

Fa'side Area Partnership

Minutes of the meeting of the Fa'side Area Partnership

28th April, 7-9pm, Fraser Centre

Chair

Tom Shearer, Interim Chair of Fa'side Area Partnership, Head of Communities and Partnership, East Lothian Council (S)

Members and substitute members present

Cllr Kenny MacLeod (KM)

Cllr Donald Grant (DG)

Cllr Jim Gillies (JG)

Helen Spencer, Elphinstone Primary School Parent Council (HS)

Maureen Allan, Tranent & Elphinstone Community Council (MA)

Pauline Megson, Ormiston Community Council (PM)

Phil Summerfield, Pencaitland Community Council (PS)

Ralph Averbuch, Pencaitland Community Council (RA)

Robert McNeill, Tranent & Elphinstone Community Council (RM)

Others in attendance

John Russell, Fraser Centre (JR)

Kaela Scott, Local Community Planning Officer, East Lothian Council (KS)

Rurigh McMeddes, Assistant Local Community Planning Officer, East Lothian Council (RMc)

Simon Davie, Area Manager – Fa'side, ELC (SD)

Stuart Mackenzie, Elphinstone Community Association (Approved for Membership at Meeting) (SM)

Apologies

Alan Bell, Recharge (AB)

Cllr Shamin Akhtar (SA)

Loraine Congalton, Community Development Officer ELC (LC)

Maureen Cuthill, Macmerry and Gladsmuir Community Council (MC)

Mark Ormiston, Ormiston West Tenants and Residents Association (MO)

	Key discussion points	Action
1. Welcome	<p>TS welcomed everybody to the meeting and thanked the Fraser Centre for hosting.</p> <p>Apologies were noted.</p>	
2. Minutes	The minutes from the 3 rd February were approved as accurate	
3. Matters Arising	<p>a. <u>Appointment of Area Managers</u></p> <p>TS welcomed SD to the meeting as the newly appointed Area Manager for the Fa'side Area Partnership. TS stated that the role of Area Manager is at present a two year secondment and the role will focus on the delivery of the Area Plan.</p> <p>SD introduced himself and stated that he was hoping to meet with all member groups within the coming weeks and was looking forward to working with the Area Partnership on delivering the Area Plan.</p> <p>b. <u>Devolved Budget Workshop Feedback</u></p> <p>TS stated that the Devolved Budget Workshop had taken place on the 20th of April and had been very successful.</p> <p>KS stated that slides from the presentations given at the workshop and a compiled list of FAQs would be circulated in the near future. She stated that in the meantime a summary info sheet had been drafted and this was circulated at the meeting and can be found in Appendix 1.</p> <p>In the short discussion that followed several points were raised:</p> <ul style="list-style-type: none"> • PS noted that it would be beneficial to have information regarding work currently planned by the relevant departments within ELC, reducing danger of duplication and allowing partnership work to enhance plans. <ul style="list-style-type: none"> ○ KS stated this information will be available where possible. • PS also asked what scope there was for the Area Partnership to influence ELC's longer term plans out with the devolved budgets. <ul style="list-style-type: none"> ○ TS highlighted that it is hoped there will be significant scope for this. • RA asked if the funding could be spent with private contractors if this was likely to provide better value. <ul style="list-style-type: none"> ○ TS stated this would not be the Partnership's decision regarding the funding from Roads and Amenities services. ○ The council is required to provide best value so at times Roads and Amenities services will put work out to private contractors, where this is not the case evidence can be provided to show that value for money is achieved. ○ The Partnership could use the £50K from general reserves in this fashion if it saw fit. • SD highlighted that time is a key concern regarding the devolved budgets which must be spent by 31/03/2016, especially as many of the potential projects identified by the Area Partnership may 	<p>Staff: Circulate slides and FAQs from Devolved Budget Meetings</p>

	<p>have significant lead-in times. He suggested that during the first year it would be beneficial to identify 'quick wins'.</p> <ul style="list-style-type: none"> • RA asked if the budget could be used as to secure matched funding <ul style="list-style-type: none"> ○ General Unrestricted Budget: Yes ○ Amenity Services Budget: Matched in Kind ○ Roads Services Budget: Yes where appropriate <p>c. <u>Main Issues Report Consultation</u></p> <p>DG stated that the results of the MIR consultation had gone to council during the previous week and that the forthcoming Proposed Development Plan is expected to go to council in September. Following this the Proposed Development Plan will go to consultation.</p> <p>DG stated there had been excellent contributions to the MIR consultation from the Fa'side Area Partnership and from groups and individuals within the ward and thanked attendees for contributions.</p> <p>The summary of the responses to the MIR can be accessed here: http://www.eastlothian.gov.uk/info/204/local_development_plan/main_issues_report/1470/local_development_plan/2</p>	
<p>4. Membership and Community Chairperson</p>	<p>a. <u>Process for Appointing a Community Chairperson</u></p> <p>KS stated that a document outlining the proposed process for appointing a community chairperson had been circulated (see Appendix 2) and that the intention was to call for nominations within the next few weeks.</p> <p>She asked if any members had comments or questions regarding the suggested process. During the discussion that followed several points were raised:</p> <ul style="list-style-type: none"> • RA stated that the role requires significant time commitment. He asked if a stipend for the role would be appropriate, highlighting that some members of the community may be keen to be involved but unable to justify the time. <ul style="list-style-type: none"> ○ RM stated his belief that the role should be voluntary and a financial remuneration should be avoided. ○ TS stated that a stipend had not been considered or suggested. He stated that expenses incurred will be covered and that the chair will be supported by the council, highlighting that a budget is in place for admin support. ○ TS further highlighted that the frequency of the Partnership meetings is forecast to drop to four or five annually. • RM noted there is also a Vice-chairperson role and stated that ideally a gender balance could be achieved across these positions. <p>TS stated that the role of chairperson will be promoted by public notice and will be open to existing membership and the wider Fa'side population, though nominees must be resident in Fa'side.</p>	<p>Staff: Advertise position of Community Chair for the Fa'side Area Partnership.</p> <p>Members: Consider potential nominees for the role of Community</p>

	<p>Nominations will be made in writing by first or third parties and those who are nominated will be called to a hustings with written applications distributed to all members. The decision will be made by a vote of all members.</p>	<p>Chair and submit first, or third person nominations when required.</p>
	<p>b. <u>Membership</u></p> <p>TS indicated that several members had expressed an interest in raising the membership of the Area Partnership addressing the resignation of some members as well as the possibility of opening up membership to other groups in the ward.</p> <p>A document detailing all the current members and substitutes of the Area Partnership was circulated and an updated version of this can be found in Appendix 3.</p> <p>KS stated that at the initial meeting of the Area Partnership the decision had been made not to open membership up out with the core-group with the exception of the Tranent and District Community Sports Club and the Young Person's Representatives from Recharge.</p> <p>Since then the young person representatives from Ross High Pupil Council and from Recharge have chosen to step down.</p> <p>New members can be co-opted to the Partnership at any time through an agreement of the majority of existing members.</p> <p>Resignations:</p> <p><u>Tranent and District Community Sports Club:</u> It was noted that S Russell has resigned as member for this group and P MacGregor, who had previously been the substitute had taken his place.</p> <p>Several attendees stated that it is unfortunate that the Community Sports Club have rarely attended Partnership meetings, highlighting that the group would have a lot to add. RM suggested that there might be value in holding a discussion with the Sports Club to try and clarify their role within the partnership.</p> <p><u>Muirpark & Steadings View TRA:</u> It was noted that this group is currently experiencing a period of significant change and have for the time being resigned from the Area Partnership.</p> <p>New Members:</p> <p><u>Elphinstone Community Association:</u> This group is a newly established TRA. Since the resignation of MSVTRA and the resulting gap in the core membership the decision was taken to invite ECA to become a full member of the partnership. This invitation was accepted on behalf of ECA by SM who is, from 28/04/15, a full member of the Fa'side Area Partnership.</p>	<p>SD: to seek to meet with the Sports Club</p>

	<p>SM indicated that a proposal regarding membership of the Area Partnership had been submitted to ELC on behalf of all four of the TRAs in Fa'side. This proposal will be circulated to all members by email and will be raised for discussion at the next meeting.</p> <p><u>Other New Members:</u> Attendees agreed in principle that membership should be extended to other key groups in the ward and all attendees were asked to consider which groups this should include in advance of discussion at the next meeting.</p> <p>Voting Rights of Members:</p> <p>MA asked how voting rights will work with new members. It was stated that once the Partnership takes the decision to invite a group to take up membership, and this invitation is taken up and ratified at a meeting then the member of that group will have full voting rights on any issue the Partnership wishes to vote on.</p> <p>It was confirmed that Elected Members do have full voting rights as members of the Area Partnership.</p> <p>TS stated that the need for voting will hopefully be rare. For the most part the intention is for the Partnership to take decisions by consensus.</p> <p>Decision: Stuart MacKenzie new member of the Area Partnership representing Elphinstone Community Association taking Core Membership position previously held by Muirpark & Steadings View TRA.</p> <p>Decision: Discussion around potential additional members to be held at meeting on June 23rd.</p>	<p>Members: Consider which groups should be invited to take up membership in advance of discussion at next meeting.</p>
<p>5. Developing the Fa'side Area Plan</p>	<p>TS highlighted that the key focus of the meeting was to move forward with the development of the Fa'side Area Plan. He stated that there were many sub-groups and working-groups established under the Area Partnership.</p> <p>The purpose of all of the sub-groups is to develop actions under particular themes for inclusion in the Area Plan.</p> <p>KS stated that lots of work has been done to pull all of this work together into a coherent framework. A draft copy of the Fa'side Area Plan Framework (attached), including example actions for each priority was circulated and all attendees took 5 minutes to read it.</p> <p>During the discussion that followed several points were raised:</p> <ul style="list-style-type: none"> • MA expressed concerns that there was not enough mention of older members of the community. <ul style="list-style-type: none"> ○ KS stated this was not intentional and issues around older 	

	<p>people will be picked up by the Health Inequalities group. This will be largely within the priority: 'Wraparound Community'.</p> <ul style="list-style-type: none"> • Concerns regarding the name: Wraparound Community were raised with some members concerned that this is patronising. <ul style="list-style-type: none"> ○ KS stated that another phrase will be developed. • Concerns regarding the phrase 'Public Realm' were raised as there was some confusion regarding what this related to. <ul style="list-style-type: none"> ○ KS explained that this related to streetscapes, public spaces and structures, giving the examples of Civic Square and the area around Ormiston Mercat Cross. • DG stated that it would be good to engage the Health centre and if possible GPs in the working of the Health Inequalities group. • Regarding improvements to 'Public Realm' much work has been done to identify opportunities in and around Tranent Town centre, but more is required to identify issues and ideas for improvement out-with this area. • SD suggested that an achievable 'quick win' suggested at the Budget Workshop might be to focus on improving entrances to settlements in the Ward with additional signage, planting etc. SD stated he would be happy to lead on this as an initial project and highlighted that it was something both the Roads and Amenity Services budgets would be appropriate for. <ul style="list-style-type: none"> ○ HS suggested that focus for short wins could be focused instead on signage for core paths and cycle paths throughout the ward rather than entrances to roads along carriageways. <p>All attendees approved the document as a Framework for the Area Plan.</p> <p>Decision: Draft Area Plan Framework approved as working document.</p>	<p>SD: To investigate these two potentially deliverable projects and report back to the next partnership meeting.</p> <p>Staff: Edit the Draft Area Plan Framework according to concerns raised during discussion.</p>
<p>6. Updates</p>	<p>a. <u>Tranent Town Centre: CARS Funds</u></p> <p>TS highlighted that Tranent has been awarded £570K for the improvements to the Conservation Area over the next five years. This money can be used on improvements to public spaces as well as improvements to buildings, including private buildings and business premises.</p> <p>There will be more information about this funding stream at the final session of the Tranent Town Centre Charrette on the 30th of April.</p> <p>b. <u>CAPP Update</u></p> <p>JG provided an update on the work of the CAPP:</p> <ul style="list-style-type: none"> • Issues with speeding are being addressed with more police trained in the use of speed guns. <p>KS stated that the Area Plan will tie in with the Police Ward plans and</p>	

	<p>issues developed at meetings of the CAPP will be included in this.</p> <p>c. <u>TECAP</u></p> <p>No update, next meeting will take place in August.</p> <p>KS stated that Macmerry are currently going through a similar process to that which took place to develop the TECAP Action Plan and that at present a draft community plan has been developed. Once this is complete it will be assessed and specific actions will be included in the plan where appropriate.</p>	<p>Staff: Assess Macmerry Community Action Plan once developed and include actions in Area Plan where appropriate.</p>
<p>7. Next Steps</p>	<p>a. <u>Tranent Town Centre Charrette – Final Workshop April 30th</u></p> <p>TS stated that the final workshop of the Tranent Town Centre Charrette will take place on the evening of Thursday the 30th of April at Ross High School, and will include a drop-in from 6pm, and a presentation from 7pm.</p> <p>RM encouraged all present to attend stating that there are some controversial issues to be discussed, but that much of the work done by the consultants has been of a high quality.</p> <p>RM further highlighted the importance of representatives from the villages being in attendance at that meeting.</p> <p>KS stated that the Fa'side Area Partnership Newsletter is the first to have gone out and includes lots of information about the Charrette process as well as much of the rest of the work of the partnership. The newsletter can also be found as an attachment.</p> <p>b. <u>Active Travel Improvement Plan</u></p> <p>KS stated that an Active Travel Improvement Plan is being developed by ELC across the county which will be a supporting document for the Local Transport Strategy.</p> <p>She stated that the Transportation department are keen to involve the Area Partnership closely in the development of the Active Travel Improvement Strategy and that ELC have secured funding to host several 'Mini-Conferences', one in each Area Partnership area.</p> <p>The purposes of the Mini-Conferences will be:</p> <ul style="list-style-type: none"> - Awareness raising of active travel opportunities available already in the area, and the benefits of Active Travel; - Identifying short term projects focused on behaviour change for quick delivery; - Identifying longer term projects and improvements to current infrastructure for inclusion in the Area Plan, and the Active Travel Improvement Plan <p>In addition, there is £5K available to each Area Partnership (to be matched by an allocation from their devolved funds) for the short term behaviour change initiatives identified.</p>	<p>Members: Attend the final workshop session for Tranent Town Centre and encourage others to do the same.</p>

	<p>ELC will put the Mini-Conference consultation out to tender.</p> <p>KS stated that there is a need to develop a working group to assist with the process with the hope of establishing one or two volunteers from each Area Partnership.</p> <p>RA volunteered to be involved at this level.</p> <p>Members agreed that this was a valuable project to be involved in.</p> <p>Decision: Engage with Active Travel Improvement Plan consultation project.</p> <p>Decision: RA to represent Fa'side Area Partnership on steering committee.</p> <p>c. <u>Annual General Meeting</u></p> <p>TS stated that the Area Partnership was expected to have an AGM if possible before the Summer. The role of the AGM would be to present the Draft Area Plan to the wider community for endorsement, and could also mark the handover to the community chairperson.</p> <p>TS stated that the Partnership could choose to use the planned meeting on June 23rd to hold the AGM but if it did so, an additional meeting before then would be required.</p> <p>PS suggested holding the AGM on the planned meeting date on August 25th instead, and using the June meeting to continue to prioritise actions for the Area Plan and assess nominations for Chairperson.</p> <p>All agreed.</p> <p>Decision: AGM to be held on 25th August.</p>	
8. AOCB	No other business was raised.	
9. Date of Next Meetings	<p>Tuesday, 23rd June, 7 – 9pm, Fraser Centre Tranent</p> <p>Tuesday, 25th August, 7 – 9pm, Fraser Centre Tranent</p> <p>- <i>This meeting will be the first AGM of the Fa'side Area Partnership.</i></p> <p>Tuesday, 3rd November, 7 – 9pm, Fraser Centre Tranent</p>	<p>apologies to: faside-ap@eastlothian.gov.uk</p>

Contact

Email: faside-ap@eastlothian.gov.uk Phone: Kaela Scott, 01620 827822

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 to be allocated equally to 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 to be allocated equally to the 6 Area Partnerships.

£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 to be allocated equally to the 6 Area Partnerships.

TOTAL: £1 250,000

Roads Capital Funding

£50,000 has been devolved to each Area Partnership for capital projects 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 small local projects which can be delivered in addition to the main capital works programme already developed by the Roads Service using a systematic process of assessment and prioritising across East Lothian as a whole. The decisions made by the Partnership at this stage will not therefore impact upon work already planned in their area.

As capital projects usually require several months lead-in time it may not be possible to complete all of the identified projects within this financial year however capital funding allocated to a project is usually able to be carried over into the following year for expenditure.

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 further time on a particular local area, or on a particular type of service eg. Street-cleaning.

This allocation could also be used as in-kind matched funding for grant applications to improve local amenities like parks and other public spaces or in combination with some of the other devolved funding to deliver a larger project.

General Services Funding

The £50,000 allocated to each ward is new funding that Area Partnerships can use to fund projects in accordance with the priorities identified in their Area Plan.

Currently this is a 1 off allocation for the 2015/16 financial year and cannot be used for projects that will result in ongoing revenue commitments.

It can however be used in partnership with other agencies to deliver services or used to 'match fund' grant applications etc.

It is not intended to operate as a local grant making fund – but should be allocated by the Partnership based on meeting the objectives of their plans.

Role of the Area Manager

The Area Manager will have a key role to play in managing the use of this funding; however they will not make any decisions regarding which projects will or will not be funded.

Their role will be to liaise between the Partnership and the relevant services to plan and co-ordinate the delivery of projects agreed by the Area Partnership and identified in the Area Plan.

Process for appointing a community chairperson for Area Partnerships

A proposal for discussion

Working within the framework for establishing Area Partnerships, approved by East Lothian Partnership and East Lothian Council, which states that:

- The interim Chair of the Partnership will be a senior East Lothian Council official;
- A Chair of the Partnership will be appointed by the Area Partnership at an annual public meeting;

this paper puts forward a series of recommendations for appointing a community based chair for each Partnership.

- 1) That the position of Chair of the Area Partnership is advertised widely in each ward area (both within and outside the existing Area Partnership membership) as a voluntary post with an open application process.**

A draft Person Specification and outline of the Role and Responsibilities of the Chairperson is attached for comment.

- 2) That the importance of an impartial chair is recognised.**

Therefore if an existing members seeks and is appointed to the post that they step down from representing their organisation on the Partnership and their group nominates a new member.

- 3) That applications are assessed by the members of the Area Partnership and the decision on who to appoint is made by the members.**

This could be achieved through a vote by all formal Partnership members based on written applications but in some cases there may be the need/demand for shortlisting or presentations.

- 4) That the new Chair formally takes up their role at the first public Annual Meeting of the Area Partnership (c. June - Sept 2015).**

This meeting would also be an opportunity for the wider community and local groups to hear about the work of the Partnership and comment on the draft Area Plans.

- 5) That the Chair is appointed initially for 2 years.**

After that period Chairs would be elected at the Annual Public Meeting.

- 6) That the Chair is a full voting member of the Area Partnership, invested with the authority to act on the Partnership's behalf if/when the views of the membership cannot be ascertained.**

- 7) That a Vice Chairperson is appointed from within the membership to chair meetings and represent the Area Partnership if the Chair is unavailable.**

Role and Responsibilities of the Chairperson of an Area Partnership

- a) To retain an overview of the Role and Remit of Area Partnerships and focus the work of the Partnership on these objectives.
- b) To show creative and active leadership to meet the challenges which people and communities face in their ward area and help maximise the opportunities which arise.
- c) To chair all business meetings of the Area Partnership, delegating this responsibility to the Vice Chairperson if necessary.
- d) To uphold the Code of Conduct adopted the Partnership and hold members to this standard of conduct.
- e) To liaise with Community Planning Staff and the Area Manager in the preparation of agendas for Area Partnership meetings, based on the Area Plan and emerging local issues.
- f) To approve meeting minutes etc prior to distribution.
- g) To be the principle point of contact for the Area Manager in relation to monitoring and reporting on progress in delivering on Area Plans and continuous service improvement in the area.
- h) To retain an overview of the work of sub-groups / working groups associated with the Area Partnership.
- i) To work with Community Planning Staff and the Area Manager to facilitate requests made by Partnership members for information, reports and updates from service providers.
- j) To represent the Area Partnership at a Strategic Partnership level or on other business if required.
- k) To be a key point of contact for members of the public and local groups wishing to engage with the Area Partnership or propose an item for the agenda.
- l) To report performance to communities in the ward area at least once a year.

Person Specification

Essential:

- Local knowledge and an understanding of the priorities, concerns and assets within the ward area
- A commitment to reducing inequalities within and between communities
- A commitment to community service
- Leadership skills and the ability to inspire confidence and trust across local communities
- Good communication and negotiation skills
- Ability to act impartially in the interests of the wider public
- Experience of chairing meetings involving a wide variety of stakeholders
- *Time, patience and a sense of humour...*

Desirable:

- Understanding of public service administration
- Understanding of the principles underpinning Community Planning
- Awareness of the priorities and outcomes contained in the East Lothian Plan: SOA 2013-23

Fa'side Area Partnership

Organisation	Member	Substitute
Chair	Tom Shearer	
East Lothian Council	Cllr Donald Grant	n/a
	Cllr Shamin Akhtar	n/a
	Cllr Jim Gillies	n/a
	Cllr Kenny McLeod	n/a
Tranent and Elphinstone Community Council	Robert McNeill	Joan Ramsay
	Maureen Allan	David Forrest
Ormiston Community Council	Scott Gilles	Pauline Megson
Pencaitland Community Council	Phil Summerfield	Ralph Averbuch
Macmerry and Gladsmuir Community Council	Maureen Cuthill	Douglas Neill
Ross High School Parent Council	Roger Powell	Annette Welsh
Primary School Parent Councils	Helen Spencer, Elphinstone Parent Council	Jacqui Stone, Elphinstone Parent Council
	tbc	tbc
Tenants and Residents Associations	Stuart Mackenzie, Elphinstone Community Association	Mark Ormiston, Ormiston West TRA
	Margaret Scott, Tranent West TRA	Grace McCulloch, Ormiston West TRA
Recharge Youth Committee	Withdrawn	Withdrawn
Ross High School Pupil Council	Withdrawn	Withdrawn
Tranent & District Community Sports Club	Paul MacGregor	tbc

Total Members: 14