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30 January 2020*

NOTICE OF MEETING

A meeting of the **HELENSBURGH AND LOMOND COMMUNITY PLANNING GROUP** will be held in the **THREE VILLAGES HALL, ARROCHAR** on **THURSDAY, 6 FEBRUARY 2020** at **10:00 AM**, which you are requested to attend.

AGENDA

- 1. WELCOME AND APOLOGIES**
- 2. MINUTE OF THE LAST HELENSBURGH AND LOMOND AREA COMMUNITY PLANNING GROUP MEETING, HELD ON THE 7TH NOVEMBER 2019** (Pages 3 - 10)
- 3. GOVERNANCE - TERMS OF REFERENCE, SAMANTHA SOMERS** (Pages 11 - 22)
- 4. CPP MANAGEMENT COMMITTEE UPDATE, SAMANTHA SOMERS** (Pages 23 - 24)
- 5. AREA COMMUNITY PLANNING ACTION PLAN**
 - (a) Area Community Action Plan Tracker, Samantha Somers (Pages 25 - 34)
 - (b) Place Standard Engagement - update on analysis, Samantha Somers
- 6. COMMUNITY FOCUS**
 - (a) Vision for Helensburgh, Helensburgh Community Council
 - (b) Loch Long Jetty Association
 - (c) Updates from any other community groups in the Helensburgh and Lomond area
- 7. OUTCOME 1: THE ECONOMY IS DIVERSE AND THRIVING**
 - (a) Rural Growth Deal and Faslane - Theresa Correia, Scottish Enterprise

8. OUTCOME 2: WE HAVE INFRASTRUCTURE THAT SUPPORTS SUSTAINABLE GROWTH

(a) Active Travel Update, Colin Young, Argyll and Bute Council

9. PARTNER UPDATES

10. DATE OF NEXT MEETING

The next meeting will take place on Thursday 7th May 2020, location to be confirmed

**MINUTES of MEETING of HELENSBURGH AND LOMOND AREA COMMUNITY PLANNING
GROUP held in COVE BURGH HALL
on 7TH NOVEMBER 2019**

Present: Laura Cameron - Gibson Hall (Chair)
Albert Bruce – Scottish Fire and Rescue Service (Vice Chair)
Neil Shearer – Scottish Fire and Rescue Service
Mandy Crossland – Garelochhead Community Council
Aubrey Agut – Helensburgh & Lomond Youth Forum
Alex Bates – Helensburgh & Lomond Youth Form
Ryan Thomson – Helensburgh & Lomond Youth Forum
Graham Craig – Live Argyll
Andy Gallsray – Helenburgh Advertiser
Katrina Sayer – Jeans Bothy
Morevain Martin – Garelochhead Station Trust
Eileen Kay – ABC Community Learning
Barbara Warren – Helensburgh Community Council
Christine Woods Helensburgh Community Council
Kirsty Moyes – Argyll & Bute Council (Comm. Dev)
Sephton MacQuire - Dunbritton Housing Association
Vivien Dance – Helensburgh & Lomond Chamber of Commerce
Mary Gray – Garelochhead Community Council
Samantha Somers – Argyll and Bute Council
Fiona Jackson – Loch Lomond and the Trossachs National Park
Lorna Douglas – Councillor Argyll and Bute Council
Watson Robinson – Garelochhead Community Council

Marion Bell – Scottish Fire and Rescue Service (Minutes)

1. WELCOME AND APOLOGIES

Apologies were received from:

R McNeil – Police Scotland

2. MINUTE OF THE PREVIOUS MEETING HELD ON THE 8TH AUGUST 2019

The minutes were approved as a correct record.

3. GOVERNANCE – APPOINTMENT OF CHAIR

Samantha noted thanks on behalf of the Group to Stuart McLean of Scottish Fire and Rescue Service for taking the role of Chair for the past 3 years. Stuart has now moved to a new role within Scottish Fire and Rescue. During the 3 years there was noted increase in the attendance at the Group and that the movement of meetings to various locations has worked well and encouraged this.

As Stuart has resigned as Chair a new Chair and Vice Chair would require to be elected. The key points for consideration in this were:

- The Chair and Vice Chair of the Helensburgh and Lomond Area Community Planning Group will be elected by the members of the group and will be appointed for a period of 2 years
- Nominations for the Chair and Vice Chair positions will be proposed and seconded by Helensburgh and Lomond Area Community Planning Group members. Each member will have one vote and a simple majority vote will determine the outcome of the election process.
- The elected Chair, or in their absence, the Vice Chair shall preside over the meeting. If both are absent, partners will choose a member from the floor to preside.
- Members should respect the authority of the Chair who will decide matters of order, competency, relevancy and urgency

The nominations were:

Laura Cameron - Gibson Hall (Chair)

Albert Bruce – Scottish Fire and Rescue Service (Vice Chair)

These were proposed and agreed.

4. CPP MANAGEMENT COMMITTEE

(a) MANAGEMENT COMMITTEE UPDATE

Samantha Somers gave an update from the CPP Management Committee held on 18th September with the following points noted:

- It was agreed to change the frequency of the CPP Full Partnership meeting to a minimum of every 2 years instead of every year.
- Engagement responses received to date on local community action plans were considered and it was agreed to extend the engagement to 31st October 2019. To date there have been 1548 respondents and Samantha noted her thanks to those who had participated.
- It has been agreed that all partners should use the hashtags - #abcpp and #abgetinvolved in addition to #abplace2b when promoting the CPP on social media

5. AREA COMMUNITY PLANNING ACTION PLAN

(a) ACTION PLAN TRACKER

This item will be discussed of table with the Chair and Vice Chair to look at the set up of these and also to look at how to progress the plan going forward and brought to the next meeting.

6. COMMUNITY FOCUS

(a) HELENSBURGH CHAMBER OF COMMERCE

Vivien Dance from Helensburgh Chamber of Commerce provided an overview of the Town Audit a recent piece of work commissioned through Making Places Consultation.

This provided a good overview of the results which included showing a strong active voluntary sector and the Tree Conservation Trust trees being awarded the same status as those on Ben Mhor.

The CPP were asked to accept the town audit and its findings and think of commerce in the community planning process to support local commerce.

Samantha thanked Vivien for the informative update and noted the following:

- Discussed making places report and where it sits
- Agreed the town audit and to use this with others to provide a joined-up vision
- Action for all – promote the town audit within their own networks
- When the document/link has been circulated the action or this will be moved to complete
- Laura asked that the Chamber of Commerce attend more regularly to these meetings going forward and this was agreed.

(b) ANY OTHER UPDATES FROM COMMUNITY GROUPS WITHIN THE HELENSBURGH AND LOMOND AREA

HELENSBURGH COMMUNITY COUNCIL

Living well will be held on 11th January 2020. Forms for stall holders etc will be sent out. The aim of the day is to look at and focus on long term wellbeing and activities. A request has been made for any healthy recipes from school children to be submitted for inclusion in a book to be published further to assessments by experts and the book will be available on the day.

GARELOCHHEAD COMMUNITY COUNCIL

3 Lochs Way – it is being looked at to bring this through the village which will provide a great benefit to hikers etc. DIO/MOD have been approached to look at agreement for road access.

Road chippings are being stored in car parks which is leading them to being closed for unacceptable periods of time. Garelochhead Community Council are working with the Council to address this.

Discussions took place surrounding the vandalism at the head of the loch and the safety factor of road signs etc being covered by bushes on approach to the village.

A discussion took place regarding the Helensburgh and Lomond attractions that are not included in the advertising/maps of where to visit. It was noted that this would benefit the area. It was noted that this was an Live Argyll leaflet and was about places to go in Argyll and Bute but it did not include Helensburgh and Lomond

7. ARGYLL AND BUTE OUTCOME IMPROVEMENT PLAN 2013-2023:

OUTCOME 4: CHILDREN AND YOUNG PEOPLE HAVE THE BEST POSSIBLE START

Helensburgh Youth Forum provided a presentation on the recent foreign exchange visit they participated in with 14 other young people from Germany.

This provided an overview of the exchange both in Scotland and in Germany and also gave an overview of the learning experiences gained by both sets of young people.

OUTCOME 5: PEOPLE LIVE ACTIVE, HEALTHIER AND INDEPENDENT LIVES

JEANS BOTHY

Katrina Sayer from Jeans Bothy gave an input on the new Community Mental Health and Wellbeing Hub in Helensburgh which Enable Scotland are the lead partner for. The hub provides services to anyone over 16 years of age who wants to improve their Mental Health and Wellbeing.

Referrals can be self or via CPN/Social Work. To date there are 150 members of which the ratio is almost 50/50 male/female.

An information leaflet was circulated with detailed information.

LIVE ARGYLL VOLUNTEER PROGRAMME

Graham Craig gave an overview of the volunteer programme and what is involved in the programme. Further detail relating to this can be found on the Live Argyll Website at the link here: <https://volunteer.liveargyll.co.uk/>

OUTCOME 6: PEOPLE LIVE IN SAFER AND STRONGER COMMUNITIES

GARELOCHHEAD COMMUNITY COUNCIL- CONCERNS OVER WILFUL FIRE RAISING

The issue of wilful fire raising within the village which has been ongoing for a few years which is most likely kids that are setting these was discussed. This appears to be bins mostly but it is the fear of these being near buildings etc that is of greater concern.

Neil Shearer Scottish Fire and Rescue Service noted that there had only been one incident of this in the last quarter and that this was indeed a bin against a building. Neil informed that there is the fire setter intervention programme that can be utilised however this needs to come as a referral from Police Scotland and to date there have been none received. Neil also noted that Scottish Fire and Rescue Service are working with schools to deliver an education programme.

It was noted by Laura that there had indeed been around 10 to 12 incidents recently but these are not being reported.

Albert Bruce noted that he would contact Laura to provide details of all the resources Scottish Fire and Rescue Service have available to them to address these issues however also noted that the community had to take responsibility for reporting these incidents to ensure that there is a full evidence base to provide

8. PARTNER UPDATES

SCOTTISH FIRE AND RESCUE SERVICE

Neil Shearer provided an update of figures which show that all figures are falling within the area except for false alarms which are rising. The Area UFAS Champion within Scottish Fire and Rescue Service is currently working with the schools to reduce this as they are predominately happening within these premises.

Home Fire Safety Visits – working towards more referral pathways to target vulnerable people.

Programmes currently running are Fireskills Courses, attendance at Community Council Meetings, CPR Training for the Community and Community Groups, and carrying out Bonfire talks in schools in lead up to November 5th.

COMMUNITY LEARNING

An update on what Community Learning provide as a service and a guide to this was distributed to all for information.

A note of thanks was recorded to partners who are currently providing venues for use.

GARELOCHHEAD STATION TRUST

An update of events was provided namely:

- PSY Volunteers joint tea dance was held
- An invite has been received to Saltcoats to participate in their Remembrance Day
- Veterans Foundation Funding application has been successful
- One of 3 projects supported by the Co-op Community Members Programme for 2020/2021

DUNBRITTON HOUSING ASSOCIATION

It was noted that 70 new houses will be built by the Association but no dates as to when.

LOCH LOMOND AND THE TROSSACHS NATIONAL PARK

The following points were noted:

- Climate Action with Landowners – invites to Community Councils etc with National Park locations
- Litter and waste reduction summit in March – Zero Waste Scotland etc will be in attendance all welcome
- Woodland Strategy ongoing
- Core Path Plan ongoing
- Youth Forum developed
- Wild Park Programme ongoing

ARGYLL & BUTE COUNCIL (COMM. DEV)

Kirsty noted that the Supporting Community Fund applications were now open and that groups can apply for up to £2500.

9. DATE OF NEXT MEETING

Thursday 6th February 2020, Arrochar Three Villages Hall at 10:00am

POST MEETING NOTE

Graham Craig of Live Argyll had been in contact with Sephton regarding the Live Argyll Leaflet that did not include Helensburgh and Lomond as part of the areas to go in Argyll and Bute.

An e-mail has been received to clarify that this was infact a leaflet produced by Wander Argyll and not Live Argyll.

Please note that Wild About Argyll is not part of Live Argyll and is undertaken by the Argyll and Isles Tourism Alliance.

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**Argyll and Bute Community Planning
Partnership****Helensburgh and Lomond
Area Community Planning Group****6th February 2020**

Area Community Planning Group Governance Arrangements

Summary

The report asks for a review of the current Terms Of Reference, the membership of the CPG and also asks members to agree the dates for meetings up until May 2021.

Purpose**1.**

- 1.1 The purpose of this report is to confirm the governance arrangements of the Helensburgh and Lomond Area Community Planning Group (Area CPG) specifically the Terms of Reference, membership and future meeting dates.

2. Recommendations

2.1 Area CPG members are requested to:

- Consider and adopt the Terms of Reference submitted in this report (Appendix 1) and to agree that these be reviewed on an annual basis to ensure their ongoing currency and appropriateness for the work of the Area CPG as it develops over time.
- Consider the membership of the group as attached (Appendix 2) and agree any changes which may be required.
- To agree that the membership of the group be reviewed on an annual basis to ensure currency and appropriateness for the work of the group as it develops over time.
- To agree the meeting schedule and dates submitted in this report.

3. Detail

- 3.1 The Area CPG Terms of Reference were last reviewed and agreed in February 2019. An updated version, which has been amended to reflect some changes in language and terminology, is attached at

Appendix 1.

3.2 Meeting dates for Area Community Planning Groups should be approximately half way between the programmed meetings of the Community Planning Partnership Management Committees to enable effective and timeous reporting of matters to that committee. To that effect members are asked to agree that the meeting dates for the Helensburgh and Lomond Area CPG for 2020/21 will be:-

- Thursday 6th August 2020
- Thursday 5th November 2020
- Thursday 4th February 2021
- Thursday 6th May 2021.

Dates have already been agreed up to June 2019 as follows:-

- Thursday 7th May 2020, venue tbc

3.3 The membership of the Area CPG was last reviewed in February 2019 and there have been some additions made throughout the year. The Area CPG are asked to consider whether any changes should be made to the membership which has been updated and the details of which are attached at Appendix 2.

3.4 The membership will be reviewed on an annual basis to ensure currency and appropriateness for the work of the group as it develops over time, however there is provision for additional organisations to join the group at any stage to accommodate local circumstances.

4. Conclusions

4.1 Given the development of Local Action Plans and the future focus of the work of Area Community Planning Groups the meeting is asked to review and agree the attached Terms of Reference, the current membership of the group and the meeting schedule and dates.

5. Local Outcome Improvement Outcomes

Not applicable. The report relates to the administration of the Area CPG.

For further information please contact:

Samantha Somers, Community Planning Officer, Argyll and Bute Council
Tel 01546 604464

Argyll and Bute Community Planning Partnership

Terms of Reference: Helensburgh and Lomond Area Community Planning Group

The Helensburgh and Lomond Area Community Planning Group is a sub group of the Argyll and Bute Community Planning Partnership

It is an unincorporated partnership of agencies and organisations with membership drawn from the public sector, third sector, private sector, community organisations and partnerships that have an interest in Helensburgh and Lomond.

Purpose

Argyll & Bute is a large and diverse area. Communities inevitably have different issues even within the overall umbrella of a community plan for the whole area.

Area Community Planning Groups are the vehicle to ensure that there is effective community planning delivery at a local level by:

- Acting on behalf of the Community Planning Partnership via the Management Committee to oversee the implementation of Community Planning Action Plans which contribute to the delivery of the Argyll and Bute Outcome Improvement Plan
- Acting on behalf of the community to ensure that local concerns and priorities are highlighted to the Community Planning Partnership via the Management Committee.

Role

The role of the Helensburgh and Lomond Area Community Planning Group is to:

- Oversee the implementation of the Area Community Planning Action Plan for Helensburgh and Lomond
- Encourage effective working across community planning partners at an area level
- Act as a conduit to ensure that local priorities are met and local issues addressed

Remit

The Helensburgh and Lomond Area Community Planning Group has the authority to:

- contribute to the development of an Area Community Planning Action Plan for Helensburgh and Lomond
- monitor progress of the Area Community Planning Action Plan with regard to the agreed outcomes on what is being done within Helensburgh and Lomond
- provide the scrutiny role for the Community Planning Partnership within Helensburgh and Lomond
- consider regular performance monitoring reports and provide information to the Management Committee by submitting written reports on challenges that cannot be resolved locally . A nominated member may also attend a meeting with prior

agreement from the chair to provide additional information should a specific issue of concern to the group be scheduled as an agenda item

- form short term working groups to undertake defined pieces of work as required by the group
- engage with communities within Helensburgh and Lomond to understand their needs and requirements
- inform and consult on issues relating to Community Planning at an area level
- contribute to an annual report on progress on the agreed outcomes

Short Term Working Groups

Short Term Working Groups initiated by the Helensburgh and Lomond area Community Planning Group must:

- be approved at a meeting of the Helensburgh and Lomond Area Community Planning Group and its purpose recorded in the minute of the meeting
- have a named member of the Helensburgh and Lomond area Community Planning Group acting as lead officer for the group
- have a list of members of the group agreed at inception
- have a clear objective agreed at inception
- have a clear remit agreed at inception
- have a clear output agreed at inception
- have a clear start and end date agreed at inception
- have an appropriate source of administrative support identified and agreed at inception
- have an appropriate funding package identified at inception where relevant and a named member of the short term working group undertaking financial responsibility for the initiative
- provide regular reports of activity and progress to the Helensburgh and Lomond Area Community Planning Group
- any changes to the above must be approved by the Helensburgh and Lomond Area Community Planning Group and recorded in the minute of the meeting

EQUAL OPPORTUNITIES

The Helensburgh and Lomond Area Community Planning Group will seek to ensure that promotion of equal opportunities is central to its on-going activities

Criteria for Membership

- Membership is drawn from public sector, third sector, private sector, community organisations and partnerships operating within the Helensburgh and Lomond area.
- Membership is open to all organisations public sector, third sector, private sector, community organisations and partnerships operating within the Helensburgh and Lomond area with an interest in at least one of the six outcome areas of activity identified in the Argyll and Bute Outcome Improvement Plan.

- Organisations can self-nominate, be invited to join or have a statutory obligation to participate.
- In order to ensure democratic accountability, the Chair and Vice Chair from the Argyll & Bute Council Helensburgh and Lomond Area Committee and one other Elected Member from an Argyll & Bute Council Helensburgh and Lomond Area Committee Ward not already represented by the Chair or Vice Chair will sit as members of the group.
- In order to ensure democratic accountability, community councils situated within the Helensburgh and Lomond area will sit as a member of the group. Subject to local needs, this may be individual community councils, or by way of a caucus arrangement agreed by the community councils situated within the Helensburgh and Lomond area, or alternatively one community council representing all of the community councils on a rotational basis. The community council undertaking this role will be nominated by the other community councils within the area on an annual basis or more frequently if agreed locally.
- In order to comply with legislation which governs community planning in Scotland, some organisations have a statutory obligation to participate in community planning. The organisation will nominate the most appropriate person within their organisation to sit as a member of the group.
- In order to reflect the needs of the community and range of activities covered by the Area Community Planning Action Plan, other organisations and partnerships operating within the local area are also able to sit as members of the group.
- In order to obtain a balanced representation of the above and to ensure a community focussed approach, a ratio of no more than 50% public sector membership should be maintained throughout the lifetime of the group.
- The representatives ought to be able to speak on behalf of their organisation and where appropriate commit funding and other resources to local partnership activity.
- Membership should reflect the needs of the community and can therefore change subject to approval by a simple majority vote of the other members of the group.

Role of Members

Helensburgh and Lomond Area Community Planning Group members have the following responsibilities:

- To attend the scheduled Helensburgh and Lomond Area Community Planning Group meetings.
- Consistency in attendance by members is necessary to build momentum and progress the activities of the group. Members will be encouraged to appoint substitutes to attend meetings on their behalf if they are unable to attend.

- To communicate information relating to the Helensburgh and Lomond Area Community Planning Group with other members and officers within their own organisation and other organisations operating within the area of activity they represent.
- To communicate information relating to their organisations area of activity to other members of the Helensburgh and Lomond Area Community Planning Group at meetings.
- To raise community planning related issues (that is issues related to Argyll and Bute Community Planning Partnership's Local Outcome Improvement Plan) on behalf of the community at Helensburgh and Lomond Area Community Planning Group meetings.
- To contribute to the development, on-going monitoring and review of the Helensburgh and Lomond Area Community Planning Action Plan.
- To participate in short term working groups as required.

Meetings

Chair

- The Chair and Vice Chair of the Helensburgh and Lomond Area Community Planning Group will be elected by the members of the group and will be appointed for a period of two years.
- The outgoing Chair and Vice Chair can stand for re-election at the end of the two year period.
- However, no one person can serve in the role of Chair or Vice Chair for more than two consecutive two year periods
- Should either the Chair or Vice Chair resign their position during their term of office, the office bearer must either notify the group in person at a scheduled Area CPG meeting or contact the chair in writing advising formally of their intention to stand down. Members will be advised of the resignation timeously and an election to fill the vacant post will be conducted at the next scheduled Area CPG meeting
- Nominations for the Chair and Vice Chair positions will be proposed and seconded by Helensburgh and Lomond Area Community Planning Group members. Each member will have one vote and a simple majority vote will determine the outcome of the election process.
- The elected Chair, or in their absence, the Vice-Chair shall preside over the meeting. If both are absent, partners will choose a member from the floor to preside.
- Members should respect the authority of the Chair who will decide matters of order, competency, relevancy and urgency.

Quorum

- The quorum for a meeting will be 5.
- If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.
- If a quorum is not present, at the Chairperson's / Vice-Chairperson's discretion, the meeting shall proceed and any decisions taken will be homologated at the next meeting.
- For purposes of the quorum, participation of partners by video-conferencing or telephone conference links will be considered as present.

Frequency of Meetings

- The Area Community Planning Groups of the CPP will normally meet once each quarter (4 times each year).
- These meetings will normally be held in February, May, August and November.
- Where business requires, further meetings can be called with agreement of the Chair subject to the required notice being given.

Conduct of Meetings

- Meetings of the Helensburgh and Lomond Area Community Planning Group will be held in public.
- Observers can only participate in discussion with the agreement of Chair.
- Members must declare any conflict of interests at the start of a meeting and take no part in the consideration of the relevant item.
- Observers wishing to participate in discussion must declare any interest in the subject under discussion.
- All meetings will be minuted and a minute made available through the Council's website and available from a link through the community planning partnership website.
- Meetings of the Area Community Planning Groups will be conducted in accordance with the lead partner's (Argyll & Bute Council) standing orders for meetings subject to any necessary changes as set out above (mutatis mutandis).

Decision making

- All members of the group have equal status
- Each member has one vote
- The Chair retains the casting vote
- All decisions must be clearly minuted with a brief summary of the discussion and reason for decision recorded as well as the outcome
- The minutes should clearly record who or whatever organisation is responsible for action
- Observers and persons attending the meeting in an advisory capacity may provide information but are not part of the decision making process and are not able to participate in a vote

Accountability

The Helensburgh and Lomond Area Community Planning Group is an integral part of Community Planning in Argyll & Bute and is accountable to the following bodies:

- Full Community Planning Partnership via the Management Committee
- Community within its local area
- Argyll & Bute Council as lead partner of Community Planning.

Support

The Helensburgh and Lomond Area Community Planning Group will be supported by:

- A Lead Officer to facilitate and promote the smooth operation of the group and work closely with group members to ensure a supportive structure, which responds to the needs of the members in addressing issues.

- Administrative support, organising meetings, taking minutes and associated administrative support will be provided by the Scottish Fire and Rescue Service.
- A Local Community Development Officer will have a key role, working in partnership with organisations in the support of community groups, organisations and individuals, particularly those who do not traditionally engage in community issues, to participate in local community planning.

Issue of Papers

- The agenda and papers for the Helensburgh and Lomond Area Community Planning Group will normally be issued 7 days prior to the date of the meeting.
- The Chair can agree to accept late papers.
- The draft Agenda detail will normally be circulated four weeks in advance to allow members to propose items for inclusion
- The agenda and papers will be published on the Argyll & Bute Community Planning Partnership website, the Argyll & Bute Council website and available from a link through the community planning partnership website.

Communications

The Helensburgh and Lomond Area Community Planning Group is an integral part of Community Planning in Argyll & Bute and will follow the guidance set out for Area Community Planning Groups within Argyll & Bute Community Planning Partnership's Communication Strategy.

Winding Up

The Helensburgh and Lomond Area Community Planning Group is a sub group of the Argyll and Bute Community Planning Partnership.

- If the Argyll & Bute Community Partnership is dissolved, the Helensburgh and Lomond Area Community Planning Group will cease to exist by default
- If a review of Argyll and Bute Community Planning Partnership delivery structure should recommend that Area Community Planning Groups should be dissolved to facilitate a new delivery structure, the decision whether or not to wind up the group will be made by the Argyll & Bute Community Planning Partnership following consultation with the Area Community Planning Groups and Argyll & Bute Council as lead partner for community planning within the area.
- Area Community Planning Group members may initiate a proposed wind up of the group by submitting a report outlining the reasons why it was felt the group was no longer required to the Management Committee in the first instance. The decision whether or not to wind up the group will be made by the Argyll & Bute Community Planning Partnership following consultation with Argyll & Bute Council as lead partner for community planning within the area

Approved and adopted at the Helensburgh and Lomond Area Community Planning Group meeting held in March 2015.

Amended March 2015 to reflect a change in the meeting cycle

Amended March 2016 to clarify procedure if either the Chair or Vice Chair resigns during their term of office and change to number of days meeting papers are to be circulated prior to meeting date in line with current practice

Amended February 2017 to clarify procedure if outgoing office bearer wishes to stand for re-election

Amended February 2019 to clarify terms in respect of the Local Outcome Improvement Plan/ Area Community Planning Action Plan.

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REVISED – Helensburgh and Lomond Area Community Planning Groups Membership

Partner Organisation	Contact Name
Argyll and Bute Council	Councillor Lorna Douglas, Councillor Ellen Morton, Councillor Barbara Morgan
Community Councils	Arrochar, Tarbet and Ardlui, Helensburgh, Cardross, Rhu and Shandon, Rosneath and Clynder, Cove and Kilcreggan, Luss and Arden, Garelochhead
Police Scotland	Inspector Roddie MacNeill
Scottish Fire and Rescue	Albert Bruce, Neil Shearer, Stuart MacDonald
Health and Social Care Partnership	Paul Kyle
Scottish Enterprise	Theresa Correia, Janice Kennedy
NHS Highland	Alison McGrory
ACHA	Yvonne Angus
Dunbritton Housing Association	Sephton MacQuire
Argyll and Bute Care and Repair	Steve Clarkson
Health and Wellbeing Network – H&L	Audrey Baird
Helensburgh and Lomond Chamber of Commerce	Vivien Dance
Garelochhead Station Trust	Morevain Martin
Gibson Hall	Laura Cameron
Ministry of Defence	
Youth Forums	Attendance to be area specific – Martin Turnbull, Brian Smith, Diane McCaig
SPT	Allan Comrie

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Argyll and Bute Community Planning Partnership

[Insert Name]
Area Community Planning Group



[Insert Date]

Briefing Note: Community Planning Partnership Management Committee update

This briefing relates to the meeting of the Community Planning Partnership (CPP) Management Committee on 4th December 2019, and its consideration of issues raised by Area Community Planning Group Chairs. The briefing is for noting and relevant discussion.

Summary

The CPP Management Committee met on the 4th December in the Three Villages Hall, Arrochar.

Area Community Planning Group chairs raised matters of concern within their local areas with the CPP Management Committee, and these matters were taken on board and actioned where relevant. A report outlined the main issues from the last set of Area Community Planning Group meetings.

Further information is available in the *meetings, minutes and agendas* section of: <https://www.argyll-bute.gov.uk/council-and-government/community-planning-partnership>

Highlights

- A total of 1548 responses had been received in the Place Standard consultation. Activity was underway to collate all the results and prepare information that would be publically available in Spring 2020. The results of the Place Standard Consultation will assist in the preparation of the revised Area Community Planning Action Plans.
- An update was given on the preparations for the UK exiting the European Union. Information was provided on the figures that had so far applied for Settlement under the EU Settlement Scheme, Export Health Certificates and the potential increase in demand this could place on the council's Environmental Health Team and food distribution and supply.
- An in depth discussion was held on Climate Change and the actions being undertaken by all partners and how this impacted Argyll and Bute. It was agreed to form a Short Life Working Group to look at what is happening across the partnership regarding climate change and identify opportunities for joint working.

- The CPP is looking to introduce Basecamp, an online collaboration site. This can help discussions with people between meetings and help to monitor and receive updates on the strategic delivery plans and local action plans. Two volunteers came forward to initially trial this way of working – Bute and Cowal ACPG and Outcome 5 – Healthy Independent Lives.
- The CPP was informed of the revised structure of the Chief Officers Group for Public Protection in Argyll and Bute and noted the updated Public Protection Strategy reflecting these changes.
- John Paterson, Police Scotland, highlighted that that information for communities is available (ACT Awareness) on the National Counter-terrorism website.

Matters Raised by Area Community Planning Group Chairs

The points raised from the previous meetings of the area community planning groups and the action response to these is below:

Note the concerns raised by the Mid Argyll, Kintyre and the Islands CPG concerning the recurring non-attendance of Skills Development Scotland.

Response: Anthony Standing apologised for the non-attendance and advised that he would be attending the next meeting. Anthony also stated that he now had disaggregated data for Modern Apprenticeships at an Argyll and Bute level which he would share with the MAKI CPG in February.

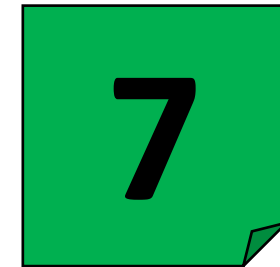
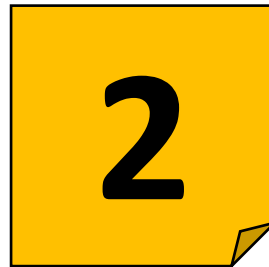
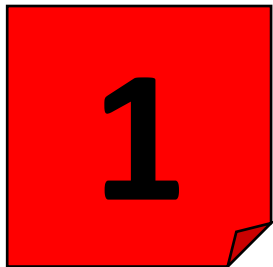
Concluding Point for Action by Area Community Planning Groups

Communicating Community Planning is a priority for the Partnership and we welcome issues raised at Area Community Planning Groups, where these cannot be resolved locally, to be highlighted to the Argyll and Bute Management Committee meetings. The next formal meeting of the Community Planning Management Committee is 11 March 2020.

We welcome partners at Area Community Planning Groups sharing and linking to the following hashtags on social media: #abplace2b, #abcpp #abgetinvolved. The Instagram account of the council has many followers and excellent images submitted by people showcasing Argyll and Bute.

For further information, please contact:
cppadmin@argyll-bute.gov.uk 01546 604464

Helensburgh and Lomond Area Community Planning Action Plan Update on Progress



Progress as at January 2020

Actions which are classed as “not on track”

Reference No.	Date agreed	Community Name	Lead Organisation	Action and Update
HL06	October 2017	Kilcreggan	Argyll & Bute Council	<p><i>Use speed detecting equipment to determine whether speeding cars is an issue for this community</i></p> <p>There is a backlog of requests for use of the equipment and this has not yet been timetabled.</p>

Actions which are classed as “on track”

Reference No.	Date Agreed	Community Name	Lead Organisation	Action and Update
HL07	October 2017	Helensburgh	Argyll & Bute Council	<p><i>Work with Kirkmichael Community Group to establish a programme of activities for all ages</i></p> <p>Argyll and Bute Council’s Community Development Officer continues to work with the Kirkmichael Community Development Group (KCDG) to increase access to community facilities in the area and support the group to deliver community priority projects.</p> <p>The community will continue to run the Meet and Eat lunch club at an alternative location from August 2019 and are working to increase activities for young people throughout summer.</p>
HL08	October 2017	Helensburgh	Health and Social Care Partnership	<p><i>Continue to raise the profile of the area and challenges that local residents face into the Out of Hours Review being undertaken by Greater Glasgow and Clyde Health board</i></p> <p>The NHS Greater Glasgow and Clyde Out of Hours model review is progressing and the service at the Vale of Leven Hospital remains in place with no proposals made to change this at this time. There is no timetable as to when the review will be concluded.</p>

Actions which are classed as “complete”

Reference No.	Date agreed	Community Name	Lead Organisation	Action and Update
HL01	October 2017	Helensburgh	Argyll & Bute Council	<p><i>Work with local communities to have an increase in confidence regarding the retail/local business offering within Helensburgh</i></p> <p>It was agreed at the November 2019 CPG meeting to tie this task in with the Town Audit undertaken by Helensburgh Chamber of Commerce. It was agreed by all to circulate the Town Audit and promote it widely within everyone’s own networks and that this would make this action complete.</p>
HL02, HL03 and HL10	October 2017	Arrochar, Tarbet and Ardlui	Arrochar, Tarbet and Ardlui Community Council, Arrochar, Tarbet and Ardlui Community Development Trust and the Arrochar Alps Business Development Group	<p><i>Support the Community Council, Community Development Trust and Business Group to deliver key actions within their community-led action plan, with a focus on community facilities, infrastructure and services.and developing Arrochar, Tarbet and Ardlui as a destination”</i></p> <p><u>Arrochar Tarbet & Ardlui Community Council.</u></p> <p>The Community Council are working on priorities from their Action Plan, namely Road Safety Improvements, Bus Stops, Roadside Verges and Pedestrian Pavements, Signage and the Pontoon Project.</p> <p>Arrochar, Tarbet and Ardlui Forum</p> <p>The Forum are looking at the Ben Arthur Resort, Marine Litter and the viewpoint at the junction of the A83/A814.</p>

Reference No.	Date agreed	Community Name	Lead Organisation	Action and Update
				<p>Marine Scotland is funding a pilot scheme to find a solution to the problem and monthly litter picking events are well organised.</p> <p>Arrochar and Tarbet Community Development Trust</p> <p>The Hydro Scheme is complete with ongoing maintenance in place, as is the Path Maps. The Community Garden, Cobbler Climbers, Intergenerational Work and Asset Transfer of land at Stronafyne is ongoing.</p> <p>Arrochar, Tarbet and Ardlui Business Group – Arrochar Alps Partnership</p> <p>The group has now been established and its purpose is around raising the profile of the area amongst those in private and business sector.</p> <p>It was agreed in November 2019 that this action would be marked as complete unless one of the 3 groups requested specific assistance from the CPG in taking an action forward. If this happens, then this action will move back to on track and the CPG are gladly willing to assist all 3 groups with any help that they require in moving forward their actions.</p>
HL04	October 2017	Helensburgh	Argyll & Bute Council	<i>Work to improve Positive Destinations figure for pupils leaving Hermitage Academy</i>

Reference No.	Date agreed	Community Name	Lead Organisation	Action and Update
				<p>Hermitage Academy have recently received positive destination results that have shown that they continue to make progress on an upward trend. The school now have 95.4% positive destinations which is slightly ahead of all comparators (Virtual Comparator, Argyll & Bute & Scotland). This has been a result of the joint partnership working the school has been doing with SDS, Argyll College UHI and employers. The school has just completed a film for SCQF which includes parental voice on alternative course choices and progression pathways. This should be released very soon. They have also achieved Investors in Young People accreditation which looked at the work we do with our young staff as well as our pupils. The Fire Service have offered their facilities at a meeting place, this is yet to be used but as a result of the CPP meeting, the Fire Service have joined the Opportunities For All Group. Plans have been put in place to introduce the Foundation Apprenticeship in Engineering as well as the FA in Social Services Children & Young People.</p>
HL05	October 2017	Helensburgh	Argyll College UHI	<p><i>Establish Argyll College UHI within Helensburgh</i></p> <ul style="list-style-type: none"> • The student numbers are continuing to increase and in more areas are double the numbers we had last year, which was our first year of opening, as you can see from the tables below which also shows the range of courses currently. • We are continuing to adjust and develop our Skills for Work courses in partnership with Hermitage Academy,

Reference No.	Date agreed	Community Name	Lead Organisation	Action and Update
				<p>to ensure that our offering meets with their learners' needs. In the last two academic years, we have more than double the number of students opting for Skills for Work courses, with significant improvements made to the range of courses available – we currently offer Nat4 & Nat5 Early Education & Childcare, Nat4 & Nat5 Hairdressing, Nat5 Maritime Skills, NPA Make-Up Skills Level 5, NPA Beauty Skills Level 4 and Higher Beauty. We are currently investigating the opportunity to offer a SfW course to third years in the next academic year. We also offer sixth year pupils who meet the entry requirements, the option of joining our HNC Social Sciences, HNC Administration & IT, or HNC Business.</p> <ul style="list-style-type: none"> • In terms of other school input, we have worked with Hermitage Academy to support their alternative timetable for fourth year pupils who do not have any exams. Last year we offered hair, make-up and sport sessions. This year we are offering first aid sessions and beauty/make-up sessions to support the alternative timetable. We also regularly attend and present at the school events, such as their Winter Learning Festival and their Pathways events. • We are having ongoing discussions to see what other provision we can expand with – for example, beginners Gaelic as an evening class, we may be able to offer a taught ECDL class, a life drawing class etc. We are also still looking into the possibility of providing classes for people with additional support needs who are working at access level – this is something we are

Reference No.	Date agreed	Community Name	Lead Organisation	Action and Update
				<p>keen to pursue but does take significant planning – discussions are ongoing.</p> <ul style="list-style-type: none"> • Charity work: The college has worked to donate to local charities – for example, in our first year there was a Christmas appeal amongst students in support of the Campaign to End Loneliness. This was organised by our care sector students and food, gifts, books and toiletries were packed into Christmas gift boxes and distributed to elderly/vulnerable people in the Helensburgh area, in partnership with local care homes. This year’s Christmas campaign was organised in support of local food banks and food donations were collected by our students and donated to the local food bank. We have also held a successful photography exhibition, which was the culmination of weeks of work by students on our photography evening class – there was a raffle held at this event in support of Helensburgh and Lomond Autism and all monies raised were donated. • In terms of our ongoing commitment to helping support naval personnel and their families, we have been in touch with the Churchill Families Centre where we’ve held some informal drop-in information sessions and we have been in talks with the team behind the Drumfork Building which is currently under development, as we’d like to work together there.
HL09		Helensburgh	Argyll & Bute Council	<i>Support the Helensburgh Waterfront project (flood defences, car parking, public realm and Helensburgh swimming pool) to increase marine tourism</i>

Reference No.	Date agreed	Community Name	Lead Organisation	Action and Update
				<p>A position statement went to the Helensburgh and Lomond Area Committee in September 2019. The project is facing a 7 months delay due to the need for the original procurement exercise to be abandoned and a new procurement exercise for the Works Contracts to be required. There is nothing that the ACPG can do currently to further progress this action.</p> <p>Agreed to mark this action as complete and continue to monitor for further updates as and when progress is made and reports taken to the Helensburgh and Lomond Area Committee.</p>

Date when plan was approved: October 2017 by Helensburgh and Lomond Area Community Planning Group

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