

## Minutes of the meeting of the Fa'side Area Partnership

10<sup>th</sup> April 2018 at Ross High Rugby Club, Tranent.

### Chair

Chair, Donald Grant (DG)

Vice-Chair, Elizabeth Hutchison (EH)

Quorum

13

### Members and substitute members present

Cllr Fiona Dugdale, Elected Member, ELC (FD)

Cllr Kenny McLeod, Elected Member, ELC (KM)

Cllr Colin McGinn, Elected Member, ELC (CM)

Nicky Neighbour, Ross High School Parent Council (NN)

Debbie Middlemass, Support from the Start, Fa'side (DM)

Isobel Berry, ECA (IB)

Phil Summerfield, Pencaitland Community Council (PS)

Alan Bell, Recharge (AB)

Margaret Scott, Tranent West TRA (MS)

Mark Ormiston, Ormiston West TRA (MO)

Joan Smith, ECA (JS)

Sam Renton, Recharge (SR)

Liz Kilpatrick, Fa'side Area Partnership Poverty Champion (LK)

### Others in attendance

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

Lorna MacLennan, Business Support Administrator, ELC (LM)

Ian Pryde, Macmerry & Gladsmuir Action Group (IP)

Marilyn McNeill, IJB (MN)

Lena Hutton, CLD, ELC (LH)

Alan Lauder, Macmerry & Gladsmuir Community Action group (AL)

### Apologies

Cllr John McMillan, Provost, ELC (JM)

Cllr Tom Trotter, Elected Member, ELC (TT)

Scott Glynn, Tranent and District Community Sports Club (SG)

Cllr Brian Small, Elected Member, ELC (BS)

Cllr Gordon Mackett, Elected Member, ELC (GM)

Maureen Cuthill, Macmerry & Gladsmuir Community Council (MC)

Paul McGregor, Tranent and District Community Sports Clubs (PM)

Cllr Shamin Akhtar, Elected Member, ELC (SA)

Joan Ramsay, Tranent & Elphinstone Community Council (JR)

Mike Falconer, Tranent & Elphinstone Community Council (MF)

Neal Black, Ormiston Community Council (NB)

Kathryn-Jane James, Windygoul Primary School Parent Council (KJJ)

Nicola De Vries, Windygoul Primary School Parent Council (NDV)

		<b>Key discussion points</b>	<b>Action</b>
<b>1</b>	<b>Welcome</b>	<p>DG welcomed everyone to Ross High Rugby Club. We are still struggling to secure a venue in Tranent. DG thanked Ross High Rugby Club for their kind hospitality in hosting our meeting. There were some new faces around the table and everyone introduced themselves.</p> <p><b>Post minute note:</b> <i>It was our understanding we were quorate at this meeting however this was not the case as only 11 members were present. As a result the 3 sets of minutes noted below still require to be approved.</i></p> <p><i>Please note change of date for our next meeting. KM raised as concern that our next meeting fell within Tranent Gala week. As a result SD/LM undertook to seek a new meeting date. <b>June meeting now on Tuesday 12<sup>th</sup> June.</b></i></p>	
	<b>Apologies</b>	These were noted.	<b>Note for ALL</b>
<b>2</b>	<b>Approval of Minutes –5<sup>th</sup> September 2017</b>	<p><b>A. Accuracy</b> Item 1 was changed as agreed previously</p> <p><b>B. Approval</b> <i>Will be sought at the next meeting on 12<sup>th</sup> June 2018.</i></p>	
<b>3</b>	<b>Approval of Minutes – 14<sup>th</sup> November 2017</b>	<p><b>A. Accuracy</b> Item 6 was changed as agreed previously</p> <p><b>B. Approval</b> <i>Will be sought at the next meeting on 12<sup>th</sup> June 2018.</i></p>	
<b>4</b>	<b>Approval of Minutes –6<sup>th</sup> February 2018</b>	<p><b>A. Accuracy</b> There were no changes recorded</p> <p><b>B. Approval</b> <i>Will be sought at the next meeting on 12<sup>th</sup> June 2018– LH noted that both her initials and EH could be confused SD and LM will note for future minutes as per item 6 page 2.</i></p>	
<b>5</b>	<b>Matter Arising</b>	<p>Item 5 page 2 – SD/LM completed booking for tonight meeting.</p> <p>Item 6 page 2 – DG/EH/SD completed the skeleton draft of the Locality Plan</p> <p>Item 6 page – Locality Plan sent to Pencaitland CC in time for their March meeting.</p> <p>Item 7 page 3 – SD/LM processed payment for Fa’side Support from the Start.</p> <p>Item 7 page 3 – LK confirmed that Alison Scott (AS) from Ross High School was their contact for the Red Box Project. AB advised he would contact AS regards the project and feedback at next meeting.</p> <p>Item 8, a, 1 page 4 – still outstanding SD to arrange handover.</p> <p>Item 8, a,2 page 4 – still outstanding SD to arrange handover.</p> <p>Item 8, a, 3 page 4 – still outstanding AB will update when group is formed.</p> <p>Item 8, a, 6 page 4 – SD confirmed that LK had accepted the role of Poverty Champion. LK introduced herself to the group clarifying that she works and volunteers for EL Food Bank in Tranent. LK noted she was very new and will meet SD to discuss the role. LK looking forward to working with the Area Partnership.</p> <p>Item 9 page 4 – still outstanding SD will circulate update following this meeting and ask members to provide feedback by 11<sup>th</sup> May 2018.</p> <p>Item 10, b, iii, page 5 – completed and posted on social media as requested.</p>	<p><b>AB</b></p> <p><b>SD</b></p> <p><b>SD</b></p> <p><b>AB</b></p>

		<p>Item 10, c, page 5 – DM advised that she will seek an update on this working group and feedback at the next meeting.</p> <p>Item 11 page 5 – SD advised members that we were still seeking venues for our future meetings. There is an opportunity to use Sanderson’s Wynd Early Years Centre however meeting would need to start at 6.30pm and finish promptly at 8.30pm. DG asked members for a view on this proposal, all in attendance agreed to switch to the earlier time and the venue. SD advised that we would update all members on future meetings asap however the August meeting would require to be held at a different venue because of school holidays. KM also flagged that the meeting in June was in the Gala Week and wondered if it would be possible to change the date. Dg advised we would check and revert back to members.</p>	ALL
6	Locality Plan – Papers	<p>DG reminded members that the creation of a new locality plan was a Scottish Government requirement. SD reminded members that we had a quick turnaround in terms of consulting with our groups, organisations and networks. Once feedback has been received we will present a final draft to our June meeting.</p> <p><b>a. Key changes from Area to Locality Plan, then onto the East Lothian Partnership</b> SD advised of key changes namely the East Lothian Plan 2017 and Poverty Commission Report etc.</p> <p><b>b. Initial comments on circualt5ed skeleton plan</b> SD read through each of the sections in the plan. SD reminded members that this was a skeleton plan and that this was there opportunity to amend, suggest and/or add their ideas in relation to the content.</p> <p><b>c. Good Practice/Prolife information</b> SD referred to 2 good practice examples and asked members to feedback on particular graphics, or formats that they would like in our plan. SD advised members that statistical information had been taken from the 2 ward profiles, the Fa’side AP snap shot, the Health and Wellbeing and the poverty commission report. He asked members to feedback what particular statics they would like to see in our plan and also encourage them to highlight any specific statics that were missing. Any new statics would need to link to our new priorities.</p> <p>SD asked members if they had any initial comments. The following feedback was received:-</p> <ul style="list-style-type: none"> <li>• AB advised that plan was top heavy in statistics and wondered whether the statistic could be linked to our key findings to make the documents easier to read?</li> <li>• NN agreed and stated that she really layout/format of the Brechin and Montrose Plan</li> <li>• PS wondered whether our new priorities could be grouped into the 4 headings similar to the Torry Plan i.e. Our People, Our Place, Our Economy and Our Technology?</li> <li>• FD wondered if we could obtain up-to-date EL Foodbank statistics. LK advised that she would provide up to date information for our plan.</li> <li>• MM advised that priority 8 in our new plan linked really well with the Integrated Joint Board (IJB) Health and Social Care Strategy. Also MM advised that she would provide some new wording for priority number 7.</li> <li>• LH advise that she would provide new wording for Priority 10 in relation to Life Long Learning.</li> <li>• KM asked about whether our new plan would have the priorities e.g. Tranent Charrette such as the new preferred option to reconfigure</li> </ul>	<p>NOTE</p> <p>NOTE</p> <p>NOTE</p> <p>LK</p> <p>MM</p> <p>LH</p>

		<p>access to the High Street? SD advised that once our priorities had been agreed he would merge our area plan priorities and projects (which would include the charrette outcomes) into the new locality plan</p> <p><b>d. Share skeleton plan alongside good practice examples</b> SD asked members to share the new plan with their existing groups, organisations and networks and to track proposed changes in the locality plan. SD reminded members that if our aim is to tackle inequalities that our plan needs to be readable. NN offered to proof read the plan and make suggested changes. SD reminded members that we don't need to use all of the statistics in the plan if there are certain specific statistics that provide the strongest link to our priorities then we can focus and use these.</p> <p><b>e. Feedback due by 11<sup>th</sup> May 2018</b> SD asked members to send all feedback to <a href="mailto:faside-ap@eastlothian.gov.uk">faside-ap@eastlothian.gov.uk</a> in order for us to track and collate responses. SD advised members that if they had completed their review of the plan before the 11<sup>th</sup> May send their feedback as soon as was possible. If any members have queries in relation to the plan to contact SD, and he would be happy to talk/meet with them.</p>	<p><b>NN</b></p> <p><b>NOTE</b></p> <p><b>ALL</b></p>
<b>7</b>	<b>Update from Joint Chairs and Vice Chairs meeting</b>	<p>DG advised that both he and EH attended a joint meeting in March. DG reported that there were a range of discussions took place around budgets, capacity and resources, how each partnership operated and sharing good practice. DG noted that a further meeting would take place between ELC Chief Exe and/or Senior officers to discuss some of the outcomes from the meeting. In particular the Education Attainment Initiative budget.</p> <p>DG highlighted a process which our area partnership might like to consider, subgroups, champions having devolved budgets. DG advised he wished to table this item at our June meeting. DG asked if anyone had any questions for himself or EH. PS asked why our budgets were set at a rate of £300k per annum when our population pro rata budget should be approx. £340K. SD advised PS that all partnerships received the same rate of budget however given the size of Musselburgh they received an additional sum. DG advised he would consider this matter alongside the other chairs and vice chairs, which might be raised at the future meeting with the ELC senior staff. DG noted he did have some concerns that raising such an issues could raise friction between other Area Partnership.</p>	<p><b>DG</b></p> <p><b>DG</b></p>
<b>8</b>	<b>Area Managers update – budget papers</b>	<p><b>A. Budgets update 2017/18</b></p> <p>I. General – SD referred to previously circulated spreadsheet, he advised members that through delegated authority the small underspend £120 was used to support Easter Lunch Club. SD asked if there were any questions? None were tabled.</p> <p>II. Roads - SD referred to previously circulated spreadsheet, he asked if there were any questions? NN asked what the difference between our AP roads budget and ELC roads capital budget? SD advised that priorities/projects in our Area plan might not be a priority of ELC roads services in that current year. Therefore the difference is that our Area Partnership budget allowed us to deliver priorities/projects that would otherwise take a longer period to be completed. NN asked if we were able to carry out carriageway repairs? SD advised that we were able to carry out carriageway repairs however had a small budget in comparison to the overall costs of such works. SD advised members that our road priorities were shared with our ELC road services team to avoid duplication.</p> <p>III. Amenity/Active Travel - SD referred to previously circulated spreadsheets for both matters. SD advised that the Smarter Choices Smarter Places criteria has changed and this has had a negative impact</p>	<p><b>NOTE</b></p>

		<p>on our budget allocation for Active Travel. SD advised members that he would circulate a new spreadsheet for active travel budget as the data counters figure was not correct. SD asked if there were any question? IB asked if it was possible to put up signage advising horse riders not to use newly upgraded paths whilst it was settling in. SD agreed that this was a good point and this would be raised at our next active travel meeting. NN asked what the data counters would count. SD advised that our data counters would count walkers, cyclists and horse riders. NN said that Woodhall Road play park in Pencaitland was looking really good. SD advised that he would pass on her thanks.</p> <p>IV. Education - SD referred to previously circulated spreadsheet, he advised members that through delegated authority the small underspend £381 was used to support Easter Lunch Club. SD asked if there were any questions. None were tabled.</p> <p>B. <b>Budget update 2018/19</b> – SD advised that budgets were the same for this financial year as previous. NN asked how we would determine our priorities for 18/19 and what was happening to new funding applications. SD advised that he was holding on to any new applications until the new scrutiny and monitoring subgroup was created. Priorities for 18/19 would be determined at our June Meeting. SD highlighted that in 19/20 we will lose the Education Attainment Initiative budget to Education and that it will be halved to £50K. There are ongoing discussion between Area Partnership and Education on how this process will work.</p> <p>i. Fraser Centre – SD confirmed that we previously agreed to provide an additional contribution of £20k this financial year. This means that the general budget for 18/19 has a running total of £30k. SD congratulated the Fraser Centre Community Trust for securing their required funding amount to deliver their project.</p> <p>ii. Big Hopes Big Future – SD confirmed that the previous allocation of funding for the volunteer coordinators post for 16/17 remains unspent. DG and EH through delegated authority have approved that this sum can be used to support the post in 18/19. SD asked if there were any questions, none were tabled. The running total of the Education Attainment Initiative budget is £100K</p> <p>C. <b>Children as Human Rights Defenders</b> – SD explained the background to this project and that 2 children from Tranent had been selected as Global Advisors to the UN in addition 2 children from Tranent had been selected as advisors to the Scottish Government(National advisors). AB updated the members that the Youth Reference Group members and members from streets Ahead Tranent were merging into one group. This was proving more complex than he had first thought and the new project, Children as human Rights Defenders, was creating additional workload for Recharge staff. This was not covered in the Youth Reference Group funding and as a result, AB would be submitting an application to the partnership to support this additional work.</p> <p>D. <b>Foresters Parking Project</b> – SD provided an update on the project. At present planning permission has been sought, and we are waiting on discussion. Peter Forsyth, Team Manager - Assets &amp; Regulatory, ELC has confirmed that the consultant has been delayed completing the tender brief. As a result there will be a slight delay in the project starting.</p>	<p>SD/IP</p> <p>SD</p> <p>NOTE</p> <p>NOTE</p> <p>NOTE</p> <p>NOTE</p>
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9	<b>AOCB</b>	DG advised members that in order to manage our time for the meetings that he proposed any other competent business needed to be raised with himself, EH or SD prior to the meeting commencing. All members present agreed with this request.	<b>ALL</b>
10	<b>Dates for Area partnership Meeting 2018</b>	<p>The dates for next year were given out to the partnerships – they were as follows:-</p> <p style="text-align: center;">           Tuesday 12th June 2018            Tuesday 7th August 2018            Tuesday 9 October 2018 (moved from the 16<sup>th</sup>)            Tuesday 20th November 2018 – Annual Meeting            Tuesday 11th December 2018         </p> <p>A discussion took place as to whether we should continue to rotate the venues or seek a permanent venue. Members indicated a preference to seek a permanent venue. LM will look into this and update members.</p>	<b>Action LM</b>

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