

Minutes of the meeting of the Fa'side Area Partnership

26th June 2018 at Early years centre, Sandersons Wynd, Tranent.

Chair

Chair, Donald Grant (DG)

Vice-Chair, Elizabeth Hutchison (EH)

Quorum

12

Members and substitute members present

Cllr Fiona Dugdale, Elected Member, ELC (FD)

Cllr Shamin Akhtar, Elected Member, ELC (SA)

Cllr Brian Small, Elected Member, ELC (BS)

Nicky Neighbour, Ross High School Parent Council (NN)

Joan Ramsay, Tranent & Elphinstone Community Council (JR)

Mike Falconer, Tranent & Elphinstone Community Council (MF)

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

Phil Summerfield, Pencaitland Community Council (PS)

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

Sam Renton, Recharge (SR)

Joan Smith, ECA (JS)

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)

Alan Lauder, Macmerry & Gladsmuir Action group (AL)

Apologies

Cllr John McMillan, Provost, ELC (JM)

Cllr Tom Trotter, Elected Member, ELC (TT)

Cllr Gordon Mackett, Elected Member, ELC (GM)

Cllr Kenny McLeod, Elected Member, ELC (KM)

Cllr Colin McGinn, Elected Member, ELC (CM)

Alan Bell, Recharge (AB)

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

Margaret Scott, Tranent West TRA (MS)

Mark Ormiston, Ormiston West TRA (MO)

Lena Hutton, CLD, ELC (LH)

Neal Black, Ormiston Community Council (NB)

Isobel Berry, ECA (IB)

Katy Pollock, Homestart (KP)

Marilyn McNeill, IJB (MN)

Liz Kilpatrick, Poverty Champion (LK)

		Key discussion points	Action
1	Welcome	<p>DG welcomed everyone to Early Years Centre, Sanderson's Wynd Primary School and apologised for the change in time. We have struggled to secure a venue in Tranent and needed to be out of the room by 9pm, i.e. clear the car park before 9.00pm. There were some new faces around the table and everyone introduced themselves.</p> <p>Prior to the meeting commencing fully DG indicated that a matter had been raised for members to consider under AOCB. The matter had been raised by MO from Ormiston West TRA. The matter pertained to parking and possible road safety issues on the corner of Meadowbank into Park Road in Ormiston. DG asked SD to provide some advice on the request. SD indicated that this was a Road Safety issue and as such the Road safety working group could consider the request. Once investigated there was nothing to stop Ormiston West TRA coming back to members to discuss the matter. DG agreed and indicated to members that rather than discuss it at the meeting, SD should suggest to MO to raise the matter at the Road Safety working group. Members agreed. SD to contact MO.</p>	SD
2	Apologies	These were noted.	
3	Standing Orders	<p>DG asked members if we could take this item earlier in the agenda as a member needed to leave early and this would allow us to consider this important item. All members agreed. SD talked through the key proposed changes and asked member if they had any questions?</p> <p>JR asked if we could add in a statement noting that we will stagger the elections between the chair and vice chair to ensure there are no issues with our succession planning. All members agreed to the change. SD/LM to make amendments.</p> <p>BS asked whether other area partnerships will also move to quorums of 40%. LM advised that at least 2 others already have this quorum percentage. SD confirmed that all other APs would be asked to reduce their quorums to this percentage. DG asked all members if they agreed to approve the proposed changes. All members agreed to adopt the changes. <u>Adopted at 18:56 on the 26th June 2018.</u></p> <p>Post minute note: - For all members, quorum for Full Area Partnership meetings is now 11 members.</p>	SD/LM
4	Approval of Minutes – 5 th September 2017	Approved by NN, Seconded by DM	
5	Approval of Notes/ AGM 14 th November 2017	Approved by PS and Seconded by PM	
5	Approval of Minutes of 6 th February 2018	Approved by DM and Seconded by MF	
6	Approval of Minutes 10 th April 2018	Approved by NN and Seconded by PS	

7	Matters Arising	<p>Item 6 page 2 – DG/EH/SD <u>action completed</u> the skeleton draft of the Locality Plan Item on this agenda covering the item.</p> <p>Item 6 page – Locality Plan sent to Pencaitland CC in time for their March meeting. <u>Action completed</u></p> <p>Item 7 page 3 – SD/LM processed payment for Fa’side Support from the Start worker. <u>Action completed.</u></p> <p>Item 7 page 3 – LK confirmed that Alison Scott (AS) from Ross High School was their contact for the Red Box Project.</p> <p>SD updated the meeting to confirm that the Red Box was now up and running in Ross High. EL Foodbank have approached the AP to ask if they can supply one of the primary schools in our area using then existing funds for the project. SD confirmed that as there was no additional costs for the AP we agreed to support this request. If there are requests from other primary schools we may need to consider a financial contribution.</p> <p>Item 8, a, 1 page 4 – Handover to IP, who now chairs the active travel sub group. SD arranged handover with IP <u>action completed.</u></p> <p>Item 8, a, 2 page 4 – still outstanding SD to arrange handover. SD still to arrange to meet with Maureen Allan and carry out a hand over.</p> <p>Item 8, a, 3 page 4 – Youth Reference Sub Group. SD asked SR to provide an update to the meeting. SR confirmed they had been working with a group of young people to create our sub group. The young people have now merged with some of the Streets Ahead Tranent children to create one Youth Reference group. They are all working on the Children as Human Right Defenders (CHRD) project. There are 12 children and young people involved. SR advised members that the group are creating 5 large shields which will be taken to the United Nations in Geneva, Switzerland for the day of general discussion on the rights of a child in September. There will be 2 days of local workshops on 25th and 26th October where the children and young people will present to the wider community the outcomes of the project and their visit to Geneva and then ask adults in the wider community about how we could make Tranent a human rights town.</p> <p>SR asked if anyone has any questions. SA commented that this will be a fantastic experience for the children and young people involved. SD asked members to note the dates in their diaries for the local workshops and more information will follow.</p> <p>Item 8, a, 6 page 4 – SD confirmed that LK had accepted the role of Poverty Champion. Still outstanding, SD to arrange to meet with LK and discuss this new role.</p> <p>Item 9 page 4 – <u>Action completed.</u></p> <p>Item 10, c, page 5 – DM advised that she will seek an update on this working group – Support from the Start, looking at the recent changes impacting on our local Early Development Instrument (EDI). DM advised that the next meeting was the 27th June and would update at our next meeting. **Check email PMN**</p>	<p>ALL</p> <p>SD</p> <p>ALL</p> <p>ALL</p> <p>SD</p> <p>DM</p>
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8	Locality plan/Area plan - update	<p>SD reminded members that we had sought feedback from all groups on the skeleton locality plan. Unfortunately only 2 groups have provided feedback on our plan. SD acknowledged this matter was not an easy task to complete and that the various supporting papers have a lot of detailed information contained within them.</p> <p>SD reminded groups of the offer that he, DG and EH had made to come and talked through the plan and supporting papers to help groups consider their feedback. This offer still stands.</p> <p>SD reported that he met with ELC Chief Executive alongside the other Area Managers in relation to all are partnership plans. We have two concessions:-</p> <ol style="list-style-type: none"> 1. that we will not use the term Locality Plan going forward. Although legally we have a requirement to produce a locality plan for ease of reference we will continue to use the term Area Plan. 2. due to the complex nature of the consultation and various supporting documents that we can have an extended period to consult on the detail for our reviewed Area Plan. <p>As a result members and groups now have to the <i>end of September</i> to provide us with their feedback. We will collate the responses and present our final draft at the local area plan review workshops.</p> <p>LM circulated workshop dates and DM noted a potential clash for the Elphinstone workshop. LM will contact LH to verify if this date is still available. LM will clarify all workshop dates alongside the minutes of this meeting.</p> <p>DG asked if there were any questions or queries. SA agreed that members of the partnership and their groups needed to support the workshops and have their say on the content contained in the reviewed area plan. SA suggested that we should produce flyers and all types of media to promote the workshops. SA also suggested that we agree to 2 or 3 key messages on what the workshops are and why people should get involved. <i>SD asked members to revert back to LM by end of July 2018 with suggestions on what the 2 to 3 messages should be for the workshops.</i></p> <p>SD/LM will produce flyers/posters for the workshops. LM asked members if we produced the flyers/poster that they put them up in local shops/facilities. All agreed.</p> <p>DG asked all members to review the proposed Area plan and revert back to faside-ap@eastlothian.gov.uk by the <i>end of September 2018.</i></p> <p><i>PMN – IMPORTANT – Due to the delay in the circulation of the minutes, DG/LH have agreed to extend the feedback period 5pm on 12th October 2018. Groups and organisations have until this date to review the paperwork previously circulated</i></p>	<p>ALL</p> <p>DM/LM</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>
9	Annual Plan – 2018/2019	<p><i>JS left the meeting.</i></p> <p>SD reminded members that we obtained feedback at our Annual Public Meeting in November 2017. The proposed Annual Plan 2018/2019 has been created using existing and ongoing projects/initiatives and the feedback we received at our last Annual Public Meeting. SD highlighted the priorities/ initiatives with the largest votes and asked members if they had any questions.</p>	

		<p>PS asked what proportion of those that attended the Annual Public meeting were members of the public. SD advised that our attendance was significantly more at the previous public meetings however was comparable with other Area Partnership public meetings. SD acknowledged that that due to the smaller turn out there is a risk that the votes obtained from those who attended are not fully representative of our communities. SD also reminded members that it is really important for them to promote attendance at our Annual Public Meetings from their communities/groups.</p> <p>MF asked if there was an update on the creation of the Tranent town centre strategy working group? SD advised that the Area Partnership were actively pursuing planning colleagues who are due to lead this area of work. SD will advise members of the outcome of the discussions with planning colleagues.</p> <p>PMN: - ELC Planning are currently scheduling all town centre strategy work following the approval of the Local Development Plan. They will contact SD to confirm when they are in a position to commence this work.</p>	<p>ALL</p> <p>SD</p>
11	Sub groups	<p>A. Scrutiny and Monitoring Sub group SD referred to the previous circulated draft role and remit paper. SD asked if anyone had any queries on the content.</p> <p>SR suggested that providing only 1 weeks' notice for papers might not give people enough time to review them. SR suggested we align with our Standing Orders and send papers out 2 weeks in advance. All agreed. SD will amend draft paper to reflect the change.</p> <p>NN advised there were some minor content errors which she will highlight to SD.</p> <p>BS suggested we align this subgroup quorum with our Standing Orders. All Agreed and SD will amend draft paper to reflect the change.</p> <p>SR suggested that we should have a separate member representing the Parent Teacher Councils as they have a different knowledge base to community councils. All agreed. SD will amend draft papers to reflect the change and SD to contact PTC's seeking representation.</p> <p>NN asked what mechanisms were in place should applications arrive between meetings of the sub group or area partnership. SD confirmed that we have the option to email all members seeking a quorate response regarding applications. If we do not receive a quorate response then we can revert to delegated authority which would mean DG and EH making a decision on the request. DG indicated that he would prefer not to revert to delegated authority and therefore encouraged members to respond promptly to any emails headed '***Fa'side Area Partnership – Funding decision Required***'</p> <p>PS raised a concern that, for example, the CC representative could act in their own interest rather than the interests of other community councils. SD remind PS that the initial statement in the draft role and remit paper for this sub group specifically states '<i>All Area Partnership members are working on behalf of the designated area (i.e. Fa'side Area Partnership boundary).</i>'</p> <p>JR reassured PS that she would be completely impartial and act on behalf of all Community Councils.</p> <p>DG asked SD to confirm the names of all sub group members:-</p> <p>JR– Community Councils</p> <p>FD Elected Members</p>	<p>SD</p> <p>NN</p> <p>SD</p> <p>SD</p> <p>ALL</p> <p>(PTO)</p>

		<p>IB – TRA’s</p> <p>DM - Third sector</p> <p>DG - (Chair of Sub group) and EH (Vice Chair of Sub) - members from Area Partnership.</p> <p><i>SD will advise the group but will not have voting rights.</i></p> <p>B. Active Travel</p> <p>IP thanked DG for the opportunity to update the meeting. He shared a bit of personal background to the group and noted his passion for active travel. IP provided a useful update into the Connecting Communities Conference he attended and noted that he had made some useful contacts.</p> <p>IP noted that the sub group had recently met and had hoped to present an updated role and remit paper to members on the group however, there were some important amendments from the meeting that needed to be made. As a result, SD would circulate the updated role and remit paper with this set of minutes. IP noted that the group was working on proposals for this financial year in terms of the devolved funding and thanked members for their continued support. IP will provide an update at the next full Area Partnership meeting.</p>	<p>SD</p> <p>ALL</p> <p>SD</p> <p>IP/SD</p>
12	Budget 2018/2019	<p>I. General Budget</p> <p>SD confirmed that our existing allocation of spend related to a previous decision and regular devolved payments. We agreed last financial year to provide £40,000 over two financial years and therefore, £20k was due to The Fraser Centre Community Trust. In addition, we have previously approved sums of £5,000 to the Active Travel sub group and £1,000 to the Youth Reference Sub group. SD asked members if they agreed to continue to support both sub groups. All members agreed. SD/LM will arrange payment/transfers.</p> <p>This leaves current budget total £24,000.</p> <p>II. Roads Budget</p> <p>No allocated spend to date. SD advised members that we have now set up regular update meetings with Roads colleagues to monitor projects, budgets and to look at our current processes. As part of this meeting it was agreed that due to receiving services from our colleagues in Roads (with regard to providing advice on Area Partnership projects, providing quotes and initial design requirements) there would need to be a charge covering the cost of such works. Caitlin McCorry and Alan Stubbs (Services Manager for Roads) had agreed that 5% of our annual budget allocation would cover such costs (this totalled £2,500 per annum). This meant that our budget allocation was £50,000, less service costs of £2,500. <u>Leaving a budget allocation total of £47,500.</u> Some members expressed a concern relating to previous projects where design services and costs had been provided by Roads however the outcome was a significant under estimation, leading to a large uplift in the project spend. Members asked how would we overcome such matters in the future?</p> <p>SD noted that the joint meetings is a new process in an effort to obtain a greater understanding of Roads and project based challenges. With a view to minimise and mitigate against significant cost uplifts in the future. DG advised that he would raise the concerns of the partnership with CMcC.</p> <p>SD circulated some costs obtained from Roads relating to the Ormiston park entranceway project. SD outlined discussions he had with Roads on this project. The initial project contribution from a Roads perspective was £50,000 (and separate Amenity service resources were also allocated to the project). The basis for the discussion were increased costs. Roads had advised that the cost increase related to drainage and sub structure works,</p>	<p>ALL/SD/ LM</p> <p>DG</p>

	<p>broken down on the spreadsheet circulated. The cost increase for the project was £50,669.39. A total of £17,123.39 was absorbed by Roads in 17/18 and the Area Partnership were not being asked to contribute to this increased cost.</p> <p>This means that the Area Partnership were being asked to contribute £33,546 from our Roads allocation this financial year (18/19).</p> <p>Various members noted concerns on the level of increase in terms of the costs of the project and the proposed and obvious impact on our current budget. Members felt frustrated that a project which should have concluded last financial year, where we have had no notification or discussion, has had a significant cost increase and the ability to impact on our current budget allocation.</p> <p>BS indicated he was unhappy with the cost increase. Budgets were devolved to Area Partnerships and therefore there should be some trigger which allows Roads colleagues to contact the area partnership or project lead to clarify possible overspends.</p> <p>PMcG asked if the project lead had any notification that there would be such a significant cost increase? SD indicated that no notification of cost increases had been communicated. PMcG noted that in his current employment as a private contractor if he had such a significant cost increase then his company would meet this cost (especially if we are paying for design and quote services).</p> <p>SA indicated she had a concern about the way in which this process was being managed and felt it was unfair on the area partnership to be asked to pick up the cost increases.</p> <p>SA and BS indicated that they would contact Heads of Service and Alan Stubbs to discuss this matter.</p> <p>DG indicated that he would contact Caitlin McCorry in the first instance and then consider taking the matter forward through Caitlin.</p> <p>SD has indicated that there are a number of projects that are under consideration and could attract some Roads allocation this financial year, these are as follows:</p> <p>i/ <u>Foresters Park</u> – estimated start date August 2018 and 12 week contract period. Once tenders have been received will know if there are any additional contributions needed. SD suggested this should be our priority this financial year given the size of the project and how important it is to the Area Partnership. All members agreed.</p> <p>ii/ <u>Caponhall Road/Tranent West TRA</u> – possibility of creating a speed table at this junction to slow traffic down.</p> <p>iii/ <u>Pearlstane Steading</u> – initial costs have been received, these are estimates only for a small section of footpath leading from the Steading to the junction at Elphinstone Road.</p> <p>iv/ <u>Charles River area (Ormiston to Elphinstone)</u> – Roads currently obtaining some estimated costs for a complete footpath from the Ormiston Road to the Elphinstone Road.</p> <p>v/ <u>Elphinstone Road/Tranent West TRA</u> - Ongoing matter. No costs at present, still trying to engage with businesses before considering next steps. SD suggested that we work through the above list of projects in order (unless other funding opportunities presented or they were delivered through other means) using our Roads budget to deliver them. All agreed.</p> <p>III. Amenity / Active Travel Budget</p> <p>Active travel group have met and an update of the meeting will be circulated to the members once produced. The group are exploring a number of possible projects and will provide an update to the next meetings.</p>	<p>SA/BS</p> <p>DG</p> <p>ALL</p> <p>ALL</p> <p>IP/SD</p>
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		<p>IV. Education Budget</p> <p>All projects must be jointly approved with Education. SD noted that Big Hopes Big Futures worker costs have been taken into consideration for this financial year, with no impact on current budget. Still have to make a decision on the Support from the Start worker post. As a result, still have a full budget allocation of £100,000.</p> <p>SD noted that our Scrutiny and Sub group meeting will take place on 3rd July and will consider various project submissions. SD circulated a draft role and remit of the group. Various discussions took place and SD agreed to make the final changes and circulate to members. Subject to the changes the Role and Remit paper was <i>agreed by all members</i>.</p> <p><u>SD advised members that due to the short timescales that in this instance we would seek complete approval from all members once the sub group had met, via email. Members were asked to ensure they check emails in the days following the meeting, as we would have a quick turnaround time to make a quorate decision. DG reminded members that it was really important that they took this opportunity to have their say on the projects the sub group had considered/recommended.</u></p>	<p>ALL</p> <p>ALL</p>
14	AOCB	MUST BE DISCUSSED WITH CHAIR PRIOR TO RAISING	
15	Dates for Area partnership Meeting 2018	<p>The dates for next year were given out to the partnerships – they were as follows:-</p> <p style="text-align: center;">Tuesday 9 October 2018 (moved from the 16th) Tuesday 20th November 2018 Tuesday 11th December 2018 – Annual Meeting</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>	LM

Contact: - Email: faside-ap@eastlothian.gov.uk Phone: Lorna MacLennan, 01620 827146 or Simon Davie 07912 785 194

Matters arising – SD to complete