

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

**26th January 2016, 7-9pm, Ormiston Community Centre**

**Chair**

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

**Members and substitute members present**

E Hutchison, Vice- Chair, (EH)

Cllr Jim Gillies (JG)

Cllr Shamin Akhtar (SA)

Cllr Donald Grant (DG)

Cllr Kenny MacLeod (KM)

Robert McNeill, Tranent & Elphinstone Community Council (RM)

Pauline Megson, Ormiston Community Council (PM)

Stuart Mackenzie, Elphinstone Community Association (SM)

Phil Summerfield, Pencaitland Community Council (PS)

Maureen Cuthill, Macmerry & Gladsmuir Community Council

Debbie Middlemass, Support from the Start

**Others in attendance**

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

Lorna Maclennan, Business Support Administrator, ELC (LMac)

Lorraine Congalton, Community Development Officer

Alan Bell, Recharge, (AB)

**Apologies**

Roger Powell, Ross High Parent Council

Ralph Averbuch

Rev Erica Wishart

Joan Ramsay, Tranent & Elphinstone Community Council

Maureen Allan, Tranent & Elphinstone Community Council

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|  |  | **Key discussion points** | **Action** |
| **1** | **Welcome** | BL welcomed everyone to the meeting. Apologies were noted. |  |
| **2** | **Approval of Minutes** | The minutes from the 3rd November 2015 without amendments. Approved by Robert McNeill and seconded by Maureen Cuthill. |  |
| **3** | **Matters Arising** | * Simon has met with LH and discussed the standing orders and partnership paperwork. This is now complete. | **Completed** |
|  |  | * **Town Centre Regeneration Sub Group**   SD advised he is awaiting feedback from colleagues on who will lead and when the first meeting will be arranged.  *RMcN noted serious concerns about the lack of progress on setting this group up. Local Communities have invested a large amount of time on the Charrette and other consultations. General agreement from Area Partnership that this work/ area needs to be prioritised.* | **Action - SD** |
|  |  | * SD also indicated that there was an action in the area plan to re-start the Tranent Business Association and perhaps this group and the Town Centre Regeneration Sub Group take a view on the matter relating to food waste when these groups are in place. | **Action - SD** |
|  |  | * There was discussion round the amount of traffic within Tranent town centre. BL to clarify if a traffic survey has been carried out or is planned | **Action:- BL OUTSTANDING** |
|  |  | * RM also asked AL if ELC could provide an update to the AP on existing community facilities, as some had been lying empty for a considerable time. AL agreed to provide a response, through SD to the AP. | **Action: AL to update SD – OUTSTANDING** |
|  |  | * **Boundary Commission**   A letter had been sent to the Boundary Commission from the partnership recommending it did not proceed with the proposed changes. A copy of the letter was circulated to members. Any correspondence future communication with be brought to the group. | **Action: SD/BL to update AP on outcome OUTSTANDING** |
|  |  | * **Health Inequalities**   At the previous meeting it was raised there was a gap around the ‘older people’ within the Area Plan. SD to circulate some dates in April when a sub group looking at this matter can investigate this point and feed back to the Area Partnership. SD to use the existing distribution list for attendees. If anyone would like to be sent information please let SD or LMac so they can be added to the distribution list. | **Action – SD**  **Action - SD** |
|  |  | * **Food Group** * An arrangement whereby some of this food waste could be used/donated to the Foodbank. SD to discuss once groups up and running. | **Completed** |
|  |  | * SD asked members, individuals and groups to identify any missing priorities or projects that we should be in the plan and contact Lorna Maclennan (LMac) so that adjustments can be made to the plan before it becomes a ‘living’/’working’ document. This is now complete. | **Completed** |
|  |  | * SD noted that going forward he would split the plan into timeframes (i.e. short, medium and long terms projects) which would make it easier to read and review. This would be circulated to the AP prior to the next meeting. This is now completed. | **Completed** |

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|  |  | * MA had a concern about the language used in the plan, especially around some of the content focussing on dementia. The members agreed that SD should review the content, using plain and understandable language for the community. SD also asked members to also consider this in their feedback on the plan. This is now completed. | **Completed** |
|  |  | * There was an outstanding action for SD to organise a meeting of the previous sub group looking at Community Facilities in the area. SD has emailed those who attended the previous sub group and arranged a meeting for 22/3/16. If any members of the partnership would like to attend please see SD or LMacL for details to be sent on. It was agreed that any outcomes from this meeting would be added to the area plan. This is now completed | **Completed** |
|  |  | * A lengthy discussion took part on the support required for the various projects. It was noted that it would be helpful that in future when considering projects if more details could be provided to members to allow them to consider such requests. SD noted he would ensure that such paperwork was circulated in future. This now completed |  |
|  |  | * SD asked LMac to ensure we captured this for the minutes and noted that we would send out a request for agenda items 5 weeks prior to the meeting and then papers as discussed. | **Completed** |
|  |  | * The members agreed that the venue should rotate around the communities in our partnership. | **Completed** |
|  |  | * Members were asked to send in the frequency and dates of their group meetings so, if possible, we could seek to arrange our partnership meetings to avoid these. If these could be sent to LMac at [faside-ap@eastlothian.gov.uk](mailto:faside-ap@eastlothian.gov.uk) that would be helpful. | **Completed** |
|  |  | SD stated that a pro-forma for funding requests would be set up and a range of project related paperwork circulated to members for consideration. | **Action:- SD OUTSTANDING** |
| **4** | **Area Manager’s Report** | 1. Area Plan   LMac and SD spent some time updating the area plan, identifying timescales i.e. Short, Medium and Long and reviewing the content following feedback from members. |  |
|  |  | 1. Gateway signage   Work has commenced on preparing the ground/location for the signage and posts have started to be cemented in. Work ongoing in Pencaitland and Ormiston at present. Awaiting an update from colleagues in Amenities and Roads. SD will update members ongoing | **Action:- SD** |
|  |  | 1. Foresters park   No further progress has been made on this project. On hold at present due to other commitments. |  |
|  |  | 1. Glenkinchie path   Agreement at previous meeting to make this project our 2016/17 priority. AP through General Budget will underpin the possible spend if no further avenues of funding can be obtained. No further progress has been made on this project. On hold at present due to other commitments. |  |
|  |  | 1. Muirpark Allotment Association   One of main areas of work at present. Working with acting Chair to arrange EGM and AGM for Association. Hope we can set a date and meet in the next couple of weeks. Once meeting is over and Association is constituted then members can take over the running of the group. SD to update Area Partnership on progress | **Action - SD** |

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|  |  | 1. Projects 2015/16   Majority of my time was spent sorting out the financial aspects of projects from last meeting and discussing and updating applicants on process. Still some paperwork to sort out including the transfer of funding which I will complete and update applicants on next week. | **Action - SD** |
|  |  | 1. Old Co-Op building, Tranent   Discussions are ongoing and we are waiting on plans and proposals to come forward from new owners George and Susan Thomson. |  |
|  |  | 1. Gamechanger projects – Greener / Family Centre   Attended various meeting on two projects which are still at very early stages. Greener project is about growing and how a range of groups could use the space. Family Centre project could incorporate a community cafe and provide facilities for families to use – possibly from early years right the way through. SD to provide regular updates on what stage the projects are at. Future invite once we have something more tangible? | **Action - SD** |
|  |  | 1. Children’s Parliament and Festival of Architecture   Approached ELC children’s well being and asked if they would be interested in a project focussing on Tranent high street? The project is mainly funded through the Festival of Architecture and involves around 250 primary school children, 16 of which will be selected from 5 local primary schools. They will create a 24 foot mural of Tranent high street and capture their views on how they would like to see the High Street develop in the future. This can be added to the work from the Charrette and allows young people to influence the council and other organisations (including the AP) in shaping our priorities. Did this in east end of Glasgow. This will be a nationally recognised event (main event in Oct 2016) and we will also submit it to the European Town Centre event in June at Dynamic Earth. Also would like to tour the mural around Gala’s – especially Tranent, Ormiston and Elphinstone (schools involved). Might come with a request for AP support next financial year to assist taking the kids to and from event in June and October, and to support the children who will need transport from our area to the events.SD to update members. | **Action SD** |
|  |  | 1. East Lothian on the Move   Meeting took place last week – apologies for the short notice. The sub group agreed that we would take the following action to spend our allocation £10k:   * Going to complete an audit of all our core paths in the ward area (schools, countryside rangers, path wardens and Recharge). * Purchase some equipment to support the work of the audit – tablets, cameras and people resource to carry out some of the audit. * Following the audit we will produce some maps for local residents and also publish the paths online. * We are going to purchase some signs etc. in places where we know there are gaps, so that this work can be completed as soon after the audit as possible.   Beyond this we will need to as a sub group agree what our priorities are from the long list of actions sent onto all members and this can be fed into our Working Area Plan, Local Transport Strategy and other ong0ing policy papers.  RM commented that meeting was interesting and worthwhile but was disappointed in the turn out form local groups, community representatives and Area Partnership members.  SD agreed and encouraged local residents to participate  Area Partnership agreed on recommendations from sub group | **SD or AP rep to update members** |

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|  |  | 1. Community Transport   Looking at this with Lammermuir Transport, early days however some pressures for the charity. Can we make sure groups are aware of charity and what it offers? RM noted that Lammermuir transport was excellent and would encourage groups to use their services.  LMac to put a link in minutes to the website. AB noted he was happy to advise members present on services Lammermuir Transport offer.  <http://www.lammermuircommunitytransport.org/> | **Action LMac** |
|  |  | 1. Elphinstone Community Association   Good meeting with the Association about access to the centre and we have a positive way forward which is being explored by CLD colleagues and ECA. SD to update members | **Action - SD** |
|  |  | 1. X Community What’s On – website   Need a champion from Fa’side. Effectively they are seeking to deliver a search engine facility to assist local communities and residents clarify what’s on in a specific location. SD asked if there were any volunteers? RM noted he might know someone. RM to discuss with person and get back to LMac/ SD. General discussion took place. RM also asked who would update site? SD noted that group have not reached the level of detail. Some options but would be good to have an Area Partnership ‘Champion’ to represent ward. | **Action:- RM**  **Action - Simon** |
|  |  | 1. Research on older men   Karii Ann Johnston, CLD Student is doing some research on behalf of the Area Partnership. SD will update | **Action - SD** |
| **5** | **Area Plan** | There was discussion around the readability and the ‘Plain English’ used within the plan. It was agreed to use a traffic light system for the colours used for i.e. Short, Medium and Long projects to make the plan easier to navigate. SD enquired if members had read the working area plan? General Discussion on plan. PM noted the priority descriptions were confusing. AB suggested using priority numbers as descriptors. | **Action:- SD/LMac** |
|  |  | **Short term Priority**  BL indicated this document would be used as our annual priority project plan. Indicating what projects SD was working on and which projects were out priorities.  SD noted that paper had all Short Term priorities contained within it. SD asked members to identity what were their priorities to allow us to move forward.  No comments were received. *BL noted that it was important for members to read papers prior to the meeting and have prepared comments. This would ensure the meeting would be effective and runs smoothly.* | **Action:- Members** |
|  |  | SD suggested going through the paper, page by page and he would identity possible projects for the Annual Project Plan. This was agreed.  SD/LMac to circulate with minutes Annual Project Plan. | **Action:- SD/LMac** |
|  |  | BL noted that in his view it would be really helpful to create some form of matrix to score our projects. Bill will liaise with colleagues on drafting something for the members to consider. | **Action - BL** |
|  |  | Discussion on ‘Improve Refuse and Recycling Facilities in the Town Centre’, DM indicated there was a Facebook campaign about this matter. RM indicated that we should be involved BL/SD agreed that at this time we had no information on this matter. SD asked if members could forward information onto him? Will review project priority once information is received. | **Action:- BL** |

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|  |  | RM queried the role of STRiVE in helping to deliver to the working Area Plan. SD noted that no updates have be received on the progress toward projects. RM asked what had appended to the STRiVE worker, who previously attended. SD noted he was no longer employed by STRiVE. | **Action:- All members** |
|  |  | RM stated he had serious concerns about STRiVE. He was unsure of their role, was worried about duplication of effort due to a lack of communication or understanding of ongoing initiatives/projects they were involved in and confusion about who was doing what. SD noted that STRiVE had a new Health Link Workers at Tranent GP practise. SMac noted some concerns he had about the wellbeing part of STRiVE. DG indicated STRiVE has an important role to play on our area and his experiences of working with them had been positive. General discussion and agreement reached, SD to ask Linda McNeill, STRiVE to attend next Area Partnership meeting | **Action:- SD** |
| **6** | **Budget Allocation** | **Summary Update** – everyone had a copy of the breakdown spend. From this there was a discussion on the 2 funding applications which had been submitted. |  |
|  |  | * Alan Bell took the table through the proposal that recharge had submitted. There was a discussion around the proposal, relating to a bike focussed project that could potentially cover 4 areas within our Working Area Plan. This project was agreed to be funded £5,000. SD to discuss with AB taking project forward. |  |
|  |  | * SD went over the second proposal submitted from Tranent & District Community Sports Club for a Town Notice Board. After discussions the proposal was agreed with conditions. General Discussion: Concerns raised that group does not attend Area Partnership Meetings frequently. Also the group have already supported this group with £4,ooo funding towards their Volunteer Support Post. Question was asked if avenues of funding had been exhausted. RM noted they had exhausted all other avenues. |  |
|  |  | 1. That sum sought included planning permission or building warrant if needed. RM noted that perhaps Tranent & Elphinstone Community Council could assist with planning permission etc. SD to discuss with T&DCSC 2. T&DSCS would be expected to attend future Area Partnership meetings to update on progress of this project and the other one. | **Action:- SD** |
| **7** | **Standing Orders** | The Standing Orders paper had 3 tracked proposed changes. The main change should have been updated in July to allow Community members to take on the role of Vice Chair. The Standing Orders were ratified. These will be amended to show the changes for Fa’side Area Partnership Standing Order |  |
| **8** | **AOCB** | 1. Patrons Lunch – 12 June 2016   £1,000 has been devolved to Area Partnership. Community Groups can apply to area Partnership for funding. SD to provide more information.   1. SD on leave from 5 February 2016 returns 29 February 2016. | **Action:- SD** |
| **9** | **Date of Next Meeting** | The next meeting will take place on 8th March 2016 – location to be confirmed |  |

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