

Haddington & Lammermuir Area Partnership

MINUTES

**Meeting of the H&L AP,
Wednesday 27th May, 7-9pm
Athelstaneford Village Hall**

Meeting Chaired by: Douglas Proudfoot, (Interim Chr) Head of Development, ELC (DP)

Members present

Emily Armatage, Haddington and District Community Council (EA)
Brian Baillie, Haddington East TRA (BB)
Gordon Crawford, Yester Parent Council (GCr)
Gill Colston, East Lothian Health Network (GC)
Rosemary Greenhill, Humbie E&W Saltoun and Bolton Community Council (RG)
Craig McLachlan, Gifford Community Council (CM)
Douglas Reynolds, Bolton Steadings Residents Association (DR)
Penny Short, Garvald and Morham CC (PS)
Tom Trotter, Elected Member, ELC (TT)

Substitute Members present

Alastair Beck, Humbie E&W Saltoun and Bolton Community Council (AB)
Paul Sales, Bolton Steadings Residents Association (PSa)
Alan Dunton, Haddington East TRA (AD)
Ann McCarthy, East Lothian Health Network (AM)

Others in attendance

Emily Cotter, Athelstaneford Parent Council (EC)
Stuart Gibb, Area Manager, ELC (SG)
Doug Haig, East Lothian Council (DH)
Rurighd McMeddes, Assistant Local Community Planning Officer, ELC (RM)
Loreen Pardoe, Support from the Start Haddington (LP)
Kaela Scott, Local Community Planning Officer, ELC (KS)
Sean Watters, STRiVE (SW)

Apologies received

Paul Darling, Haddington Community Council (PD)
Amanda Herriott, Knox Academy Parent School Partnership (AH)
John McMillan, Elected Member, ELC (JM)
Nick Morgan, Gifford Community Council (NM)
Phillip White, Garvald and Morham Community Council (PW)

Agenda Item	Key discussion points	Action
1. Welcome	<p>DP welcomed all attendees to this meeting of the Area Partnership and all new attendees introduced themselves.</p> <p><i>As only 9 of the 21 Area Partnership membership places were present at this meeting it was not quorate and any decisions must be ratified at the next quorate H&L AP meeting.</i></p>	
2. Membership and Quorum	<p>a. Membership of the Area Partnership</p> <p>DP stated that this was the 3rd consecutive non-quorate meeting of the H&L Area Partnership. Issues of membership and ability to make quorum were discussed before other matters.</p> <p>DP stated that the membership of two groups needed to be addressed: Bolton Steadings TRA, and; Support from the Start Haddington.</p> <p>DP stated that the Area Partnership has a core membership which includes two TRA spaces. One of these spaces is taken up by Haddington East TRA however the other is empty. Bolton Steadings TRA are now in a position to take up this core position and have confirmed that they are happy to do so. DP stated that this decision could be made at a meeting without a quorum as it involved the filling of one of the core spaces.</p> <p>Decision: Bolton Steadings TRA are from this meeting onwards a members of the Area Partnership.</p> <p>At the previous meeting of the H&L Area Partnership the question of Support from the Start Haddington becoming members of the Area Partnership had been raised. Following that meeting information about Support from the Start and their work had been circulated to all members with the intention of making a decision regarding their membership at the present meeting. As this would involved the co-opting of an organisation outwith the core membership this decision could not be made at the present meeting due to the lack of a quorum.</p> <p>All attendees approved <i>in principle</i> the co-opting of Support from the Start Haddington onto the H&L Area Partnership pending approval via email from partnership members.</p> <p>Decision: Support from the Start Haddington will be co-opted as members of the Area Partnership pending approval from members via email.</p> <p>b. Difficulties Making Quorum</p> <p>Due to continuing difficulties making quorum despite meetings tending to have high attendance DP suggested that the H&L Area Partnership's 'standing orders' would need to be re-visited to establish a set of rules regarding the role of members and the process for retiring members.</p>	<p>Members: to respond to the AP stating approval or otherwise for SftS Haddington becoming a member of the H&L AP</p>

	<p>DP noted that there are several groups who have accepted membership of the Area Partnership but for a variety of reasons have not regularly attended. This has resulted in difficulties reaching quorum.</p> <p>DP suggested that an Extraordinary General Meeting of the Area Partnership take place on the 24th of June. At this meeting:</p> <ul style="list-style-type: none"> • Members will be given the opportunity to confirm their membership. • A set of rules regarding the ability to retire or dismiss membership organisations who repeatedly fail to have representatives in attendance will be adopted. • The opportunity will be taken to continue discussions around the development of the Draft Area plan. <p>It will be extremely important for this meeting to achieve a quorum, as such it was stressed that all membership groups should ensure that they are represented by either their member or a substitute if at all possible.</p> <p>Decision: Hold an EGM on the evening of the 24th of June</p>	<p>Members: attend EGM on 24th of June</p>
<p>3. Approval of the minutes</p>	<p>Minutes from the meeting that took place on the 25th of March were deemed accurate subject to ratification at the next quorate meeting.</p>	
<p>4. Matters Arising</p>	<p>a. Process for Appointing a Community Chair</p> <p>KS stated that the call for nominations for a Community Chairperson is out for all six of the Area Partnerships and that the deadline for applications is 1st June. She drew attendees' attention to handouts detailing the process for appointing a community chairperson and these can be found in Appendix 1.</p> <p>KS stated that there has been lots of interest in the posts but that there may be a need to delay the process of appointing a Community Chair in the H&L Area Partnership until other procedural matters are resolved.</p> <p>PS queried what approach would be taken if there were no suitable applicants. KS stated that in the short term DP would continue to act as chair, and in the longer term the Area Partnership would be free to decide on how to move forward with appointing a chairperson.</p> <p>Several attendees stated that the chairperson should come from within the H&L Area Partnership so that they are someone with a good understanding of how the Area Partnership works, and what discussions have taken place so far.</p> <p>DP stated that, while it had been hoped that Community Chairpersons could be appointed before the beginning of the Summer break, he would be happy to continue in this role to ensure that the partnership was back on track before moving forward with this appointment., but this may need to be re-assessed.</p>	
	<p>b. Understanding Devolved Budgets</p>	

	<p>KS stated that a workshop had taken place in Haddington during April and that information regarding the devolved budgets, including an FAQ sheet was now available. This can be found in Appendix 2.</p> <p>DP stated that the workshop had been very successful, allowing for valuable dialogue between the Area Partnerships and the officers responsible for the devolved budgets, and that there had been good representation from the H&L Area Partnership.</p> <p>DP thanked those members and substitutes who had attended for their time and contributions.</p>	
	<p>c. Active Travel Improvement Plan</p> <p>RM stated that ELC are currently developing a Local Transport Strategy for East Lothian and that this strategy will have several supporting documents, one of which will be the Active Travel Improvement Plan.</p> <p>The Sustainable Transport Officer's Group within the council have put forward a proposal (see Appendix 3) regarding the development of the Active Travel Improvement Plan, whereby they will work with each Area Partnership to host a 'Mini Conference' and a series of workshops facilitated by consultants to allow for co-development of the plan with local communities and council officers.</p> <p>The proposed process will have three aims:</p> <ul style="list-style-type: none"> - To improve people's awareness of the active travel opportunities that exist in their area and the personal and environmental benefits of active travel; - To identify short term actions focussed on behavioural change to be carried out within the financial year 2015/16 (matched funding will be available for carrying projects out); - To identify gaps in current infrastructure and long term improvements (infrastructural and otherwise) required for inclusion in both the H&L Area Plan and ELC's Active Travel Improvement Plan. <p>RM stated that up to £5,000 of match funding is available to each Area Partnership for carrying out short term projects during the financial year.</p> <p>RM stated that this was a great opportunity for the Area Partnership, not only to see some 'quick wins' but also to facilitate a high level of community involvement and influence in the development of a key long term council strategy.</p> <p>Concerns were expressed regarding the possibility of any benefit being seen of 'Behaviour Change Initiatives' in the large rural parts of the Haddington & Lammermuir Ward where sustainable and active travel is a less viable option. As such attendees did not in principle support allocating any of the H&L Area Partnership's devolved budget towards short-term projects.</p>	

	<p>However attendees did express interest in taking part in the Mini-Conferences as they agreed it was a positive project for the Area Partnership.</p> <p>Decision: Support for engaging with Active Travel Improvement Plan Mini-Conferences.</p> <p>Decision: No in principle support at this stage for investing devolved budget allocations in match funded Short-Term behaviour change projects.</p>	
	<p>d. Any other...</p> <p>No other Matters Arising from the previous minutes were raised.</p>	
<p>5. Area Manager Update</p>	<p>SG spoke to his report that had been circulated in advance and can be found attached.</p> <p>SG gave a quick verbal summary of the key points under three headings:</p> <ul style="list-style-type: none"> a. Superfast Broadband Consultation b. Haddington Town Centre Update c. Skate Park Working Group <p>Following a brief discussion regarding the Haddington Skate Park working group SG sought in principle support from the H&L Area Partnership for the working group to continue in developing the skate park under the auspices of the H&L Area Partnership. This on the understanding that there is no requirement for direct funding at this stage.</p> <p>Attendees agreed.</p> <p>Decision: In principle support for the Skate Park Working Group continuing under the auspices of the H&L Area Partnership.</p>	
<p>6. Draft Area Plan and Area Partnership Budgets</p>	<p>DP stated that the key part of the meeting’s agenda was to be the continuing development of the Draft Area Plan.</p> <p>a. Presenting and Considering the Draft Area Plan</p> <p>KS stated that a brief summary of the Draft Area Plan; the Draft Area Plan itself, and; a worksheet for additional issues and actions had been circulated in advance and that everyone has had a chance to view these and some comments regarding additional actions had been received.</p> <p>KS stated that most of the rest of the meeting would be devoted to discussion groups focused on each of the three sections of the Area Plan:</p> <ul style="list-style-type: none"> • Sustainable Economy • Resilient People • Safe and Vibrant Communities <p>KS stated that the aim would be to identify additional specific actions for the Area Plan under each of the key priorities and to further define and</p>	

	<p>prioritise existing actions where appropriate.</p> <p>Attendees split into three groups for discussions. The results of these discussions have been inserted into the Draft Action Plan.</p>	
7. Next Steps	<p>a. Extraordinary General Meeting</p> <p>DP stated that following on from discussions at the start of the meeting the next step for the H&L Area Partnership would be to hold an EGM to adopt a set of procedures ensure the H&L Area Partnership is able to continue its work without concerns regarding quorum.</p> <p>DP proposed that the date for the meeting is the 24th of June and this will be confirmed via email.</p> <p>DP stressed that this meeting must have a quorum so asked all attendees to ensure that their organisations have representation there.</p>	<p>Members: ensure organisation is represented by member or substitute at EGM on 24th of June</p>
8. AOCB	<p>As a meeting is now taking place on the 24th of June it was suggested that this meeting also be used to continue to progress the Draft Area Plan. Attendees agreed.</p>	
9. Date of Next Meetings	<p>Wednesday 24th June, 7-9pm, venue tbc</p> <p>Wednesday 9th September, 7-9pm, venue tbc</p> <p>Wednesday 18th November, 7-9pm, venue tbc</p> <p>Please send any apologies to: h&l-ap@eastlothian.gov.uk</p>	

Contact: Kaela Scott, Local Community Planning Officer: h&l-ap@eastlothian.gov.uk 01620 827822

Process for appointing a community based chairperson for Area Partnerships

East Lothian Partnership

Following discussions at each of the 6 Area Partnerships across East Lothian this paper outlines the process that will be undertaken across the county to seek nominations and appoint a community based chair for each Area Partnership.

Call for Applications:

An open call for applications to chair each of the Area Partnerships will be **issued on the 11th May 2015.**

Applications will be sought from people aged 16 and over resident in each ward. Applicants do not have to be existing members of an Area Partnership, however applications from members will be encouraged.

The call for nominations will be issued by Local Community Planning staff at East Lothian Council on behalf of each Area Partnership and will include:

- The direct notification of all Area Partnership members
- A press release issued by the ELC Communications department, supported by distribution through ELC's social media channels
- A public notice in the East Lothian News and East Lothian Courier – for publication 15/5/15
- Promotion through a newsletter for each Partnership
- Local distribution of information by Area Partnership members and associated networks.

The application process:

Prospective applicants will be directed to contact the relevant Area Partnership and request an application pack which will include:

- a role and responsibilities description for the position of Chairperson;
- an application form asking about their background, connections with the local community and reasons for wanting to become chairperson
- the Area Partnership information sheet and Role and Remit document
- the code of conduct for members
- the newsletter for the relevant Area Partnership

Applications for membership will be returned to Local Community Planning staff at East Lothian Council by post or email.

Applications will close on the **1st June 2015.**

Process for electing a chairperson:

Short-listing: if more than 5 applications are received to Chair an Area Partnership the application forms will be sent to all MEMBERS* for short-listing.

** For this purpose Members will be taken to be those people confirmed as full members of the Partnership on the date applications close.*

Members can choose to share this decision with their substitutes, or delegate the responsibility to them, however only 1 response will be accepted for each membership place.

Interviewing: will take place by the members of the Area Partnership.

- Ideally this should take place at the next meeting of the Area Partnership however, when the existing meeting schedule would mean a significant delay in appointment, it is **recommended** that a Special Meeting of the Area Partnership is called in June/July to undertake this interviewing process.

Short-listed candidates will be invited to speak at a meeting of the Area Partnership.

Appendix 1

- It is recommended that each candidate is given up to 5 minutes to address the Partnership, followed by 5 minutes for questions. This process would be managed by the existing chairperson.

Voting: the chairperson will be elected by the MEMBERS* of the Area Partnership on the day of the interviews.

** For this purpose Members will be taken to be those people confirmed as full members of the Partnership on the date applications close.*

Members can choose to share this decision with their substitutes, or delegate the responsibility to them, however only 1 vote will be accepted for each membership place.

- Voting will take place via a secret ballot – with a voting paper supplied to all members.
- Voting will take place through a preferential voting system with members asked to indicate their 1st, 2nd and 3rd preference (where the number of candidates allows).
- Voting papers will ask the member to identify the group they are representing so that their eligibility to vote can be confirmed.
- If both the member and their named substitute are unable to attend the meeting where the interviews take place they can register their vote on the basis of the written applications or give their proxy in writing to another Partnership member.
- Voting papers will include the option of abstaining from the vote but should still be returned to acknowledge the member has participated in the process.
- Voting papers should be returned to Local Community Planning staff (in person or via email) by midnight on the day of the vote.
- The vote will be confirmed as valid if a quorate number of members participate.
- The results of the vote will be announced the next working day.

Appointment of the Chair:

The Chairperson of each Area Partnership will initially be appointed for 2 years, following that period a Chairperson would be elected each year at the Annual General Meeting.

- A retiring chairperson can remain a member of the Area Partnership, even if they are not representing a specific group, if their co-option is agreed by the majority of the members at that time.
- If the Chairperson needs to step down during the initial 2 year period it would be up to the members of the Area Partnership to appoint a suitable replacement until the next AGM.

Once appointed it is expected that the elected Chairperson would begin a process of transition with the interim Chairperson, supported by the Area Manager and Local Community Planning staff.

- It is recommended that the Chairperson formally takes up their post at the first AGM of each Area Partnership – intended to take place between June and September 2015 – however it is up to each Partnership to identify an appropriate point for this handover based on their own meeting schedule.

The Chairperson will be a full member of the Area Partnership. As chairperson they will also have the authority to act on the Partnership's behalf if/when the views of the membership cannot be ascertained.

- It is recommended that if an existing member is appointed to the post that they step down from representing their organisation on the Partnership and their group nominates a new member. This would allow their group to retain their existing influence within the Area Partnership without placing an additional burden on the Chairperson.
- It is recommended that a Vice Chairperson is further appointed from within the membership to chair meetings and represent the Area Partnership if the Chair is unavailable.

Understanding Area Partnership devolved budgets

In February 2015 East Lothian Council devolved £1 250 000 to Area Partnerships to deliver on priorities identified in their Area Plans. This reflects the Council's commitment to 'give people a real say in the decisions that matter most... and that decision making is devolved to the most appropriate local level' *East Lothian Council Plan 2012-17*.

£350,000

- For non-recurring general services priorities determined by each Partnership in their Area Plan. This funding will be allocated equally across the 7 East Lothian wards.

£300,000

- For roads capital expenditure which can include Traffic and safety schemes, footway and car park improvements, Street lighting, carriageway repairs or resurfacing, signage and/or drainage improvements. Each of the 6 Area Partnerships will receive £50,000 of this to use in their area.

£600,000

- For services provided by the Council's amenity services which may include maintenance, renovation and minor improvements in parks, sports pitches, open spaces, hard landscaping, rural paths, woodlands and children's play areas; grass cutting; street sweeping; and street bins, seats, signs and fencing. This will be allocated equally across the 6 Area Partnerships.

TOTAL: £1 250,000

Roads Capital Funding

£50,000 has been devolved to each Area Partnership for capital projects that are able to be delivered by East Lothian Councils' Roads Service (see box above for the scope of this type of work).

This funding is intended to allow Area Partnerships to identify and fund local projects that will have an immediate benefit within their communities. These projects will be delivered in addition to the main capital works programme co-ordinated by the Roads Service, which is planned using a systematic process of assessment and prioritising across East Lothian as a whole. The decisions made by Area Partnerships regarding which projects to undertake will not therefore have an impact upon work already planned in their area.

General Services Funding

The £50,000 allocated to each ward from the Council's general reserves is new funding that Area Partnerships can use to support projects in accordance with the priorities identified in their Area Plan.

This funding can be used by the Area Partnership to directly fund an initiative or in partnership with ELC departments or other agencies to support the delivery of local services. It can also be used to 'match fund' grant applications etc.

Currently this is a one-off allocation for the 2015/16 financial year and cannot therefore be used for projects that will result in ongoing revenue commitments.

It is not intended that this funding should be used as a local grant making fund for groups to bid into – instead it should be allocated by the Partnership to projects and initiatives that meet the objectives established in their Area Plan.

Amenity Services Allocation

The £100,000 allocated from Amenity Services to each Area Partnership is different to the funding devolved from the other sources. In this case the funding represents the value of services – and is effectively made up of staff time and equipment. Each Partnership has the opportunity to influence how this time is used within their ward and may choose to focus resources on a particular local neighbourhood or village, or possibly on a particular type of service eg. Street sweeping, grass cutting or beach cleaning.

This allocation could also be used as in-kind matched funding for grant applications to improve local amenities like parks and other public space or combined with other funds to deliver on a larger local project.

Area Partnership Devolved Budgets – Frequently Asked Questions....

Following presentations made to Area Partnerships in April 2015 this list of FAQs has been compiled to help ensure that everyone involved has a shared understanding of how the devolved funds can be used in their local area.

If an Area Partnership has not completed its Area Plan can it still use the funding?

Yes. East Lothian Council recognises that each Area Partnership is at a different stage in developing its Area Plan. Most Partnerships however have begun to define clear priorities for action in their wards in response to an assessment of local needs. Once projects are agreed by the Partnership for inclusion in their draft Area Plan the Partnership can further agree to allocate funding from their devolved budget.

Who will manage the devolved budgets?

Area Managers will be responsible for managing the funds devolved to Area Partnerships. In relation to the 'ring-fenced' funding from Roads and Amenity services their role will be to liaise with the relevant services to plan and budget for the projects that will be delivered by these services in response to the objectives identified in the Area Plan.

Although they will be managing these budgets Area Managers do not have the authority to make decisions regarding which projects will, or will not, be funded – these decisions rest with each Partnership.

How will budgets be split between towns/villages?

There is no expectation that the devolved funding will be shared equally across a ward area. The allocation of funding within the ward should be determined by each Area Partnership in line with the priorities established in their Area Plans and with an awareness of the overarching aim of the East Lothian Partnership to reduce inequalities between and within communities.

Can funding from the different sources be combined?

Yes. Resources from the different allocations can be used together to deliver on larger projects. They can also be combined with other locally available sources of support e.g. Community Council funds or grant funding.

What if the money can't be spent this financial year?

The funds devolved to Area Partnerships are intended to be spent during 2015/16. For capital projects however, which often require several months lead-in, it may not be possible to complete all of the identified work within the current year. In this case any funding allocated to the project would be carried over into the following year for expenditure.

If a Partnership is unable to agree on projects to be funded through the general service or the Roads capital allocation it may be possible for some of the funding to be carried forward, but this would need to be agreed on a case by case basis. Resources allocated from Amenity Services however cannot be carried forward.

Will the funding allocated to Area Partnerships have an impact on the support Council Services already provide to other local groups?

No. ELC are very aware that the work being done by local In-Bloom groups, Friends organisations, sports clubs, parent councils, TRAs and Community Councils to enhance their local area relies on the in-kind support they receive from council services, including Amenity Services, and there are no plans to alter these arrangements.

Are Area Partnerships being asked to choose which potholes get filled and which drain covers get replaced?

No. Roads Services will continue to undertake regular maintenance and repair programmes across all areas as part of their day to day activities.

The funding allocation from Roads Services, while a small proportion of the overall roads capital spend across East Lothian each year, is intended to give Area Partnerships the opportunity to identify and fund small projects that are agreed as important locally but which may not have been recognised as priorities otherwise.

How will Area Partnership avoid duplicating or undermining work already being done/planned when setting priorities and identifying projects?

At the Area Partnership meetings on the devolved budgets officers from each service highlighted key works already planned for each ward. Area Managers will have an important role to play in providing the Partnerships with more detailed information relating to these projects and how they relate to emerging local priorities and initiatives.

Area Managers will also be working closely with other ELC departments (eg Economic Development, Housing and Planning) on behalf of their Area Partnership to ensure that wider initiatives and investment from across the Council, other public services and external funding bodies compliment and build on each other in the short, medium and longer term to have the greatest impact on delivering local priorities.

Is there the opportunity for the Area Partnerships to influence priorities and Council spending outwith these funding allocations?

Yes. The Area Plans being developed by the Partnerships are designed to be strategic 10 year plans. Once agreed these Plans will provide the mechanism for local communities to influence longer term planning, prioritising and resource allocation across the Council and other public services through the East Lothian Partnership.

ACTIVE TRAVEL IMPROVEMENT PLAN

Proposal to Area Partnerships from ELC's Sustainable Transport Officers Group

East Lothian Council is in the process of developing a Local Transport Strategy. This will be underpinned by an Active Travel Improvement Plan to encourage and assist people to make more sustainable travel decisions - choosing walking, cycling and/or public transport over the use of the private car. East Lothian Council is keen to ensure that communities have the opportunity to input into this process so that the actions included in this plan reflect local priorities.

Staff from the Council's Sustainable Transport Officers Group are aware that that need to improve walking, cycling and public transport options have come up in Area Partnership discussions across the County and that, although the specific concerns in each locality may vary, there seem to be a number of cross-cutting themes emerging. These include:

- A lack of awareness / information about existing local infrastructure and options;
- Identifying the most effective interventions / incentives to promote behaviour change;
- Gaps in infrastructure – where current provision does not support the types of journeys people want or need to make;
- Opportunities to better integrate active travel and public transport links;
- Sustainable options for developing community / demand responsive transport services to address local needs.

On this basis East Lothian Council has applied for and secured funding from Paths for All to hold a series of Community Engagement and Action Planning events across the county (which we are referring to as 'mini-conferences' till we come up with a better name) – **and we would like to jointly host these with the Area Partnership in each ward.**

The purpose of each of these 'mini conferences' would be to:

- a) increase local people's awareness and understanding of current active and sustainable travel opportunities in their area;
- b) explore the barriers to persuading people to adopt a more sustainable approach in their travel choices, i.e. time, money, weather, health, infrastructure, safety, security etc.
- c) allow local communities to identify specific gaps and barriers to increasing active and sustainable travel usage in their local area;
- d) allow officers and community representatives to collaboratively develop solutions - both practical/ infrastructure solutions and those designed to achieve behavioural change;
- e) develop local Action Plans that can be incorporated into Area Partnership Area Plans, East Lothian's Active Travel Improvement Plan and inform the wider priorities for relevant ELC policy and service delivery;
- f) identify 'seed projects' in each area focussed on behavioural change (up to a value of £10,000) that can be delivered within the 2015/16 financial year.

We hope that these 'mini-conferences' will take place between August and October 2015. All costs involved in holding the events will be met from the Paths for All funding package.

In addition we have managed to secure as part of this funding package up to £5000 per Partnership that can be used to deliver projects designed to achieve behavioural change this financial year. This funding can be accessed by each Area Partnership if they agree to match it with an allocation from their devolved funds or other funding available within their area. This would be used to fund the locally determined 'seed projects' referred to above.

What do we need from each Area Partnership at this stage?

1. Agreement from the Partnership that they are interested in jointly host a 'mini-conference' in their area focussed on improving access to and use of active and sustainable travel options.
2. Agreement from the Partnership to use this process to develop actions for inclusion in their Area Plan focussed on sustainable travel.
3. For the Partnership to identify 1 or 2 members to join a project Steering Group – made up of ELC officers from the Sustainable Transport Officers Group, Area Partnership members and representatives from key stakeholder groups eg RELBUS, the East Lothian Access Forum etc.

The role of Area Partnership members on the Steering Group will be to:

- Be the key link between their Area Partnership and the wider project – providing updates and reports on progress.
 - Be part of the process of appointing a consultant team to deliver the project (the contract for this work will be going out to tender in May)
 - Brief the consultant team on the specific local context in each ward – taking into account work already done in the area.
 - Help plan for the 'mini-conferences' in each area
 - Actively participate in the 'mini-conferences' and the local Action Planning
4. An in-principle* agreement to consider allocating £5000 to match fund the delivery of locally determined 'seed projects' within their ward area this financial year. This funding could potentially come from any of the 3 funding streams devolved to the Partnership depending on the nature of the projects identified in each ward.

**we understand that Area Partnerships are at a very early stage of determining how they will manage and use their devolved funding and thus realise that groups may not be in a position to make a firm decision on this at this time.*