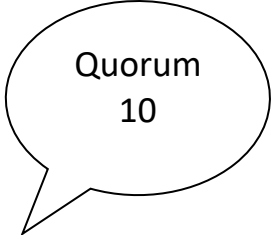


Dunbar and East Linton Area Partnership Meeting
Monday 29th August 2022 19:00 to 21:00
Held in Bleachingfield Community Centre and on MS Teams

Meeting Chaired by:

Jacquie Bell, Chair of the Dunbar and East Linton Area Partnership
(JB)



Quorum
10

Members (and substitute members) present

Anne Lyall, East Lammermuir Community Council (AL)
Barry Craighead, Vice Chair AP, Dunpender Community Council (BC)
Gill Wilson, East Lothian Association of Day Centres (GW)
Allison Cosgrove, Dunpender Community Council (AC)
Cllr Norman Hampshire, ELC (NH)
Scott Marjoribanks, Small Schools, (West Barns Primary Parent Council) (SM)
Stephen Bunyan, Dunbar Community Council (SB)
Andrew Ashton, West Barns Community Council (AA)
Nigel Bird, Dunbar Grammar School Parent Council Rep (NB)
Pippa Swan, Dunbar Community Council (PS)
Cllr Lyn Jardine (LJ)
Mike Shaw, DHSA (MS)
Kate Darrah (The Ridge / DTA)
Fiona O'Donnell, VCEL, Locality Officer (FO) (non-voting member)

Others in attendance

Lorna MacLennan, ELC - Business Support Administration, (LM)
Stevie McKinlay, ELC, Connected Communities Manager (SMc)
Callum Redpath, ELC, (CR)
Andrew Hogarth, ELC, (AH)
Esther Hughes, Friends of Winterfield Park (EH)

Apologies received

Terry Prior, Hallhill TRA (TP)
Katy Pollock, Support from the Start (KP)
Daniel Wight, Dunpender Community Council (DW)

Agenda Item	Key discussion points	Action
1. Chairman's and Introductory Remarks	<p>JB welcomed everyone to the meeting. She particularly welcomed Callum Redpath and Andrew Hogarth.</p> <p>JB noted the passing of Pauline Jaffrey DL BEM. Pauline would be sorely missed not just in the Dunbar & East Linton Ward but throughout East Lothian was involved in many community initiatives including Haddington Farmers Market, Dunbar Trades Association and she was a long serving Deputy Lt. She had been unwell for a number of years but always went to events when she could. She would leave a gap in the community.</p>	
2. Apologies	Apologies noted above.	
3. Notifications of Declaration of Interest	None	
4. Minutes of the last meeting	APPROVED. (Proposed GW; Seconded MS)	
5. Matters Arising	<ul style="list-style-type: none"> • Shore Road Car Park – this had been completed in March and taken from the allocated Area Partnership portion of the budget. However, earth and barriers had not been removed until August. • Tynninghame – Road Colleagues had been in dialogue with DW of Dunpender Community Council. A number of works were to be progressed. 	
6. Connected Communities Manager	<p>Connected Communities Manager Report</p> <ul style="list-style-type: none"> • <u>Scrutiny & Monitoring Working Group</u> –The group had met on four occasions over the summer to consider how the Partnership scrutinises funding applications. SM thanked all for their contributions. More detail would be given on this later in the meeting. • <u>Funding Applications</u> – Had been paused over the summer and, therefore, not been put forward to the Partnership for voting. Applications were once again encouraged now that the new processes were in place. • <u>Area Partnership Meeting October Agenda</u> – The next meeting would have a further open agenda. Suggestions for Agenda items were welcome. KD stated that The Ridge had a video featuring an individual person who had faced life challenges and how with the help of the Ridge they had changed their life. Cost of living crisis issues might also be considered. • <u>Specialist Youth Worker</u> – A Specialist Youth Worker had been appointed to the Connected Communities team. She would be engaging with identified children and young people 	ALL

	<p>to encourage them to participate in a range of activities on offer, including existing universal youth work provision. NH stated that not all youths will want to attend the youth groups. SM agreed and indicated that a new relaunched outreach service would look to support young people within their local area.</p> <ul style="list-style-type: none"> • Cycle Racks – A number of sites had been suggested. Further suggestions should be submitted asap to pass on to Ian Lennox. 	ALL
<p>7. Budget Update</p>	<p>Budget attached to the minute.</p> <ul style="list-style-type: none"> • General Fund – There is £36,607 left in this fund after applications had been paid. Applications were welcome, especially those that may assist with poverty, the cost of living crisis or social isolation. PS asked if the community meals support provided in Covid might be reinstated. JB said that the Friendly Food Network were looking at mapping meals provision, particularly for schools. She and SM were mapping local provision of community meals and other supports. KD said that The Ridge were swamped with requests. There was also an increase in mental health issues with people worrying about the winter. Christmas provision again needed to be considered. Creative inclusive ideas were needed to offset any stigma of people coming forward to access help. It was also queried whether the Pool might be used for people to get a shower. • Roads Budget – JB advised that CR would send information for members. Clarity was required on which year's budget the work undertaken as Shore Road would be allocated to. JB understood that it was from the underspend of the 2021-22 budget after the works at West Barns Village Hall. • Amenities Budget – JB reminded everyone that this was an influencing budget and not monetary. Andrew Hogarth was attending the meeting to clarify matters. 	
<p>8. Sub Group Updates</p>	<p>Health and Wellbeing Sub Group – There had been no formal minute from the July meeting. The minutes of the August 22nd meeting would be circulated in due course.</p> <p>Warm Zones -There had been discussion around warm spaces for people to access during the coming winter. JB and SM were drawing up a list of potential venues that might be approached.</p> <p>Planning for an Ageing Population Staff from the East Lothian Health and Social Care Partnership (ELHSCP) had given a presentation on the findings to date from the Planning for an Ageing Population Consultation exercise.</p> <p>JB advised that there would be an in person Planning for an Ageing Population consultation session with East Lothian Health and Social Care Partnership staff on 5th September- 9am at Bleachingfield. This would be an opportunity to speak up on</p>	

what experiences of current services and what would be wanted in the future. It was for the whole ward and not just Dunbar. The findings from this and other sessions around East Lothian were being pulled together for a Report that would go to the Integrated Joint Board in the Autumn. Areas to be considered could include Hospital services including community hospital beds at Belhaven, Care at Home services Care Homes, Day care services Dementia care services, access to respite access to services in the rural parts of the ward ,access to activities to keep well in later life, support services for carers GP services, Transport e.g. to clinics at Haddington community hospital or in Edinburgh. JB had specifically asked for an in person event to complement the online consultation.

Belhaven Hospital- There had been discussion about the current suspension of services at the Belhaven site due to issues with the water supply. This affected the NHS beds, the nursing home and the therapeutic work in Belhaven Community Garden. It was not known how long the situation would last.

Health and Social Care event – JB and Jo Waddell had given an outline on a proposed event to give information on various activities linked to Health and Wellbeing.

Poverty- JB noted the discussions at the Poverty Forum Meetings being arranged by Paul McLennan MSP. Negotiations were ongoing with a Windpower Company to provide £1 million per year to alleviate fuel poverty for target groups. JB advised of the VCEL Poverty Forum to be held on 8th September.

9. Volunteer Centre East Lothian

FO'D provided an update from VCEL on some of the funding and training that was currently available.

[Crown Estate Scotland Community Capacity Grants Programme | Foundation Scotland](#)

The National Lottery Community Fund Funding Officer would be available at the VCEL Office in Tranent on 14 September from 2-3pm if any organisations had questions or needed advice.

[Mental Health First Aid training](#)



East Lothian Poverty Conference

When Thursday, 8th Sep 9:30am to 5pm

Where The Royal Musselburgh Golf Club

Volunteer Centre East Lothian

As the cost of living crisis continues to escalate, how can East Lothian support people to break the cycle of poverty.
Booking via Eventbrite

The link will give you all the information you require [Volunteer Centre | East Lothian \(volunteereastlothian.org.uk\)](#). Any questions please ask.

Comfort Break

<p>11.</p>	<p>Scrutiny & Monitoring Sub Group Update SM summarised a paper on the outcomes of the meetings which had been circulated and is attached. Any questions should be sent to SM. PS asked if it would be an opportune time to revisit the Area Plan. JB advised that this would be for consideration. ELC wished Areas to be updated in light of Covid and the Cost of Living Crisis.</p>	<p>ALL</p>
<p>12.</p>	<p>Amenities Update – Andrew Hogarth, Team Manager (Amenity Services). AH gave an idea of what projects could be achieved by Amenity Services. AH asked if D&ELAP could give projects to the team as soon as possible to enable them to be factored into the work programme. The Amenity budget covers staff time and machinery. Materials would need to be funded by the Area Partnership. That they can use people and machines. Members should discuss projects with their groups and submit ideas to LM, SM or JB so they could be collated and passed to Amenity Services. AH commented on the multi-department walk rounds that had taken place before covid-19 restrictions which had been a good way to identify where joint projects with the community were possible. SM agreed to meet with AH to look at developing a longer term plan for the amenities budget.</p>	<p>SM</p>
<p>13.</p>	<p>Roads Update – Callum Redpath, Team Manager – Roads Engineering gave an update. This item was moved up the agenda. CR gave an insight into the allocated budget that the Area Partnership has. The roads allocation is for not for revenue costs but for capital projects that enhances ELC assets and adds value to what is there already. CR asked that we think of projects, discuss through SM and then pass on. It would be useful to have a 2 year plan which could be updated as required. The Roads department runs to a 3 year plan. CR stated that he would send the Roads plan to SM so that he could share it with the Partnership. This would show the projects that they are hoping to complete within the year although they could change.</p> <p>Speed signs – ELC do not want electronic speed signs everywhere as people got used to them and they became ineffective. Sockets can be fitted and the signs rotated on a regular basis.</p> <p>There was a discussion around projects that were due to be done and those members would like to see done. The minimum spend for a project was £6000. AC asked about the upgrade of Preston Road within East Linton. CR stated that he would need to get back on that project.</p> <p>JB stated that a pavement by the Day Centre in Westgate had been a project requested by the previous Chair. CR stated that that would be going ahead in the near future.</p> <p>PS asked about the street lighting in Dunbar High Street. CR stated that he would come back on that issue. JB noted that Glen Kane was looking into delivery of the units which will</p>	

	<p>replace the many broken lights. A business case for a longer term solution would then be needed as the light columns are now very old.</p> <p>PS asked about foot paths within Lochend Woods. CR stated that most woods were private, but also ownership would have to be established before a project could be taken on. It would also depend on whether the property was covered by Roads or Amenity Services. JB noted that most of the paths within Lochend Woods were maintained by Dunbar Community Woodland Group on behalf of the landowner Dunbar Community Development and Heritage Trust.</p> <p>PS asked about the many missing granite setts in the High Street. CR noted that these were difficult to source from Spain and Portugal.</p> <p>Connecting Dunbar Paths Project. JB noted the Spott to Dunbar Paths Project which had been led by Spott Community Association. Much work had been done by AL. Sustrans Funding had supported work by Consultants Philip Immirzzi and Crispin Hayes. There had been physical challenges with the route from Spott to the A1.</p> <p>Sustaining Dunbar (including JB and Mark James) were now looking to apply with support from Crispin Hayes and Philip Immirzzi for new Sustrans Funding to look at connections from the A1 to Dunbar including the Station and Town Centre, particularly links to and between the new estates. Also links from West Barns into Dunbar. It was hoped to link ideas with Mike Naysmith who was preparing a masterplan on footpaths in the Dunbar area for ELC. Ian Lennox of ELC had tendered support. It was hoped that East Lammern CC, West Barns CC and Dunbar CC may also support the Project.</p> <p>SM agreed to meet with CR to consider the development of a 2 – 3 year plan for the Roads Budget.</p> <p>CR left after the item.</p> <p>Post Minutes: - Dunbar High Street Lights- Glen Kane had advised JB that it was hoped that the units would be delivered by 14th September. They could then be installed as soon as possible after that.</p>	
<p>14.Any Other Competent Business</p>	<p>None</p>	
<p>15.Date of next meetings for noting</p>	<ul style="list-style-type: none"> • 3rd October 2022 • 21 November 2022 	

Dunbar & East Linton								
Budget Allocation			22/23					
			A	R	G			o
			Amenity Services	Roads	General	Scottish Gov. Money	Scottish Gov. IT monies	outside funding
Date Approved	Organisation	Project	£100,000	£50,000	£50,000			
09/05/22	Innerwick Hall	Refurbish of Hall			3,000.00			
09/05/22	The Ridge	SIGNAL			3,000.00			
09/05/22	DCY Project	Resources			1,791.00			
09/05/22	Harbour Trust	The Castle			3,372.00			
09/05/22	Dunbar Day Centre	Refurbishment of Kitchen			2,229.80			
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		Total Spend	£ -	£ -	£13,393	£ -	£ -	
		Balance	£100,000	£50,000	£36,607			
			Amenity Services	Roads	General			

Dunbar & East Linton Area Partnership – Short-term Working Group on Scrutiny and Monitoring

Purpose

This document summarises the work undertaken by the Dunbar & East Linton Area Partnership – Short-term Working Group on Scrutiny & Monitoring.

Context

The Dunbar and East Linton Area Partnership's (DELAP) Standing Orders set out a requirement for the Partnership to scrutinise funding applications. In recent years this function has been undertaken by the Area Partnership role bearers, supported by the Connected Communities Team. A Short Term Working Group was established in June 2022 in order to consider how the process of scrutinising applications for funding could be improved.

Remit

In relation to the establishment of a formal Scrutiny and Monitoring Sub Group, the Short Term Working Group identified the importance of considering the following areas over the period of June to August 2022 (inclusive);

- The Area Partnership's annual commitments
- Mechanisms of scrutiny & monitoring
- The DELAP funding application form

Area Partnership Annual Commitments

The purpose of the Area Partnership is to provide the local voice of community planning in East Lothian. The role of the Partnership includes;

- Developing an Area Plan to identify local priorities using available evidence e.g. ward profiles, local knowledge
- Allocating resources and Area Partnership delegated budgets to deliver the Area Plan
- Involving, engaging and consulting with the whole community and service providers to maintain the relevance of the Area Plan.
- Monitoring how the Area Plan is delivered

The Working Group identified the need for a structured schedule of activity to facilitate the delivery of these commitments. The proposed structure will reflect both the requirement of the Partnership to scrutinise applications for funding and the capacity of volunteers to undertake this work.

On an annual basis there is a requirement for the Partnership to:

- Meet at least four times (Full Partnership)
- Hold sub groups meetings to take forward any relevant business
- Hold an Annual General Meeting (AGM)
- Work towards the development of the Area Plan

Proposal

The following proposed calendar of activity sets out a structure for the Partnership to undertake all of its commitments in an effective and efficient manner, balancing the dual purpose of informing community planning and allocating funds from devolved budgets. The proposal allocates one Partnership meeting to forward plan, two partnership meetings that consider funding applications, two meetings that look at wider community planning matters and an Annual General Meeting.

Area Partnership Calendar:

A Breakdown of the year ahead. (See attached DELAP Calendar)

April - Full Partnership Meeting - Community Planning Matters / Applications Process Opens Phase 1

May - Scrutiny Sub Group Meeting - Review of applications / Feedback to Applicants

June - Full Partnership Meeting - Applications put forward for consideration and decisions taken

July - Summer recess

August - Full Partnership Meeting - Community Planning Matters / Applications Process Opens Phase 2

October - Scrutiny Sub Group Meeting - Review of applications / Feedback to Applicants

November – Full Partnership Meeting - Applications put forward for consideration and decisions taken

Nov - Jan – Annual General Meeting (Depending on completion of evaluations)

December/ January - Winter Break

February – Full Partnership Meeting - Priority Setting & Planning

Benefits

This proposal provides a clear structure for the Partnership to undertake its core functions of supporting community planning and the allocation of resources. It provides the opportunity to scrutinise requests for funding and monitor delivery of project outcomes whilst still providing sufficient time for wider community planning matters.

Review & Evaluation

It is proposed that the Partnership adopts this schedule of activity for the remainder of the 2022/2023 financial year and that it reviews and evaluates the process in financial year 2023/2024.

Scrutiny & Monitoring Sub Group Model

The Subgroup will consist of a mixture of fixed and dynamic positions incorporating a range of stakeholders from our membership (see DELAP Stakeholders roles attached). Each member will undertake a specific role within the Subgroup. We envisage six individuals sitting on the Subgroup with the capacity to invite additional Partnership members, with particular expertise to provide comment on specific applications. Connected Communities Officers will provide administrative support at Subgroup meetings. Partners will be able to nominate themselves to sit on the Subgroup during the course of the year. The model of fixed and dynamic positions is designed to bring consistency whilst still allowing participation across a wide range of stakeholders. Sharing this role will help to ensure that the role is not overly onerous on partners.

Scrutiny & Monitoring Sub Group Meeting

The Scrutiny and Monitoring Sub Group will meet twice a year in order to provide feedback on funding applications (See DELAP Calendar attached).

Prior to meeting individual Subgroup members will consider applications and complete a DELAP application scoring matrix (attached) for each application. The matrix is designed to provide an objective assessment of the application. The Subgroup will discuss each application and provide feedback to the applicant, in order to help strengthen the application before it goes in front of the full partnership. (See Scrutiny & Monitoring Sub Group Process attached).

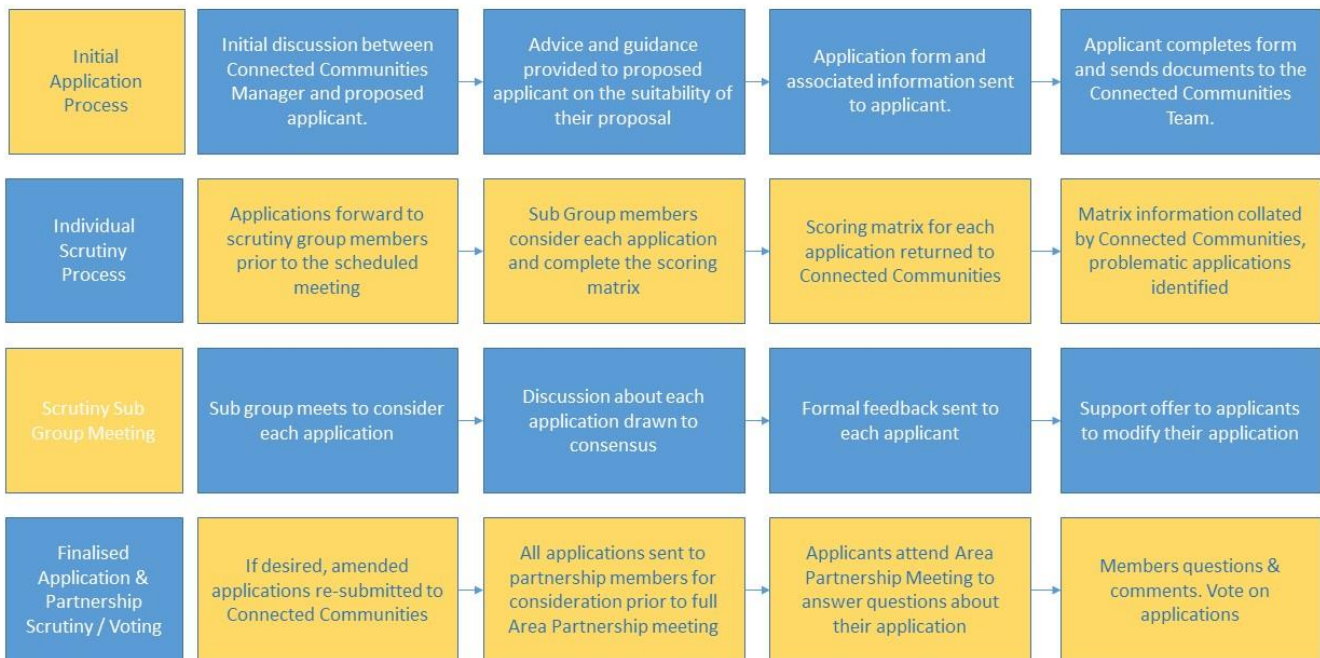
Benefits: This proposal provide a way for partners to make informed decisions about requests for funding. It will also help to strengthen applications prior to voting. The Subgroup will not decide which applications should go forward to full Partnership meetings. The role of the Subgroup is to provide feedback on suitable applications in order to help develop and improve them.

Review & Evaluation: It is proposed that the Partnership adopts this model for the remainder of the 2022/2023 financial year and that it reviews and evaluates the process in financial year 2023/2024.

Application Form

Unfortunately, the Working Group did not have time to consider the development of the Area Partnership application form. As such the group has agreed to extend the timescale of the Short Term Working Group to allow its work to be concluded into September/October 2022.

Scrutiny Process



DELAP Scrutiny & Monitoring Sub Group - Stakeholders Roles

