

North Berwick Coastal Area Partnership

MINUTES

Meeting of the North Berwick Coastal Area Partnership,

20th May 2014, 7-9pm

34 Forth Street, North Berwick, EH39 4JD

Interim Chair:

David Small, Director of Health and Social Care, East Lothian Council

Members present

Carl Hamer, Dirleton Village Association

Cllr Tim Day

Cllr. David Berry

Cllr. Jim Goodfellow

Jeremy Findlay, Gullane Area Community Council

Rhiordan Langan-Fortune, Scottish Youth Parliament

Sheila Sinclair, North Berwick Community Council

Tim Harding, Lime Grove TRA

Others in attendance

Alison Clark, Dirleton School Partnership

Brian Verth, North Berwick Sports Hub

David Small, Director of Health and Social Care, East Lothian Council

Elma Danks, North Berwick Community Council

Gordon Gray, Dunpender Community Council

JF, Gullane Parent Council

Jude Leslie, Gullane Parent Council

Kaela Scott, Local Community Planning Officer, East Lothian Council

Linda Hall, North Berwick Community Council

Sandra King, Community Development Officer, East Lothian Council

Tom Drysdale, Gullane Area Community Council

Veronica Campanile, Policy Officer, East Lothian Council

Members Apologies

Chloe Doris, North Berwick High Pupil Council

Donald McDonald, Gullane Area Community Council

Hilary Smith, North Berwick Community Council

Isla Mackay, North Berwick High Pupil Council

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| Agenda Item | Key discussion points | Action |
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| 1. Welcome | D Small, the interim chair, opened the inaugural meeting of the Area Partnership. He explained that his role was to help establish the partnership and that it was expected that members would appoint a community chair within several months. | |
| 2. Introductions | <p>Everyone round the table introduced themselves, and the group they represented.</p> <p>Cllr. Berry voiced concern that not all parent councils were present. K Scott said that there had been developments with parent councils which would be shared on the membership agenda item.</p> | |
| 3. Role & Remit and Way of Working for the Area Partnership | <p>DS explained that this was the fourth (of six) Area Partnerships (AP) to be established and therefore they were all at different stages of development. He added that this was not a one-size-fits-all model and that there would be a fair degree of flexibility in the format and structure.</p> <p>He presented key information from the Role & Remit of Area Partnerships paper, which had been circulated prior to the meeting, and highlighted:</p> <ul style="list-style-type: none"> • Membership and representation • Role of the interim chairs • Frequency of meetings, noting that at the start of the process, meetings were likely to be more frequent (4-6 weeks) than the stated 4 times yearly <p>KS clarified that the interim chair in each Area Partnership was a senior East Lothian Council official in order to get them up and working well and then the chair would be handed to a community member selected from the Area Partnership members; as indicated on the remit paper, this could not be an Elected Member for East Lothian Council.</p> <p>Cllr Berry asked if working groups could be formed to take forward specific topics. DS agreed and added that additional people, beyond the AP membership, could be brought into these groups.</p> <p>KS added that in the other areas once wider issues were discussed in the second meetings, sub-groups were being set up.</p> <p>DECISION The Role and Remit was adopted by the Area Partnership</p> | |
| 4. Draft Code of Conduct | DS asked if everyone had had time to consider the East Lothian Partnership Draft Code of Conduct and if they were comfortable with the content. | |

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| | <p>There were no comments on the Code of Conduct. In the discussion, members noted that they all go to many meetings and know how to behave. KS added that this Code of Conduct would be used by all parts of East Lothian Partnership.</p> <p>DECISION - The Code of Conduct was accepted</p> | |
| <p>5. Communication</p> | <p>V Campanile introduced this agenda item:</p> <p>a) Between Partnership members</p> <ul style="list-style-type: none"> • Minutes and other papers will be emailed to members and also be publically available online at: http://www.eastlothian.gov.uk/meetings/committee/111/east_lothian_partnership-north_berwick_coastal_area_partnership • Email would be the best method for internal communication among AP members. She asked if members would agree to share their email addresses within the AP group only. Anyone wishing not to use a personal email could set up a generic email. • When using email among the group, a 'reply to all' protocol should be used so that everyone shared the same information. • There were no objections to communicating by email. <p>DECISION Members to advise if they wish to use an alternative generic email address and to send email details.</p> <p>b) Feeding back to represented groups</p> <ul style="list-style-type: none"> • VC talked through the summary Feedback Form, which was tabled on the back of the agenda. • The Form was designed as a tool to assist member groups to capture key points from the meetings from their perspective to feed back to the people and groups they might represent and to enable them to respond. The Form would be supported by the formal report provided by the minutes. • She asked members to send comments on the Feedback Form • A brief discussion followed and there were no objections. <p>DECISION It was agreed that the Feedback Form would be useful.</p> | <p>Groups who would prefer to use generic email address to send email details ASAP. Until then only email addresses already in the public domain will be shared.</p> <p>Groups to email any comments on the Feedback Form</p> <p>Staff to email the Form to members for their use</p> |
| <p>Wider membership</p> | <p>K Scott spoke to the Membership discussion paper tabled at the meeting. She explained the principles for the fixed members and the wider membership highlighted in the paper.</p> <p><u>Re the fixed members:</u></p> <ul style="list-style-type: none"> • Members were asked to confirm that the list of members were correct for their organisation. The following corrections/additions were agreed: <ul style="list-style-type: none"> - Gullane Area Community Council – the 2nd member should | <p>Staff to update the membership as per the corrections.</p> |

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| | <p>be Donald McDonald (replacing Tom Drysdale)</p> <ul style="list-style-type: none">- Dunpender Community Council would become a member as Whitekirk village is part of the North Berwick Coastal ward; the member will be Gordon Gray from Whitekirk. <ul style="list-style-type: none">• All members to check that the named members and substitutes for their organisations are correct• <u>Parent Council Representation: In summary:</u><ul style="list-style-type: none">- Parent Council representation was on the agenda of the meeting of the East Lothian Association of Parent Councils in April, however, the meeting had been postponed and this would be discussed at the next meeting.- Gullane PC and Dirleton School Partnership were present- North Berwick High PC and Law Primary PC had expressed interest but were not present and had not named representatives as yet.- A response from Aberlady PC had not been received. Cllr Goodfellow said that he had attended one of their meetings and they had expressed interest.• During discussion, it was noted that Athelstaneford PC would be included within the Haddington AP but may have an interest in developments in this AP as they are also in the North Berwick High School catchment. As was the case in other areas, Athelstaneford PC will be kept informed of the work of this AP as part of the wider distribution list and anything thought to be of particular interest / relevance to them will be highlighted in communications.• Re one Parent Council representing others: the Gullane PS representatives said that clarity was needed on who members would/could represent. They felt that in general parents would be more interested in/able to represent the interests of their school and neighbourhood, which would make it difficult to adequately represent other areas.• There was discussion about the possibility of all four Primary School PCs attending with some as members and some as substitutes but only members able to vote (noted that voting would rarely be required).• A Clark was concerned about PCs being obliged to attend when they had difficulty in meeting current obligations.• S Sinclair added that there may even be big differences in positions which could be conflictive.• E Danks was concerned that there might be too much representation around children and schools as compared to young people out of school as well as older people. | <p>All to check that the named member and substitutes for their organisation are correct</p> |
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| | <ul style="list-style-type: none">• KS clarified that the membership was intended to reflect children and families in the area rather than school matters as this was being done within each school community, and that young people were represented by Rhiordan LF and the secondary school reps who were not at this meeting. <p>DECISION It was agreed that in this ward each of the 4 primary school Parent Councils would be invited to nominate a member to be able to ensure meaningful engagement.</p> <p><u>Re additional community groups for the Area Partnership</u></p> <ul style="list-style-type: none">• KS explained the options presented in the Membership Discussion paper. In essence, the membership will be different in each area depending on local circumstances but it should be as diverse as possible with umbrella groups/networks where possible. The two main ways to select additional members were: identification by this group or an open call for membership. Some possible additional groups were listed in the paper. <p>Discussion then followed around extending the membership.</p> <ul style="list-style-type: none">• A range of groups were discussed covering various issues and interests. It was agreed that where possible area wide groups or networks would be given priority - covering a range of interests (rather than single issues) eg health sport/physical activity and ensuring balance between North Berwick and the villages. A number of potential groups were discussed.• There was no one obvious representative group for Health, however, DS said that he had had discussions with the Friends of the Edington and the Edington Forum and they were happy to be engaged in a future health sub-group. In the meantime, health issues for this area would be well-explored/identified through the development of the new East Lothian strategic plan for Health and Care. It was agreed to bring forward discussion of the Health and Care strategic planning process at a future meeting. <p>DECISION It was agreed that the following groups would be invited to nominate a member and substitute to the partnership:</p> <ol style="list-style-type: none">1. Aberlady Village Hall2. Gullane Village Hall3. North Berwick Community Centre4. The Association of East Lothian Day Centres – identifying local members from North Berwick and Gullane Day Centres5. North Berwick Community Sports Hub6. North Berwick Area Children and Youth Network | <p>Staff to contact all parent councils re this decision.</p> <p>DS to bring forward the Health and Care strategic planning process with a local focus</p> <p>Staff to contact and invite these groups</p> |
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| <p>7. The process of developing and Area Plan</p> | <p>KS presented the Developing Area Plans paper on the process for creating an Area Plan for the North Berwick Coastal Area. Key points from this were that this would be a 3 stage process:</p> <ul style="list-style-type: none"> • Stage 1 - a review of what information was already available in the North Berwick Coastal Area such as existing research, action plans and statistical data from the North Berwick Coastal Area by numbers full document and Snapshot version, which you can access here. • Stage 2 - establish priorities and identify what actions would be needed to reach the outcomes. The plan for carrying out the community consultation would be decided locally. • Stage 3 – would be to finalise an area plan which would need further community consultation. The final plan would be approved by the Area Partnership and then by the Safe and Vibrant Communities Partnership. <p>There was discussion around this process covering the following:</p> <ul style="list-style-type: none"> • What an Area Plan would look like. Staff would provide links to other area plans, but stressed that this was not an indication that we were planning to model East Lothian’s plans one or any of these. Links to Area Plans from other parts of Scotland: <p>Midlothian (various): http://www.midlothian.gov.uk/info/200130/communities_and_community_planning/367/community_planning/10</p> <p>Aberdeen – Culter, Cults, Bielside & Milltimber CP: http://www.communityplanningaberdeen.org.uk/web/FILES/NCAP/Culter%2C%20Cults%2C%20Bielside%20and%20Milltimber%20NCAP2010-11.pdf</p> <p>Dundee – Coldside CP Summary: http://www.dundepartnership.co.uk/sites/default/files/Coldside%20LCP%20Summary%20-%20May%202012.pdf</p> • How these plans would be funded at this time of dwindling resources. It was noted that one of the advantages of having a community based Area Partnership would be to be able to access external resources. • The plan would be approved by the Safe and Vibrant Communities Partnership and information on the membership of this group was requested. Here is a link to the membership of this group and all groups within East Lothian Partnership: http://www.eastlothian.gov.uk/downloads/file/7344/east_lothian_p | <p>Members to identify any relevant strategies, action plans or local research and inform staff ahead of the next meeting</p> <p>Printed copies of the full ‘North Berwick Coastal Area by numbers’ document to be distributed at the next meeting</p> |

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| | artnership membership september 2013 | |
| 8. Next Steps | <p>DS summarised the actions for members and the next steps below:</p> <ul style="list-style-type: none"> • Work on the membership and ensure that new members would be present for the next meeting • The next session will be the beginning of a strategic assessment based on the data available; that is here we have the data but this is what it means. The session will begin to look at the key issues, challenges and opportunities for this area as compared to East Lothian. • DS asked if there were any other burning issues at this moment and if not (none were proposed) please send any to staff to: nbc-ap@eastlothian.gov.uk. | All to note their actions and deadlines |
| 9. Date of Next Meetings | <p>Tuesday 24th June, 7-9pm.</p> <p><i>Members and substitutes are specifically invited to both attend this meeting as it will focus on identifying key issues etc for the area.</i></p> <p>While the intention is to rotate meetings across the area and use venues in one of the villages the plan for the format of the next meeting will require considerable space and may restrict choices.</p> | <p>RSVP apologies to: h&l-ap@eastlothian.gov.uk</p> <p>Staff to confirm the venue</p> |

Contact:

Kaela Scott, Local Community Planning Officer

Email: nbc-ap@eastlothian.gov.uk / Phone: 01620 827822

Membership – North Berwick Coastal Area Partnership

Discussion Paper for the meeting 20/5/14

In addition to the fixed membership of the Partnership – Elected Members, Community Councils, TRA representatives and Parent Councils – it is planned that each partnership would also have around 6 community members representing other interests across the area.

The appointment of members for the Area Partnership should aim to:

- Represent the geographic diversity of the area;
- Ensure a balance between the different interest groups across an area;
- Provide opportunities for a diverse range of active groups to contribute;
- Ensure that the interests of equality groups are acknowledged.

At the Area Partnership Briefing there was some discussion regarding which other groups would be important to have represented on the partnership. Youth representatives and Dirleton Village Association have been invited on the basis on the agreements reached here.

Options for identifying the remaining community members for the 1st year of the Partnership

Option 1 – directly inviting key network / representative groups

Next Steps: to identify and directly invite active network / representative groups (eg. business associations, development trusts, thematic networks) and significant local groups to appoint a member and substitute to the Partnership.

Possible groups already mentioned in the area include:

- a) Friends of the Edington
- b) North Berwick Youth Network
- c) North Berwick Day Centre
- d) North Berwick Community Sports Hub
- e) North Berwick Community Centre
- f) Support from the Start

OR

Option 2 – open call for membership

Next Steps: to issue an invite to all local community groups across the area to nominate a member (and substitute) and identify what they could bring to the partnership.

- invitations could be issued via mail/email and/or through a community meeting.

The existing partnership members would then vote on the nominations received and appoint a further 5-7 members to the partnership for a 1 year period.

Whichever approach is chosen we hope to have the remaining members appointed by the 2nd meeting of the Partnership so that they can participate in discussions relating to themes and priorities from the outset.

Creating an Area Plan

An Area Plan should detail the outcomes which local people want to see happen in their local area. The outcomes in the area plan will be based on statistical data and local intelligence to establish priorities which will form an Action Plan. Once set, the actions within the plan will be delivered mainly by service providers.

The Area Plan will link to the East Lothian Plan: Single Outcome Agreement (SOA) 2013–23 and directly contribute to the priorities set out in the SOA.

The Process

1st Stage: Reviewing what we already know

- Review existing information – such as previous community plans (if they exist), past consultation findings, other relevant actions plans. I.e. Town Centre plans or Community Development plans
- Data analysis – of the community profiles, findings from other community based surveys/questionnaires,
- Identify what has been missed – where are the gaps in what we know?

Timescale: months 1 - 3

2nd Stage: Community consultation to establish priorities and identify actions needed

At this stage we want to narrow down the wide ranging information that we have gathered from the 1st stage of the process so that we have an up-to-date set of needs that the community can agree are priority areas.

- The exact plan for carrying out this consultation will be devised at a local level but will involve community engagement with a wide range of people, groups and organisations

Timescale: months 4 - 6

3rd Stage: Finalising the Area Plan

- Draft the Area Plan, detail the actions needed to achieve the outcomes.

Note that the outcomes and areas for action in the Area Plan will follow the themes within the East Lothian Plan (SOA) 2013 -23. I.e. “sustainable economy”, “Resilient people” and “safe and vibrant communities” as this allows for comprehensive reporting mechanisms between the over-arching East Lothian Plan and the Area Plans at a local level.

- Final consultation on the Area Plan
- Approval of the Area Plan by the Area Partnership and the Safe and Vibrant Communities Partnership.
- Launch the Area Plan

Timescale: months 6 - 9