (Minutes)	RAS	Dumfries and Galloway Council	DGC
Andrew	Ward	AW	Balloch Wood Community Project	BWCP
	Wood-Gee			
Chris	(Chair)	CWG	Dumfries and Galloway Council	DGC

1.2 Apologies:

First Name	Last Name		Organisation	
Sue	Bennett	SB	Dumfries and Galloway Council	DGC
			Councillor (Member for Annandale	
Richard	Brodie (Cllr)	RB	South)	DGC
Ian	Brown	IB	Dumfries and Galloway Council	DGC
			River Annan and District Salmon	
Nick	Chisholm	NC	Fisheries Board	RADSFB
Eykolina	de Zwart	EdeZ	Solway Heritage	SH
Simon	Fieldhouse	SF	Dumfries and Galloway Council	DGC
			Councillor (Member for Mid	
Alistair	Geddes (Cllr)	AG	Galloway)	DGC
			River Annan and District Salmon	
James	Grubb	JG	Fisheries Board	RADSFB
			Councillor (Member for Wigtown	
Robert	Higgins (Cllr)	RH	West)	DGC
Chris	Hopkin	CH	Dumfries and Galloway Council	DGC
David	Hughes-Hallett	DHH	Heritage Lottery Fund	HLF
Ivor	Hyslop (Cllr)	IH	Councillor (Member for Lochar)	DGC
			Moffat and District Community	
Geoff	Kitt	GK	Initiative	MDCI
George	MacQuarrie	GMacQ	Solway Heritage	SH
			The Robert the Bruce	
Ian	McClumpha	IMcC	Commemoration Trust	RBCT
Clair	McFarlan	CMcF	Solway Heritage	SH

Alastair	McNeill	AMcN	Scottish Environment Protection Agency	SEPA
Karl	Munday	KM	National Trust for Scotland	NTS
Peter	Norman	PN	Dumfries and Galloway Council	DGC
Ruth	Paterson	RP	Dumfries and Galloway Council	DGC
Jim	Rae	JR	Lockerbie Wildlife Trust	LWT
Anne	Ramsbottom	AR	Friends of Annandale and Eskdale Museums	FAEM
Duncan	Stevenson	DS	National Trust for Scotland	NTS
Mairi	Telford-Jammeh	MTJ	Dumfries and Galloway Council	DGC
Alan	Thomson	AT	Annan Initiative	AI
Elizabeth	Tindal	ET	Dumfries and Galloway Council	DGC
Ronald	Weir	RW	Mid Nithsdale Angling Association	MNAA
Sandy	White	SW	Forestry Commission Scotland	FCS

No:		Action
2	Declaration of Interest	
	None.	
3	Minutes of last meeting – 18 January 2008	
	Proposed by: SG Seconded by: TL	
4	Matters Arising – none.	
5	Progress - Sulwath Connections Project Manager's Report	
5.1	Grant Claims	
5.1.1	HLF - HLF Claim 3 paid out to Partners. Partners due submitting Claim 4 paperwork to RAS by 11/04/08.	Partners
5.1.2	SNH - SG reported that 2/3rds of the grant has been paid to Sulwath Connections to date.	
5.2	HLF Monitoring Meeting / Seminar	
	CWG went over the 5 bullet points in his report.	
5.3	Permissions to Start the Project	
5.3.1	RBT - Partners have now secured 100% funding. Permission to Start the Project to be applied for in the near future.	Partners / EF
5.3.2	CHC – Historic Scotland have confirmed £60K funding.	
5.4	Acknowledging your Grant	
5.4.1	Fence post signs were given out at the meeting. Any Partner still requiring signs should contact EF.	Partners / EF
5.4.2	HLF free banners, signs, etc can be ordered on the following link: www.hlf.org/English/PublicationsAndInfo/Acknowledgement/Area/	
5.5	Press and Publicity	
5.5.1	Generating press and public profile – CWG reported a continued disappointing lack of response re milestones. Partners were requested to submit a list of milestones as soon as possible.	Partners
5.5.2	CL – Horse logging at CL site will be filmed for Border TV on 17 March 2008. Press launches are planned for BWH and MNH2 projects.	
5.5.3	Sulwath Website	
5.5.3.1	The Sulwath Connections new Domain Name is: www.sulwathconnections.org	
5.5.3.2	Sulwath is aiming towards a stand alone website designed by a web designer. It will link into the Council website. EF to progress. Partners will be asked to provide regular updates and photos for their projects.	Partners / EF
5.5.4	Environmental Fair – 8 March 2008 – RP and AJ were thanked for their hard work at the successful event.	
5.6	Progress Updates – Partners were asked to give updates of their projects. Written updates would be included in HLF Claim 4 forms due in by 11 April 2008.	

5.6.1	AWP – EdeZ’s hours are to be increased to allow her to progress the project more quickly before she goes on maternity leave.	
5.6.2	AD – BL reported that 2 fishing platforms would be in place by August 2008. Gravel would be sourced locally.	
5.6.3	AW - There are ongoing issues re landowner consents. A meeting is to take place re the Annandale Estate issue.	
5.6.4	BWH – The roundhouse is finished. Ground works are ongoing. AW reported that the three issues being considered presently are the website, the film and research writing. Procurement issues re the stone for interpretation were discussed.	
5.6.5	BGH – TL reported that progress was slow due to the weather, as with many of the projects. Work on the access track is planned for the following week.	
5.6.6	BMB – More trees than planned have been cleared from the site for H&S reasons. Path contracts due to go out.	
5.6.7	CL – Lochmaben school pupils will be taken to watch the extraction of timber by horse logging. Border TV will film the event. A tender is out re surfacing the footpath.	
5.6.8	CBA – An issue has arisen re land ownership at Ae village which is delaying the bridge going in. A meeting with Castlemilk Estates is to be held re environmental study centre.	
5.6.9	ERM / GBH – JG gave a brief update on the projects re fencing, brashing work, etc. The Chairman will sign ERM’s Permission to Start the Project form next week.	
5.6.10	GNHLKRD – CR reported that Paul Collin was taking early retirement and would be replaced.	
5.6.11	MNH2 – Procurement issues re Bell Ingram were raised and a discussion on procurement in general followed. <u>CWG reinforced that all Partners to follow the procurement procedures approved by HLF and the Council.</u> CWG and CR to meet to discuss this separately.	CWG / CR
5.6.12	NSAP – AJ tabled copies of the March 2008 Countryside Team News and gave a brief update on progress towards achieving Permission to Start the Project.	
5.6.13	RBT – now that funding had been confirmed, Permission to Start the Project is the priority to achieve.	
5.6.14	WBLKI – A shortfall of £7200 needs to be met before Permission to Start the Project can be processed. It is hoped the funding will come from Visit Scotland.	
5.7	CWG’s presentation - Cash Flows / Funding (Page 8 HLF Claim Forms / Monitoring Sheets / Costed Maintenance and Management Sheets	
5.7.1	Cash Flow Projections – CWG showed that actual figures have been inserted to December 2007 and Partners are requested to project figures from January 2008 onwards. If help is needed Partners can contact RAS.	Partners
5.7.2	Funding (Page 8 – HLF Claim Forms - Partners were asked to ensure that funding information is completed each time at Point 14 (Partnership Funding), Page 8 of the HLF Claim form. If funding is received, a copy of the Remittance Advice should be sent to us for our records.	Partners
5.7.3	Monitoring Sheets – CWG showed an example of the Monitoring Sheet and explained what is required. RAS will email copies to Partners. Completed sheets to be emailed back with HLF Claim 4 paperwork by 11 April 2008 at the latest. This task will be required for every claim. There was further discussion about establishment of baseline information to measure against that resulted from CWG/EF’s visit to the HLF seminar where the Tweed project reported that they had difficulties in pulling this together after 8 years of operation. This will be further discussed at the next steering group.	RAS / Partners
5.7.4	Costed Maintenance and Management sheets – EF talked through an example and explained what is required (part of the Special Conditions imposed by HLF - due by May 2008). Therefore the deadline for Partners is Friday 11 April 2008 to allow time to pull together the information received. RAS to email the sheets + 2 completed examples to Partners.	RAS / Partners
5.8	Comments re the Presentation - Two of the Partners complained that the whole claim process was far too onerous. In reality the information that	

	goes into the claims is the information that would have to be legally kept for accounting purposes anyway. Discussion followed. CWG stated that the process could not be changed but the Sulwath team would continue to help Partners as and when required and would also draw these concerns to the attention of HLF at the appropriate time.	
6	Under spend – BL asked what “Underspend” meant. CWG explained.	
7	Potential Sulwath Connections 2 – Project	
8	AOCB – Site Visit - CWG suggested that in the summer, after a Partners Group Meeting, a site visit could be arranged to go to various sites and view the progress being made. Partners were asked to let RAS know if they would be interested. AJ suggested that local press could be invited to do a feature.	RAS / Partners
9	Date and venue of next Partners’ Group meeting: (Please see Steering and Partners Group Meeting Timetable 2008 for dates for the year.) Friday 23 May 2008 at 10am Venue: Lesser Town Hall, St Andrew’s Street, Castle Douglas, DG7 1DE	
10	Date and venue of next Steering Group meeting: (Please see Steering and Partners Group Meeting Timetable 2008 for dates for the year.) Wednesday 16 April 2008 at 10am Venue: Meeting Room, Council Offices, Newall Terrace, Dumfries DG1 1LW	

Project Glossary		
1	Action for Wood Pastures	AWP
2	Angling for Disabled	AD
3	Annandale Way	AW
4	Balloch Wood Heritage	BWH
5	Black Grouse Habitat	BGH
6	Bruce’s Motte and Bailey	BMB
7	Castle Loch	CL
8	Community Biodiversity Action	CBA
9	Conservation of Historic Churchyards	CHC
10	Core Team	CT
11	Esk Riparian Management	ERM
12	Galloway Bankside Habitat	GBH
13	Galloway Natural Heritage Loch Ken and River Dee	GNHLKRD
14	Galloway Red Kite Trail	GRKT
15	Hightae Loch	HL
16	Kirroughtree Lade Trail	KLT
17	Mersehead Natural Heritage 1	MNH1
18	Mersehead Natural Heritage 2	MNH2
19	National Scenic Area Potential	NSAP
20	Rivers Kirtle and Annan Habitat	RKAH
21	Robert the Bruce Trail	RBT
22	Threave Wetlands	TW
23	Wigtown Bay to Loch Ken Interpretation	WBLKI