**Draft Minutes of the meeting of the Fa’side Area Partnership**

**3rd November 2015, 7-9pm, Fraser Centre**

**Chair**

Bill Laird, Chairperson of the Fa’side Area Partnership (BL)

**Members and substitute members present**

Cllr Donald Grant (DG)

Cllr Kenny MacLeod (KM)

Maureen Allan, Tranent & Elphinstone Community Council (MA)

Robert McNeill, Tranent & Elphinstone Community Council (RM)

Pauline Megson, Ormiston Community Council (PM)

Stuart Mackenzie, Elphinstone Community Association (SM)

Margaret Scott, Tranent West TRA (MS)

Scott Glynn, Tranent & District Community Sports Club

Joan Ramsay, Tranent & Elphinstone Community Council (JR)

Phil Summerfield, Pencaitland Community Council (PS)

Mark Ormiston, Ormiston West TRA (MO)

E Hutchison, Individual member and member of various groups, (EH)

**Others in attendance**

AngelaLeitch, Chief Executive, East Lothian Council (AL)

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

Lorna Maclennan, Business Support Administrator, ELC (LMac)

Lorraine Congalton, Community Development Officer

Sean Watters, STRiVE (SW)

Donna Doherty, Family Support Worker

Alan Bell, Recharge, (AB)

Jonny Russell, Fraser Centre

Donna Black, Health Visitor (DB)

**Apologies**

Cllr Shamin Akhtar (SA)

Maureen Cuthill, Macmerry & Gladsmuir Community Council

Cllr Jim Gillies (JG)

Roger Powell, Ross High Parent Council (RP)

Debbie Middlemass, Support from the Start

Rev Erica Wishart

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|  |  | **Key discussion points** | **Action** |
| **1** | **Welcome**  | BL welcomed everyone to the meeting. BL introduced LMac to the table, who in turn stated that she looked forward to working with the Partnership. BL also introduced AL to the table. AL noted that she was present as an interested observer and was visiting all partnerships to see how they were progressing. Apologies were noted.  |  |
| **2** | **Approval of Minutes**  | The minutes from the 23rd June were approved with amendment.1. Membership Spelling of name, correction to ‘Helen Spencer’.
2. Healthy Eating AP requested SD to contact Stuart Pryde with a view to progress the formation of Muirpark Allotment Association.
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| **3** | **Matters Arising** | 1. **Nomination for Vice Chairperson**

BL stated that at the last meeting that nominations had been sought for the position of Vice Chairperson. No names had come forward. The table was asked for any nominations. Liz Hutchison (LH) was nominated by MA and seconded by RM.LH agreed to take the position as vice-chair.SD to meet LH and discuss the standing orders and partnership paperwork. | **Action: SD** |
|  |  | 1. **Feedback from the Annual Public Meeting (Appendix One)**

BL indicated that the meeting was very well supported with a range of people attending. Thanks was given to all who came along and made the meeting one of the best in the county. SD noted the content of the report and a general discussion took place about the report and event. SD advised that the feedback received would be considered when we started to prioritise projects for next year.  | **Noted** |
|  |  | 1. **Town Centre Charrette Report (Appendix Two)**

The report was sent out with the papers and available at meeting. SD asked the meeting for views on the key recommendations, which the Town Centre Regeneration Sub group were proposing :-1. Fa’side Area Partnership accepts the report from Kevin Murray Associates (KMA) on the Tranent Town Centre Charrette and endorses its recommendations as providing the foundation for a Town Centre Strategy for Tranent.
 | **Agreed by All** |
|  |  | 1. Fa’side Area Partnership presents the attached report from the Tranent Town Centre Working Group to East Lothian Council with the request that work begins on the development of a Town Centre Strategy for Tranent, led by East Lothian Council’s Planning Service and informed by this report. AL advised that no further report was needed to ELC. If the AP agreed the recommendations then SD to take forward on behalf of AP.
 | **Agreed by All.** **Action: SD to take forward** |
|  |  | 1. Fa’side Area Partnership, through the Tranent Town Centre Regeneration Sub Group, continues to work towards the delivery of short term, smaller scale improvements (as identified in the Executive Summary, Appendix Two) which are in line with the overall vision for Tranent contained in the Charrette Report while the Town Centre Strategy is being developed.

There was discussion around the amount of traffic within Tranent town centre. BL to clarify if a traffic survey has been carried out or is planned. There was a discussion around limiting the number of food outlets with the High street in Tranent. It was highlighted that at present there is not a mechanism to restrict the number of outlets and indeed that ELC do not own any shops on the High Street. SD noted that this matter had been raised at the Charrette and that this was a matter the Town Centre Regeneration Sub group could consider once the group was reconstituted. SD also indicated that there was an action in the area plan to re-start the Tranent Business Association and perhaps this group could also take a view on the matter. RM also asked AL if ELC could provide an update to the AP on existing community facilities, as some had been lying empty for a considerable time. AL agreed to provide a response, through SD to the AP.  | **Agreed by All.** **Action: SD to take forward****Action: BL****Action:****BL/SD to speak to Planning / Other partnerships****Action: AL to update SD** |
|  |  | 1. **Boundary Commission**

A letter had been sent to the Boundary Commission from the partnership recommending it did not proceed with the proposed changes. A copy of the letter was circulated to members. Any correspondence future communication with be brought to the group. | **Action: SD/BL to update AP on outcome** |
| **4** | **Area Manager’s report** | SD apologised to members for the number of papers circulated prior to the meeting and the time that members had to prepare for the meeting. SD noted that later in the agenda there was an item to tackle this matter.SD advised members that he would provide an update on the projects noted from the last meeting, a brief update of ongoing work and noted that he would provide a written report **(Attached with this set of minutes)** which would be circulated with the minutes. |  |
|  |  | Gateway signage1. SD noted that this project had been approved and it was agreed that he would provide costs for the membership to consider. This paper has been circulated and will be considered under item 6 a.

There are still a couple of matters that require to be finalised in Tranent, Elphinstone and Ormiston and SD will pursue these following the meeting. Subject to the costs being approved the project is on course to be delivered by the end of the March 2016. SD will provide members with regular updates regarding the project.SD also noted that the partnership had received some positive press about the project in the Courier and other social media sites. SD expressed his thanks to members for their support. |  |
|  |  | 1. Foresters park

Investigation of the project is ongoing. Discussions have taken place with other service areas and they are positive about seeking to assist the partnership with this possible project. SD will keep the partnership updated on progress. | **Action: SD to update AP on progress.** |
|  |  | 1. Glenkinchie path

Met with PS and Jennifer Lothian from Outdoor Access Team and Ramsay Borthwick, Manager of Glenkinchie Distillery on site. Ramsay confirmed that the total sum they could support was £12,500 towards the project. Meeting was really positive and Ramsay confirmed that in terms of moving forward and if approved by the AP, Diageo could provide this funding from June 2016 onwards. SD noted that in total the project estimate is £55,000. SD/PS have still to explore if there is external funding that the AP or Community Council could apply for to support the cost of the proposed works. SD advised the group that there would be discussion on this matter under agenda item, 6 c. |  |
|  |  | 1. Muirpark Allotment Association

SD has obtained all relevant paperwork from Stuart Pryde and agreed that he will lead on this matter. SD has met with acting Chair of Association, Nick Pollard and agreed a way forward.Also discussed longer term position with Nick and possibility of a ‘Friends of Apogi/Muirpark’ group being constituted.SD seeking to constitute Association early in the new year and will then hand over to Nick.  | **Action:- SD** |
|  |  | 1. Tranent and Elphinstone Community Action Plan (TECAP)

SD advised AP that there was a previous working group, formed when Coalfield Regeneration Funding was obtained, to progress community projects in Tranent and Elphinstone (TECAP).SD has had a discussion with the group and asked AB to update the AP on the outcome of these. AB advised the AP that as all of the projects in the TECAP plan had either been completed or were included in the Area Plan. It had been agreed to track the progress of the outstanding projects through the AP. A number of members of the TECAP group were members of the AP, regular attendee’s at meetings or on the circulation list.  | **Agreed by all.****Noted: that former TECAP members will track progress of projects.** |
|  |  | 1. Range of community meetings

SD noted he had attended a range of meetings discussing projects in the plan and promoting the work of the AP.RM raised a query about the amount of food waste from local supermarkets i.e. Aldi and Asda and wondered whether there was a possibility of setting up an arrangement whereby some of this could be used/donated to the Foodbank. SD noted that there was a project within the plan that sought to create a local group to look at the links between allotments, community groups, schools and the Foodbank etc. SD suggested that investigating this matter was left until after the Allotment Association was constituted as this group would have an important role to play in this matter | **Agreed by all.****Action: SD to take this matter forward and report back to AP.** |
| **5** | **Finalising our draft Area Plan** | SD presented the latest draft of the area plan to the meeting. SD noted that all the content collected from our Public meeting and the various sub groups and meetings had been added to the plan. The plan was almost complete and ready for publishing as our ‘living or working plan’.SD noted that the plan was dynamic and although we would agree its content it would need to be reviewed by the partnership regularly. Members may in the future wish to add or remove priorities as the partnership evolved and as work progressed on the plan.SD proposed that given the short time that everyone had to look over the Area Plan, that members share it with their groups and seek feedback on its content. A discussion took place with members and it was agreed that through the minutes SD would indicate a date, mid December for final feedback from community groups and members.***Post minute note: Date for feedback from all groups and individuals is 11th December 2015 and an email/correspondence has been circulated clarifying this date.*** SD asked members, individuals and groups to identify any missing priorities or projects that we should be in the plan and contact Lorna Maclennan (LMac) so that adjustments can be made to the plan before it becomes a ‘living’/’working’ document. SD noted that going forward he would split the plan into timeframes (i.e. short, medium and long terms projects) which would make it easier to read and review. This would be circulated to the AP prior to the next meeting. MA had a concern about the language used in the plan, especially around some of the content focussing on dementia. The members agreed that SD should review the content, using plain and understandable language for the community. SD also asked members to also consider this in their feedback on the plan.MA also raised a concern about the health inequalities sub group and the lack of projects or priorities for the over 65’s/older people in the community. A discussion took place and SD agreed to co-ordinate a meeting, especially seeking to obtain views from older people and those working with them. It was agreed that any outcomes from this meeting would be added to the area plan. | **Action: All members, groups and wider community.****Action: SD/LMac****Action: SD/LMac****Action: SD / All****Action: SD to arrange a meeting of the Health inequalities sub group.** |
| **6** | **Budget Allocation** | 1. Gateway Signage Project

There was a considered discussion on the paper **(Appendix Four)** SD had circulated on the costs of the project. In particular consideration was given to the Roads element, which showed an over spend of £7,750. SD had proposed the shortfall could be met from the general element of the AP’s devolved budget. MA had concerns that there was a proposed overspend on this element of the budget and felt it was not appropriate or necessary, especially given that this was our first allocation of funding.SD noted that there were projects that would tie all three elements of the devolved budget (general, roads and amenities) together. SD noted that he appreciated MA’s concerns and the overall principle of her point however, noted that taking the budget as a whole the proposal did not place the AP in an overspend position. Indeed the AP could not overspend their allocation, as this was the total funding available. Any additional costs would need to be levered in through external contributions (such as Diageo’s commitment to the Glenkinchie project).SD noted that the decision on how to progress was a matter for the partnership to consider. A range of discussions took place and consideration was given to potentially reduce some other aspects of the project. Following the discussion it was agreed by the AP to approve the funding required for the project as per SD’s paper.1. Allocation funding to key projects this financial year

SD noted paper circulated on additional projects **(Appendix Five)** for consideration. SD advised the AP that as this was our first year, this process would not be repeated (as AP would identify our short term projects and agree which ones SD was to progress). SD read through the paper, giving a brief note on the detail of each project and noted that there were more projects and therefore costs, than the remaining budget allocation. Therefore, members had been asked to consider if they wanted to:1. fund all projects but consider reducing the amount/s awarded.
2. advise those seeking funding that a project is not funded this financial year however we agree to fund next financial year.
3. decide not to fund one or more project

SD declared an interest in the ‘Community Cooking Resource’ as his sister was involved in this project. SD noted that he would not take any part in the discussion or consideration of this project. SD did note that LC and DD were present and could add more detail to this project if required. Indeed he indicated that there were a range of people around the table who could contribute to discussion on different projects.A lengthy discussion took part on the support required for the various projects. It was noted that it would be helpful that in future when considering projects if more details could be provided to members to allow them to consider such requests. SD noted he would ensure that such paperwork was circulated in future.AL also commented that in general she would ensure, through SD, that ELC were supportive of the AP in their consideration of funding projects. Projects supported by AP 2015/2016 **(see Appendix Six)**  | **Action: SD to update AP on progress.****Action: SD/LMac** |
|  |  | 1. East Lothian on the Move
 | Support requested £5,000. **Approved** |  |
|  |  | 1. Support from the start
 | Support requested £1,000. Decision put on hold for SD to speak to AL and others to clarify if ELC could fund through existing budgets. | **Action: SD** |
|  |  | 1. Raising Teens with Confidence
 | Support requested £1,500. Decision put on hold for SD to speak to AL and others to clarify if ELC could fund through existing budgets. | **Action: SD** |
|  |  | 1. Community Cooking Resource
 | Support requested £1,450. Decision put on hold for SD to speak to AL and others to clarify if ELC could fund through existing budgets. | **Action: SD** |
|  |  | 1. Disabled GO
 | Support requested for £1,000. **Approved** |  |
|  |  | 1. Tranent and District Sports Club
 | Support requested for £4,000. Reduction of funding but **Approved, totalling £3,000.** |  |
|  |  | 1. Support Fa’side Family Fireworks
 | Support requested for £1,300. **Approved** |  |
|  |  | 1. Breastfeeding Support Group
 | Support requested £760. Decision put on hold for SD to speak to AL and others to clarify if ELC could fund this through existing budgets. | **Action: SD** |
|  |  | 1. APOGI Wall
 | Support requested £2,100. **Approved** |  |
|  |  | Post minute note: Due to a change in the elements required for the Gateway signage for Ormiston, there is a reduction in the financial contribution for this project. This has freed up our overall funding and has enabled the AP (through delegated powers in Standing Orders) to support all of the projects that were discussed at the meeting and put on hold. I have **attached two updated budget allocation reports to this set of minutes**, to reflect this change and the decisions made. Should you have any queries about this please contact SD.1. Discussion on next financial year projects

Glenkinchie pathIn principle and to allow the project to move forward SD asked the AP to agree to fully support this as a next year project, subject to clarification of the costs. This would mean the AP agreeing to provide £42,500 (from general element) unless other funding streams could be secured. There was a general discussion on the project, which has a range of benefits to the AP. The AP agreed to support this project and SD was asked to investigate alternative funding routes with PS and to keep the AP updated.  | **Action: SD/PS** |
| **7** | **AOCB** | 1. SD asked members to provide a view on the notice they would require in order to prepare for future AP meetings? A discussion took place and it was agreed by members that the Agenda and any related papers for the meeting would be sent out **two weeks prior to the meeting.**

SD asked LMac to ensure we captured this for the minutes and noted that we would send out a request for agenda items 5 weeks prior to the meeting and then papers as discussed. 1. The AP decided that the frequency of the meetings should stay the same.
2. The members agreed that the venue should rotate around the communities in our partnership.
3. Members were asked to send in the frequency and dates of their group meetings so, if possible, we could seek to arrange our partnership meetings to avoid these. If these could be sent to LMac at faside-ap@eastlothian.gov.uk that would be helpful.
4. The AP gave thanks to the work that Kaela Scott did for the partnership and wider communities in Fa’side.
5. SD stated that a pro-forma for funding requests would be set up and a range of project related paperwork circulated to members for consideration.
 | **Action: LMac****Noted****Action: LMac****Action:****All members****Noted****Action: SD** |
| **8** | **Date of Next Meeting** | Next meeting : Tuesday 26th January 2016 (7-9pm)Proposed items for Agenda1. Breakdown Area Plan to short, medium and long term projects/priorities.
2. Seek to prioritise the short term projects/priorities.
3. Update on ongoing project work.
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**Contact:-** Email: faside-ap@eastlothian.gov.uk Phone: Lorna Maclennan, 01620 827146 or Simon Davie 07912 785 194