

**Minutes of the Meeting of the Preston Seton Gosford Area Partnership  
Wednesday 18<sup>th</sup> November 2020, 7-8.45pm  
Zoom Meeting**

**Members (and substitute members) present:**

Ruth Davie, Chair (RD)  
 Cllr Fiona O'Donnell, East Lothian Council (FO)  
 Cllr Lachlan Bruce, East Lothian Council (LB)  
 DJ Johnston-Smith, Prestonpans Community Council (DJ)  
 Brian Weddell, Prestonpans Community Council (BW)  
 Leanne Ward, Prestonpans Community Council (LW)  
 Pamela Fraser, Cockenzie and Port Seton Community Council (PF)  
 Sheila Chambers, Cockenzie & Port Seton in Bloom (SC)  
 Claire Jamieson, Cockenzie Parent Council (CJ)  
 Philippa Barber, On The Move (PB)  
 Beckie Peacock, Support from the Start (BP)  
 Ferhan Ashiq, Cockenzie Forum (FA)  
 Jill De Fresnes, Project Officer Great Place Heritage Connections (JD)

**Others in attendance:**

Emma Brown, Connected Communities Manager, ELC (EB)  
 Shirley Gillie, Business Support Administrator, ELC (SG)  
 Marilyn McNeil, IJB (MM)  
 Lyn Marshall, Depute Lord Lieutenant (LM)  
 Lorna Bellany, Pennypit Development Trust (LBE)  
 Lorraine Stevenson, Poverty Champion (LS)  
 Tracey Redpath, Volunteer Centre East Lothian (TR)  
 Helen York, Longniddry Community Council - observing tonight (HY)  
 Alison MacDonald, Chief Officer IJB Health & Social Care (AM)

**Apologies:**

Diane Baillie-Whyte, Tenants Residential Area (DBW)  
 Natalie Moir, Support from the Start (NM)  
 Cllr Willie Innes, East Lothian Council (WI)  
 Stuart Thomson, Prestonpans Community Sports Hub (ST)

AGENDA ITEM	KEY DISCUSSION POINTS	ACTION
<b>1. Welcome, Introductions &amp; Apologies</b>		
	RD welcomed everyone along to the meeting. Introductions were made and apologies were noted. RD advised the meeting would be recorded and everyone was in agreement with this. RD welcomed Helen along from Longniddry Community Council who is just observing tonight. RD thanked AM for coming along tonight and will be presenting to the meeting regarding Health & Social Care.	
<b>2. Minutes of Previous Meeting</b>		

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	<p>LB queried the previous minutes as his initials were the same as someone else at the meetings which was confusing. This will be amended urgently and thank you for bringing this to our attention.</p> <p>Minutes of meeting on 7.10.2020 were approved by BW and seconded by FO.</p>	<p><b>SG</b></p>
<b>3. Matters Arising</b>		
	<ul style="list-style-type: none"> <li>• Face book live – not been able to meet up yet. RD will contact DJ</li> <li>• Ongoing Volunteer Opportunities for Resilience Team – DB has left ELC and EB will follow up with LW</li> <li>• Radio Interview – RD will contact DBW to organise a date for this</li> <li>• Health &amp; Social Care – FO has invited AM along to our meeting tonight</li> <li>• Free School Meals – Ongoing discussions regarding this. The Pennypit surveyed the parents from the lunch clubs which target Holiday Hunger and have collated all the information gathered and passed on to East Lothian Council. RD will feedback to the partnership once she hears back. CJ advised there had been an improvement with the uptake since hot food had been offered.</li> <li>• Feedback Salt of the Earth – Unicorn Quest – on agenda tonight</li> <li>• Standing Orders – on agenda tonight</li> <li>• Making meetings inclusive – Having spoken to GS she did not wish to join the meetings via digital or telephone means instead will be posting out agenda and previous minutes etc.</li> </ul>	<p><b>RD</b></p> <p><b>EB</b></p> <p><b>RD</b></p> <p><b>RD</b></p>
<b>4. Conflict of Interest</b>		
	<p>PB highlighted she has a conflict of interest with the Outdoor Learning funding application that would be discussed tonight.</p>	
<b>5. Health &amp; Social Care Partnership</b>		
	<p>AM Chief Officer IJB thanked everyone for welcoming her along to the meeting. Recognises that everyone has had to change they work in the last 7 or 8 months. Due to COVID we are in a very different place that we thought we would be. Most important thing is to keep people safe. Making sure that services are available but ensuring staff and public are safe. There is a big shift in the way the Health &amp; Social Care service (HSCS) is running. AM wanted to thank the volunteers who supported their communities with shopping, food support, collecting prescriptions etc. Incredible the way people supported each other. They really stepped up to the plate and this was absolutely appreciated. There was a great sense of togetherness in East Lothian. Hoping to capitalize on this and continue. Very keen to be involved in any of the amazing work that is going on. Prior to the pandemic things were changing in Scotland. A new contract and the way the HSCS are now delivering things that GP used to do. This will mean adjustments for everyone and have had some teething issues. Most people are working with us and it is going really well. Some services being offered from Musselburgh just now and seems to be working well as we haven't had a lot of negative feedback. Physiotherapy you can speak to someone and be referred the same day which is great. We have the shortest waiting times. If you go through your GP it is one week but you can access same day clinics if required which is a real positive. Mental Health services have been increased and are working from the new community hospital but will also come out and work with local practices too. There are new Community Link workers who will look at different pathways and help people to receive one to one support and be signposted to the appropriate services. We Are With You were successful in the tender</p>	

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	<p>for PSG and will be recruiting for this role. The Community Link workers will be offering Community treatments and access centre to do things in the practice and will help release the practice nurses time up. Expecting Prestonpans to come on board by December. The redeveloped Community hospital has been a great success and is providing chemotherapy, blood transfusion and endoscopy procedures. There are 44 new beds available. Also looking at the older people's service regarding reprovisioning and are considering older people across all of East Lothian. We are working closely with Housing Developments and have secured extra funding today to support East Lothian care at home. There are lots of great ideas and we are pleased there is additional funding to support the winter.</p> <p>The Flu campaign has been really successful this year and we had a really good uptake. There were no clinics cancelled which was great. Last year we had 38% uptake for vaccinations but this year we have 52% which is great. We have been offering weekend drop in clinics which have helped. There is a final mop up clinic this week and it is really important we get as many people along to this as possible. Please encourage people to attend.</p> <p>We are confident that we can deliver in December the COVID vaccine to the most at risk locally and nationally. We are very actively involved with the sites, buying fridges and planning for this. East Lothian is ready to roll this out starting with care homes.</p> <p>It has been a very busy year and if some services have slipped due to COVID we apologise.</p> <p>RD thanked AM for coming along tonight. Very positive things in PSG. Have heard very positive experiences from people who have had the flu vaccinations and this appears to be a great success.</p> <p>FO asked if people who had been vaccinated at the pharmacy are also included in the figures that were given tonight. AM confirmed yes all numbers are collated. FO enquired about long term effects of COVID and AM also added that the integrated Rehab Team are doing a lot of work regarding this and working closely with people for a long term programme. BW asked about the HSCS budget with the strains of COVID. AM confirmed the last two years they have been on budget. Redesigning our care to keep on budget. We receive a budget from the Health Board and the Council and have worked well within our means. AM also confirmed that up till this point all their COVID costs have been covered by the Scottish Government. LBE mentioned a handful of elderly and some young people have real anxiety due to COVID which is preventing them from going out. Can you advise us what help is available for them. AM confirmed there is a CWIC helpline, support available and services that can help. The new Community Link Workers would be the perfect person to sign post people to the correct help. RD was very grateful to AM for answering the extra questions</p>	
<b>6. Scrutiny Group/AP General Funding Update</b>		
	<p>EB shared a power point presentation regarding evaluations on previous projects that had been funded by the Area Partnership and discussed at the last scrutiny sub group meeting. The group looked at collating all the relevant information and how we share that information with the members. Chasing up outstanding evaluations for 2018/2019 and 2019/2020. The group agreed that:</p> <ul style="list-style-type: none"> <li>• All evaluations need to be on the Area Partnership evaluation form and not news letters etc. All photos and newsletter can be</li> </ul>	

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	<p>sent supporting the evaluation but the actual evaluation forms must be completed.</p> <ul style="list-style-type: none"> <li>• EB will look at adapting the form with all the area partnerships to keep the information consistent.</li> <li>• Organisations shouldn't be able to apply for new funding until an evaluation form has been completed for any previous funding project.</li> <li>• Training will be offered to help organisation with completing the evaluation form as part of the application process.</li> <li>• An additional question will be added asking for the title of the project, a photo and 100 word summary about what has been achieved so that this can easily be shared with the partnership and on social media.</li> </ul> <p>It was suggested that sending out an example of a good evaluation form may be an idea for the future.</p> <p>EB will forward the presentation on the five projects whose evaluations were presented tonight and if anyone has any feedback or question please let EB know.</p> <p>FO welcomed this information and added it is important that we take the time to look at evaluations and how the money has been spent. FA mentioned there had been issues in the past regarding not receiving evaluations and feels we should now make a stand and definitely not award any further funding until an evaluation has been received.</p> <p>RD thanked the sub group for this information and agrees it is really important as we need to see the evidence and information to share with others.</p> <p>General Funding</p> <p>Heavy Sound – the revised application submitted following discussions between JB/EB/RD. 13 members votes in agreement to award £5,320</p> <p>Outdoor Learning – Bike East, Bike North – this application was discussed and 12 members voted in agreement to award £1,100</p> <p>It was discussed whether we were quorate at the meeting but having reviewed the recordings we reached quorate. (as some members were using the chat function and others were using the thumbs up)</p> <p>RD outlined that with these two applications and previous agreed allocations the spend against the £50,000 budget is £39,341.41 leaving £10,658.59 remaining.</p> <p>RD mentioned the H&amp;W sub group used to have a budget to make decisions on H&amp;W projects. Previously this was £10,000. How would the partnership members feel about allocating a small pot of money to help reduce inequalities through the H&amp;W group? This money does need to be spent by March 2021. There were no objections to the use of this money and RD will go back to the H&amp;W sub group to discuss how they want to take this forward.</p>	<p style="text-align: center;"><b>RD</b></p>
<b>7. Area Plan/Covid Recovery Plan</b>		
	<p>RD highlighted that there needed to be additional consideration as to how COVID will impact on the Area Plan and the suggestion of adding</p>	

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	<p>an additional sheet for priorities agreed by members. It was suggested that a sub group could focus on this of maybe three or four people. LB/PF/HY were happy to volunteer for this. JD mentioned that there maybe a cross over with the second round of PB funding through Salt of the Earth and is happy to also join the group.</p> <p>CJ had previously emailed some ideas for COVID Recovery and will forward these to PF. LB mentioned it would be good to get information on what other services are providing. EB happy to feed in on this when required. EB will connect the sub group with contact information</p>	EB
<b>8. Standing Order, Membership and Vice Chair</b>		
	<p>A three line paragraph was emailed to the members prior to the meeting to ensure our Standing Orders covered voting in on line meetings. This was agreed.</p> <p>SG gave an update on membership and numbers which needs updating. A number of members haven't attended meetings recently and FO reminded us that there is a clause in the Standing Orders – If people do not attend two meetings in a row their membership can be removed and or they need to nominate another person to attend. SG will circulate the current membership. RD highlighted the confusion over parent council votes and it was clarified there is one vote for High School and one vote for Primary parent councils. EB mentioned that only one management committee currently has membership of the Area Partnership and suggested that all four management committees should be invited. Everyone agreed. EB will follow this up.</p> <p>Vice Chair – RD highlighted the importance of a vice chair to support the development of the area partnership and asked if anyone interested to contact RD or EB. EB also mentioned a vice chair is important for succession planning.</p>	<p>SG</p> <p>EB</p> <p>All</p>
<b>9. Road Budget improvements</b>		
	<p>EB followed up regarding Links Road after speaking with FO/BH. The community council had not requested a speed table but rather the mobile camera unit to be placed in the 30 mph stretch to Seton Sands caravan park. Roads is following up with the police.</p> <p>There have been some improvements to John Muir Way at the Boat Shore in Cockenzie by Amenities Team. It was suggested to add further works to next years roads budget. The area highlighted by DBW in Prestonpans is not an official part to the John Muir Way and is on private land.</p> <p>Connected Communities Managers had a meeting with Roads and due to the time lost due to COVID they can only add one project in PSG by the end of the financial year. There has been a request through LW to replace the railing on the road in front of Prestonpans War Memorial. Members agreed that EB to contact Roads regarding this.</p> <p>FO asked for an update on Cuthill Park and Clanranald Avenue. EB highlighted that as roads can only undertake one project this year and the war memorial is more imminent with the building works that this was proposed as the priority. These two suggestion could be included in next years Road budget.</p>	EB
<b>10. Reports from Sub Groups &amp; Groups</b>		
	<p><b>Support from the Start</b></p> <p>They held their first meeting since March to touch base and look at the priorities and budget spend.</p>	

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	<p><b>Health &amp; Wellbeing</b> Met today for the first time and had the greatest attendance to date with an online meeting. There was a discussion about gaps in services and particularly digital access and RD will feedback on potential funding available.</p> <p><b>Children &amp; Young People</b> EB noted they recently had their second meeting where they began a self evaluation of the Area Plan in relation to Children and Young people which will continue at the next meeting. It is hoped this process can highlight gaps and focus ongoing provision. A key area of concern has been ASB in Cockenzie &amp; Port Seton which the Heavy Sound application will help to address.</p> <p><b>Heritage Connections</b> JD highlighted that 10 community projects had received funding one year ago from the PB exercise and before the next round of funding is released next year they are looking for an update on what's been undertaken. JD is arranging an online Heritage celebration event in December and seeking an extension on the project until April 2022 from the National Lottery.</p> <p><b>Active Travel/On The Move</b> It was agreed to try and arrange a meeting. PB will follow this up</p> <p><b>Communications</b> There was considered no need to meet currently.</p> <p><b>Cockenzie Forum</b> There has been no meeting of the forum in 2020 and the first meeting is likely to be in 2021. The site is currently being used for COVID testing and FA has followed up for an update on the site with economic Development.</p> <p><b>CAPP Meeting</b> FC is planning to schedule a meeting in due course.</p> <p><b>Community Rail Partnership</b> BW confirmed there had been no meetings.</p>	PB
<b>11. Climate Change</b>		
	<p>Everyone keen to keep this on the agenda to remind people of the Area Partnerships commitment to climate change. We have written to the schools to see if we can have a wee competition to design a logo. Perhaps the partnership could provide a voucher for the winner. Members agreed to this.</p> <p>RD mentioned that the sports hub are committed to climate change by swapping sports equipment and recycling. This can also be done for games, books etc to recycle as much as possible. RD will send the East Lothian Climate Change link to members.</p>	RD
<b>12. A.O.C.B</b>		
	<p><b>Business/Traders</b> EB updated the meeting that there is a small pot of money available for towns/villages to apply for funding to help with COVID recovery. One application has been successful from Cockenzie House to run Sea Salt and Sands walks. There has been two meetings for Traders to try to form a Traders Association but there has not been a great deal of interest. So that the money is not lost EB has been speaking to a number of local businesses to submit an application similar to Faside and Musselburgh where the East Lothian gift card is used to encourage people to shop locally by giving them a discount on shopping. LM asked if all business had been approached. EB replied yes there have been two meetings so far but quite a low response. Social media has been</p>	

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	<p>used to promote awareness. LM asked if someone has gone into the shops physically to ask. All business were sent an email by Jamie Baker. There is additional funding available through Love Local but we are keen not to lose the Towns and Village recovery fund money. FA asked if stores can still join later and EB confirmed they can. DJ confirmed he has always been involved in traders associations and would love to see a brochure or web site will all the local business. Maybe investing in a small website and digital registration. A one stop for all businesses. FO mentioned Dunbar has something similar and perhaps the PSG could look at this as a longer term project. EB will follow up on this.</p> <p>RD thanked everyone for their attendance and participating in the discussion tonight.</p>	EB
<b>13. Agree dates for Area Partnership Meetings 2020</b>		
	<p>The agreed date for 2021 meetings are as follows. They will remain zoom meetings at the moment.</p> <p>Wednesday 20<sup>th</sup> January 2021</p> <p>Wednesday 10<sup>th</sup> March 2021</p> <p>Wednesday 5<sup>th</sup> May 2021 AGM</p> <p>Wednesday 9<sup>th</sup> June 2021</p> <p>Wednesday 8<sup>th</sup> September 2021</p> <p>Wednesday 13<sup>th</sup> October 2021</p> <p>Wednesday 24<sup>th</sup> November 2021</p>	<p><b>Apologies to be sent to -</b></p> <p><a href="mailto:psg-ap@eastlothian.gov.uk">psg-ap@eastlothian.gov.uk</a></p>