

**Minutes of the meeting of the Fa'side Area Partnership
12 September 2023 7.00-9.00pm, a ZOOM Meeting.**

Chair

1. Chair Bill Axon (BA)

Quorum

11

Members and substitute members present:

2. Debbie Middlemass, Vice Chair (DM)
3. Alan Lauder, Macmerry and Gladsmuir CC (AL)
4. Rosanne Woods, Chair of the (RW)
5. Tracey Redpath, VCEL (TR)
6. Alan Bell, Recharge (AB)
7. Richard Kerr, Pencaitland CC (RK)
8. Cllr Lee-Anne Menzies, Elected Member, ELC (LAM)
9. Kathryn-Jane James, Support from the Start (KJJ)
10. Cllr Colin McGinn, Elected Member, ELC (CM)
11. Cllr Fiona Dugdale, Elected Member, ELC (FD)
12. Neill Ellis, Tranent and Elphinstone CC (NE)

Others in attendance

Simon Davie, Connected Communities Manager – Fa'side, ELC (SD)
Andy Cheshire, CDO, Connected Communities - Fa'side, ELC (AC)
Lorna MacLennan, Business Support Administrator, ELC (LM)
Robin Edgar, ELC, Team Manager, Policy and Strategy
Paul Zochowski, ELC, Principal Planner (Policy and Projects)

Apologies

Cllr Kenny McLeod, Elected Member, ELC (KMc)
Isobel Berry, Elphinstone Community Association, Fa'side TRA (IB)
Cllr Shamin Akhtar, Elected Member, ELC (SA)
Grace Stirton, Ormiston West TRA
Mike Falconer, TECC, Chair (MF)
Ian Pryde, Macmerry & Gladsmuir Community Council (IP)*
Carol Finneron, Pencaitland CC (CF)
Donald Grant, Co-opted member (DG)
Loreen Pardoe, Ross High Parent Teacher Council (LP)

**Not counted for quorum as duplicate member of Community Council
Voting members in attendance – 12 present*

	Key discussion points	
1.	<p><u>Welcome</u></p> <p>BA welcomed everyone to the meeting of Fa'side Area Partnership.</p> <p>All papers for the meeting have been circulated. LM confirmed the meeting was quorate.</p> <p>BA asked SD to pass on our warm regards and best wishes to Cllr Kenny McLeod for a speedy recovery following his operation.</p>	
2.	<p><u>Presentation</u></p> <p>BA welcomed Robin Edgar and Paul Zochowski to the meeting. He thanked them for attending and asked that they start their presentation and update on Local Development Plan 2. Information on the Local development Plan 2 can be found https://www.eastlothian.gov.uk/ldp2. The presentation is attached.</p> <p>Ba asked members if they would like to ask any questions.</p> <p>NE asked if there would be any cross over between the approved developments in the current plan and LDP2. PZ indicated that it often takes as considerable time for sites to come forward. As a result, there will be some cross over between the two plans.</p> <p>AB asked if there is scope within the regulations for communities to identify wider community benefits other than schools and roads. RE indicated that through Section 75 of the regulations community groups can secure developer contributions. These cannot be used to rectify problems with existing buildings. Projects that can be supported for example environmental improvements such as open spaces and trees.</p> <p>TR asked how many communities have submitted or are working towards the completion of a Local Place Plan. RE confirmed that North Berwick, Dunbar & West Barns, East Lammermuir, Duns, and Gullane. SD indicated that Pencaitland were considering completing their Local Place Plan. RK confirmed that conversations were ongoing. (insert the date that Robin). RE indicated that once the evidence reports and local place plans had been drafted there is an opportunity for the Area Partnership and other community Groups to be consulted. Individual engagement and gather feedback for the evidence report stage is due close of the 17th September 2023.</p> <p>AB commented that the Coalfield regeneration fund could be used to support communities who may want to submit a local place plan.</p> <p>BA thanked on behalf of the Partnership RE and PZ for an informative presentation. RE and PZ left the meeting.</p> <p>SD reminded members that his team are collating a list of Community Projects which require funding. This list is known as our Community Benefits List. SD needs each community or group to compile a list of projects with very simple information i.e. name of project, what or where this will take place, and approx. cost.</p> <p>TR had stated that she thought that each area was now being asked to identify 3 community projects only. SD stated that he would check this out and get back to members.</p>	SD
3.	<p><u>Apologies</u></p> <p>Apologies are noted above.</p>	

<p>4.</p>	<p><u>Declarations of interest for agenda items</u></p> <p>BA stated that as we went through the meeting, if members felt they had a Declaration of Interest to state at that time or when items were being discussed.</p>	
<p>5.</p>	<p><u>Approval of Minutes</u></p> <p>BA went through the minutes. There were a few items to be looked at and changed.</p> <p>These were approved by TR and Seconded my AB.</p>	<p>SD/LM</p>
<p>6.</p>	<p><u>Matters Arising</u></p> <p>Page 9, Item 7a – SD to meet with MA and discuss evaluation of the Lighthouse project. SD confirmed that following a change of staff at the church he had received the evaluation and will review it asap. Will contact MA to discuss. Matter ongoing.</p> <p>Page 6 item 9b – Annual Report 19/20 – SD/AC/LM will arrange to distribute the Annual Report as part of our communications strategy. Matter ongoing.</p> <p>Page 5 Item 7c – SD/LM confirmed that we have not managed to progress the video reel any further forward. MA asked if the music could be changed. FD suggested that we could place these on the screen in the George Johnstone centre. Matter ongoing.</p> <p>Page 5 Item 8a ii – Cairns at Church Street –SD will now arrange for Cairns to be moved and interpretation boards to be prepared alongside those previously involved in their design. SD met with Andrew Hogarth and work to move the Cairns will take place this winter. SD will engage with community groups on the creation of interpretation boards. SD discussed matter with Andrew Bourhill and has been in contact with planning – who see no issues with the proposed move. SD met with Ed Hendrikson, in discussions with planning and will seek to move this winter period. SD met with Library staff from GJC and he hopes they will lead this final element of the project. Matter ongoing.</p> <p>Page 11 Item 11i - ELC’s ‘Youth Vision’ AB will circulate it to all members once the final draft is completed. Matter ongoing.</p> <p>Page 6, Item 6, A, 5 – Area Plan review. LAM asked that young people are involved in the review of the plan. AC will meet with the Young Formers and engage with other youth groups to gather views. AC to contact LP to consider how we engage with children in Fa’side Area. Completed.</p> <p>Page 6, Item 6, B, a – Junior youth work. AC will provide a finalised report from the outdoor education pilot to a future area partnership meeting. Matter ongoing.</p> <p>Page 8, Item 8, A - Fa’side active travel, SD met with Russell McLarty from Tranent who has expressed an interest in leading the subgroup. He has requested to meet with IP and for us to host an open meeting on the future of the group. Matter completed.</p> <p>Page 11, Item 11, 3 – SD to invite Planning colleagues to a future meeting regarding Local Development Plan and Local Place Plans. Matter completed.</p> <p>Page 7 Item 6a iv – Area Plan review – SD advised that we still require a TRA Representative to support the short life working group. Any members interested please contact LM/SD. Matter completed.</p>	<p>SD/MA</p> <p>SD/AC /LM</p> <p>SD/LM</p> <p>SD</p> <p>AB</p> <p>AC</p>

	<p>Page 10 Item 8c – Fa’side Young Formers – AC/AB to arrange follow up discussion with FD on the matters raised by young people. Matter ongoing.</p> <p>Page 12 Item 10E – Fa’side Young Formers – SD and LM to arrange transfer of funds to Recharge. Matter Completed</p> <p>Page 13 Item 10G – Roads Devolved Budget – CF asked for an update on Pencaitland Community Council’s broken speed reactive sign. SD will contact Keith Scott for an update. CF asked whether a decision had been made on their request to upgrade the other speed reactive signs to the new version which captures data? SD advised that he would check and revert back to CF. Matter completed.</p> <p>Page 4 Item 5biii – Warm Spaces AC will update at a future meeting. Matter ongoing</p> <p>Page 6 Item 8 – SD to circulate ELC’s guidance for Area Partnership. Matter Completed</p> <p>Page 6 item 9 iii – Local consultations SD to provide CF with 5 copies of the poster. Matter completed.</p> <p>Page 7 Item 10 ii – Fa’side Health and Wellbeing – RW and AC will circulate their scrutiny and monitoring papers to all members for a vote. Matter ongoing.</p> <p>Page 11 Item 14 – Draft Press Release – SD/LM will complete. Matter Ongoing.</p>	<p>AC/AB</p> <p>SD</p> <p>AC</p> <p>RW/AC</p> <p>SD/LM</p>
<p>7.</p>	<p><u>Connected Communities Team Update</u></p> <p>I. Manager Report – SD referred to his previously circulated report. He flagged the following key points for members:</p> <ol style="list-style-type: none"> a. SD thanked AC, Neil Bainbridge for the amazing work in organising the P7 transition event at Meadowmill. SD also thanked our partners who supported the event, especially Recharge. b. SD thanked LM, AC, Neil Bainbridge for the huge amount of work undertaken to support our face-to-face area plan consultation. He also thanked those who formed the short life working group for helping to organise and shape the format of the consultation. c. SD confirmed that he had received authority to advertise for 2 community development officer posts. One is a 4 day a week community development officer who will be part of the Connected Communities team. AC and SD interviewed for this post last week and we have a preferred candidate. Once we have received the appropriate paperwork SD will share the person’s name. The second post is for an Officer who will be responsible for taking forward ELC’s Asset Transfer programme. The individual will work across East Lothian and support community groups who express an interest in Council Assets. More information to follow on this when we have it. d. The Festive Provision – SD has received the final draft report and will check it with a view to sending it out to members. Meantime work is on-going to organise this year’s provision. e. Macmerry and Gladsmuir Community Council SD forgot to invite David Todd to our meeting. SD will invite him to our next meeting. f. Recharge – SD received a request from young people attending Recharge. They wanted to amend on of the loading bays at the Junction of Winton Place and High Street. SD delighted to report that our Roads Colleagues have completed the works. A huge thanks to the 	<p>SD</p> <p>SD</p> <p>SD</p>

young people for their input, Mike Falconer / TECC for their support and roads Colleagues.

- II. **Community Development Officer update** – AC referred to his previously circulated report and highlighted the following:
- a. Youth work – AC advised there had been a range of conversations around our Youth Work budget. And although we have a confirmed figure this is still subject to existing budget pressures. The new provision in Pencaitland has now been taken on by ELC Youth Work staff. Massive thank you to Recharge for their help and setting up the Club. Ormiston will commence on 26th September with Recharge leading the provision and transferring it over to ELC Youth Workers.
 - b. Area Plan Focus Group – AC has completed two focus groups to date and has received interesting feedback. The other groups have all been scheduled in. AC noted that no arrangement yet to visit the schools. Aware that ELPA are undertaking a consultation within the schools for a Local Place Plan. AC will contact Susan Humble to see if the questions they are asking relate to our consultation.
 - c. Junior Youth Club – some money in the budget to support this activity. AC will provide will give an up-date at the next meeting.
 - d. Recharge/Service Level Agreement – AC and AB have been working on a new proposed agreement. This information is now with SD for consideration.

SD

8. Update following Area Plan Consultation

SD thanked all those members who attended across the 6 days of the initial face to face consultation. Although widely published and still working through the comments and feedback we think around 100 people attended the 6 sessions. In spite the low turn out the feedback received was rich in content. DM thanked SD, LM, AC and Neil Bainbridge for providing our communities with an opportunity to have their voices heard.

SD advised members that AC is currently undertaking targeted focus groups, and these should be completed by the end of October. AC advised that he had been unable to contact the schools to seek the views of local children. ELPA are carrying out a consultation and he will contact Susan Humble to see if the question they are asking children are aligned with our questions. The final face to face element will be a session with local partners and ELC colleagues who support our local communities. SD asked all members to make sure that either they, the members of their groups or the wider community complete the online consultation. The views and priorities contained within this feedback will provide us with a mandate to support our priorities for the next 5 years. NE asked if SD could create a simple table to define the main differences between some of the consultations on going such as the local development plan and the Area Plan consultation. SD advised he would draft a simple table to try and explain the differences. He would share this with BA, DM and NE for feedback prior to sending out.

AC

SD

BA asked members to ensure that they completed and return the online survey prior to 30th September.

ALL

9. Area Partnership Chairs Meeting

I. SD referred to previously circulated paper item 8b which is attached. Members had asked SD and BA to circulate the operational and governance guidance for area partnerships. SD highlighted paragraph 3, page 1, line 5,6, & 7. This was discussed at length by BA who advised that as the budgets were devolved to the Area Partnership its members would decide upon whether projects/initiatives would receive funding for more than one

	<p>year. BA stated he felt very strongly about this matter as we have identified projects which support the priorities in our area plan which require ongoing funding. Such as lunch club provisions, and our youth subgroup which is supported by Recharge. BA asked members if they had any questions or comments on this matter. FD commented that the paper was merely guidance only and therefore members do not have to follow the content. BA advised that this did not seem to be the case in other areas. He also noted that some communication around the paper indicated that it was more than just guidance. LAM fully supported BA's position however, her view is that areas of deprivation such as Fa'side should receive more funding than more affluent areas within East Lothian.</p> <p>Post Minute Note:- BA/SD wanted to draw members attention page 2 paragraph 3 line 5 to 9, starting 'For transparency ...' and paragraph 7 lines 3 to 5 starting 'The findings ...'. Members need to check the above-mentioned content and either provide comments/feedback at our next meeting or email LM directly.</p>	ALL
10.	<p>Consultation hub</p> <ol style="list-style-type: none"> I. Here is the general link to the Consultation hub. There are/were other consultations ongoing but not relevant to our area or have closed. https://eastlothianconsultations.co.uk/ II. East Lothian Dementia Strategy – closes 4th September 2023 : https://eastlothianconsultations.co.uk/adult-wellbeing/east-lothian-dementia-strategy/ III. East Lothian Tree and Woodland Strategy – closes 31st August 2023 : https://eastlothianconsultations.co.uk/housing-environment/tws/ III. Supplier Survey for Local Suppliers 2023/24 – closes 15th September 2023 https://eastlothianconsultations.co.uk/council-resources/supplier-survey-for-local-suppliers-2023-24/ IV. East Lothian Council Evidence Report for LDP2 – closes 17th September 2023 : https://eastlothianconsultations.co.uk/housing-environment/east-lothian-council-evidence-report-for-ldp2/ V. Various roads in Tranent (Prohibitions and Restrictions) Variation order 3 – closes 17th September 2023 : https://eastlothianconsultations.co.uk/infrastructure/east-lothian-council-various-road-tranent-prohibi/ VI. Ormiston Library, Disabled Parking Spaces order 2023 – closes 17th September 2023: https://eastlothianconsultations.co.uk/infrastructure/east-lothian-council-ormisto-library-ormiston-dis/ VII. Post-tender Supplier Survey : closes 31st March 2024 https://eastlothianconsultations.co.uk/council-resources/post-tender-supplier-survey/ 	
11.	<p>Sub Group updates and Community Groups</p> <ol style="list-style-type: none"> I. Fa'side Active Travel – SD referred to the attached paper which updated members on the initial meeting with a few interested representatives. SD noted that there was general agreement amongst the reps that we should widen the role and remit of the subgroup. To this end the reps have asked that we organise a public meeting and focus this around the proposed new role and remit paper, some updates from local groups and ELC teams and a proposal on how we could allocate the devolved funding. The meeting 	

	<p>has been organised to take place on 10th October 2023 between 7-9pm at Macmerry Village Hall. A hold the date invitation will be sent this week to interested parties and a press release has been sent to the EL Courier.</p> <p>II. Fa'side Health and Well Being – RW referred to the previously circulated paper and noted they were seeking approval of their scrutiny and monitoring process. SD advised that he had received the draft papers and apologised for the delay in reviewing and reverting back to the subgroup. SD will review the papers and email all members seeking a vote on their approval.</p> <p>III. Fa'side Young Formers – Recharge – AB referred to the previously circulated paper and highlighted the following.</p> <ul style="list-style-type: none"> a) There summer provision was very successful with a range of activities taking place across Fa'side. b) The Young Formers undertook a number of trips during the summer and for 2 young people this was the first time they had been out of the county. c) The Young Formers met with a group of Roma Youngsters and AB received really positive feedback from the facilitators that our Young People were totally engaged and inclusive in their participation. <p>CM asked AB to pass on our thanks to our Young Formers for their input and participation over the summer. Its great to hear what a positive impact they have had especially when Young People are often viewed negatively in our communities.</p> <p>SD noted the significant impact of Recharge within our Area. It's sad to note that Young People are still being negatively impacted upon by cost-of-living crisis. However, with organisation such as Recharge supporting our young people and providing opportunities for them to visit other parts of our Country and have new experiences.</p> <p>BA thanked AB on behalf of Fa'side Area Partnership for the work they do supporting our young people.</p> <p>IV. Support from the Start – DM and KJJ are now co-chairing the network in Fa'side. They are still to hear if they have a budget for this financial year however, agreed with members that irrespective of financial support they will continue as a network. They have £1,003 in their bursary scheme and £1,000 for Fa'side Lunch Clubs. Both of these sums are being held by Care Free Kids. KJJ advised that they are undertaking a survey monkey for members about the future of the network in Fa'side.</p>	<p>ALL</p> <p>ALL</p>
<p>12.</p>	<p><u>Third Sector update (VCEL)</u></p> <ul style="list-style-type: none"> I. 3rd Sector update – for more information please click the link : https://www.volunteereastlothian.org.uk/latest-news II. Third Sector update – as at 18th May 2023– East Lothian Third Sector Update 18/05/2023 (mailchi.mp) III. Funding streams available – FOR INFORMATION ONLY please click the link the link : VCEL Monthly Funding Update May 2023 (mailchi.mp) and VCEL Monthly Funding Update September 2023 – Volunteer Centre East Lothian (volunteereastlothian.org.uk) 	

	<p>IV. TR confirmed that 2 of her colleagues were due to leave VCEL and as a result her capacity is going to be significantly reduced in the coming weeks. Therefore, TR will be covering the whole of East Lothian.</p> <p>V. Working closely with ELTRP for their event in the Fraser Centre on 21st September 2023 at 7-9pm. This is a drop-in session, and all members are welcome to attend.</p> <p>VI. The community Mental Health and Wellbeing fund is due to launch in the coming weeks opening 29th September. Communities Mental Health & Wellbeing Fund for Adults Year 3 Announced – Volunteer Centre East Lothian (volunteereastlothian.org.uk)</p> <p>VII. SD asked if there was any free mental health training coming up? TR noted that environmental CIC were due to run some free mental health first aid training and she would provide LM with the details. TR also noted that there would be free ASSIST (suicide prevention training) coming to Fa’side soon. TR will provide more details.</p> <p>Post Minute Note: Free training will take place on Monday 13th November at VCEL from 9.30am to 5.30pm. Please see attached poster in the minutes.</p>	<p>TR</p> <p>ALL</p>
<p>13. Budget updates</p>	<p>Ai. SD advised members that a request had been received from TECC seeking support for a road related project. SD confirmed that whilst our budget update shows no allocated projects, we have committed spend on a few projects previously. SD is waiting on an update from roads however, this will not impact on the TECC request or indeed an ongoing request for Pencaitland CC.</p> <p>SD asked NE to update members on their request.</p> <p>NE advised members that local residents had raised issues around speeding and poor driver behaviour on Church Street in Tranent. MF met with roads staff to discuss potential solutions to this matter. Roads suggested a speed reactive sign could be installed to try and influence driver behaviour. NE asked members if they would support this request? BA asked members if they had any objections to the proposal? None were raised. BA asked SD to confirm we sufficient funding to support the request? SD confirmed we had sufficient funds. SD advised members that we require an additional NAL socket which holds the sign in place and powers it. This additional socket could be placed elsewhere in the town and would allow TECC the opportunity to move it. This socket will incur an additional cost for which we have sufficient funds. Member voted. 12 Members supported the request for the sign and socket. As a result, SD/LM will liaise with NE and TECC about the new signage required.</p> <p>Aii. SD advised that there has been ongoing dialogue with Pencaitland CC on speed reactive signs. At present there is a request from Pencaitland CC to install a new one and replace one of those currently to be fixed. As Roads general view is that it was on its last legs and even if it was repaired, it’s lifespan may mean it is not working for long.</p> <p>There are two options for the CC to consider in relation to the new speed reactive signs – both offer the opportunity of capturing data and as discussed, this can be accessed by contacting Roads.</p>	<p>SD/LM</p>

	<p>Option 1 is the standard DSD – this will capture the data and allow for simple messaging on the display – 20 mph, slow down etc. Cost £4,400 (might be slightly more but will confirm asap)</p> <p>Option 2 – Mini matrix – this will capture data also but provides an additional range of simple or programmed messages that can be displayed. Cost approx. £7k (these are new, none in EL at present and one already on order for Haddington), so unsure of specific costs.</p> <p>Fa’side AP’s road budget means that we are able to support either option and will be able to support an additional NAL socket if needed.</p> <p>Pencaitland CC are asking members to support their request for additional speed reactive signs in their village. BA asked SD if we had sufficient funds. SD confirm we had sufficient funds for all options. BA asked members if any objected to the proposal? No one objected. 12 members voted in favour of the proposal to install speed reactive signs and NAL sockets in Pencaitland.</p> <p>BA asked SD to update the budget paper to reflect all expenditure.</p> <p>Aiii. <i>Post Minute note:- The Pennypit Community Development Trust have confirmed that they received the full amount of funding needed for the Summer Lunch Club in Fa’side. As a result, they did not need the additional £1500 that is still available in our education/holiday hunger funding element. This means we still have £1500 to allocate.</i></p> <p>Bi. QMU application SD confirmed that QMU received external funding and as a result no longer require support from Fa’side AP. Matter Closed.</p>	<p>SD/LM</p> <p>Note</p>
<p>14.</p>	<p><u>AOCB</u></p> <p>BA asked members if there was any other competent business? None were tabled.</p>	
<p>15.</p>	<p>Dates of area partnership meeting</p> <p>All these meetings will start at 7.00pm and will be online, using Zoom. We normally ‘open’ the meeting around 6.30/40pm and it will start at 7pm.</p> <p><u>Dates of meetings for this year</u></p> <p>a. Tuesday 7th November 2023 b. AGM to be organised.</p> <p>A discussion was had and it was agreed by all members that we should continue to meet on Zoom this year and will review again next year.</p> <p>SD will draft a press release for the courier and update our web page to confirm this decision.</p> <p><i>BA thanked members, those present and those who had contributed, their time, effort and participation throughout this meeting.</i></p>	<p>ALL</p> <p>ALL</p> <p>SD/BA /DM & LM</p>

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

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Local Development Plan 2 Consultation

East Lothian Council Planning Service


Slide 1

Local Development Plan process

East Lothian Council is starting the process of producing its next Local Development Plan.

The Local Development Plan (LDP) will cover a ten year period from 2023 - 2033 and will provide the context for planning decisions during this time.

When the process is completed it will contain maps showing where development should and shouldn't go, and a series of policies whose content will need to be addressed when assessing planning proposals are being considered.



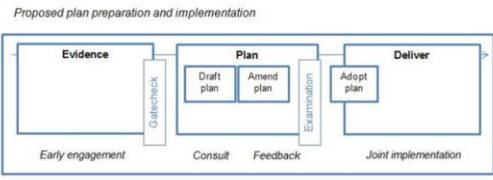
Slide 2

The Local Development Plan Process

The process of developing the Local Development Plan will involve a series of key stages.

- Evidence Report**

The stage we are at just now. This consultation is part of the development of this document. The final Evidence Report will set out the information we will use to produce the next stage of the Plan and highlight the key issues that the Plan will need to address. (Winter 2023/24).
- Gatecheck**



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graph LR; subgraph Evidence; direction TB; E1[Early engagement]; end; subgraph Plan; direction TB; P1[Draft plan]; P2[Amend plan]; end; subgraph Deliver; direction TB; D1[Adopt plan]; D2[Joint implementation]; end; Evidence --> Gatecheck[Gatecheck]; Plan --> Examination[Examination]; Examination --> Deliver; Gatecheck --- Examination;
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Slide 3

LINK TO QUESTIONS

And how to use this engagement document

Just now we are at the start of the LDP process, at the Evidence Report stage. As part of the development of this Evidence Report we are looking for your views on whether we have the right information to produce the next Local Development Plan (LDP), and what the issues are that the next Local Development Plan (LDP) needs to address.

These could relate to any land use subject such as natural heritage, sports provision, housing, transport, schools or parks and the general quality of the environment in East Lothians towns and villages.

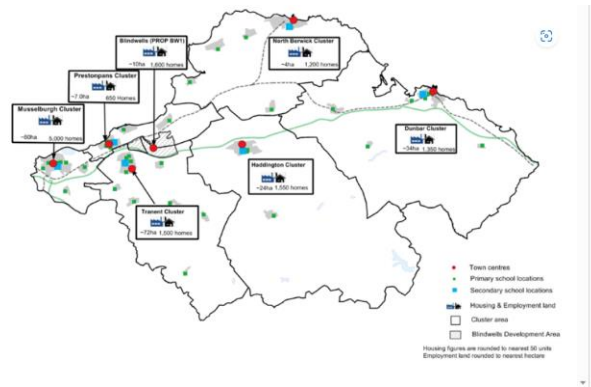


Slide 4

The Current LDP

The current Local Development Plan was approved in 2018. This Plan had to provide sites for the delivery of an unprecedented level of housing. This also led to a large programme of associated development such as schools, sports facilities and transport infrastructure.

The 2018 Plan considered a number of options for locating new development, deciding that the most sustainable option was to locate the majority of the development in the west of County as it was closest to some of the main East Lothian centres but also to Edinburgh where significant level of East Lothian residents are employed. Additional



Slide 5

National Planning Framework 4

This document was produced by the Scottish Government and it includes national strategy and policy for the whole of Scotland. It is part of the development plan, meaning that it must be used in determining planning applications and the progression of Local Development Plans.

The National Planning Framework takes its lead from Scotland's national outcomes and the United Nations Sustainable Development Goals.

It will be used as the starting point for the development of all strategy and policy in the new LDP.

National Performance Framework

Our Purpose, Values and National Outcomes



Slide 6

The New Policy Framework

While some elements of the existing LDP will roll forward and provide a main part of the new Plan there will need to be changes in how new development opportunities are identified and all development is implemented.

There are three key policy areas, **Climate Emergency, Nature Crisis and Health.**

These are challenges which all aspects of the Local Development Plan strategy and policy must embrace.

This will mean these areas will be given a higher priority than previous planning documents.



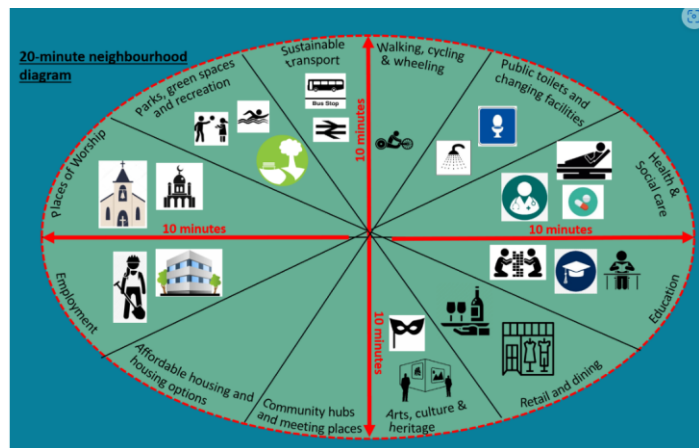
Slide 7

20 Minute Neighbourhood

A 20 minute neighbourhood is a concept within which residents can access key services in their local area by walking, cycling and wheeling for a 20 minute round trip, 10 minutes each way.

This can help reduce car journeys, impact positively on the environment and encourage improvements to the physical and mental health of the population.

The Covid pandemic highlighted the importance of being able to access services locally.



Slide 8

IDENTIFY THE LOCAL ISSUES

Places that Work for Communities

For the next LDP we need to understand what works in each local area and what areas the next LDP could try to improve.

It is important to get a view from the people who live in local areas what it is like to live there, what they can access and what services are local to them.

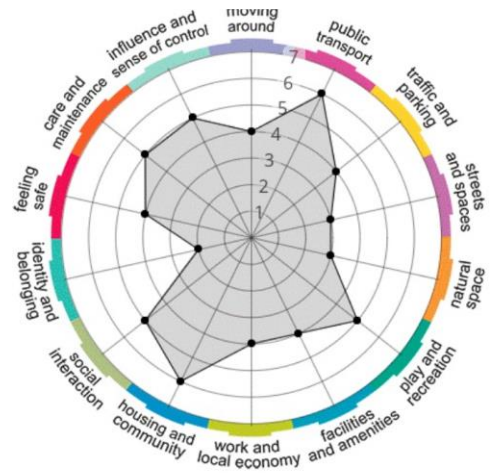


Slide 9

SCORE YOUR AREA

A national tool, called the Place Standard, has been developed to help get an understanding from local residents on what it is like to live in a particular place. The Place Standard asks the user to answer a series of questions about their area. The results can be easily used to highlight good or bad points about a community. This use of this tool is encouraged through NPF4 and other national guidance.

The process involves scoring your local area against a series of indicators which cover different elements of local living. Scores achieved through this process can be used to focus future actions to areas which the community think require action.



Slide 10

Fa'side (Tranent) Area

The map to the right displays some of the projects included in the current Local Development Plan and their delivery progress. You can find out more by clicking on, zooming-in, and moving around the map.

Place Standard Tool

If you live or work in the Tranent area score the area using the Place Standard Tool. The Place Standard tool can be accessed via the link below.

Place Assessment Tool | Our Place
Place Standard - assessment for Fa'side Area (Tranent and nearby villages)

<https://www.garlands.co.uk>

The Place Standard tool is a way of assessing places. You will be able to tell us what you think about the physical elements of a place (for example its buildings, spaces, and transport links) as well as the social aspects (for example whether people feel they

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A-Z

Speak / Translate

Home | Planning and building standards | LDP2 and Local Place Plans

LDP2 and Local Place Plans

Evidence Report engagement

Engagement on Evidence Report

The Evidence Report is the first formal stage in preparing the next Local Development Plan (LDP2). As a key part of the production of the Evidence Report, the Council is undertaking a public engagement exercise to gather the views of the communities and other interested groups. This engagement will focus on the types of evidence or information we need to produce the next Local Development Plan, and to identify the issues that the next LDP could try to address.

This public engagement exercise will run from the **middle of June to 17 September 2023**. We have prepared some consultation material to provide background and context to current planning issues in East Lothian and to help you participate in the public consultation. This can be accessed through the links on this page.

Story Map and engagement surveys

The online Story Map (ArcGIS) gives an overview of the types of information we will use to produce the next LDP. It also sets out the context for the next LDP, including the important point that many aspects of the existing LDP 2018 are still to be implemented. The engagement consists of three surveys aimed at gathering your views on important issues that the plan could address and how you feel your local area works for you.

You can access all the questions through the story map here:

In this section

- Local Development Plan 2
- Evidence Report engagement
- Gate-check
- Proposed LDP2
- Examination and Adoption NPF4
- Local Place Plans
- Preparing a Local Place Plan

Related Items

- Downloads

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Connected Communities Managers update as at 17th August 2023

Covering period 24th May to 17th August 2023

1. Team update:

Significant period for the team between May and August, we have had team members off on holiday and also delivered two huge pieces of engagement.

Firstly, Andy and Neil worked in partnership with a range of colleagues and local partners to complete the P7 transitions event. This created a large amount of work for both members of the team, with significant work undertaken to organise the event. I want to say a HUGE thank you to both of them for their work on this matter. Evaluation to follow soon and this will be shared with members.

Secondly, alongside the short life working group, the team have again undertaken a HUGE amount of work behind the scenes to organise and co-ordinate our face to face area plan consultation – phase 1. I wanted to thank all members of the team for this GUARGATUAN effort and commitment to our local communities.

Capacity still is an issue for the team, with both Andy, Neil, Lorna and I working as best we can to support, advise and enabled community groups in the Fa'side area. I hope to provide you with an update in the very near future on this matter 😊.

2. Sub groups of area partnerships: Individual updates included on this agenda, including a positive update on the Active Travel sub group.

3. Community Facilities across Fa'side: Please note the update below for the facilities that our team manages. Our facilities Management team are in Business Continuity at present, due to staff shortages. This means we are not able to take on new lets for our facilities at present until this matter is resolved. I am still awaiting an update on this matter. *These matters have and continue to take up a significant amount of time for me, given the lack of resources we have as a team.*

As highlighted previously, our Connected Communities team rely upon Facilities Management staff to open, close and clean our facilities. Given the challenge we have around budgets, we are restricted in terms of our provision of activities and the time and spaces we can offer due to the established facilities management hours we have for each facility.

A. Tranent Town Hall: The Bronx continue to operate from the Town Hall as per their agreement, which has now been extended for another year. Andy Cheshire, Paul Huish and Tracey Redpath have undertaken a huge amount of work to support the club. They are involved in ongoing conversations with the club about seeking Trustees for their Community Interest Company. Any interested parties please contact Andy, Paul or Tracey. More comms to follow on this. **Matter ongoing.**

B. Elphinstone Community Centre: No updates.

C. Ormiston Community Centre: Working with Primrose Day Centre on their legal agreement. Agreement has been renewed for another 3 months, with a view to transferring their existing arrangement more in line with other Day Centres. Primrose in partnership with Macmerry Mensshed and ELC's Amenity team have significantly improved the outside space at the centre. **Matter ongoing.**

D. Trevelyan Hall (Pencaitland): Have established a new youth club in the hall, with support from Recharge; who are leading on the matter. This has been hugely successful and is covered in more detail in Andy's

report. Working with the community council and local representatives to tidy up and better organise the space in the hall. **Matter ongoing.**

- E. Macmerry Village Hall: Mensshed and Community Council are the only community groups using the hall at present, due to Facilities Management being in business continuity. Trusted key holder procedure in place and engaging with Community Council and local resilience team on this matter. **Matter ongoing.**
- F. Booking live system: Engaging with colleagues on this system and how it effects our centres and halls. Ongoing dialogue as we develop our programme of activity (which is restricted by the established hours for each facility). **Matter ongoing.**
4. Engaged with Tranent Skate Park Foundation/ Pump track for Tranent – Awaiting update from colleagues in Sport, Countryside and Leisure on proposed Planning application for the site selected. Following the community consultation. Will update members once we know more. **Matter ongoing.**
5. Pavilion at Polson: Ongoing conversation on how this matter could be taken forward. Being leg by Sports. Countryside and Leisure. Will update members once more is known. **Matter ongoing.**
6. Festive Provision: The proposal this year is to scale back what we provided last year, as there is a higher demand for Area Partnership projects this financial year. Still working on creating a new process for the main referral element. **Matter ongoing.**
7. Dementia Friendly Tranent (DFT) – Garden of Reflection, Polson Park - DFT: Significant work completed at the garden. Seats have now been installed. Need to arrange a catch up with DFT members to clarify how things are progressing. Still on track for a Summer 2023 completion. **Matter ongoing.**
8. Visitors Management Plan. The meeting and conversation focused on seeking information and proposed projects from local communities. We await an update from the consultant on the outcome of the meeting. We hope this input will enable us to signpost the plan for future funding bids and if successful could lead to ‘pipeline’ funding for our local communities. I have asked for an update on the feedback provided. **Matter ongoing.**
9. Foresters Parking project – I have discussed with Tranent Juniors a plaque of recognition for Fa’side Area Partnership, Tranent Local Housing Partnership and others involved in the project. We will arrange an ‘official’ opening of the car park and attendance at a junior’s game in the coming months and make members aware. **Matter ongoing.**
10. Homestart East Lothian (HSEL) – No response back from HSEL to date. Will seek to arrange to meet Katy at Homestart in the near future and discuss the possibility of them looking to support our Junior YW provision. **Matter ongoing.**
11. Area Partnership review (East Lothian wide) – this matter is now ongoing and regular updates will be received either as standing agenda items or updates within this report. **Matter ongoing.**
12. Fa’side Community and Police Partnership (Fa’side CAPP) – attended the CAPP and contributed to the process and clarity around some of the issues raised. Some consideration to be given around possible training for community representatives and the context around stats for the meeting. **Matter ongoing.**
13. Conversation on the Support from the Start Network: Fa’side – discussion with co-chairs for the network about reviewing the role, remit and future of the network. **Matter ongoing.**
14. Review of Fa’side Area Partnership area plan – Phase 1 of face to face consultation has been concluded. **Matter ongoing.**

15. Review of Area Partnership application – linked to the area plan and general governance review, a number of applicants have fed back to us that the current application is not easy to use. As a result, Stevie McKinlay, Scott McKail and I have agreed to review the application and then present it to all Area Partnerships for consideration. Work is ongoing on this matter and we will share the draft with members shortly. **Matters ongoing.**
16. Whole Family Well Being Fund – Fa’side locality mapping exercise. Alison Cameron is leading a team looking to map what services exist in Fa’side which could support the ‘whole family’. Alison’s team have been along to our Children and Youth Network and will attend our Health and Well Being Sub group next week. This has the potential to be a far reaching exercise and project, with the team seeking to employ workers for the local area, to support the ‘whole family’. **Matter ongoing.**
17. Blindwells – attended a site visit with the developer and colleagues from community housing and Preston, Seton and Gosford area. Developer has indicated that they are happy to attend local Community Council meetings to update them on site progress. Community Housing colleagues are seeking to host a number of resident meetings and I plan to invite Tranent and Elphinstone Community Council to the meeting, as the 1st phase of development is taking place close to their CC boundary and will be of interest to them. Developer also looking to create some community space on site for local residents. **Matter ongoing.**
18. Signal – decision reached that there will not be any application made to Fa’side Area Partnership for support. Maureen Allan from Volunteer Centre East Lothian is now leading on this matter and I will update when we know more. **Matter closed.**
19. Macmerry and Gladsmuir Community Council – Pleased to report that David Todd is the new Community Council chair for the Community Council. I will invite David to our meeting on 12th September and am pleased that other community councils have offered their support to him as well 😊.
20. Local Housing Partnership – The Tranent Community Housing team have a new manager, Raymond Rickis and he has re-started their Local Housing Partnership meetings. I attended the meeting and updated on the Foresters car park and noted the interest in the possible new car park in Macmerry. **Matter ongoing.**
21. **Fa’side Fund Raising training – I attended this training which was hosted by Tracey Redpath at VCEL and supported by Andy. The training was well attended, with a view to run another session in Fa’side. This will take place on Wednesday 23rd August 2023 at VCEL – 7-9pm. The hope is to create some peer support for local charities and organisations in Fa’side. So if your groups’ needs funds, or you fund raise then please book a space as soon as possible. Matter closed.**
22. **East Lothian Play Association and Windygoul School** – I attended a viewing of film made by local primary school children from the school on how they are developing play in their school grounds. Was a really informative visit and now working with the school and Tony Brunton to see if we can aid them in upgrading some of their facilities? **Matter ongoing.**
23. **Recharge, Tranent and Elphinstone Community Council and Roads colleagues** – arranged a meeting between those listed to look at the dropped kerbs at the top of Winton Place, Tranent. Young people have raised an important matter about ensuring the kerbs are free for wheelchair users, those with mobility issues and buggies can cross. This is not possible due to the parking/loading bays in place. Roads working on some options for the young people and will present to them and Fa’side Area Partnership for support through our Roads devolved budget. **Matter ongoing.**
24. **Education Scotland inspection** – we have been advised that Education Scotland will visit to inspect the Community Learning and Development element of the Connected Communities Service. This inspection will take place between September 23 and June 24. More information to follow on this. **Matter ongoing.**

25. **Tranent and Elphinstone Community Council awards** – I attended TECC awards, which were very well organised and great to see the community celebrate lots of local volunteers who have had and continue to have an impact in their community. **Matter closed.**

26. **Community Intervention Fund** – worked with a local community group to develop and support their application for funding. **Matter ongoing.**

27. **Tranent Library event** – I supported and attended a public event which took place on the Ross High playing fields. Event was well organised and attended. Great to see so much support and partnership working at the event. **Matter closed.**

28. **Battery farm consultation** – attended the RNA energy consultation to create a new farm in a field off the Johnnie Cope Road. The farm will be located within the Fa'side AP boundary. Asked some questions around community benefits and also updated them on a lack of drainage for this area, which often led to flooding. Community Council representative were also in attendance. **Matter closed.**

Simon Davie

Connected Communities Manager – Fa'side

17th August 2023

Connected Communities Fa'side – Community Development Officer (CDO) Update

Report on work completed since June

1. Introduction

This report focuses on the work I have been carrying out since the June 2023. There are many different strands of work ongoing at the moment and it is key that some areas take priority over others to allow me to make a positive impact locally.

Since the last report the main highlight of work is the event at Meadowmill which saw 207 P7's from across all our 7 primary schools take part in a range of activities and have the opportunity to meet some of their peers before the summer break. I will report on this in more detail in point 4.

I am still responsible for 5 buildings and have completed the relevant monthly tasks associated with this role.

A lot of work has gone into designing the youth work model for the forthcoming year and maximising the reach of the budget for youth work.

2. Youth Work

Elphinstone youth club finished its last weekly session prior to the summer holidays on Thursday 22nd June. They then had a very successful trip to M&Ds which they had chosen as a group and they all absolutely loved it. The youth club resumes Thursday 24th August and will operate every week throughout term time.

My last report alluded to the fact that a different approach may be needed to continue the club in its current guise. One of the youth workers submitted a small funding application and we were awarded £2,100 from that which has helped significantly for 2023/2024. I will work with the youth workers and the wider community there to ensure the provision can be continued thereafter.

From the 5 casual/locum youth workers we recruited, 4 are continuing with us for this year with one picking up alternative employment. All 4 have familiarised themselves with the processes and practice at Pencaitland and all will be involved in the two new clubs we will launch at both Ormiston and Macmerry. I have inducted all staff and they have all received the required level of training.

Recharge staff led on Pencaitland and Alan will now work closely with one of our youth work staff so they can take the role of 'senior youth worker'. The transition into a fully delivered youth club by ELC staff will be completed by the September weekend.

The success of Pencaitland youth club and the positive feedback from people living in the community, as well as the feedback from Recharge staff and young people themselves, has further demonstrated that our village settlements need a provision for their young people.

Ormiston youth club will commence with an open day for parents/young people on Tuesday 19th September and will launch fully the following week. The delay to this starting is because we had to really stretch the budget as far as it could go with regards to ensuring we could provide youth provision in the 4 main settlements within the financial year.

Alan Bell will work with our youth work staff to ensure we follow the same procedures as Recharge and to provide some support to the senior youth worker there prior to pulling out and concentrating on establishing the same provision at Macmerry.

This is a welcome turnaround as I reported in my last report that Macmerry would have to be reconsidered at a later date, but we should be able to establish a group there prior to the financial year end, with January the projected start date.

3. Area Partnership Area Plan Consultation

I was involved in the small working group who met to discuss how the consultation should take place and what format the questions could take. I secured the venues and assisted in arranging the materials involved to conduct the face to face element of the consultation. I attended each of the 6 face to face consultation events.

I am in the process of taking the consultation out to some focus groups across our locale and have already arranged to meet the parents of Ormiston parent and toddler group, Tranent parent and toddler group, users of FCK, the youth forum at Recharge and another group of S1's on another date at Recharge. I am yet to finalise a date and time to meet with Macmerry Mens Shed and also possibly take the consultation into the primary schools.

This has been a considerable effort from our team.

4. Junior youth work

Issue-based youth work will once again be rolled out and the main aim is to reach P7s in each of our 7 primary schools. The aim is for this to feed into the transitions event at Meadowmill. If budget allows, the aim is to get to a point where we are delivering issue-based youth work to children in P4 through to P7 and then into Ross High/Recharge, etc.

Currently, the budget will allow for us to utilise two of our youth workers to deliver the school-based sessions and we will work with Recharge to design the content and train staff appropriately so they can deliver effectively.

The transitions event at Meadowmill was a huge success. Our colleagues in Arts, Active Schools, Enjoy Leisure, Countryside Rangers as well as Recharge, the mental health youth worker and EL Orienteering, all made the event a huge success. We have reviewed the offer and will deliver it again next year to coincide with the transitions week at Ross High school.

5. Festive Provision Fa'side

The venue has been confirmed and dates have also been agreed with regards to delivering to households prior to Christmas.

We will meet after the Area Partnership meeting to organise the provision fully.

6. Service Legal Agreement (SLA) with Recharge Youth Project

Alan and I have met to look at slight adjustments to the SLA for the final year of its inception and we have agreed that Alan will lead on facilitating the transition event at Meadowmill as well as lead and drive forward the Children and Young people practitioners meetings (part of the Area Partnership). We are confident that the following outcomes have been achieved in year 2:

- Drop in sessions continue to be at capacity.
- Youth work forum continues successfully and a new one established.
- Informal accredited work completed
- Detached sessions organised when there is a need
- Delivery of Recharged, Resilient and Ready (adapted Cool, Calm and Connected) to all S1 pupils in Ross High
- Representation at various networks and forums still ongoing

We are both keen to meet with the guidance staff at Ross High as soon as possible to arrange the dates to deliver Recharged, Resilient and Ready to all of the current S1's and to complete the delivery with the new S2's.

A full report would have been provided at this meeting, but due to capacity issues this hasn't been finalised.

The specialist youth work role has been a real success to date. Outcomes are reiterated below.

These outcomes are as follows:

- 1) Young people will have increased engagement with local services, giving them more structure and support.
- 2) Young people will have improved mental wellbeing and long term plan to support them.
- 3) Increased attendance/attainment in school and or in community settings.

Five young people are receiving weekly one-to-one support and the other two are being supported at other Recharge programmes which relates directly to outcome 1 above – to have increased engagement in local services and providing that structure and support that re-integrates the young person into their community again.

Recharge coordinated a variety of excursions for these young people over the summer holiday to increase their confidence levels and to maintain that contact over the summer period. They also worked with an additional 4 young people in this period, supporting two who were experiencing a sudden change in circumstances and another two who had high anxiety levels about the transition into high school and whom had been identified as such through their attendance at Pencaitland Youth Club.

During the summer programme, they continued to provide one-to-one support and the focus was on integrating young people who were receiving support with some of the young people transitioning into high school and it worked well as they recognised one another from the event at Meadowmill.

The last piece of work they have been involved with is supporting local football sessions on Friday afternoons with young people whom have been specifically referred and this will continue until the September weekend.

We will be using the next few months to begin the collation of evaluation for this project and will share once this has been completed.

Alan and I are working on evolving this role. There is an obvious need for the provision, with the service (part of Recharge Extra service), at full capacity currently – supporting 7 young people, four of whom have been referred by the Single Point of Access which is now the main source of referral.

7. Area Partnership Subgroup

Health and Wellbeing subgroup

The scrutiny group had their first meeting in June and confirmed the role and remit and funding criteria. Once this is approved we will open to applications and we hope this will be immediately after the partnership meet.

The next H&W meeting is this week with presentations from Police Scotland and Edinburgh Children's Hospital Charity.

Children and Young People's Practitioners Network

Alan Bell will now lead on this with CDO support. Next meeting will hopefully take place in October.

8. Head of Establishment Duties

Monthly audits are ongoing and have been completed for August.

There are still ongoing issues with Facilities Management with regards to Head of Establishment duties and this does take up some of my time each week.

9. Capacity Building

Delivered training course with Tracey Redpath to local community groups/organisations on how to write funding applications. Another is set for this week, 23rd August from 7pm-9pm at VCEL's office.

We have encouraged those groups we have been supporting to attend and try to increase this skillset amongst our community.

10. Community Facilities in Fa'side

A. Macmerry village hall

1. Macmerry Men's shed – Sadly unsuccessful in the large funding bid, but the shed has recently been awarded funding that will ensure they have their costs covered for the next 8 months. I will work with Tracey Redpath to support the group and look at long term sustainability.
2. User Groups – Still can't bring in any additional groups to Macmerry as a result of Facilities Management being in business continuity.

B. Ormiston Community Centre

1. Spring Oscars – No end of year evaluation as yet – I am meeting Spring Oscars management next week so will hopefully get an understanding of how things have went over the last year.
2. Ormiston in Bloom – New petal drum now positioned and the garden is complete. It looks fantastic and is a great boost to the centre and the community.
3. Primrose Day Centre – regular communication maintained with the day centre.

Trevelyan Hall, Pencaitland:

1. Storage – An uplift is still required but progress is being made with regards to clearing out the building of its surplus stock.
2. Toddlers – There are no issues – the toddlers group are operating very well since coming back into the building.
3. Pencaitland Lunch Club – No issues – operating well since their return.
4. Pencaitland Community Council – Working closely with members of the PCC to identify areas of improvement to the centre. Community payback team have started work on the exterior fence.
5. Pencaitland Youth Club – Been a huge success and will re-open this week (23rd August).

Andy Cheshire

CDO, Fa'side

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21/08/23

Six Area Partnerships were established by East Lothian Council, reporting to the East Lothian Partnership, in 2014, as the local voice of community planning:

“Communities need to be supported to ensure they have the capacity to flourish.

The Council is committed to ensuring that communities are empowered to develop strategies and Local Community Plans tailored to their needs and that decision making is devolved to the most appropriate local level.”

Each year the Area Partnerships are awarded a delegated annual budget by East Lothian Council, to be distributed to community organisations in order to address the priorities identified in the Area Plan: [Area Partnerships in East Lothian | Area Partnerships in East Lothian | East Lothian Council](#)

For the year 2023/24 the budget delegated to each Area Partnership is as follows:

<i>Area Partnerships Devolved Budgets 2023/24</i>				
Area	General	Roads	Amenities*	Total
Musselburgh	£100,000	£50,000	£100,000	£250,000
Preston Seton Gosford	£50,000	£50,000	£100,000	£200,000
Haddington & Lammermuir	£50,000	£50,000	£100,000	£200,000
Fa'side	£50,000	£50,000	£100,000	£200,000
Dunbar & East Linton	£50,000	£50,000	£100,000	£200,000
North Berwick Coastal	£50,000	£50,000	£100,000	£200,000
	£350,000	£300,000	£600,000	£1,250,000

**influential spend, agreeing priorities for the deployment of Landscape & Countryside workforce and machinery*

The Area Plan priorities are agreed by the members of the Area Partnership and consulted on within their local communities, e.g. at the annual public meeting. The Area Plan sets out the agreed priorities and is the overarching guide to be referred to when considering funding requests from community groups for the Area Partnership’s general budget. The delegated budget is awarded by East Lothian Council annually; payments approved by the Area Partnership can **therefore only cover one year**, to support one-off initiatives, new start-ups or pilot projects. **There should not be a reliance on this funding to cover ongoing revenue costs (e.g. staffing) for longer than 1 year.**

The role of the Connected Communities Manager as a Council officer, is to support the Chair and provide advice to the members of the Area Partnership on matters of governance; they are also responsible for administering the management of the delegated budget to ensure it is spent appropriately and within timescales. Only Area Partnership members are eligible to vote on matters pertaining to the Partnership; Council officers do not have a vote to decide funding awards. The Connected Communities Manager is responsible for ensuring the funding application form is fully completed and relevant information is available before it is presented to the Area Partnership for consideration. Applicants may be invited to attend an Area Partnership meeting to answer questions from members about their funding proposal.

The Connected Communities Manager may be able to suggest alternative funding which is a more appropriate funding source for any funding application: [Funding | East Lothian Council](#) VCEL can also offer advice on a range of sources of funding: [Volunteer Centre | East Lothian \(volunteereastlothian.org.uk\)](#)

Conditions are attached to funding awards and organisations in receipt of Area Partnership support are required to complete an evaluation form to evidence how the money has been spent, outcomes achieved and the difference it has made to their local community. A funding request will not be accepted from an organisation that has received previous funding unless a satisfactory evaluation has been submitted.

The annual public meeting is an opportunity to provide an annual report of the work of the Area Partnership, showcasing some of the projects which have been supported by the Area Partnership during the previous year and to consult attendees on future priorities. The impact of Area Partnership projects can also be promoted using videos and social media. Members of the Area Partnership should put the interests of the Partnership before their own interests or those of any other person or organisation. **For transparency, if a member of the Area Partnership has a connection to an organisation seeking funding they should declare their interest at the start of the meeting under the 'Declaration of Interest' agenda item and this should be recorded in the minute: they should not take part in the discussion about the proposal and should leave the meeting while the funding request is being voted on.**

Applications to all 6 Area Partnerships by one organisation will not be considered; requests for support must be specific to the priorities for that particular area. If an organisation submits an application to more than one Area Partnership to fund an initiative covering a number of areas, the Area Partnership members are advised to ask questions such as:

- Does this request align with the priorities that have been identified in our Area Plan?
- Can it be clearly demonstrated that this directly benefits people living in our local Area Partnership communities?
- Why has this funding request been submitted in this way – how was this funded before?

Area Partnerships are advised that they should not award funding to an organisation to replace funding previously provided to that organisation by East Lothian Council.

Separate guidance is available on Roads and Amenities elements of the delegated budget.

The Council's Internal Audit Service conduct regular scrutiny to provide assurance of the community planning operating arrangements and funding decisions of Area Partnerships, selecting a sample of items for scrutiny. **The findings from such assurance activity can lead to update and amendment to the generic Area Partnership Standing Orders and Members Handbook, and to refinement of funding procedures and application forms.** It is some time since the Council's governance and legal teams have reviewed the Area Partnership governance documents and they will do so in Spring 2023 and will provide any appropriate suggested updates for incorporation. Area Partnerships determine their own operating arrangements, with some establishing a range of sub-groups with specific purpose and terms of reference, reporting back to the Area Partnership itself for oversight and due governance. Such sub-groups require to be self-sustaining and cannot rely on the attendance of the Connected Communities Manager or Administrator, unless by agreement and subject to other work and diary commitments.

Area Partnerships are required to operate in the public domain, with appropriate public records accessible to their local communities e.g. through web information on the Council's website covering for example, the generic funding application form and guidance, Area Partnership agenda/papers and minutes.

Area Partnership communications including press and social media should be particular to the purpose and work of the Area Partnership only and should not stray in to political matters nor conflate the work of other locally publicly funded bodies such as Community Councils or the Health & Social Care Partnership, who are responsible for their own public communications.

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Head of Communities

10 May 2023

Area Partnerships Chairs Self-Evaluation Meeting

16th May 2023 (2.00pm – 4.00pm)

John Muir House, Haddington

Briefing paper following meeting for members

1. Meeting was attended by all of the area partnership chairs and connected communities’ managers apart from Preston, Seton and Gosford. Ruth Davie has stood down as chair and at present they are seeking a new community chair. Emma Brown the connected communities’ manager was also not present. The meeting was chaired by Paolo Vestri who is the Service Manager for Policy, Improvements and Communications and Caitlin McCorry who is the Service Manager for Connected Communities.
2. Discussion – Paolo opened the meeting to say that the purpose of it was to take stock of the work that Partnerships were undertaking, as many were reviewing existing area plans and had gone through some changes, whether of members, chairs or indeed amendments to their supporting documents. Paolo noted that he, Sharon and Caitlin had considered some questions that they could ask chair by way of starting a conversation. These were not prescriptive and if there were other matters that chairs wanted to raise then this could be covered as well.

Paolo highlighted that there were a few questions that ELC considered relevant to the conversation. These are noted below, with some summary content which came from the meeting, highlighted in green for members’ awareness.

- What is working well in your Area Partnership?
 - Haddington – there has been a reasonable turnover of members. The new members who have joined have brought a fresh impetus to the partnership. Also the Ward profiles are crucial in terms of the support/evidence they provide to members especially when considering where our priorities should lie. **ACTION** – PV to provide chair and CCMs with updated ward profiles.
 - North Berwick Coastal – best thing is the people who attend the meetings. Again with some turnover they have a broader membership than before.
 - Put some structures in place around the partnership which has been helpful but we need to review some of our governance.
 - BA – some challenges, around members capacity. Working well. Folks on the ground should take the plaudits.
 - North Berwick Coastal - External funding, bringing in large amounts of funding. Wondering if it would be possible to capture and showcase how much we have brought in?
- What is not working so well?
 - Dunbar and EL – Publicity around what we do, is still an issue. Need to reach out and raise awareness of the work we complete. Also need to try and encourage some of those members whose voices are not being heard, to participate in meetings. Issue for their partnership is also Councillors non-attendance. Need to ensure that Councillors are aware that they are core members and should seek to attend meetings.

- BA noted that to be fair to elected members they have significant challenges in attending meetings, due to the volume of meetings and responsibilities they have. Councillor attendance at Fa'side meetings is not an issue. Most others agreed on this point.
 - North Berwick Coastal – still some people don't know who we are and what we do. So need to consider how we get our message across.
 - CMC – training is the way forward. HS/North Berwick Coastal – would like to be involved in shaping the training. **ACTION** – Caitlin and Paolo to discuss and come back to HS and managers.
 - Haddington – Has a strong view about other council teams not understanding or being on board with the purpose of APs. Needs some support from senior officers within ELC to provide a clear message to staff about what Community Empowerment really means. Examples: Roads budget is an issue. Struggle to get projects agreed, issues with overspend and lack of communication. Members feel that it is not a budget they have control or say over. So what is the point in it? Previously had a strong and positive relationship with Amenities colleagues. Not so positive at the moment, which is a real shame.
 - Most Chairs agreed that the current application form is an issue. An update was given at the meeting. **ACTION** - Caitlin will send on the draft application form to chairs for consideration and feedback.
 - North Berwick Coastal – If amending the application, it would be good to review the evaluation form as well. **ACTION** – Caitlin agreed to add alongside the review of the application form.
- Is the membership of your Area Partnership representative of the whole area?
 - Not discussed.
 - Are the current Standing Orders / governance arrangements operating well/ fit for purpose?
 - All present agreed that there Standing orders are fit for purpose. Some partnerships have changed their Standing orders, as per the original standard versions issued (through Paolo's team). Some examples cited at meeting of the changes that have been made.
 - PV stated that each Area Partnership used to report back to the Safe and Vibrant Communities overview group (part of East Lothian Partnership). However that group no longer exists and there is a review of the East Lothian Partnership underway which chairs will be involved in. Hope that review will take place in the autumn this year.
 - It was clarified at the meeting, that Area Partnerships can change their Standing Orders at any time, by obtaining a quorate vote at an area partnership meeting and recording the change. PV noted that as long as these changes are congruent with the key East Lothian Partnership principles then there should not be an issue with amending Standing Orders.
 - Haddington – reported that one of the key tenets of our Standing Orders is decision making by consensus. This has worked really well.
 - What challenges do you find in engaging all the members of your Area Partnership (including East Lothian Council elected members) to ensure they play an active/positive role in the Partnership?
 - Dunbar and EL - Some issues/concerns reported by Chair. **ACTION** – PV will consider this point and revert back to JB.
 - How does your Area Partnership consult and engage with the community/ communities?
 - Not discussed.

- What are your thoughts about how the Area Partnerships might have more influence over Council funding?
 - PV stated that ELC face significant challenges over the next few years. Next year in particular will see reductions in Council budgets which will impact across all areas.
 - All chairs present noted the significant issue that the Council are facing and were grateful that no changes were made to our budgets this financial year.
 - PV asked chairs, given some previous discussion around the roads and amenities allocation, what was their thoughts on a reduction in budgets in these areas? Most chairs agreed that these areas had caused concerns in the past and they could take something back to their members, if this was to become a reality.
 - Haddington – If this was to happen, it would be crucial that Area Partnerships were able to influence both Roads and Amenities programmes, so they could still have a say and or direct some of the spend to support community led projects. Others chairs agreed with this point. Indeed, some would like this approach to be used across all service areas, as this was their understanding of what Area Partnerships were set up to do. **ACTION** – PV to take this feedback back to senior management within ELC and report back to the chairs.
 - North Berwick Coastal – Need to ensure that Economic development are involved in supporting Area Partnerships and the prosperous aims within our area plans.

3. What next? How do we take this evaluation forward?

- BA – Thanked PV and CMcC for hosting the meeting. He stated very clearly that he would not be supportive of a change to ensure that partnership funding (referenced in the draft guidance) covered projects that only covered one year. We have positive examples of projects that have been supported over two financial years that levered in additional external funding to support its delivery. In addition, the guidance references that funding should not cover ongoing revenue costs for longer than a year. In Fa'side we are clear that we do not support projects seeking to support staffing costs in general however, we continue to support the delivery of Lunch clubs in the area. The primary aims of the clubs is to ensure that children and young people in need or support are fed and provided with activities during school holidays. Both these aims fit with our area plan priorities and with council objectives therefore our partnership will continue to support lunch clubs, which seek to tackle inequality and tackle the impacts of poverty.
- North Berwick Coastal – What is the council's view of area partnership? What is their understanding of our purpose of area partnerships? It would be good obtain some clarity on this matter. Links to previous point about ensuring council teams are aware of our purpose and supportive of our priorities.
- PV/CMcC – Will pull together some notes and actions from this meeting and will set up a follow up meeting with members.

Background information circulated with the agenda:

- Report establishing Area Partnerships (Nov 2013)
- Report establishing devolved funding to Area Partnerships (Dec 2014)
- Report establishing Rules of Governance and Standing Orders (June 2015)
- Area Partnerships FAQ (June 2015)
- Area Partnerships Information Sheet (April 2016)
- Draft Operational and Governance Guidance for Area Partnerships (April 2023)

Fa'side Active Travel sub group

Update paper

A small group of interested community representatives and I met on 17th June 2023. Ian Pryde (former Chair of the sub group) and Ralph Averbuch (former AP member and member of the sub group) attended the meeting, alongside Russell McLarty a Tranent resident and local activist and myself.

Ian provided some background on our sub group to Russell and Ralph chipped in as well. Prior to the meeting I had circulated the most up to date version of our Role and Remit paper for the sub group.

Ian expressed a keen interest to widen the scope of the sub group to include matters such as climate change, bio diversity, history and sustainability.

Russell agreed with Ian in that he would be keen for the groups Role and Remit to widen and Ralph supported this point. Russell indicated that he would be happy to take on the role of Chair of the sub group. Ralph indicated that he was happy to take on the role of Vice chair to support Russell.

Proposal

Russell felt it would be important to provide local residents and community groups with an opportunity to get involved. He also indicated that there might be a source of potential income/resource that the sub group could access, which might allow us to employ a resource to take forward the ideas and aspirations of the community and sub group.

The following actions were agreed:

Action 1 – SD was to clarify if it would be possible to obtain some support from MGCC to dig a trench for their Christmas Tree.

Action 2 – SD to arrange a wider community meeting for Thursday 21st September 2023 – 7-9pm. Venue to be confirmed, would prefer the Fraser Centre.

Action 3 – SD was to update Alan Bell on the proposals and make him aware, as there are previous project elements still to be taken forward.

Action 4 – SD to draft some content around the new items which could be considered within the role and remit of the sub group and circulate to all present for comment/amendment.

Action 5 – SD to make interested professionals aware of the sub group and potential to re-invigorate it. Make sure we contact Leigh McCrum, Chris Milne and others.

Action 6 – SD to ensure that other possible interested parties are notified in advance of the sub group starting again, such as Tranent Wombles and Macmerry Mensshed etc.

Action 7 – SD to create a potential invite list and circulate to those present.

Action 8 – SD to obtain a map of the existing Fa'side boundary so that we could display this at the meeting on 21st September 2023.

Action 9 – SD to draft this update paper and circulate to those present.

Action 10 – SD to arrange follow up meeting for those present on Monday 4th September, 3pm at Russell's address.

Simon Davie

Connected Communities Manager – Fa'side

17th August 2023

Item 10 B – Health & Wellbeing Sub Group (as at 21/08/2023)

Summary

The scrutiny group met on 27th June 2023 at VCEL.

- Confirmed the role and remit and reporting procedures.
- Submitted to Area Partnership for approval.

If the partnership approves the role and remit then we aim to open to applications on Wednesday 13th September 2023.

The Health and Wellbeing subgroup meet in 2 days (Wednesday 23rd August 2023). There will be a presentation from Fiona O’Sullivan (Edinburgh Children’s Hospital Charity) and Alannah Juchniewicz (Community Planning, Police Scotland).

We are all looking forward to being able to open up for applications and this will be our main focus between now and the end of the year.

Rosanne Woods

Chair

Fa’side Health and Wellbeing Subgroup

Rosanne.woods@hotmail.com

Item 10C Fa'side Young Former



Recharge

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Tranent

East Lothian EH33
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alan@rechargecranent.org
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Fa Side Area Partnership September 2023 - Young Formers Update

Since the last meeting, before the end of the school term, we have had a meeting with ELC Roads Department. This was to highlight an issue that was raised by another young person in a wheelchair, who was struggling to cross the road at Winton place due to the dropped kerb being within a loading bay. The council have agreed to move the loading bay back to address this issue. The young people have also identified key issues in the community that they see are important and we will look to build this into future sessions to raise awareness of these issues.

During the Summer holidays, we have mainly been delivering trips. This allows young people to have opportunities and experiences they may not have been able to have otherwise - This includes a 2-day residential to Alton Towers. One trip we took young people on was to participate in a poverty Alliance workshop in Glasgow. During the workshop, they learnt about human rights and the challenges faced by the Roma Community and impact of this. We have also been giving a lot of support to members of the group individually around challenges they are experiencing.

We have also been planning out for the next term of youth forums. Given the level of support needed, we will be developing a personal support plan for each member to best support them. We will also be looking to continue the sessions exploring issues within the community and have arranged a session with Andy Cheshire so that young people have the opportunity to have an input into the local area plan.

If you have any questions, then feel free to contact If you have any questions,
then feel free to contact Ryan Moir on Ryan1@rechargecranent.org

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MONDAY 13TH NOVEMBER

NEW
DATE!

9.30AM - 5.30PM

Venue:

VCEL, 56 High Street, Tranent,
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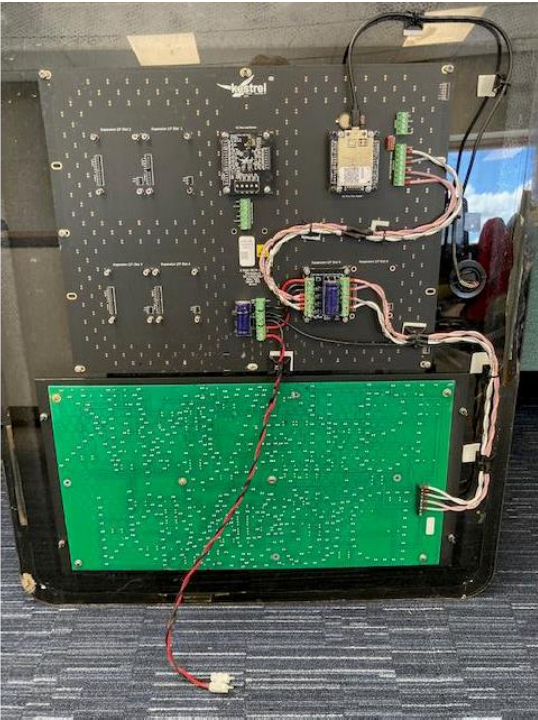


admin@environmentalhealthcic.org



Volunteer Centre
East Lothian

Fa'side		Item 12 A Meeting 12/9/23		Budget Allocation 2023/24					
FOR ILLUSTRATION PURPOSES ONLY			A	R	G		ExF		Notes
Date Approved	Organisation	Project	Amenity Services *1 £100,000	Roads *2 £50,000	General £50,000	SG funding	External funding	Paid	
01/04/22	ELC - Roads	Admin fee		2,500.00				y	Admin fee for supporting and designing project
01/04/23	PCDT	Easter Lunch Club					5,032.50	n	Approved by delegated authority on 15-3-23 due to timing of Easter and need to plan and get staffing in place. Used holiday hunger funding to support this request. Still have £1,567.50 to allocate from budget.
11/04/23	Recharge	Faside Young Defenders (Youth sub group)			1,000.00			?	Approved 11/4/23
11/04/23	ELC - Connected Communities Fa'side	Fa'side Active Travel Sub group *3			5,000.00			n	Approved ON PROVISION THAT SUB GROUP FORMS THIS YEAR - 11/4/23
11/04/23	ELC - Connected Communities Fa'side	Fa'side Health and Well being Sub group			10,000.00			n	Approved 11/4/23
11/04/23	ELPA	Summer play activities			6,211.00			Y	Approved 11/4/23
11/04/23	Can Do	Transport costs - Summer and Youth clubs			9,289.00			Y	Approved 11/4/23
06/06/23	PCDT	Lunch clubs for Oct 23 and Feb 24			5,785.00				Approved 6/6/23
06/06/23	PCDT	Faside Festive Provision 23			4,750.00				Approved 6/6/23
09/09/23	Queen Margaret University	East Lothian Tutor Initiative			11,400.00				Application to be clarified by LM and QMU - if support still needed then application to be heard. Aware that we do not have enough funds to support total application. To be considered by members at meeting on 12-9-23
		Total Spend	£ -	£2,500	£53,435.00	£ -	£5,033		
		Balance	£100,000	£47,500	£ 3,435.00		£(5,033)		
Notes	PLEASE TURN OVER								
*1	Resource Allocation	Labour and Machinery - need to secure funding for materials							
*2	Funding managed by Roads	Needs early discussions to be added to Roads planned maintenance programme							



TM

Mini Matrix

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TWM SPECIALISTS

This revolutionary concept removes the need for fixed aspect signage. The Mini Matrix delivers multiple message types in a single sign - replacing the need for multiple signage solutions such as Vehicle Activated Signs (VAS), Overheight, Speed Display Signs, Smiley SID and many more.

Traditionally, the marketplace has been focused on providing a one or two message-based fixed aspect sign to provide notifications to road users – be that speed related, advanced information on road layout or height restrictions. The Mini Matrix provides the opportunity to have a single sign that can be used to convey multiple messages and message types. It is designed to allow fully compliant TSRGD aspects to be displayed using the state-of-the-art TWM Central Management System (CMS).

The Mini Matrix comes complete with an MVD speed detection radar which allows it to be deployed in traditional VAS applications. The display can be programmed with a selection of TSRGD compliant aspects as would normally be associated with a fixed VAS sign – however given the flexibility of this sign virtually any TSRGD compliant message can be conveyed as and when circumstances change. Through the use of the CMS back office system, live data capture from the radar is relayed to allow for accurate monitoring of average road speeds, traffic flows and drive behavioural patterns.

The Mini Matrix allows the unique feature of adaptive speed control allowing road operators to actively change road speeds when adverse conditions exist, or when road traffic usage is impaired, thus removing the requirement to set out expensive temporary plate signs and mitigate the safety risks associated.



- Key features
- Flexible display technology
- removes the need for traditional single function signs
- One sign to replace multiple signs
- 5 Year Warranty*
- Wireless updates
- High resolution full colour RGB matrix display
- Adaptable to customer requirements
- Fully networkable
- Compatible with other TWM products
- Inbuilt Radar, Comms and optional ANPR module



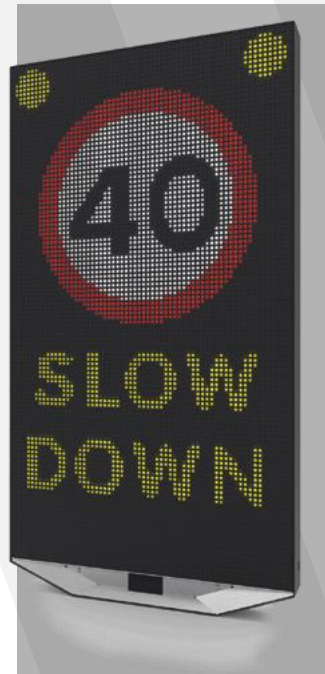
This adaptive speed control is unique to TWM and the Mini Matrix, allowing road operators to actively change road speeds when adverse conditions dictate...”

DATASHEET

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ITEM	DETAILS
Display Configuration	3x3, 4x4 and 4x7
Display Type	12mm RGB Matrix
Dimensions (W x H x D)	Multiple
Max Character Height	160mm
TSRGD Roundel	Up to 750mm
TSRGD Warning Triangle	Up to 750mm
Max Line/Characters	Up to 7 lines of 6 characters
Radar	Integrated
Weight (Provisional)	20-40kg
Enclosure	Aluminium
Fixings	Sign mounting rail
Lanterns	Virtual as allowed by TSRGD
Luminance Control	Integral Ambient Light Monitor (ALM)
Power	230 V, 50 Hz
Communication Interface	Wifi, 4G/5G, Bluetooth
Operating Temperature	- 15°C to + 60°C
Storage Temperature	- 20°C to + 60°C
Environmental Rating	IP56
Optical Performance	IBS EN-12966, 6 Colour, 12mm Pixel Pitch
Paint Finish	Front Face: Matt Black / Enclosure: Black

*Does not cover consumables, radar and power supplies.

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FA'SIDE AREA PARTNERSHIP STANDING ORDERS

We value the diversity of our community and promote equality. We aim to empower our communities and widen representation to influence decision making.

All Area Partnership members are working on behalf of the designated area (i.e. Fa'side Area Partnership).

MEMBERSHIP

1. The core membership of the Area Partnership will include:
 - 1.1. All elected members from the area partnership area;
 - 1.2. All Community Councils in the area partnership area; 2 guaranteed places for Tenants and Residents Association representatives
 - 1.3. 2 guaranteed places for Parent Council representatives – ideally one from the High School and one from a cluster Primary School.
2. These core membership places are fixed and must be taken into account in any calculation of membership numbers, even if the positions are vacant.
3. All core members have equal membership rights, including voting rights.
4. Additional members (either as representatives of local groups/organisations or networks or as individuals) can be elected to the Partnership.
 - 4.1. If a group/individual is interested in becoming a member of the Area Partnership an initial approach should be made through the Chairperson.
 - 4.2. The Chairperson will propose a prospective member at a meeting of the Partnership for the consideration of members.
 - 4.3. Membership will be confirmed if the proposal is agreed by a majority of existing members.
 - 4.4. These members will be identified as Standard members of our Area Partnership. If they fail to attend more than 2 consecutive meetings they can be removed from the overall membership (follow process defined in Condition 10 of these Standing Orders. This will be done by emailing or writing to members giving them 14 days to respond to our contact. If these positions are vacant they will not be taken into account (unlike Core members) in any calculation of membership numbers.
 - 4.5. The key difference between Core Membership and Standard Membership is the calculation of membership numbers, where Core members are always included and the removal of Standard members if they fail to attend 2 consecutive meetings in a row.
5. Individuals can be co-opted to provide expertise or different perspectives on issues that arise locally but will not have equal membership rights, including voting rights.
6. Member organisations will identify a named member and a named substitute to represent them on the Area Partnership for each membership place they are allocated.
 - 6.1. Membership appointments are for 1 year, to be confirmed each year at the Annual Public Meeting.
 - 6.2. Only the named member, or their named substitute, are entitled to act on behalf of a member organisation in Area Partnership decisions.
 - 6.3. It is the responsibility of the member organisation to identify a replacement if their named member or substitute becomes unable to fulfil their role.
 - 6.4. Substitutes can attend meetings alongside named representatives if they choose and participate in discussions at the discretion of the Chairperson.
 - 6.5. Substitute members must abstain from any decision making process if the named member is also present at the meeting.

7. Members of the Area Partnership are expected to adhere to East Lothian Partnership's Code of Conduct
8. *Members of the Area Partnership must complete mandatory induction training.*
9. Any organisation that wishes to withdraw their membership of the Area Partnership (excluding Community Councils, Tenants and Residents Associations and Parent Teacher Councils) must give written notice of withdrawal to the Chairperson. They will cease to be a member as from the time when the notice is received.
10. The membership of co-opted members can be terminated on the basis of non-attendance if the organisation is not represented at 2 or more consecutive meetings of the Area Partnership.
 - 10.1. The termination of membership due to non-attendance is not automatic.
 - 10.1.1. A proposal to terminate an organisation's membership must be raised by an existing member and the member notified of this intent and given an opportunity to respond.
 - 10.1.2. In the case of no response, or if the members are not satisfied by the response, the Partnership can resolve to terminate the membership by a majority vote.

CHAIRPERSON AND VICE CHAIRPERSON

11. A community based Chairperson (either from within the existing membership or as an individual living in our communities) will be elected for the Area Partnership by the membership. The appointment will be up to 2 years after which elections will take place.
12. The Vice Chairperson will be appointed by the Area Partnership either from within the existing membership or as an individual living in our communities. The appointment will hold their role for up to 2 years after which elections will take place.
13. If both the Chair and the Vice Chair are not available to chair a meeting those present will choose another member to fulfil this function.
14. Fa'side Area Partnership wishes to actively encourage female representation when considering taking on any of the roles available within our partnership. Where possible and if there are sufficient candidates from all genders, when elections arise we shall seek a gender balance in our Community Chair and Vice Chair roles.
- 15.
16. We will seek to stagger the re-elections of the Chair and Vice Chair to ensure we try to succession plan, where possible, for both these positions.

Former Area Partnership Chairs will be given the opportunity to remain as members of our Area Partnership, as a Standard Member. This proposal will be considered for each Chair and can only be agreed by receiving a majority vote from members.

AREA PARTNERSHIP MEETINGS

17. Area Partnership will hold at least 4 business meetings per year.
 - 17.1. Additional meetings of the Partnership can be called by the Chairperson with the agreement of the majority of members.
 - 17.2. All meetings of the Area Partnership are held in public are open to any local person or group as observers. The Chair can invite observers to speak if their input would be relevant to an agenda item and the opportunity should be afforded for observers to address the Area Partnership under the guidance of the Chairperson.
 - 17.3. The Chair and Vice Chair of Fa'side Area Partnership can in exceptional circumstances propose interim meeting arrangements until such times as normal business can resume. Examples of such scenarios are as follows: a pandemic, excessive weather conditions or venue based issues. This list is not intended to be an exhaustive one but for illustration purposes. Interim arrangements must be safe, measured and in line with local and national guidance.

- 17.4. Interim recommendations or decision making processes shall be put in place to ensure all Fa'side Area Partnership members are able to vote via email or paper until such time as normal business can resume.
 - 17.5. Any change in circumstances will be communicated, where notice is possible and details shared publically, to ensure full participation is available to all residents of our communities.
 - 17.6. Where a decision to change a meeting venue is made at short notice, the partnership will ensure all social media channels are used to advise members of the public of the change.
 - 17.7. Fa'side Area Partnership shall ensure that all members have the appropriate technology to access online meetings and in order to tackle the impacts of poverty and inequality, can pay in full or part toward such costs.
- 18. The quorum for meetings is 40% of members +1
 - 19. Agendas for meeting will be made available in draft 2 weeks before an Area Partnership meeting
 - 19.1. Members can request items be added to the agenda through the Chairperson
 - 19.2. Any other local person or group can contact the Chair in advance of a Partnership meeting to propose a matter for the agenda. The Chair will decide if the matter is relevant to the Partnership's remit and agenda. If the matter is not relevant for this Partnership, the Chair should assist by signposting to the appropriate organisation or group.
 - 20. Agendas, reports and minutes will be publicly available on East Lothian Council's E-gov system which can be accessed through the Council website at <http://www.eastlothian.gov.uk/meetings> .

SUB GROUPS/NETWORKS

- 21. An Area Partnership can establish a Sub group or Network to help carry out priorities/initiatives on behalf of the partnership.
- 22. Membership of Sub group/Network is open to partnership core members, members co-opted individuals and community representatives, whether they are from organisations or as individuals. Each Sub group will keep a record of their membership.
- 23. The Chair of the Sub group/Network will be approved by the partnership. The Chairs of these Sub groups/Networks can become Standard partnership members should they choose to do so, with voting rights.
- 24. Agendas for meetings will be made available in draft 2 weeks before the Sub group/Network meeting.
- 25. Each Sub group/Network will be responsible for producing their own action notes.
- 26. Sub groups/Network can make decisions however all financial decisions must be recommended to the partnership for approval.

ANNUAL PUBLIC MEETING

- 27. An Annual Public Meeting will be held to report performance to communities in the area and consult on wider priorities.
 - 27.1. This meeting is open to any groups, organisations or members of the public from the ward area.
- 28. From year 2, a Chairperson and Vice Chairperson for the Area Partnership will be elected by members at this meeting.
- 29. Standard and Co-opted members of the Partnership will be asked to confirm their intention to retain membership annually at this meeting.
- 30. Additional committee roles can be determined at the annual meeting and allocated from within the Partnership membership.

DECISION MAKING

- 31. Decisions should be taken in area partnership meetings wherever possible.

32. All members must declare any conflict of interest regarding any matter being discussed and must abstain from related financial decision making.
33. Consensus should be reached wherever possible. In the event that the Partnership is unable to reach consensus in any matter a vote may be required.
 - 33.1. Voting shall be taken where required by those present and eligible to vote
 - 33.2. If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
34. Decisions may be taken out with meetings on occasion e.g. emergencies or short deadlines. Or in exceptional circumstances where these dictate that we cannot meet face to face – please see 16.3 and 16.4. In these cases, members of the Partnership will be communicated with through an appropriate manner and given the opportunity to participate in the decision.
 - 34.1. A decision made in this manner will be confirmed if, we receive a quorate response and it is agreed by the majority of those members who have voted.
 - 34.2. The Chairperson and Vice Chairperson will have the authority to act on the Partnership’s behalf if/when the views of the membership cannot be ascertained e.g. emergencies or short deadlines.

CHANGES TO THE STANDING ORDERS

35. Once they are adopted each Area Partnership may make alterations to these Standing Orders to meet the needs of their specific group.
 - 35.1. Any member may propose an alteration to the Standing Orders by notifying the Chairperson of the change they propose.
 - 35.2. Details of the proposed change must be circulated to all members at least 2 weeks prior to the Partnership meeting where they will be discussed.
 - 35.3. Any decision to alter the Standing Orders must be agreed by the majority of members.

The standing orders were approved by Fa’side Area Partnership on 06/06/23 version 3.