

Haddington & Lammermuir  
Area Partnership

**MINUTES**

**Meeting of the H&L AP,  
Wednesday 24<sup>th</sup> June, 7-9pm  
The Corn Exchange, Haddington**

**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)  
Nico de-Freitas, Haddington Business Association (NdF)  
Douglas Reynolds, Bolton Steadings TRA (DR)  
Tom Trotter, Elected Member, ELC (TT)  
Paul Darling, Haddington Community Council (PD)  
John McMillan, Elected Member, ELC (JM)  
Phillip White, Garvald and Morham Community Council (PW)  
Frances Wright, Haddington Community Development Trust (FW)

**Substitute Members present**

Paul Sales, Bolton Steadings TRA (PSa)  
Alan Dunton, Haddington East TRA (AD)  
Ron Pearman, Haddington Community Sports Hub (RP)  
Steven Wray, Support from the Start Haddington (SW)

**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)  
Kaela Scott, Local Community Planning Officer, ELC (KS)

**Apologies received**

Amanda Herriott, Knox Academy Parent School Partnership (AH)  
Nick Morgan, Gifford Community Council (NM)  
Elaine Toweler, Haddington Infants Parent Council (ET)  
Alastair Beck, Humbie E&W Saltoun and Bolton Community Council (AB)

Agenda Item	Key discussion points	Action
<p><b>1. Welcome</b></p>	<p>DP welcomed all attendees to this meeting of the Area Partnership and all attendees introduced themselves.</p> <p>The high turnout was noted and DP thanked attendees for coming stating that the meeting was quorate.</p>	
<p><b>2. Membership of the Area Partnership</b></p>	<p>KS stated that a note of the membership of the Area Partnership had been distributed (Appendix 1). She stated that Loreen Pardoe had been appointed as a new member for Support From the Start Haddington.</p> <p>In addition three membership places have been retired: Roz MacGuire of St Mary’s Primary Parent Council and the Young Person Representative from Knox High. During the new school year efforts will be made to engage with young people from Knox High and these membership places may be replaced.</p> <p>KS stated that this brings the overall membership of the H&amp;L Area Partnership to 19.</p>	
<p><b>3. Adopting Standing Orders for the Area Partnership</b></p>	<p>KS stated that a document detailing the revised governance document for Area Partnerships (Standing Orders), as approved by the Safe and Vibrant Communities Partnership had been circulated in advance of the meeting . She asked that these Standing Orders now be confirmed and adopted by the H&amp;L Area Partnership, noting that they will establish:</p> <ul style="list-style-type: none"> <li>• A clear and transparent process for decision making</li> <li>• A defined process for appointing/ retiring members</li> <li>• A process for changing the Standing Orders to suit the needs of each Area Partnership if required</li> </ul> <p>Several queries regarding the Standing Orders were made, clarifications are made below:</p> <ul style="list-style-type: none"> <li>• Following the first two years with an initial Community Chairperson, Chairs will be appointed annually at a public meeting. They will be voted in by Area Partnership members.</li> <li>• The decision of where / how to recruit potential chairs at this point will be left with each Area Partnership.</li> <li>• Area Partnerships are part of East Lothian Partnership structures, rather than committees of East Lothian Council, and thus are governed by East Lothian Partnership and able to have their own rules of governance.</li> <li>• The Area Partnership is required to hold an Annual Public Meeting to report to the wider community. This will fulfil many of the functions of an AGM although Area Partnership is not a constituted group.</li> <li>• Decisions on general matters can be made by a majority at a quorate meeting. Decisions regarding new members must be made with a majority of overall members voting in favour.</li> <li>• Re clauses 17 and 18 ‘members’ refers to members of the partnership.</li> </ul> <p>The standing orders were agreed.</p> <p><b>Decision: H&amp;L Area Partnership adopted the new Standing Orders for</b></p>	

	<p><b>Area Partnerships</b></p>	
<p><b>4. Approval of Minutes</b></p>	<p>Minutes from the meeting of 27<sup>th</sup> May, Athelstaneford Village Hall were checked for accuracy and approved.</p> <p>Two previous sets of minutes of the Area Partnership were formally approved (having been checked for accuracy and matters arising at previous non-quorate meetings) . These include minutes from the following meetings:</p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> February, Bolton Village Hall</li> <li>• 25<sup>th</sup> March, Nungate Community Centre</li> </ul>	
<p><b>5. Matters Arising</b></p>	<p>a. <u>Chairperson</u></p> <p>KS stated that no nominations had been received for the position of chairperson of the Area Partnership.</p> <p>In the short term DP will proceed as Chair for H&amp;LAP and this matter can be revisited again after summer.</p> <p>AD recorded a note of thanks to DP for continuing to chair the partnership.</p> <p>Several attendees restated previous assertions that the chairperson should come from within the partnership and CM volunteered to stand for chair when the time came – though he stressed that this should not dissuade others from making nominations.</p> <p>KS suggested opening a call for nominations within H&amp;LAP in advance of the next meeting.</p> <p>All agreed.</p> <p><b>Decision: To open nominations for a community chairperson within the Area Partnership in advance of selection after Summer.</b></p> <p>b. <u>Active and Sustainable Travel Mini-Conferences</u></p> <p>RMc provided an update on the progress of the AST Mini Conference process. He stated that a panel of community representatives and ELC officers would be interviewing consultants to facilitate the process on Monday 29<sup>th</sup> June and that following this there would be an inception meeting.</p> <p>At the inception meeting consultants will meet with ELC officers as well as representatives from each of the Area Partnerships and other relevant bodies involved in a ‘steering committee’. RM stated that at present H&amp;LAP is the only Area Partnership without representation on the steering committee and asked if anyone present would be happy to volunteer for this role.</p> <p>CM volunteered.</p> <p><b>Decision: CM to represent H&amp;LAP on the steering committee for the AST Mini-Conferences.</b></p>	

<p><b>6. Area Manager Report</b></p>	<p>SG provided a brief update of the work he has been progressing since the previous meeting:</p> <ul style="list-style-type: none"> <li>• <b>Haddington Skate Park</b> Improved design briefs are out to tender with three companies and proposals are expected Monday. Following receipt a session will be held on July 1<sup>st</sup> with young people to assess designs and the Sub-Group will meet on the 1<sup>st</sup> also to consider progress and next steps.</li> <li>• <b>Broadband</b> Progress slow but Community Broadband Scotland (CBS) have assured that East Lothian will be priority from October. Scoping exercise will be required following this and a procurement process for delivery may take up to six months.</li> <li>• <b>Tour of Britain</b> SG stated that the Tour of Britain will be taking place within part of the ward and advised attendees to contact him for promotional material.</li> </ul>	
<p><b>7. Draft Area Plan and Area Partnership Budgets</b></p>	<p>DP stated that much of the remainder of the meeting would be spent considering key issues and actions from the Area Plan and identifying achievable actions to move forward with.</p> <p>KS stated that a call for additional suggested actions for the Draft Area Plan had gone out to members. She distributed a summary of the key priorities and a short-list of key short to medium term actions from each priority extracted from the wider plan (see Appendix 2 for updated version following meeting).</p> <p>She proposed that the meeting look through these actions in turn and consider how best to progress with each.</p> <p>DP highlighted that the Area Plan is still in development and that actions not included in this list have not 'fallen off', but there is a need to assess some of the actions which are reasonably achievable in advance of the Area Plan completion.</p> <p>During the discussion that followed a number of decisions were made regarding how to move these actions forward. These are summarised below:</p> <ul style="list-style-type: none"> <li>• <b>A:</b> SG to continue to prioritise work on establishing the Town Centre and Local Economy Sub-Group. All members interested in taking part encouraged to contact him.</li> <li>• <b>B:</b> JM to organise site visit around Haddington Town to assess signage. Session to take place <b>9<sup>th</sup> of July</b>. All interested members to contact JM.</li> <li>• <b>C:</b> SG to continue leading with Community Broadband Scotland.</li> <li>• <b>D:</b> CM will represent H&amp;L AP on the AST steering committee.</li> </ul>	<p><b>Members:</b> Contact SG if interested in Town Centre Sub-Group.</p> <p><b>Members:</b> Contact JM if interested in Haddington Signage session.</p>

	<ul style="list-style-type: none"> <li>• <b>E:</b> SG to investigate Garvald School Bus use for villagers.</li> <li>• <b>F; G; H; I; J; K:</b> Young Person’s Sub-Group established to oversee delivering these, and other actions related to children and young people in the ward. Members contact SG if keen to be involved.</li> <li>• <b>L:</b> Audit carried out further work parked until later date.</li> <li>• <b>M:</b> SG working with Sk8 Park Sub-Group on delivering project.</li> <li>• <b>N:</b> EA spoke about the current funding the group had secured for the Skate park in Athelstaneford and the history of the project (attached as Appendix 3). She highlighted that if they could not secure the remaining £2,500 by the need of June that they would lose the £45,000 funding currently offered by Virador. The Partnership decided to commit £2,500 to allow delivery of this project.</li> <li>• <b>O:</b> It was identified that specific, clear actions like this that are locally identified community priorities are exactly the type of things that can be funded from the devolved budgets. The Partnership agreed to provide funds to deliver speed reactive sign in East Saltoun.</li> <li>• <b>P; Q;:</b> Sub-group to be established with a focus on road safety and lighting in the short term. All members will be contacted in advance to identify specific issues / projects in their area to establish a long list of possible actions for the sub-group to work from.</li> <li>• <b>R;</b> SG to identify the key people that need to be involved in further discussion on this matter and begin identifying short term, but not just ‘band aid’, options.</li> </ul> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>- <b>CM represent H&amp;L AP on AST Mini Conference Steering Committee</b></li> <li>- <b>JM to lead town centre walk-around looking at signage</b></li> <li>- <b>Young Person’s Sub-Group to be established</b></li> <li>- <b>Safety sub-group to be established</b></li> </ul> <p><b>Funding Decisions:</b></p> <ul style="list-style-type: none"> <li>- <b>£2,500 granted for delivery of Athelstaneford Skate Park.</b></li> <li>- <b>£5,000 from Roads Capitol Budget for East Saltoun LED reactive speed sign.</b></li> </ul>	<p><b>SG:</b> Investigate Garvald bus possibilities.</p> <p><b>Members:</b> contact SG if interested in being part of YPs sub-group.</p> <p><b>SG:</b> organise fund transfer to Athelstaneford Parent Council</p> <p><b>Members:</b> contact SG if interested in being part of Safety sub-group.</p>
<p><b>8. Next Steps</b></p>	<p>a. <u>Annual Public Meeting (APM)</u></p> <p>KS stated that there was a requirement for the Area Partnership to host an Annual Public Meeting as an opportunity to display and consult on the Area Plan with the wider community of the ward. The chairperson and deputy chair can also be appointed at this meeting with an official handover from the interim chair.</p>	

	<p>This meeting will play many of the roles of an AGM – reporting, confirming membership etc.</p> <p>KS suggested that the next meeting – Sep 9<sup>th</sup> – be a business meeting, with an additional meeting taking place as the APM. A proposed date for this meeting is October 7<sup>th</sup>.</p> <p>JM suggested that H&amp;L AP select a chairperson at the meeting on Sep 9<sup>th</sup>, who can be appointed at an APM on Oct 7<sup>th</sup>.</p> <p>All agreed.</p> <p>As stated above H&amp;L AP will accept nominations for the position of Community Chairperson from within the Partnership from now until the end of August 2015 with selection taking place on September 9<sup>th</sup>.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>- <b>Nominations open till end August for community chairperson to be selected from within H&amp;L AP at meeting on September 9<sup>th</sup>.</b></li> <li>- <b>Additional meeting on October 7<sup>th</sup> to act as APM where chair will be appointed and Area Plan displayed to wider public.</b></li> </ul>	
<p><b>9. AOCB</b></p>	<p>RP stated that the Community Sports Hub is investigating the possibility of installing a running route around Haddington, with the possibility of joint use as a cycling route. They are working with the running club and the cycling club on this potential project. He sought the opinion of H&amp;L AP regarding this idea.</p> <p>Members expressed their support for this proposal and asked to be kept informed and if there was any way that the Partnership could help with this project.</p> <p>DP thanked all attendees for a very successful meeting and stated the importance of having dealt with governance issues and now being able to move forward with more ease regarding developing and delivering the Area Plan.</p>	
<p><b>10. Date of Next Meetings</b></p>	<p><b>Wednesday 9<sup>th</sup> September, 7-9pm, venue tbc</b></p> <ul style="list-style-type: none"> <li>• <i>A community chairperson will be elected from within the Area Partnership at this meeting.</i></li> </ul> <p><b>Wednesday 7<sup>th</sup> October, 7-9pm, venue tbc</b></p> <ul style="list-style-type: none"> <li>• <i>This will be the first APM of H&amp;LAP where a community chairperson will be appointed and the draft Area Plan will be presented to the wider public for consultation</i></li> </ul> <p><b>Wednesday 18<sup>th</sup> November, 7-9pm, venue tbc</b></p>	<p>Please send any apologies to:  <a href="mailto:h&amp;l-ap@eastlothian.gov.uk">h&amp;l-ap@eastlothian.gov.uk</a></p>

**Haddington and Lammermuir Area Partnership***(Membership Places - 19)*

<b>Organisation</b>	<b>Member</b>	<b>Substitute</b>
<b>East Lothian Council</b>	Cllr Ludovic Broun-Lindsay	n/a
	Cllr John McMillan	n/a
	Cllr Tom Trotter	n/a
<b>Garvald and Morham Community Council</b>	Phillip White	Penny Short
<b>Gifford Community Council</b>	Craig McLachlan	Nick Morgan
<b>Haddington and District Community Council</b>	Emily Armatage	Graham Samuel
	Paul Darling	Lynda Boyle
<b>Humbie, E&amp;W Saltoun and Bolton Community Council</b>	Rosemary Greenhill	Alastair Beck
<b>Tenants and Residents Associations</b>	Brian Baillie (Haddington East)	Alan Dunton (Haddington East)
	Douglas Reynolds (Bolton Steadings)	Paul Sales (Bolton Steadings)
<b>Knox Academy Parent School Partnership</b>	Amanda Herriott	tbc
<b>Primary School Parent Councils: Humbie</b>	Ian Lawrie	tbc
<b>Yester</b>	Gordon Crawford	Ed Mcfarlane
<b>Haddington Infant</b>	Elaine Towler	tbc
<b>Haddington Community Development Trust</b>	Frances Wright	tbc
<b>Haddington Business Association</b>	Nico De Freitas	Ross Prentice
<b>Haddington Community Sports Hub</b>	Brian East	Ron Pearman
<b>East Lothian Health Network</b>	Gill Colston	Ann Mc Carthy
<b>Support from the Start Haddington</b>	Loreen Pardoe	tbc

**Haddington and Lammermuir Area Partnership**

**Draft Area Plan 2015-2023**

**STRATEGIC PRIORITIES**

**Strategic Objective: Sustainable Economy**

The Haddington and Lammermuir Area Partnership aims to contribute to delivering the strategic objective of building a **Sustainable Economy** across East Lothian by.....

Our 3 priority areas for action are:

1. Enhancing our town centres and supporting a robust local economy.
2. Improve internet connectivity to provide high speed broadband to all possible areas of the ward.
3. Establishing easy, comprehensive and sustainable travel options to services and facilities for all in the community.

**Strategic Objective: Resilient People**

The Haddington and Lammermuir Area Partnership aims to contribute to delivering the strategic objective of ensuring **Resilient People** across East Lothian by .....

Our 3 priority areas for action are:

1. Supporting our Young People to Fulfil their Potential within the Community
2. Ensuring Health and Mental Health Care Services in the ward effectively meet everyone's needs
3. Older people in the community are supported to live happy and independent lives

**Strategic Objective: Safe and Vibrant Communities**

The Haddington and Lammermuir Area Partnership aims to contribute to delivering the strategic objective of achieving **Safe and Vibrant Communities** across East Lothian by .....

Our 3 priority areas for action are:

1. Strengthening the provision of community facilities by assessing need and tackling barriers to access throughout the ward.
2. Sustaining the strong and varied communities that exist throughout the ward to ensure all residents are able live independently as part of a resilient community.
3. Ensure all residents feel safe and secure within their community at all times.



Appendix 2 – PROPOSED SHORT TERM PRIORITIES FOR ATTENTION  
(extracted from the draft Area Plan – June 2015)

Priority:		Action:	Updated after meeting
Enhancing our town centres and supporting a robust local economy	A.	Set up <b>Town-Centre Working Group</b> to develop actions for improving Haddington Town Centre in line with the Haddington Vision Document.	SG establishing partnership group – first meeting 14 <sup>th</sup> July
	B.	<b>Improve signage to attractions:</b> need tourism centre to be obvious.	JM leading TC walkabout – 8 <sup>th</sup> June
	C.	Work with Community Broadband Scotland to improve service to rural communities throughout the county.	Survey established need and demand - SG leading on work with CBS
Establishing easy, comprehensive and sustainable travel options to services and facilities for all in the community.	D.	Engage with the Active and Sustainable Mini-conference in this ward to clearly identify local priorities for improvement and implement short term actions <ul style="list-style-type: none"> <li>- Improving and introducing cycle and walking routes</li> <li>- Improving bus services and connectivity</li> <li>- Links to Longniddry rail station</li> <li>- Park and ride opportunities for onward commuting</li> </ul>	Consultants selected by steering group (ELC and Community reps). Delivery August / Sept. CM representing HALAP.
	E.	Negotiate <b>public use of the School Bus service from Garvald to Haddington</b> to provide limited public transport for villagers	SG to investigate feasibility.
Supporting our Young People to Fulfil their Potential within the Community	F.	<b>Mobile u12s rural movie night:</b> Set up a monthly movie night hosted in various villages in the ward showing family friendly films.	Sub-Group to be established to work on delivering priorities for children and young people throughout the ward.
	G.	<b>Multi use play-space at Neilson Park Pavilion:</b> Refurbishing the under-used pavilion in Neilson Park as a multipurpose play space for children and families. – Support from the Start, ELC, Friends of Neilson Park	
	H.	<b>Youth Workers to work with u-12s in the villages in an outdoors environment:</b> 6-week blocks informal play in outdoor spaces	
	I.	<b>More opening times for young people at the gym:</b> Establish additional opening times for young people at gym.	
	J.	<b>More open-pitch time at Aubigny Astro turf:</b> Establish additional open-pitch times at Aubigny Astro turf.	
	K.	<b>Homework Club for Young People:</b> Re-establish at the Nungate centre.	
Strengthening the provision of community facilities by assessing need and tackling barriers to access throughout the ward	L.	<b>Community Facilities Audit:</b> Carry out audit of community facilities throughout the ward assessing all facilities for – capacity; current use; opening hours; booking procedure;	Information to be collated and analysed. – but not prioritised now
	M.	<b>Skate Park in Haddington:</b> Site at Whittingham Drive, design chosen through consultation with young people in the area.	SG supporting HDCC to secure remaining funding - £80,000
	N.	<b>Athelstaneford Skatepark:</b> needs £2500 of additional funding to see the £50K project through to completion.	<b>£2500 committed by H&amp;LAP</b>
Residents feel safe and secure within their community -	O.	Install a permanent <b>Speed Reactive Sign</b> at the school in East Saltoun	<b>c£5000 funding committed from H&amp;LAP Roads Budget</b>
	P.	Explore options for effective traffic calming measures in the other rural villages as needs are identified locally	Safety sub-group with focus on road safety and lighting in the short term.
	Q.	Explore priorities for improved lighting in Haddington to ensure residents feel safe and secure in the streets at night.	
	R.	Consider repairs and raising the height of the wall at the riverside between Tyne Court and Bridge Street – flood prevention	SG liaise w people to be involved identifying potential options.

**Athelstaneford Skate Park  
Proposal to North Berwick Coastal &  
Haddington & Lammermuir Area Partnerships**



**Proposal**

Athelstaneford Parent Council is requesting £5,000 from the Area Partnerships which could be split between North Berwick Coastal and the Haddington & Lammermuir Area Partnerships to realise their plan for a skate park at Athelstaneford Recreation Park. This is relevant to both Area Partnerships because, although Athelstaneford village sits within the Haddington & Lammermuir ward, the children who live here are within the North Berwick High School catchment area.

**Background**

A group of young people from Athelstaneford campaigned for a skate park and carried out a community consultation. They received support from Athelstaneford Parent Council, members of the community and ELC Community Learning & Development. After gathering evidence of the need for the park an application was made to Viridor Credits and planning permission was requested.

Athelstaneford Parent Council has now secured funding for a modest skate park following a successful bid made on behalf of Athelstaneford Skate Park Group to Viridor Credits for £45,000. They have also been granted planning permission from East Lothian Council. They have appointed a skate park design company 'Concreate' to carry out the work following a competitive tendering process. ELC Amenity Services is supporting the project and have agreed to 'adopt' the skate park on completion including public liability and maintenance. Dougie Fox from ELC Amenity Services was involved in the tenders. 'Concreate' can start work in September 2015.

The group still needs to raise £5,000, a third party contribution to make this happen. Funding requests were made to a number of bodies without success. To release funds from Viridor the group need to pay £5,000 upfront within an agreed timescale of 30th June 2015. They have requested a 3 month extension to this date from Viridor Credits to allow them time to raise this final amount however this has been denied.

**Links to Area Plans**

North Berwick Coastal Area Partnership has identified a need to increase opportunities for young people in the villages. The skate park will increase physical activity for children and young people and help to combat anti social behaviour. 'The Space' skate park in North Berwick recently closed due to the end of their lease of the building which has had a detrimental impact on children and young people in the area.

In the Haddington and Lammermuir Area Partnership draft Area Plan a key priority is '*Supporting our Young People to Fulfil their Potential within the Community*' with the related goals of ensuring that 'young people in the ward have spaces to hang out and socialise, and access to recreation facilities' and that 'all areas of the ward are equipped with the facilities required to support thriving local communities'. Supporting the final stages of the skate park in this village would help achieve these goals.