

North Ayrshire Community Planning Partnership

Environment Thematic Group

Minutes of meeting held on 25 January 2008

Attendance

Ronald Gilchrist, Organic Growers of Fairlie

Liz Sharland, Organic Growers of Fairlie

Colin McKee, Opp2MISE

Crawford Forsyth, Supervisory Engineer, Roads, North Ayrshire Council (For Ronnie Small)

Hugh McGhee, Senior Environmental Health Officer, North Ayrshire Council

Richard Henry, Planning Officer, North Ayrshire Council

Marlene McMillan, Lead Public Health Practitioner, North Ayrshire CHP

Iain Hossack, Policy Officer, (Environmental), Development & Promotion, North Ayrshire

Gordon Clark, Operations Manager, Grounds Maintenance, North Ayrshire Council (**Chair**)

Anne Todd, Community Planning Officer, North Ayrshire CPP

Apologies

Mairi Cunninghame, Advisor (Educational Services), North Ayrshire Council

Cameron Sharp, Country Park Manager, North Ayrshire Council

Ian Baird, Investment Co-ordinator, Communities Scotland

Ronnie Small, Head of Roads and Transportation Services, North Ayrshire Council

Yvonne Hunter, Litter/Recycling Officer, North Ayrshire Council

1. Welcome and Apologies

Gordon welcomed everyone to the meeting.

2. Minutes of Last Meeting

The minutes of the last meeting were approved.

2.1 Matters Arising

3. Presentation – Organic Growers of Fairlie

The Group received a presentation from Ronald Gilchrist and Liz Sharland from The Organic Growers of Fairlie.

Ronald gave some background information on the Organisation and the different projects they have been involved in and how the process works.

The Group are currently looking at the derelict North Yard site in Fairlie to develop as Fairlie Community Garden. The group have funding from various sources: Awards for All; SNH; Lottery, and now have enough funding to get the project started. They have also contacted around 20 local companies as they are looking to develop partnerships with them. There is the possibility that they will be able to involve schools and this could be rolled out across North Ayrshire.

The group thanked Ronald and Liz for their presentation. Copies of the presentation can be obtained from the CPP Team.

4. Support to Community/Voluntary Groups

As discussed at previous meetings packs have now been prepared to circulate to community/voluntary sector groups. Requests have been received from various partners and around 100 packs will be sent out. An update will be given to the next meeting

Anne had to leave the meeting and will send out an email regarding items 5, 7 and 8.

5. Community Plan Action plan 2008/09

Anne advised that the new Action Plan for 08/09 will be produced shortly. There is a need to look at the current actions in plan to see if they can be streamlined. Anne will contact lead officers before the next meeting, and hopefully bring a draft to the next meeting.

6. Added Value Checklist

This standing item is on the agenda to look at projects that are coming up that partners can contribute to.

Gordon advised that he has been invited to sit on small working group to look at setting up 6 six hole golf course near Stanecastle primary school. This is an opportunity for other partners to feed into the development of this project.

Marlene advised that she sits on a licensing group which looks at recycling plastic glasses in use in pubs/clubs. This group hasn't met recently but Marlene will report back to this group when it does.

Marlene advised that other councils have started a 'real nappy scheme', and asked the group if they would be interested in this if there was funding available. There was some discussion on this and it was agreed that Marlene would bring more information to the next meeting for further discussion.

7. ROA Financial Monitoring/Post 2008

Anne had to leave the meeting and will send out an email regarding this item.

8. CPP Update

Anne had to leave the meeting and will send out an email regarding this item.

9. Future Presentations

Iain suggested that the group receive an updated presentation on the LBAP at the March meeting. The launch of the LBAP will take place on 30th May.

10. AOB

Ian asked the group for some assistance with a project he had been in contact with. The project is situated in the Old Monk Castle, Dalry. The owner wants to set up a historical and biodiversity trail for school children. The Council's view is that they already have Eglinton Park and that the area is very isolated. Iain advised that he has contacted Historic Scotland but has not had any success. He urged partners for any assistance they could provide. It was suggested that he contact Cameron Sharp and also Mairi Cunninghame.

11. Date of Next Meeting

This was agreed as 19th March 2008.

North Ayrshire Community Planning Partnership

Environment Thematic Group

Minutes of meeting held on 19 March 2008

Attendance

Jack McConnachie, Transport Manager, Roads and Transportation Services, North Ayrshire Council (For Ronnie Small)

Gordon Clark, Operations Manager - Grounds Maintenance (**Chair**), North Ayrshire Council
Iain Hossack, Policy Officer (Environment) Development and Promotion, North Ayrshire Council

Anne Todd, Community Planning Officer, North Ayrshire Council

Richard Henry, Planning Officer, North Ayrshire Council

Louise Kirk, Access Officer, North Ayrshire Council

Cameron Sharp, Country Park Manager, North Ayrshire Council

Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire & Arran

Apologies

Ian Baird, Investment Co-ordinator, Communities Scotland

Hugh McGhee, Senior Environmental Health Officer, North Ayrshire Council

Mairi Cunninghame, Advisor (Educational Services), North Ayrshire Council

Ronnie Small, Head of Roads and Transportation Services, North Ayrshire Council

1. Welcome

Gordon welcomed everyone along to the meeting.

2. Minutes of previous meeting

The minutes of the last meeting were approved.

2.1 Matters Arising

Organic Growers Presentation

The issue of planning consent had been raised at the last meeting. Richard advised that he chased this up when returning to the office. Fairlie Growers have been advised of the need for planning permission. There is also an issue regarding the site they have identified as it had coastal access that the council might want a different use for. Fairlie Growers were advised that they might be able to use this site for 1 year, but in the long term they would need to identify another site. The Organic Growers are meeting with the Council soon and will be advised of this.

3. Presentation –Iain Hossack

Iain gave a presentation on the current position of the Ayrshire Local Biodiversity Action Plan.

The presentation covered:

- The reasons for the new approach
- Identifying the relevant conservation priorities of species, habitats and sites
- Priorities for the first three years
 - Developing Ayrshire Biological Records
 - Habitat Action Plan: Coastal Habitats / Raised Bog Habitats

- Species Action Plan: Water Vole Species Action Plan / Farmland Bird Species Action Plan

Iain advised that the document is out for consultation at the moment, with a closing date of 14th April 2008. Further updates would be given in due course.

4. Community Plan Action Plan 2008/09 (07/08 Achievements and 08/09 Actions)

Anne advised that she had met with Richard with a view to reviewing/refocusing the actions within the 08/09 Action Plan. The reason for this is to align the community plan and council plan where appropriate. The suggestions for 08/09 had been circulated to the group with the papers for the meeting.

The group discussed the suggested achievements for 07/08 and actions for 08/09, as outlined in the Clean and Green Section.

The group made some additional suggestion, and these were noted by Anne.

5. Support to Community/Voluntary Groups

Training

Louise advised the training had gone very well and had been well subscribed to. Feedback from attendees was very good. The report has not been returned from the consultant to date, but will be sent to the group when received.

Some initial feedback included: preparing for applications; liaising with council officers; benefiting from the knowledge of council employees; organising a session with funders (although most are national, might not come to North Ayrshire); possibly having an event in Arran.

It was also suggested that practical environment training (e.g. hedges, pruning, planting, path construction skills) might be useful.

Louise advised that she would forward the report when it's ready.

Update on database – support, method of contact

Anne advised that over 20 groups had responded, and that the database would be continually developed.

Anne asked the group what type of information should be sent to the people that had registered. After discussion it was agreed that the following should be sent:

- Greenspace Newsletter
- Paths for all newsletter
- Report from Louise' training
- Funding newsletter from Diana Whyte

Possible events for the future were suggested: a practical conservation tasks & networking opportunities with the relevant council sections and staff.

It was agreed that this would be discussed further at the next meeting once Louise had circulated the report.

6. Added Value Checklist

Nothing to report.

7. People's Panel Review

Anne advised that the People's Panel Summer Survey 07, has now grown to 20 pages and the response rate has fallen, especially in the regeneration areas. Some overlap with learning and training sections. The group were asked to consider the current People's Panel questions.

Anne advised that she would speak to Louise, Iain and Richard to discuss questions. If anyone else has any suggestions they should contact Anne direct. Hopefully the questionnaire should be finalised by the end of April 2008.

Anne noted that the Winter 08 survey focused on mental health, using the Warwick-Edinburgh Mental Well-being Scale. The results for this should be available soon.

8. CPP Update

Items had been previously covered earlier on the agenda.

9. Future Presentations

- Marlene – real nappy presentation.
- Presentation on LTS when ready
- Paths for all– move towards more community support - Louise could speak to them regarding coming along to a future meeting.

10. AOB

Cameron advised that he would be working with 3 schools (Kilwinning, Corsehill and Castepark) from April to October. There would be 3 parts to the programme: 1- general history, 2-bridge construction, 3-biodiversity link. A final event would be arranged at the end.

Louise advised that she has had some discussions as part of the draft environment report to the core path plan about outdoor access and cultural and natural heritage. She is going to produce a leaflet to promote responsible access. This could possibly be a presentation to a future meeting.

11. Date of Next meeting

This was agreed as 20 May 2008.

North Ayrshire Community Planning Partnership

Environment Thematic Group

Minutes of meeting held on 20 May 2008

Attendance

Iain Hossack, Policy Officer (Environmental), Development & Promotion, North Ayrshire Council

Hugh McGhee, Senior Environmental Health Officer, North Ayrshire Council

Richard Henry, Planning Officer, North Ayrshire Council

Marii Cunninghame, Quality Improvement Officer, North Ayrshire Council

Chris Eastham, Scottish Natural Heritage

Jack McConnachie, Roads and Transportation Services, North Ayrshire Council

Louise Kirk, Access Officer, North Ayrshire Council

Yvonne Hunter, Cleansing Controller, North Ayrshire Council

Marlene McMillan, Lead Public Health Practitioner

Anne Todd, Community Planning Officer, CPP **(Chair)**

Cameron Sharp, Country Parks Manager, North Ayrshire Council

Apologies

Gordon Clark, Operation Manager, Grounds Maintenance, North Ayrshire Council

Graem walker, Scottish Natural Heritage

Ronnie Small, Head of Roads and Transportation Services, North Ayrshire Council

1 Welcome And Apologies

Anne welcomed everyone to the meeting and advised that she would be the Chair today in Gordon's absence.

2 Minutes Of Last Meeting

The minutes of the last meeting were approved.

2.1 Matters arising

Anne asked if Ron Gilchrist from the Organic Growers of Fairlie had been back in touch. It was noted that follow up meeting with the council had taken place and an agreement had been reached for the Organic Growers of Fairlie to use the site on a temporary basis.

Iain noted that the LBAP should now be approved, as it had been to the CMT.

3 Governance Review

Anne advised that the CPP have agreed to carry out a Governance Review of the CPP. There are a number of governance actions within the Community Plan Action Plan 08/09 which will be approved by the CPP Board on the 132 June 2008.

The group were then asked 30 questions using the PPVote system. These results would be used to feed into the governance review. Copies of the results would be sent to the group along with the minutes.

4 Real Nappy Scheme

Marlene gave a presentation on the real nappy campaign. The presentation gave statistics on the waste that disposable nappies produce; the benefits of using real nappies and how promotes the campaign.

There was some discussion on the presentation. Yvonne noted that the new person starting with the cleansing section would be tasked at looking into this as part of her new role. Links would be made with Marlene.

Copies of the presentation are available from Shirley.

5 Added Value Checklist

This item is an opportunity for people round the table to mention any items with added value through partnership working.

There were no updates at this time.

6 Transport Seminar Update

Jack advised that he had attended a seminar in East Ayrshire recently. The seminar had been called together for the 3 CPPs in Ayrshire. The seminar was introduced by SPT. About 50/60 people were in attendance from various transport backgrounds; bus operators, community and voluntary sector groups etc. They discussed various modes of transport. The big debate was down to buses and how to use them and how to influence the voluntary sector to take up more of the facilities that are there for them.

The Coalfield Community Transport Scheme in East Ayrshire was highlighted as an example of good practice. They have around 20 buses, which can fill gaps in service as required. Volunteer drivers are recruited who can run the service as needed. It was also noted that they have scooters available for young people wanting access to further education but have no transport. It was noted that this scheme was kick started through Scottish Executive funding.

7 Support To Community/Voluntary Groups

Louise advised that the final report is not complete yet. It is still to be finalised by the consultant. It would be circulated as soon as it was completed.

One issue that was raised at the training was access to more funding information. Louise advised that she has spoken to the Dianna Whyte the Council's Funding Officer regarding this. It was suggested that a session be set up for local groups with various funders in attendance. Louise is still trying to identify the types of funders that should be involved in this process.

Louise advised that there is still the outstanding issue of a working group being set up (agreed at the last meeting). It was agreed to send round the report to the Group when it has been finalised. Any comments on this should be sent back to the CPP and Anne would meet with Louise to discuss the comments.

It was also agreed that Shirley would send out Dianna's funding newsletter with the Greenspace newsletter.

8 Community Plan Clean And Green Action Plan 2008/09 Update

Anne advised that the Action Plan for 2008/09 would be submitted to the Co-ordination Group meeting in May, then the CPP Board in June for approval.

When these have been agreed Anne will circulate to the group.

9 People's Panel Update For Summer 2008 Survey

Anne advised that the summer survey had grown from 8 to 20 pages and that this had affected the response rate in the regeneration areas. Anne had asked people to review their questions; as a result of the meeting with Richard, Iain and Louise, some questions have been changed/deleted, but not many.

The layout of the survey will now be the same as the sections within the community plan. It was therefore agreed to send out this year's survey as is, but monitor closely the response rate with a view to reviewing further if required.

10 CPP Update

Single Outcome Agreement

Anne advised SOA has been submitted to the Scottish Government. From 1 April to 30 June 2008 the SOA will be refined through discussion with the Scottish Government. This agreement is between North Ayrshire Council and the Scottish Government and will run from 1 April 2008 to 31 March 2009. An SOA between CPPs and the Scottish Government will be in place by 1 April 2009. The SOA is a collection of national and local outcomes and indicators. This will allow us and the Scottish Government to measure progress.

The Co-ordination Group's next meeting in May will involve thematic group chairs and will begin the process to develop the Community Planning SOA.

Final ROA Annual Report

Anne advised that the Final ROA Annual Report would be submitted to the Scottish government by the end of June 08. This report would show progress against outcomes over the 3 year programme.

11 AOB

Anne brought to the attention for the group the Orchard Project in Castlemilk, as outlined in the Greenspace newsletter.

12 Date Of Next Meeting

This was agreed as 20th August 2008.

North Ayrshire Community Planning Partnership

Environment Thematic Group

Minutes of meeting held on 26 August 2008

Attendance

Gordon Clark, Operation Manager, Grounds Maintenance, North Ayrshire Council (**Chair**)
Richard Henry, Planning Officer, North Ayrshire Council
Mairi Cunninghame, Quality Improvement Officer, North Ayrshire Council
Louise Kirk, Access Officer, North Ayrshire Council
Anne Todd, Community Planning Officer, CPP
Cameron Sharp, Country Parks Manager, North Ayrshire Council
Crawford Forsyth, Supervisory Engineer, Infrastructure and Design Services
Angela Little, Corporate Support Officer, North Ayrshire Council

Apologies

Hugh McGhee, Senior Environmental Health Officer, North Ayrshire Council
Iain Hossack, Policy Officer (Environment) Development and Promotion, North Ayrshire Council
Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire and Arran

1 Minutes Of Last Meeting

The minutes of the last meeting were approved.

1.1 Matters arising

Composting in Schools - Mairi reported that this is up and running. WRAP have been involved in two sessions and have also provided composters to schools.

Organic Growers of Fairlie – it was reported that the conditions of the planning consent have not yet been met.

Real Nappy Scheme – Gordon will liaise with Yvonne regarding her communication with Marlene.

2 Added Value Checklist

Secured by Design – is the UK Police flagship initiative supporting the principles of "designing out crime" by use of effective crime prevention and security standards for a range of applications. Designing-out-crime advice on building developments is available and should be sought before planning permission is sought.

Police Architectural Liaison Officers are available to provide presentations on designing out crime. This service has no cost, other than services arranging accommodation and refreshments.

Anne will liaise with Louise for further details.

Sustrans – funding is available for a feasibility study of an off-road cycle route from Kilwinning to Kilbirnie. It is hoped that some of the consultation process could be routed through Community planning.

All Abilities Play Area – Cameron advised that an application has been made to the Big Lottery and a decision is awaited. Funding may be less than previously

anticipated and will be viewed as Phase 1 of the project. Phase 2 would include play area based staff.

Town Centre Schemes – Richard reported that Traffic Regulation Orders will be required for improvements to Dalry streetscape. Information is regularly updated to Navigate.

3. **Support to Community/Voluntary Groups**

A report on effective fundraising training for communities was circulated to the meeting.

A one-day training session was held for local voluntary groups with an interest in outdoor access, including Community Councils, village/town improvement groups, bike groups, horse riding groups, walking groups etc. An independent consultant with extensive experience of fundraising, community development and capacity building delivered the training which was well received. An evaluation questionnaire was provided and responses indicate that participant's expectation of the day were met.

Louise advised that a database on the groups who attended the training has been created and will be cross-checked with the existing environment database. A booklet has also been produced on how to raise funds for project.

Louise to send Anne a copy of the Fundraising Booklet.

Anne reported that there has been discussion on the possibility of a Community Planning Week for 2009. Each thematic group could have a specific day in this week or run an event during the week.

Louise reported she has had discussion with the Rotary Club and URC regarding the production of a leaflet to promote the Ayrshire Coastal Path. A walk along the coastal path route and a beach clean up could be events for the Community Planning Week. Members asked for early notification of the date of the community planning event.

Navigate – the meeting agreed that locating information via Navigate and the Council website on the Environment Thematic Group or environmental issues was not straightforward and perhaps a heading of **Environment** with all related areas as sub headings would be useful.

Litter/Recycling Officer - new officers are now in post and have produced a DVD, which they have been presenting to schools.

Ann will meet with Louise to discuss these areas further.

4. **Community Plan Clean and Green Action Plan 2008/09 Update**

This web-based system enables Council staff to access and update the Action Plan on a quarterly basis. External partners provide information to Anne who updates the system. The Group will continue to provide and receive updates at future meetings.

5. CPP Update

- 5.1 **SOA** – Anne advised members that work is ongoing on the development of the CPP SOA. The draft SOA will be presented to the Community Planning Partnership Board in September 2008.

The meeting was advised that the current Single Outcome Agreement had received a fairly good report following an audit of SOAs undertaken by Greenspace Scotland.

Louise asked if a presentation would be made to the Outdoor Access Forum. **Anne advised Louise to contact Justina.**

- 5.2 **CPP Governance Review** - a background paper and Terms of Reference on the CPP Governance Review have been circulated to all members of the thematic groups for their comments.

The paper details the findings of the review and proposals on the CPP structure, membership, terms of reference, reporting template and support structures. Members' comments should be passed to Justina as soon as possible and certainly before the Board meeting on 11 September 2008.

It was suggested that emails which have important documents attached should be red flagged in order to distinguish them from the many emails received for information only.

6. Future Presentations

Alternate Weekly Collections - Gordon will arrange a date for Yvonne Hunter to provide a presentation to a future meeting.

Land Audit Management System – Gordon will arrange that a presentation be made to a future meeting.

7. AOB

Core Path Plan – monitoring has been completed.

Local Biodiversity Action Plan - a launch date has been planned. **Anne will contact Ian to confirm this date.** Surveys have been carried out on raised bogs. Work has been completed on 7.

SNH – Arran Access Trust Landscape Partnership – meetings will be held with interested parties in order that an interpretative plan and strategy for the whole island can be prepared. **Louise will bring further information to the Group as appropriate.**

8. Date Of Next Meeting

The next meeting will be held on Wednesday 22 October 2008 at 10.00 a.m. in Committee room 2, Cunninghame House, Irvine.

North Ayrshire Community Planning Partnership

Environment Thematic Group

Thursday 23 October 2008

Attendance

Gordon Clark, Operations Manager - Grounds Maintenance (Chair), North Ayrshire Council
Iain Hossack, Policy Officer (Environment) Development and Promotion, North Ayrshire Council

Yvonne Hunter, Litter/Recycling Officer, North Ayrshire Council

Hugh McGhee, Senior Environmental Health Officer, North Ayrshire Council

Jack McConnachie, Roads and Transportation, North Ayrshire Council

Cameron Sharp, Country Park Manager, North Ayrshire Council

Anne Todd, Community Planning Officer, North Ayrshire Council

Louise Kirk, Access Officer, North Ayrshire Council

Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire & Arran

Jimmy Hyslop, Urban Area Officer, Scottish Natural Heritage

Apologies

Mairi Cunninghame, Quality Improvement Officer

Richard Henry, Planning Officer

Alex MacKenzie, Team Leader Technical Support, Technical Services

1. Welcome

Gordon welcomed everyone along to the meeting and the above apologies were noted.

2. Minutes of previous meeting

The minutes of the last meeting approved

a. Matters Arising

There were no matters arising not already covered on the agenda.

3. Presentation – Alternate Weekly Collections

Yvonne Hunter, littering and Recycling Officer gave a presentation to the group on alternative weekly collections in North Ayrshire.

The presentation covered:

- The background to the new collection scheme
- The key principles and targets for the new scheme
- Landfill directive targets / landfill allowance scheme regulations
- Target markets
- Communications objectives
- Campaign timing
- Monitoring of the scheme

The group thanked Yvonne for her presentation.

4. Added Value Checklist

Partners were asked to update on any added value projects taking place.

- Louise advised that she has currently been speaking to people about dog fouling and raising this at the Paws for Thought event, run by SNH in May 2009. It was noted that this could also be raised during Community Planning Week.
- Yvonne noted that there had been problems with enforcing litter fines at Fife Council and asked if this was something that could also be raised at the event. She noted that this is something that needs to be addressed. This is also a problem with fly tipping.
- Jimmy advised that he had been in contact with Cameron regarding the future of SNH funding awards to local authorities. This funding is now going to be allocated directly to local authorities rather than through a grant process. The total for North Ayrshire this year was £151,000. Although it was noted that there has been no decision made on how much will be allocated next year and how this will be allocated to local authorities. Cameron raised the point that the funding that he received was for staff costs.

Louise noted that there is Leader funding available for councils to bid into, although there are no staff in place at present to deal with this.

- Jack advised that the Kilwinning town centre scheme is well underway with URC colleagues and a public exhibition will take place next week and that the traffic consultation is out at present.
- Cameron that the bid for the All Ability Play Area had to be reviewed as the match funding could not be sourced. The site has now been assessed as an interactive outdoor play facility and this bid will go to the lottery in a few weeks time. It was noted that underspend funding of £33,000 had been awarded to play parks for additional play equipment.
- Sustrans – it was noted that the Kilwinning and Kilbirnie feasibility study is underway and should be completed in March 2009.
- SNH and Arran Access Trust Partnership bid – it had been agreed to hold off until the next round of bidding in November 2009 and more work is needed on the preparation of the bid.

5. Support to Community/Voluntary Groups

Gordon advised that he had met with Ian Hanlon from Ardeer Neighbourhood regarding the creation of footpaths and additional tree planting at Auchenharvie. Gordon advised that a meeting would take place with him, Ian and the head teacher at Auchenharvie.

Cameron advised that he had also met with Ian Hanlon recently to discuss developing Ardeer Quarry into a nature reserve. Initial agreement has been made with Scottish Natural Heritage regarding this proposal, but there had been problems with the local community taking ownership of the project. A draft constitution for discussion/consultation has been issued for discussion/agreement. It was noted that due to a survey still to take place there might be restrictions on use of this site.

Spears School Ground – a questionnaire will be sent to the local community to ask what they want the area to be used for. It was noted that there is a possibility of using the Landfill Tax for this.

Gordon noted that there has been a national push on the use of allotments. A report had been submitted to the council last month on this. There is a recommendation that a council working group be set up to look at this. Gordon also advised that he would be meeting with Karen McGilvray, NHS Ayrshire and Arran regarding a project, which would involve hostel service users in a gardening programme. Gordon noted that there are a lot of open areas in North Ayrshire but they might not be suitable for recreational activities.

6. Presentation - Single Outcome Agreement

Anne gave a presentation on the development of the Community Planning Partnership Single Outcome Agreement.

The presentation covered:-

- The background to the SOA
- NAC SOA & CPP SOA
- Development of the CPP SOA
- North Ayrshire Outcomes for the CPP
- SOA Performance Indicators
- SOA Action Plan
- SOA Consultation Plan

Anne advised that a consultation draft of the CPP SOA would be ready for circulation at end of October and the consultation will run till the end of November 2008.

Anyone with any comments should contact Anne direct. Anne advised that during the consultation process if people want to change an indicator, they should have an alternative in mind.

Anne circulated a copy of the most up to date draft governance structure.

7. Community Plan Clean and Green Action Plan 2008/09 Update

Anne tabled the above report for their information.

8. CPP Update

CPP Governance Review

Anne advised that: -

- It had been agreed for Jobcentre Plus and a business representative to join the CPP Board.
- The CPP Coordinator had been remitted to prepare a paper on their proposals for the Co-ordination Group/Executive level that would sit below the board.
- Strategic partnerships – thematic groups will be replaced by 'strategic partnerships'. This decision had been agreed by the CPP Board, although the exact membership of the 'strategic partnership' has yet to be confirmed. It was noted that membership of all 'strategic partnerships' will need to reflect delivery of the outcomes with the CPP SOA.
- Elected members will be included on the 'strategic partnerships'.

A paper had been sent to all CPP groups after the Board meeting regarding the governance review. Anne advised that more detailed work will be taken forward by the CPP Team and the Co-ordination group with the intention that the new structure will be in place by the New Year.

People's Panel

Anne advised that the People's Panel summer survey was currently at the printers. A presentation on the findings would take place on 27th November, and all members of the group will be invited. A hard copy of the report will be sent to members as soon as its available.

9. AOB

Anne advised that Community Planning Week would take place during week beginning 18th May 09. This would give the new strategic partnership some time through that week to promote their work. It was agreed to further discuss this in the New Year.

Gordon advised that he has been contacted by Sarah Gilmour, Community Planning Officer, SPT to advise that there will be a designated officer from SPT to attending meeting. The representative will be Pat Doherty from SPT and would attend the next meeting in December. It was agreed that Shirley would forward any relevant material to Pat.

Iain advised that a new initiative is being developed with the Ayrshire Joint Structure Plan to look at a gap analysis of environmental data needs for planned policy makers for all of Ayrshire. Funding has been awarded for this initiative. The University of the West of Scotland carry out this research. It was agreed to invite them along to the December meeting to give a presentation on this.

Cameron advised that around 10 bogs, which the Rangers Service has surveyed, and this would continue in the New Year. Cameron also advised that in the Urban Woodland Management Plan an element of survey work has been associated with Eglinton Country Park. Cameron would circulate more details on this.

Marlene advised that a Bernadette Docherty is now the lead for health improvement from the Council and that a small group has been set up to trial an "inequalities test site" focusing on equally well and how to reduce inequalities in health. The area they have chosen is Kilbirnie and the pilot will focus on the before and after of people's health and wellbeing and self-esteem. This is very similar to the English health action zone. Marlene asked partners to feedback if they have any ideas for initiatives they would like to run in Kilbirnie. Marlene agreed to further update on this early in the New Year.

10. Date of Next meeting

This had been agreed as 17th December 2008.

North Ayrshire Community Planning Partnership

Environment Thematic Group

Minutes of meeting held on 17 December 2008

Attendance

Jack McConnachie, Roads and Transportation, North Ayrshire Council
Mairi Cunninghame, Quality Improvement Officer
Richard Henry, Planning Officer
Anne Todd, Community Planning Officer, North Ayrshire Council
Iain Hossack, Policy Officer (Environment) Development and Promotion, North Ayrshire Council
Shirley Laidlaw, Community Planning Assistant
Pat Doherty, Public Transport Officer, SPT
Dr Alexandre Gagnon, University of West of Scotland (For Item 3)
Professor Peter Tucker, University of West of Scotland (For Item 3)

Apologies

Cameron Sharp, Country Park Manager, North Ayrshire Council
Hugh McGhee, Senior Environmental Health Officer, North Ayrshire Council
Gordon Clark, Operations Manager - Grounds Maintenance (Chair), North Ayrshire Council
Alex MacKenzie, Team Leader Technical Support, Technical Services
Marlene McMillan, Lead Public Health Practitioner, NHS Ayrshire & Arran
Yvonne Hunter, Litter/Recycling Officer, North Ayrshire Council
Jimmy Hyslop, Urban Area Officer, Scottish Natural Heritage
Louise Kirk, Access Officer, North Ayrshire Council

1. Welcome and apologies

Jack welcomed everyone along to the meeting. Jack advised that he would be chairing the meeting in Gordon's absence.

The above apologies were noted.

2. Minutes of last meeting

The minutes of the last meeting were approved.

2.1 Matters Arising

SNH Funding

Richard asked if there had been any clarification yet on the level of funding and if it's been specifically earmarked for any Council department. The fear is that this may be consumed within the Council budget. Cameron had noted a significant amount has been previously used for staff costs. There was no further update but it was noted that to keep an eye on this.

Leader Funding

Richard advised that a mini launch had been arranged through the Council's Development & Promotion Section in Dalry Town Hall on 10th December 2008. Richard noted that there had been poor attendance at the event and that there is also a lack of schemes from the Garnock Valley. Richard agreed

to circulate the literature that was available at the launch to group members. Anne advised that that this had been discussed at the Lifelong Learning Thematic Group.

Jack noted that this is the last meeting of this Group in its current form. The new North Ayrshire Environment Partnership will take over in the New Year. Letters requesting nominations have been sent to partners to ask for their nomination and substitute.

3. Presentation on Gap Analysis Study

Dr Alexandre Gagnon, and Professor Peter Tucker from the University of West of Scotland gave a presentation on the “Bridging the Gap between Environmental research and Local Decision Makers”.

The presentation covered:

Background

There was a bid for funding for a project to improve the flow of information and knowledge exchange, a two-way flow of information, between local authorities and university. This project is specifically regarding environment issues.

- Knowledge exchange on public policy in Scotland
- What is the project about?
- Plan of activities
- Supporting evidence base policy-making
- Bridging the gap
- Differences in perspective
- Project partners
- What we would like from the local authorities?
- Local Knowledge Exchange for the Environment (www.lokee.org.uk)
- New Funding Scheme
 - (This Scheme will fund five projects, lasting up to 12 months; to enhance knowledge exchange between Scottish- based academic researchers and local authorities in Scotland – closing date of end January 2009. There is £100,000 available to bid for, with a minimum of £5,000 match funding to be found. This is a joint initiative from CoSLA and Scottish Funding Council and Dr Gagnon would welcome any ideas regarding this.)

It was noted that all Dr Gagnon and Professor Tucker require from members of the group is participation in some of their consultation activities. It was noted that a copy of the project brief can be found on the www.lokee.org.uk website.

Iain highlighted that this is a good opportunity to be first at this. There is an opportunity to feed back this information to the Scottish Funding Council. This work is free and officer input is the only thing that partners need to contribute. It was noted that this is a pilot initiative. There was some discussion on who this pilot would help in the future and partnership working with local authorities and universities.

There was some discussion on the www.lokee.org.uk website, it was noted that this will be a portal between the academia and local authorities to build up knowledge and would be moderated and people can add their own information. For example recycling and waste prevention is a popular theme and information regarding this will be posted and there will be an opportunity for universities and local authorities to comment. The website would encourage openness but there would also be a private route to comment. They advised that the website is still under development and they will be adding many other tool surveys over the course of the year, but need guidance from both sides on what's needed. It is hoped to be fully operational by the end of January 2009.

It was noted that the funding for Lokee is for one year, but it is hoped that it would be maintained after the funding ends.

There was some discussion on SAGES (Scottish Alliance for Geoscience, Environment and Society: www.sages.ac.uk) and how this could also tie in with this study.

Iain emphasised that this will be a good research tool for local authorities which would save money on consultancy fees.

There was discussion on public consultation and Anne advised that the People's Panel is a useful resource for North Ayrshire.

It was noted that the new funding scheme mentioned earlier can be used to build the capacity of employees/work placements (hoped to put an academic or post grad in the LA to work with them) to deal with new Scottish Government policies. A number of local authorities can be merged to conduct this training.

Iain wanted to ensure that this group was the forum for communication. Anne noted that as this was the Group's last meeting, it might have been better for a presentation to be given to the new partnership as there may not be much this group can achieve today. The new Group can be updated on developments.

Professor Tucker advised that there are two strands to this project: the 1-2-1 meeting with key partners; and also the preparation of a bid which needs to be ready for end Jan 09.

The Group thanked Dr Gagnon for their presentation and it was agreed that they would contact members of the group for further information.

4. Added Value Checklist

This is a standing item on the agenda to highlight any partnership working opportunities.

Anne updated the Group is Marlene McMillan's absence. Marlene has met with the two Recycling Officers to discuss the real nappy scheme. They are going to explore the options available and see how this could be delivered in North Ayrshire in the New Year. An update on this could be provided in the New Year.

Also Marlene had emailed information on a report on pavements that Help The Aged had produced for the groups' information.

Richard advised that the Landfill Tax allocation for the current year has been agreed and the Council has supported 9 schemes totalling £140-160, 000. Richard is now pulling together bids for next year and asked if anyone was aware of any local initiatives tackling environmental issues this information should be passed to Richard. Richard advised that there are certain criteria that groups need to meet to be awarded this funding. It was agreed that Richard would provide Shirley will a form of words to send to the Environment Group Database.

5. Support To Community/Voluntary Groups

Anne advised that Louise usually provides an update to these meeting on this. There is a need to ensure that this is taken forward within the new partnership.

6. CPP Update

Governance Review Update

Anne advised that the Governance Review has now been finalised and the new structure will come into place in the New Year and that North Ayrshire Environment Partnership will replace this Group. Letters have been sent to the relevant organisations for them to identify reps for the Partnership. It was noted that there will be 2 elected members on each Partnership.

SOA Update

Anne advised that the consultation ended on 25th November 2008, and a report will be submitted to the CPP Board in December. There were just under 20 responses received on the consultation.

The new Partnership will have 5 outcomes within the SOA and one of those will be shared with the Economic & Learning Partnership. An amendment to one of the outcomes has been made to include path networks. The CPP Team are now developing the SOA Action Plan and this work will continue into the New Year. A draft copy the Action Plan has been sent to all CPP Board members to identify key actions. Further meetings will take place regarding this then Anne will liaise with the new strategic partnerships.

7. AOB

There was no other business.