

Sulwath Connections Landscape Project
Minutes of Partners' Group Meeting held on Friday 23 November 2007
Venue: Castle Douglas Lesser Town Hall, St Andrew's Street, Castle Douglas, DG7 1DE

1.1 Attendance:

First Name	Last Name		Organisation	
Ian	Brown	IB	Dumfries and Galloway Council	DGC
Eykolina	de Zwart	EdeZ	Solway Heritage	SH
Ed	Forrest	EF	Dumfries and Galloway Council	DGC
James	Grubb	JGr	River Annan and District Salmon Fisheries Board	RADSFB
Ivor	Hyslop (Cllr)	IH	Councillor	DGC
Anna	Johnson	AJ	Dumfries and Galloway Council	DGC
Tony	Lightley	TL	Forestry Commission Scotland	BGH
Clair	McFarlan	CMcF	Solway Heritage	SH
Peter	Norman	PN	Dumfries and Galloway Council	DGC
Ruth	Paterson	RP	Dumfries and Galloway Council	DGC
John	Poole	JP	The Robert the Bruce Commemoration Trust	RBCT
Anne	Ramsbottom	AR	Friends of Annandale and Eskdale Museums	FAEM
Chris	Rollie	CR	Royal Society for the Protection of Birds	RSPB
Rose Anne	Smith (Minutes)	RAS	Dumfries and Galloway Council	DGC
Andrew	Ward	AW	Balloch Wood Community Project	BWCP
Chris	Wood-Gee (Chair)	CWG	Dumfries and Galloway Council	DGC

1.2 Apologies:

First Name	Last Name		Organisation	
Rowan	Armstrong	RA	Galloway Fisheries Trust	GFT
Sue	Bennett	SB	Dumfries and Galloway Council	DGC
Richard	Brodie (Cllr)	RB	Councillor (Member for Annandale South)	DGC
Nick	Chisholm	NC	River Annan and District Salmon Fisheries Board	RADSFB
Simon	Fieldhouse	SF	Dumfries and Galloway Council	DGC
Alistair	Geddes (Cllr)	AG	Councillor (Member for Mid Galloway)	DGC
Jackie	Graham	JG	Galloway Fisheries Trust	GFT
Stuart	Graham	SG	Scottish Natural Heritage	SNH
Robert	Higgins (Cllr)	RH	Councillor (Member for Wigtown West)	DGC
Bruce	Hodgson (Cllr)	BH	Councillor (Chair of P&E Committee)	DGC
Chris	Hopkin	CH	Dumfries and Galloway Council	DGC
David	Hughes-Hallett	DHH	Heritage Lottery Fund	HLF
Geoff	Kitt	GK	Moffat and District Community	MDCI

Brian	Lord	BL	Initiative Mid Nithsdale Angling Association	MNAA
George	MacQuarrie	GMacQ	Solway Heritage The Robert the Bruce Commemoration Trust	SH RBCT
Ian	McClumpha	IMcC	Scottish Environment Protection Agency	SEPA
Alastair	McNeill	AMcN	National Trust for Scotland	NTS
Karl	Munday	KM	Lockerbie Wildlife Trust	LWT
Jim	Rae	JR	Balloch Wood Community Project	BWCP
Dorothy	Scherrer	DS	Forestry Commission Scotland	FCS
Jamie	Smith	JS	National Trust for Scotland	NTS
Duncan	Stevenson	DS	Dumfries and Galloway Council	DGC
Mairi	Telford-Jammeh	MTJ	Annan Initiative	AI
Alan	Thomson	AT	Dumfries and Galloway Council	DGC
Elizabeth	Tindal	ET	Mid Nithsdale Angling Association	MNAA
Ronald	Weir	RW	Forestry Commission Scotland	FCS
Sandy	White	SW		

No:		Action
2	Declaration of Interest	
	None.	
3	Minutes of last meeting – 4 October 2007	
	Proposed by: CMcF Seconded by: CR	
4	Matters Arising – none	
5	Progress - Sulwath Connections Project Manager's Report	
5.1	Grant Claims	
5.1.1.1	HLF Grants – Notification from HLF's Sarah Bronsdon on 22/11/07 that Claim 2 had been approved and the grant money would be paid to DGC within 7 working days. RAS to process grant allocations to Partners as a matter of priority once received.	RAS
5.1.1.2	Claim 2 had been submitted late to HLF due to late and/or inaccurate submissions by certain Partners. CWG asked Partners to co-operate to ensure that claim forms are completed accurately and returned within the deadlines set to allow for checking, etc, BEFORE signing. CDs of photographs should accompany each claim + authorised invoices (if applicable) + any other relevant paperwork.	Partners
5.1.1.3	Claim 3 forms had been emailed to Partners early (22/11/07). Partners were asked to note that the period of the claim had been changed to October 2007 to 15 December 2007 to allow Partners more time coming up to the Christmas / New Year holiday period. CWG stressed that Partners <u>MUST</u> use this version of the form as it incorporated minor changes and some of the figures had been updated for Partners.	
5.1.1.4	In Kind / Voluntary Contributions – It has already become apparent that In Kind / Voluntary Contributions have been underestimated in the Development Stage. Kirroughtree Lade Trail has exceeded its target by £30K to date and it is expected that Action for Wood Pastures and the RSPB projects will exceed their targets. It will not be possible to claim more money from HLF for this, but it adds value to the projects and puts us in a stronger position with HLF, especially if a second stage of Sulwath is taken forward.	
5.1.1.5	HLF Monitoring Meeting – 3 areas were highlighted requiring input	SWG +

	from Partners per CWG's Report. CWG and EF to progress with Partners in the near future.	EF + Partners
5.1.2	SNH Grants – Partners, on the whole, have responded well to SG's request to start spending on projects and CWG stressed the importance of continuing in the same vein.	
5.2	Individual Project Starts – 18 projects out of 23 now have permission to start the project. CWG and EF to progress the 5 outstanding permissions as a matter of priority.	CWG + EF
5.3	Acknowledging your Grant <ul style="list-style-type: none"> • HLF stickers for laptops are now available for laptops, Partners to ask for them if applicable. • EF awaiting confirmation re domain name for Sulwath website (to be included on signs), expected later in the day, and will then order up signs for posts. 	Partners + EF
5.4	Press and Publicity	
5.4.1	Generating press and public profile - On HLF's claim forms Partners are required to give accurate and updated information on the following: <ul style="list-style-type: none"> • Cash Flows • Work Programmes • Project Milestones <p>EF tabled a timeline of all projects and asked Partners to check it and suggest changes as appropriate for their projects.</p> <p>All this information will be incorporated into a press programme to generate a press and publicity profile for Sulwath.</p> <p>Partners were asked to think about press release opportunities. Community bodies are keen to use local articles in their newsletters, etc. Partners were asked to consider this when they have items of interest to publicise.</p>	Partners + CWG + EF
5.4.2	Interpretation - A corporate "frame" for interpretation is being developed by EF with logos at the top and down one side; Partners would fill in the middle. Oakwood interpretation boards, as used in the NSA, are the preferred style for Sulwath. AW stressed the urgency of getting this finalised as it would delay his plans.	EF
5.4.3.1	Sulwath Website Newsletters – IB has produced a newsletter re voluntary work carried out and will continue to produce newsletters on a regular basis. RP has produced a newsletter re the Community Biodiversity Action project for work carried out at Rhonehouse. RAS to scan newsletters and insert them into the website to raise awareness.	RAS
5.6.4.2	Partners are requested to produce text and photographs giving a "chatty" update on their individual projects. RAS to put onto website.	Partners + RAS
5.5	Progress Updates – Partners gave an update on progress further to the summary in CWG's Report. <ul style="list-style-type: none"> • Annandale Way – a contract extension is being worked on and work will be put out to tender in January 2008. The engineer's report on the bridge showed that the bridge is strong but required work to be carried out. • Balloch Wood Heritage – work on the roundhouse is progressing well and a photograph of work being carried out was passed round. Path work has also started. • Bruce's Motte and Bailey – Removal of two mature trees on the site was discussed, as to whether a bat survey would be required or not. TL of FCS (BGH), offered to carry out the survey. AR to liase with him. • Castle Loch – CWG stated that Martin Mitchell now has a boat 	

	<p>on Castle Loch that can cater for 5 wheelchair users.</p> <ul style="list-style-type: none"> • Community Biodiversity Action – RP updated on her work with communities re Rhonehouse Village Fair Green, Ae Village and the development of other potential projects. Newsletters to be produced on a regular basis. • Galloway Bankside Habitat – despite having permission to start the project, there are problems on how to manage the project, which are under discussion with GFT, DGC and HLF. CWG to send a Report to HLF with options to progress the project. • Galloway Natural Heritage Loch Ken and River Dee - Problems have been encountered with the earthworks. The Mull of Galloway Visitor Centre has proved to be a success for Partnership working and voluntary support. • Galloway Red Kite Trail - 1. Anne Johnstone, the landowner, allowed two (free) open days and was rewarded by large numbers attending. Postcard competitions were held for children. Examples of the postcards will be scanned in and included in the next HLF claim to demonstrate delivery of the project. • Galloway Red Kite Trail - 2. An additional £18K from DGC is being bid for through the Stewartry Economic Regeneration budget for the Red Kite trail to add value to the interpretation and interface with visitors to the sites. In conjunction with Southern Upland Way it is proposed to increase visitor numbers to the area and improve business awareness by visitors. Nature based tourism potential will be looked in partnership with CREDD. Partners will be asked to attend a conference + workshop on 20 February 2008. It is proposed to encourage local businesses to network together and advertise themselves by what is round them to encourage visitor numbers. • Mersehead Natural Heritage – there was involvement with 16 schools. The new education centre will be a welcome replacement for the existing, outgrown, centre. • Kirroughtree Lade Trail – In addition to the planned trail an extension to make a circular loop is to be carried out in the spring. • National Scenic Area Potential – IB outlined the considerable amount of volunteer activity being carried out, stating that press releases have gone out with each activity. An activity at Mersehead, working in conjunction with RSPB is planned for 2008. Newsletters re voluntary work are produced to raise awareness of voluntary activity. IB and ET (Wigtown Ranger) are working together to amalgamate their voluntary groups and are working on an H&S policy for volunteers. IB had attended a course in hedge laying, which is now a task volunteers will be able to undertake. IB is liaising with volunteers from Sussex Downs. It is planned that they will come up to Dumfries and Galloway and exchange ideas, knowledge, etc. <u>IB asked Partners to contact him if they need volunteer help for any of the Sulwath projects.</u> • Rivers Kirtle and Annan Habitat - 1.5 thousand metres of fencing have now been erected. Confirmation from Jack Barnes is required before fencing can commence at the Castlemilk sites. JGr intends to call in to Buchanan Jardine's office after the meeting to progress matters. • Robert the Bruce Trail - £6K of funding still to be sourced before permission to start the project can be applied for. JP outlined the problems they had encountered to date and asked Partners 	
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	<p>for potential funders' details. AW suggested Hugh Fraser and would email the details.</p> <ul style="list-style-type: none"> • Threave Wetlands – Restructuring within NTS and a change of tenant at Threave have delayed the start of the project, which will start next year. NTS to take over the farmhouse. • Wigtown Bay to Loch Ken Interpretation – A report has been prepared to go to P&E Committee re 2 part time Osprey Information Officers. An interpretation action plan is to be drawn up. 	
6	Under spend – not discussed	
7	Potential Sulwath Connections 2 – Project Ideas – not discussed	
8	AOCB	
8.1	Meeting Dates - Timing of meetings was discussed. Since the official start of the Sulwath project more individual project meetings were being held with Partners. Therefore, it was agreed to reduce the number of Partners Group meetings slightly (one every two months instead of 6-weekly) and that Fridays were the most convenient day for the majority of Partners present. RAS to create a Meeting Timetable for the oncoming year.	RAS
8.2	Consultants / Contractors / Suppliers – Partners were asked to give details of known Consultants / Contractors / Suppliers to RAS who will email a list round to all Partners and update on a regular basis as new details are received.	Partners + RAS
9	Date and venue of next Partners' Group meeting: tba	
10	Date and venue of next Steering Group meeting: <ul style="list-style-type: none"> • Wednesday 5 December 2007 at 10am - Venue Meeting Room, Council Offices, Newall Terrace, Dumfries DG1 1LW 	