

# Musselburgh Area Partnership

## Minutes of the Meeting of the Musselburgh Area Partnership Monday 28 November 2016, 7-9pm Musselburgh East Community Learning Centre, Haddington Road, Musselburgh

### Members (and substitute members) present:

Iain Clark, Chair (IC)  
 Cllr. Fraser McAllister, Elected Member (FMc)  
 Cllr. John Williamson, Elected Member (JW)  
 Irene Tait, Musselburgh & Inveresk CC (IT)  
 Tanya Morrison, Whitecraig Community Council (TM)  
 Cathy McArthur, Windsor Park TRA (CMc)  
 Stuart Thomson, Oldcraighall TRA (ST)  
 Gaynor Allen, Musselburgh GS Parent Council (GA)  
 Alan Stevens, Musselburgh Conservation Soc. (AS)  
 Janice MacLeod, Support from the Start (JM)

### Others in attendance:

Esmund Sage, Cycling UK (ES)  
 David Dalgleish, CLDS, ELC (DD)  
 Caroline Davis, CLDS, ELC (CD)  
 Stuart Baxter, Area Manager, ELC (SB)  
 Carlyne Murray, Business Support Administrator, ELC (CMu)

### Apologies:

Cllr. Stuart Currie, Elected Member (SC)  
 Cllr. Andrew Forrest, Elected Member (AF)  
 Cllr. John McNeil, Elected Member (JMc)  
 Margaret Stewart, Musselburgh & Inveresk CC (MS)  
 Jeanette Boyd, Windsor Park TRA (JB)  
 Sharlene Miller, Musselburgh GS Parent Council  
 Emma Stewart, Musselburgh Council of Churches  
 Callum Maguire, Queen Margaret University (CM)  
 Karen Cullen, Queen Margaret University (KC)  
 Emma Scarcliffe, Bridges Project (ES)  
 Barry Turner, Musselburgh Conservation Soc. (BT)  
 Jason Rose, Friends of Musselburgh Links (JR)  
 Veronica Noone, Fisherrow Waterfront Group (VN)

| AGENDA ITEM                                     | KEY DISCUSSION POINTS  | ACTION     |
|---|--|------------|
| <b>1. Welcome , Introductions and Apologies</b> |  |            |
|   | Apologies received were noted. IC advised that the meeting was not quorate and any decisions required tonight would need to be sent out via email to seek absent member's votes.   | <b>ALL</b> |
| <b>2. Approval of Minutes</b>                   |  |            |
|   | <b>23 September 2016</b> – proposed by ST and seconded by GA. CMu to seek further approval votes from members by email.<br><b>Minutes approved by email 3 votes in addition to 10 at the meeting on 5.12.16.</b>   | <b>CMu</b> |
| <b>3. Matters Arising</b>                       |  |            |
|   | <b>Boundary Commission</b> – IC advised he had written to East Lothian Council (ELC) asking for the area partnership to be kept informed regarding the changes required following the boundary commission review and had not received a response to date. JW added that ELC were still waiting to hear whether a judicial review would be requested, |            |

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|                                     | <p>originally 4 local authorities were going to proceed but 2 have now changed their minds which will have an impact on the costs involved for the 2 remaining local authorities.</p> <p><b>Secondary School Provision Consultation Results</b> – There was general discussion regarding the result of the Musselburgh Area secondary schools provision consultation with GA advising that the ELC preferred option had been confirmed. Concerns were raised regarding the ability of individuals to submit numerous responses as there was no method of restricting the number of submissions per person. JW added he has raised this issue with ELC and that Scottish Government consultations ask for details of the person submitting but their opinion can still remain anonymous when in the public forum. IC commented that the format for submissions can vary and for example the Local Development Plan consultation had been extremely complicated and time consuming. It was suggested that perhaps this was an issue that the Corporate Policy &amp; Improvement department at ELC could review.</p>  |            |
| <b>4. Sub Groups</b>                |  |            |
| <b>On The Move/Active Travel</b>    | <p>There have been 2 meetings since August which I Reid and J Lothian of ELC have attended. The last meeting concentrated on considering potential projects that could be completed before the financial year end. IB, SB and ELC Roads department conducted a walkabout recently in order to establish costings for identified projects.</p> <p>Abellio Scotrail Cycling Improvement Office has been invited to attend an OTM meeting but no response has been received as yet. The next meeting will be set once costings are available.</p>   |            |
| <b>Children &amp; Youth Network</b> | <p>JM confirmed the membership of this group as herself, GA, CD and SB and advised that two meetings had been held so far. An overview was distributed to those present (copy attached). It is intended to extend the invitation to join the Network to a wider group in January 2017. So far the focus of the meetings has been to work out what attainment means. Research from the Joseph Rowntree Foundation has been studied and a checklist created to allow funding applications to be assessed as suitable prior to circulation for approval by the area partnership.</p> <p>SB advised that the three bids circulated to members prior to this meeting had all been approved; Whitecraig Community Centre Playgroup £5,700, Bookbug &amp; PEEP £12,000 and First 1001 Days Family Worker £38,000 although they may not all come out of the attainment budget as there are two further proposals to be considered.</p> <p>CD spoke about the work being done by Venturing Out in the Preston Seton Gosford area to promote learning outwith the standard classroom environment. A pilot programme with Prestonpans Primary School had been very successful and funding had been awarded by PSG Area Partnership for Venturing Out to build on this success of the pilot. JM added that as a group the Network was uneasy to consider a proposal of this nature as conversations haven't taken place with schools so far however a meeting is being arranged with Pinkie St Peter's on 7 December which will hopefully provide an overview of need.</p> <p>JM asked for a full breakdown of costs within Community Learning and Development's £5,000 bid in order that the checklist can be applied although work is still to be done to streamline the application process</p> | <b>CLD</b> |

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|                                       | <p>and to improve working in partnership with proposers. Family learning is being promoted by Scottish Government and CLD are very familiar with this way of working and encouraging engagement by families and this approach fits in with the research studied also.</p> <p>Concern was expressed regarding timely responses to funding applications and SB commented that there was still a learning process underway with regard to funding applications and there were still more coming in to be considered. JM added that Musselburgh had carried out good consultations and the responses to those also need to be taken on board. JM and SB are meeting with C Gerrie to review his funding proposal to ensure it meets requirements rather than a bid going back and forth and this is something that could be done in partnership with every funding bid if required. SB advised that he has requested to carry forward from the attainment fund as the delays in establishing criteria etc are making it difficult for full allocation before financial year end.</p> <p>Concerns were raised regarding the publishing of the 'experimental data' for primary and secondary schools in East Lothian as well as the content of the covering letter from Fiona Robertson, Head of Education, ELC. JW reinforced that the figures came with a health warning as they area not consistently marked across all schools. IC agreed that the manner in which they were published would certainly cause parents concern. GA asked that the area partnership respond as attainment funds have been allocated as our responsibility. SB added that the area partnership had not been included in the distribution. IC stated that area partnership should be included and would ask for a copy.</p> | <p>IC</p>     |
| <p><b>Senior Citizens Network</b></p> | <p>CMc provided an update of progress made by the Senior Citizens Network so far. DD is supporting CMc and the first meeting has been set for Friday 2 December at 10.30 in the MECLC to which all are welcome. The aim of the first meeting is to raise awareness of the Area Partnership and its purpose along with agreeing the focus of the sub group. By finding out the views of older people the network will be able to ensure these needs are identified and included in the area plan along with providing support for funding applications. CMc also added that it may be following Friday's meeting a larger open meeting be arranged. IC thanked CMc and DD for their efforts and commented that this group of people will be instrumental in shaping the older people's strategy for the area partnership.</p>   | <p>CMc/DD</p> |
| <p><b>5. Chair's Report</b></p>       |  |               |
|                                       | <p><b>Local Development Plan Consultation</b> – An extra meeting had been arranged to discuss the Area Partnership's response to the consultation (24 Oct 2016). The meeting was structured in a workshop style with views being offered, discussed and recorded. IC prepared a report which was distributed for feedback and submitted before the end date. CMu will distribute a copy to members for information.</p> <p><b>Weekly Meetings</b> have been arranged with SB and they are currently working with the Rotary Club re the monthly Friday Market and the first date being 9 December if planning permission is obtained in time. IC congratulated Musselburgh &amp; Inveresk Community Council on the success of their Christmas Market and torch procession at the weekend. IT thanked IC and added that local traders had been very happy with the increased footfall during the market with Blueberry Gifts having their</p>   | <p>CMu</p>    |

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|                                 | <p>busiest Saturday ever since opening. The community council had achieved what they wanted and the new monthly markets can only continue to help.</p> <p><b>Vice Chair</b> – the post is still vacant and IC encouraged all members to consider this important position as it adds resilience to the Area Partnership and reiterated that he is happy to speak to anyone who may have questions.</p> <p><b>Communications Sub Group</b> – this sub group is important for the Area Partnership as it will look at how we enhance our profile in the community. There have been 3 opportunities this year to gain views from residents, the Annual Public Meeting, Pop Up shop and the Communities Day event and IC needs assistance to ensure that such opportunities continue and improve. GA agreed to assist and IC asked that members come to the meeting on 6 February 2017 with any dates that should be avoided for the next Communities Day event and this would also allow a longer planning period.</p> <p><b>Pop Up Shop</b> – IC thanked everyone who had been able to help and noted that all comments made would be analysed and a report distributed which is important for adjusting the Area Plan. The week had been good starting point and not every visitor had been a Musselburgh resident so their reasons for visiting were also of interest to the Area Partnership.</p> <p><b>Area Partnership Recognition Scheme</b> – IC distributed copies of two versions of the proposed certificate and is was agreed to go with the ‘mussel’ version. It was also agreed that the Wallyford Primary School Community Cafe should be the first recipient as it linked into a few outcomes in the area plan. IC aims to have the award made with the Press on board before Christmas. IC will draw up criteria and guidelines for members so that everyone can consider possible nominations in the future. IT asked that everyone bear in mind that Musselburgh &amp; Inveresk Community Council holds an Evening of Achievement in April which recognises contributions to the community.</p> <p><b>Flood Plan Study</b> – this is currently in the planning stage with community engagement being key. SB is involved and advised that this was a massive programme of work and proposals will come after this stage.</p> <p><b>Excellence and Equity in Education Questionnaire</b> – this is currently live on the ELC ‘Have your say’ Hub. CMu to include in FYI!</p> <p><b>Voting by Email Protocol</b> – because of the need to ensure that the quorum is reached for Area Partnership decisions ALL responses to such requests must be to the Musselburgh Area Partnership inbox so that CMu can record appropriately. SB added that all decisions can be deferred to the next meeting if there is felt to be a need to discuss further. Occasionally decisions are needed within a very short timescale which has necessitated an email vote. CMu to coordinate all such emails to ensure all supporting paperwork is attached. There are concerns regarding decisions being made in this fashion as it may not be possible for all to view supporting documentation. The process will be reviewed.</p> | <p>ALL</p> <p>ALL</p> <p>IC</p> <p>CMu</p> <p>CMu/IC/SB</p> |
| <b>6. Area Manager’s Report</b> |  |   |
|                                 | <p><b>CAB/Bus Stop, High Street</b> – work has started on the CAB extension however the issue for the area partnership is that we can’t move on the project until it is complete which is estimated as end March/beg April. With the issues regarding carry forward of budgets it may be that materials are bought and stored before the financial year end.</p>   |   |

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|                | <p><b>Business Association</b> – a meeting has been arranged for 29 November at 7pm in the Brunton Hall with currently circa 20 people interested in attending.</p> <p><b>Active Travel Projects</b> – there are 2 major projects coming up; (1) a shared use path along Mall Avenue which will involve widening the current path and installing toucan crossings. The estimated cost is £83,000 with the area partnership contributing £38,000 from the Roads budget and; (2) Paths Leaflet – SB distributed the new leaflet created by Fa’side area partnership and advised that something similar would be created for the Musselburgh area with £5,000 being contributed by the area partnership which would be match funded meaning £10,000 is available for active travel priorities. The path project includes an audit of the path network assisted by Recharge in Tranent. There will be Go Pro footage of paths from start to finish available online and graded re difficulty with assessment for walking, cycling and horse being included. There are also opportunities to create an App etc for users.</p> <p><b>Wallyford Footpath Repairs</b> – the wall is now collapsing as it has been hit by cars. £3,000 has been quoted to repair the wall before the footpath can be repaired and as it is necessary to the public footway ELC can help/contribute to the cost and SB is now looking at contributions from the shops, ELC Roads and the Area Partnership in order to get completed. CMC suggested approaching the new Construction Academy however SB advised that time is the issue, IC commented that this may be possible in the future, SB will investigate.</p> <p><b>Lewisvale Park</b> – the application for participatory budgeting was unsuccessful. SB is meeting with Amenity Services to look at options for revamping the existing play areas in this financial year. SB recommended that the water park be kept in mind but external funding options should also be considered such as Viridor.</p> <p><b>Musselburgh.Info Website</b> – IC advised that Haddington Community Development Trust have just launched <a href="http://www.haddington.org.uk">www.haddington.org.uk</a> and encouraged everyone to have a look to see what they think. This project would need to be done right so that money wasn’t committed to something that wasn’t useful and the ELC procurement process would be followed.</p> <p><b>Fisherrow Waterfront Feasibility Report</b> – an initial report should be available before Christmas and Campbell Macrae Associates will be invited to the February meeting to present findings.</p> <p><b>New Funding Request – Crossreach Counselling Service</b> – a funding request from Crossreach for £3,000 has been received to allow them to continue for another year, there is funding in place until the end of December 2016. As the meeting wasn’t quorate it was necessary to seek further approval by email. CMu to issue email to all members and substitutes to seek views. The request was approved by all members present.</p> <p><b>Funding request approved by email 8 votes in addition to 10 at the meeting on 28.11.16.</b></p> | <p style="text-align: center;"><b>SB</b></p> <p style="text-align: center;"><b>ALL</b></p> <p style="text-align: center;"><b>CMu</b></p> |
| <b>7. AOCB</b> |   |  |
|                | <p><b>Community Training Calendar</b> - The community training calendar for 2017 has been published and IC encouraged members to make use of the free training opportunities if any courses were of interest.</p>   | <p style="text-align: center;"><b>ALL</b></p>  |

