

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

**10th January 2017, 7-9pm, Trevelyan Hall, Pencaitland**

Quorum 8

**Chair**

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

**Members and substitute members present**

Elizabeth Hutchison, Vice- Chair, (EH)

Cllr Shamin Akhtar (SA)

Cllr Kenny McLeod (KM)

Pauline Megson, Ormiston Community Council (PM)

Phil Summerfield, Pencaitland Community Council (PS)

Ralph Averbuch, Pencaitland Community Council (RA)

Margaret Scott, Tranent West TRA (MS)

Mark Ormiston, Ormiston West TRA (MO)

Debbie Middlemass, Support from the Start (DM)

Nicky Neighbour, Ross High School Parent Council

Paul MacGregor, Tranent and District Sport Clubs (SG)

Alan Bell, Recharge (AB)

**Others in attendance**

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

Lorna Maclennan, Business Support Administrator, ELC (LMac)

Fiona Tennick, Pencaitland Community Council

Erica Wishart, Minister, Tranent Parish Church

Lena Hutton, Community Development Officer, Fa’side villages

**Apologies**

Robert McNeill, Tranent & Elphinstone Community Council (RM)

Maureen Cuthill, Macmerry & Gladsmuir Community Council (MC)

David Forrest, Tranent & Elphinstone Community Council (DF)

Cllr Jim Gillies (JG)

Cllr Donald Grant (DG)

Fiona Dugdale, Tranent & Elphinstone Community Council (FD)

Joan Ramsay, Tranent & Elphinstone Community Council (JR)

Douglas Neill, Macmerry & Gladsmuir Community Council (MC)

Scott Glynn, Tranent and District Sport Clubs (SG)

Mark Urwin, Active Schools ELC (MU)

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|  |  | **Key discussion points** | **Action** |
| **1** | **Welcome** | BL wished everyone a Happy New Year and welcomed everyone to Trevelyan Hall, Pencaitland.BL stated that the meeting was quorate. |  |
| **2** | **Apologies** | These were noted |  |
|  | **Approval of Minutes** | Minutes of the last meeting were approved by Shamin Akhtar and Ralph Averbuch.  |  |
| **3** | **Matters Arising** | * **Community Chair and Vice Chair** – LM & SD to meet and email Standing Orders to everyone.
* **Clarity of role and purpose of Members and Substitutes –** Some forms have been received. Everyone will be sent a membership form. If they have already returned the form please ignore the additional request. The forms can be brought to the next meeting on the 7th March 2017.
* **Training –** SD asked members whether they would be interested in attending training for partnership members? All agreed that this would be useful. SD advised that there was other training ongoing in different partnership area. He would attend and consider how we could use this to benefit our partnership. SD will update members at our next meeting on 7th March 2017.
* **Faith Representative –** At our previous meeting in December it was noted that Erica Wishart, Minister for Tranent Parish Church would like to become a member of the partnership. Erica is a regular attendee and disseminates information to her parishioners from ‘FYI’ and our meetings. We agreed at our meeting in December that if Erica could get confirmation from other local Faith groups that she would be there representative and also collect and disseminate information from our meetings that we would be more than happy to welcome Erica as a member. EW will contact other faith groups and report back to Area Partnership meeting in March.
* **Tranent Summer Lunch Club 2017 –** SD to contact Sanderson Wynd primary to see if they would be happy to host this club in the summer. SD will report back at the next meeting.
* **Boundary Changes** – No update on the outcome of the proposed changes. SD/BL waiting on information from ELC. SD advised members that he had advocated their view that they wish to see the boundaries remain as they are. SD will update members once we have an update.
 | **SD & LM****SD & LM****SD****EW****SD****SD** |
| **4** | **Membership/ renewal for Fa’side Area Partnership** | * Clarity on representatives for existing members – Stuart McKenzie has stepped down as Elphinstone Community Association’s representative. Mark Ormiston had taken over this position for the Tenants and Residents Association. A substitute will be identified soon and MO will advise LM so we can send on a substitute’s form and membership pack to the new member.
* Alan Bell from Recharge has been co-opted onto the Area Partnership. Alan will identify a substitute and confirm the same to LM.
* Nicky Neighbour has been nominated as the member from Ross High Parent Council and they are still trying to identify a substitute.
* The Primary Schools do not have anyone on the Partnership. It would be extremely beneficial to the Partnership to have their knowledge, experience and views shared with the Partnership. All members asked to consider potential members within PTC’s and seek to contact them to see if they would be interested in joining us.
* Once we have all forms returned we will issue to all members. LM will issue the membership and substitute list for the partnership.
* BL advised members that a key part of their role was to share information from our meetings and to seek their group or organisations views on matters raised or papers circulated.
* BL also noted that we are seeking to increase membership of our sub groups, in an effort to spread the load from partnership members. This could be an excellent opportunity for organisations or groups to consider broadening their participation and engagement in our area partnership structures and building capacity for the groups/organisation. BL asked groups/organisations to consider if they had members who were interested in finding our more about the area partnerships to contact SD or LM. Equally, we are going to need community leads/champions to chair our sub groups. If any group, organisation or individual is interested in this or would like to consider leading any of our projects then please contact SD.
 | **MO****AB****NN****All****All/LM****All****All** |
| **5**  | **Updates on Area Managers Annual Work Plan 16/17** | * Update report tabled for feedback from members – although an email had been sent out to members there had been no feedback with regards to priorities for the coming year (2017/18). Members indicated that they had no meetings during the Christmas period and requested that the matter was delayed to allow groups to consider and respond.
* SD will issue short, medium and long term plans from annual meeting and ask members to use these to inform their views on what our priorities should be for 2017/18. SD will circulate the short, medium and long term plans by 9th February 2017. Requesting that members return feedback by 17th February 2017
* Members are to go back to their groups and consider if there are any projects that they would like to see funded this financial year – which are in our Annual Work Plan 2016/17. At present SD is still waiting on project updates and there could be an opportunity for under spend on one or more projects which could leave some funds to be allocated to projects in our Annual Work Plan or if not our wider ten year plan. Any possible projects to be brought to SD’s attention immediately.
* SD will circulate an updated Annual Work Plan to all members prior to our next meeting for information.
* An item had been agreed by BL to be tabled as part of our update on ongoing projects for 2016/17. Lena Hutton, Community Development Officer for the Fa’side Villages had brought an application seeking financial support for the PEEP programme. SD reminded members that at our meeting in December we had agreed that if the application was amended and more information was received by members that we could (with support from the Head of Education) seek to support the PEEP application.
* LH then talked members through the application. There was a general discussion and some questions:
1. SA asked if there was some links between the programme and the first 1001 days worker? LH indicated that the programme could be a resource the worker referred to and that there would be links.
2. AB asked if the programme would be delivered in all primary schools with nurseries? LH indicated that the proposal was to deliver the programme to all nurseries within the ward area.
3. EH asked if all the schools had been approached and were supportive of the application? LH indicated that Ormiston and Macmerry schools had led the application but on behalf of all schools in the ward area.

The request was positively received and it was agreed that SD would seek support from the Head of Education and update members at our next meeting on the outcome. BL thanked LH for her application and responding to questions from members. | **All /SD****All****SD****SD** |
| **6** | **Feedback from Annual Public meeting** | * Papers tabled on the short term priorities – Although there were around 100 people at the Annual Meeting, the evaluations and votes do not equate to that number. SD will circulate feedback from the Annual Meeting prior to our next meeting.

 * There was a general discussion around the boundary changes and what would happen to projects which were within the Fa’side Area Partnership. There were a range of possible outcomes however, it was agreed that we would not speculate further and await an update from ELC.
* SD did confirm that existing projects that are committed too however, that could be delivered into next financial year would still receive support for example, if the Glenkinchie footpath project was delayed due to weather then we would still support’s it’s completion as we had committed to the project etc.
* Decision on priorities for 2017/18 – this item will be taken forward to the next meeting on 7th March to allow groups to consider their views on what our priorities should be for 2017/18.
 | **SD****All****All** |
| **7** | **AOCB** | Budgets – We do not know which budgets will be allocated to the Area Partnership, this will be taken to Council on the 21st February. It is hoped that at the next meeting in March more will be known. |  |
| **8** | **Date of Next Meeting** | Tuesday 7th March 2017 – Tranent Town Hall, Church Street, Tranent 7-9pm |  |
| **Meetings for the year** | Tues 2nd May |  |
|  | Tues 27 Jun |  |
|  | Tues 5th Sept |  |
|  | Tues 7th Nov – Annual Meeting |  |
|  | Tues 14st Nov |  |

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