



*Kilmory, Lochgilphead, PA31 8RT  
Tel: 01546 602127 Fax: 01546 604435  
DX 599700 LOCHGILPHEAD  
11 December 2017*

## **NOTICE OF MEETING**

A meeting of the **HELENSBURGH AND LOMOND COMMUNITY PLANNING GROUP** will be held in the **VICTORIA HALLS, HELENSBURGH** on **THURSDAY, 12 OCTOBER 2017** at **10:00 AM**, which you are requested to attend.

## **AGENDA**

- 1. APOLOGIES AND WELCOME**
- 2. DECLARATION OF INTEREST**
- 3. MINUTES OF PREVIOUS MEETING** (Pages 3 - 10)
- 4. MANAGEMENT COMMITTEE UPDATE** (Pages 11 - 14)
- 5. PARTNERS UPDATE**
- 6. CONSIDERATION AND SIGN OFF OF H&L AREA COMMUNITY PLANNING ACTION PLAN** (Pages 15 - 28)
- 7. REVIEW OF H&L CPG TERMS OF REFERENCE** (Pages 29 - 38)
- 8. REVIEW OF MEMBERSHIP OF H&L CPG**
- 9. AREA CPG MEMBERSHIP H&L** (Pages 39 - 42)
- 10. AOCB**

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**MINUTES of MEETING of HELENSBURGH AND LOMOND COMMUNITY PLANNING GROUP  
held in the MARRIAGE ROOM, HELENSBURGH AND LOMOND CIVIC CENTRE  
on TUESDAY, 25 APRIL 2017**

**Attending:** Morevain Martin, Third Sector Interface (Chair)  
Shona Barton, Area Committee Manager  
Cleland Sneddon, Chief Executive, Argyll and Bute Council  
Rona Gold, Community Planning Manager, Argyll and Bute Council  
Mitch Dow, Adult Care, Argyll and Bute Council  
Melissa Simpson, Hermitage Park Delivery Officer, Argyll and Bute Council  
Arlene Cullum, Senior Development Officer, Argyll and Bute Council  
Laura Stephenson, Senior Health Practitioner, NHS Highland  
Dr Christine McArthur, Prevention of Falls Co-ordinator, NHS Highland  
Charlotte Wilson, Living Well and Physical Activity Co-ordinator, NHS Highland  
Greg McKearney, Station Manager, Scottish Fire and Rescue  
Alan Trail, Chief Executive, Helensburgh Chamber of Commerce  
Fiona Howard, Helensburgh Chamber of Commerce  
Gillian Simpson, Third Sector Interface  
Neil Sturrock, Strathclyde Partnership for Transport (SPT)  
Fraser Logan, Welcome In Programme  
Nick Davies, Cove and Kilcreggan Community Council  
Dr Patrick Trust, Cardross Community Council  
Councillor Richard Trail

## **1. APOLOGIES**

The Vice-Chair welcomed everyone to the meeting and general introductions were made.

Apologies for absence were intimated on behalf of:-

Stuart McLean, Scottish Fire and Rescue  
Inspector Coleen Wylie, Police Scotland  
Janice Kennedy, Scottish Enterprise  
Tony Davey, Cardross Community Council  
Norman Muir, Helensburgh Community Council  
Jean Cook, Rhu & Shandon Community Council

Having noted that the Chair, Stuart McLean, Scottish Fire and Rescue had intimated his apologies, the Vice-Chair Morevain Martin assumed the role of Chair for the duration of the meeting.

Having received a request from Scottish Fire and Rescue to include a presentation on the Local Plan consultation, the Chair agreed that this item be given consideration under Outcome 5 – People live active, healthier and independent lives.

## **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES**

**(a) Minute of the previous Helensburgh and Lomond Community Planning Group held on 21 February 2017**

The minute of the meeting of the Helensburgh and Lomond Area Community Planning Group, held on 21 February 2017 was approved as a true record.

**4. ELECTION OF VICE CHAIR**

The group noted that the term of the current Vice Chair, Morevain Martin had come to its natural conclusion as per the Terms of Reference of the Helensburgh and Lomond Area Community Planning Group. Consideration was given to a briefing note outlining the procedure which must be followed when electing office bearers to the Helensburgh and Lomond Community Planning Group.

Having established her willingness to continue in the role, Councillor Trail nominated Morevain Martin for the position of Vice Chair. This was seconded by Nick Davies.

There being no other nominations received, Morevain Martin was elected as Vice-Chair of the Helensburgh and Lomond Area Community Planning Group.

(Ref: Briefing Note by Area Governance Manager, dated 25 April 2017, submitted.)

**5. STANDING ITEM: CPP MANAGEMENT COMMITTEE UPDATE**

**(a) Report by Community Planning Manager**

The group gave consideration to a briefing note, outlining the consideration of the Community Planning Partnership (CPP) to issues raised by Area CPG's at their meetings in February 2017, with the discussion on the Community Outcome Profile Toolkit and key issues experienced in the area being of particular interest; the agreement by the Management Committee that actions relating to the impact of campervans remain on the agenda until the close of the summer season to track any negative impacts and look at ways in which to address these; the signing off of the Community Justice Transition Plan for submission to the Scottish Government; the development of a questionnaire by the Recruitment Working Group in relation to people who work within Argyll and Bute but commute rather than reside; the positive progress of partnership working within the Economic Forum report, including Argyll College delivering new courses in tourism and marine services; the promotion of the Rural Resettlement Fund and the agreement to set up a short life working group to consider the recommendations of a recent report on Community Transport in Argyll and Bute.

**Decision:**

The group agreed to note the contents of the briefing note.

(Ref: Briefing Note by Community Planning Manager, dated 25 April 2017, submitted.)

**6. OUTCOME 1: THE ECONOMY IS DIVERSE AND THRIVING**

**(a) Participatory Budgeting**

The group gave consideration to a presentation by the Community Planning Manager which outlined how Participatory Budgeting is recognised internationally as a way for local people to have a direct say in how, and where, public funds can be used to address local needs. Ms Gold advised of the money available in Argyll and Bute to strengthen and grow Gaelic. She outlined the steps taken in the process to generate ideas from members of the public, with at least one application being received for each administrative area throughout the Council area. Ms Gold further advised that voting had opened on 6 April for a period one month at [www.abpb.co.uk](http://www.abpb.co.uk) and urged partners to spread the word.

**Decision:**

The group agreed to note the contents of the presentation.

(Ref: Presentation by Community Planning Manager, dated 25 April 2017, submitted.)

**(b) Hermitage Park Update**

The group gave consideration to a briefing note providing an update on the delivery of the Hermitage Park project and highlighting its role in delivering the SOA outcomes and wider government policy.

Discussion took place in respect of community engagement and the ways in which young people are being encouraged to be part of the project, where the motto is “growing our park together”.

**Decision:**

The group agreed to note the contents of the briefing note.

(Ref: Briefing Note by Hermitage Park Delivery Officer/Park Manager, dated 25 April 2017, submitted.)

**(c) Helensburgh Chamber of Commerce**

The group gave consideration to a verbal update from the Chief Executive

of the Helensburgh Chamber of Commerce. Mr Trail provided information in relation to the diverse economy in the Helensburgh area. Mr Trail delivered a statement outlining where he saw the failures of the Council and advised that the Chamber of Commerce felt excluded from partnership working and found it difficult to engage with the Council. The Chief Executive of Argyll and Bute Council provided some information to Mr Trail regarding the Economic Development Action Plan for the area and agreed to liaise with Mr Trail in a bid to work collaboratively with the Chamber of Commerce for the benefit of the local area. The Chair of the group requested that Mr Trail liaise with the Senior Area Committee Assistant to ensure that the Chamber of Commerce are included on the distribution list for the Area Community Planning Group and extended an invitation to the Chamber of Commerce to attend future CPG meetings.

**Decision:**

The group agreed to note the verbal update.

(d) **Scottish Enterprise**

The group gave consideration to a briefing note outlining the activities undertaken by Scottish Enterprise to the half year (September 2016/2017), within the Helensburgh and Lomond area of Argyll and Bute. The report highlighted the partnership working with the Council's Economic Development and Strategic Transportation Service and provided the year-end progress by key actions within the Helensburgh and Lomond Economic Development Action Plan.

**Decision:**

The group agreed to note the contents of the briefing note.

(Ref: Briefing Note by Scottish Enterprise, dated 25 April 2017, submitted.)

**7. OUTCOME 5 - PEOPLE LIVE ACTIVE, HEALTHIER AND INDEPENDENT LIVES**

(a) **Community Management and Prevention of Falls**

The group gave consideration to a briefing note and presentation outlining the ongoing work in the prevention of falls in older people; the importance of the strength and balance exercise programme and the challenge of communities to understand that falls can be prevented through individuals investing in physical activity to reduce risk and minimise injury. Dr McArthur spoke of the need for people to recognise falls as a public health issue. She outlined the costs to health and social care services and advised that falls could be prevented if partners work together to provide education in this regard.

**Decision:**

The group agreed to note the contents of the briefing note and presentation.

(Ref: Briefing Note and Presentation by Co-ordinator for Prevention of Falls, NHS Highland, dated 25 April 2017, submitted.)

(b) **Living Well Physical Activity Update**

The group gave consideration to a briefing note highlighting the work of the Living Well Physical Activity Co-ordinator who is linking well with partner organisations on the development of physical activity programmes; raising awareness of physical activity programmes within the area and laying out the key goals of healthy living where people have their needs met, continue to learn, develop and maintain relationships and contribute to society.

Discussion took place in respect of the lack of resources and funding with the group providing information on options and resources within the outlying villages.

**Decision:**

The group agreed to note the contents of the briefing note.

(Ref: Briefing Note by Living Well Physical Activity Co-ordinator, dated 25 April 2017, submitted.)

(c) **Health and Wellbeing Team - Annual Update**

The group gave consideration to a briefing note and the Health Improvement Team Annual Report, which highlighted some key achievements for the Health Improvement Team during 2016-17. Having established that the aim of the Health Improvement Team is to take a preventative approach to health problems in order to improve the health of the population of Argyll and Bute, the Senior Health Improvement Specialist spoke of the four themes of the strategic priorities; getting the best start in life; working to ensure fairness; connection people with support in their community and promoting wellness not illness. Ms Stephenson spoke of the small grant funding opportunity through the local Health and Wellbeing Networks. Ms Stephenson took partners through the draft annual update, highlighting the successes of each member of the team. Ms Stephenson advised that a more comprehensive report had been prepared outlining the activity of the team during 2016-17 and is available at [www.healthyargyllandbute.co.uk](http://www.healthyargyllandbute.co.uk).

**Decision:**

The group agreed to note the contents of the briefing note and annual report.

(Ref: Briefing Note by Health Improvement Principal, dated 25 April 2017, submitted.)

(d) **Welcome In, Recovery Cafe**

The group gave consideration to a briefing note highlighting the ongoing good work being provided by Welcome In, Recovery Cafe in Helensburgh. Ms Simpson of the Third Sector Interface introduced the current Chairman of Welcome In, Fraser Logan and advised that he had recently secured employment in the Care Sector through the networking opportunities available at this worthwhile service. Mr Logan advised the group that as the only Recovery Café in the area they offer a wide range of activities including help from professional bodies in the form of drop in clinics, which take place on a Thursday afternoon. Mr Logan urged Partners to spread the word.

The Chair thanked both Ms Simpson and Mr Logan for the information provided and congratulated Mr Logan on his recent employment.

**Decision:**

The group agreed to note the contents of the briefing note.

(Ref: Briefing Note by Welcome In, dated 25 April 2017, submitted.)

(e) **Enable Cottage, Helensburgh**

The group gave consideration to a verbal update on the current situation at Enable Cottage, Helensburgh. The Chair advised that Enable had recently given up the lease of the cottage and that the Third Sector Interface had initiated a partnership project with a view to turning the cottage into a mental health hub. Ms Martin advised that funding was already in place to renovate facilities and plans were on track to have a partnership model similar to that of the Hermitage Park 2-tier framework with a demonstration of statutory, voluntary and service users delivering the service.

**Decision:**

The group agreed to note the verbal update provided.

(f) **Scottish Fire and Rescue - Local Plan**

The group gave consideration to a presentation by Scottish Fire and Rescue outlining the contents of the local plan for Argyll and Bute which was currently out for consultation. Also provided was information on the 2017/18 resource budget, both nationally and locally; the management structure, operational activity review and how the Scottish Fire and Rescue local plan fits together with the Community Planning Partnership's (CPP's) delivery of its vision of being "a place with strong, safe and vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable,



accessible and meet people's needs". The plan also highlighted local priorities and the key transformation projects.

Station Manager McKearney urged partners to complete the online survey which can be accessed at [www.firescotland.citizenspace.com](http://www.firescotland.citizenspace.com) and to spread the word.

Discussion took place in respect of the need to work in partnership with other service providers such as the Scottish Ambulance Service and Police Scotland and the ways in which community resilience could be built upon. The Community Planning Manager agreed to provide feedback on discussions at the next meeting of the Management Committee.

**Decision:**

The group agreed to note the contents of the presentation.

(Ref: Presentation by Scottish Fire and Rescue Service, dated 25 April 2017, submitted.)

**8. PARTNERS UPDATE**

Gillian Simpson of Argyll Third Sector Interface spoke of the Give Volunteer Programme, which is currently being progressed and developed for this year. She advised that it is hoped that this year's programme would be the most successful to date with over 100 volunteers. Ms Simpson agreed to liaise with the Senior Area Committee Assistant to distribute information to the wider Community Planning Group.

Mitch Dow, Assessment and Care Manager of Argyll and Bute Council advised of an initiative that over a period of four months 175 assessments had been carried out. Mr Dow advised that 85% of the assessments had resulted in a diversion from some form of care.

**9. CPP MANAGEMENT COMMITTEE**

The Chair led discussions on issues to be taken forward to the CPP Management Committee from the Helensburgh and Lomond Community Planning Group. Partners agreed that there was a need for consideration to be given on the best approach to encouraging statutory and voluntary bodies to respond jointly to emergency calls, particularly in the case of elderly persons who have had a fall. Consideration should be given to how best to deal with this issue, with early intervention being key to prevent admission to hospital where possible. It was noted that there would be a Chair and Vice-Chairs meeting held in early May and the Chair agreed to feed these comments to this group for onward consideration by the Community Planning Management Committee.

**10. DATE OF NEXT MEETING**

The group noted that the date for the next meeting of the Helensburgh and Lomond Community Planning Group had still to be agreed and would be notified in due course.

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**Argyll and Bute Community Planning Partnership**

Helensburgh and Lomond  
Area Community Planning Group

12 October 2017



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**Briefing Note: Community Planning Partnership Management Committee update**

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This briefing relates to the meeting of the Community Planning Partnership (CPP) Management Committee on 20 September 2017, and its consideration of issues raised by Area Community Planning Group Chairs. The briefing is for noting.

**Summary**

The CPP Management Committee met on the 20 September in Helensburgh Civic Centre.

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.

Highlights of the meeting are attached.

Further information is available in the *meetings, minutes and agendas* section of:

<https://www.argyll-bute.gov.uk/council-and-government/community-planning-partnership>

**Matters Raised by Area Community Planning Group Chairs****Bute and Cowal, Willie Lynch Chair.**

**Issue:** Declining look and feel of Dunoon town is of concern.

**Response:** Concerns were acknowledged, it was stated that difficult financial times were impacting. Work to improve Dunoon is ongoing, and recently the Council had a fund to which communities could apply to help environmental improvement in their area.

**Helensburgh and Lomond, Morevain Martin, Vice Chair.**

**Issue:** MOD personnel potentially looking to live out-with the base and the implications and opportunities from this are key topics of discussion.

**Response:** There are working groups of community planning partners looking at aspects of this including housing.

**Issue:** Greater Glasgow and Clyde Health Board are undertaking a review of the out of hours service provided by the Vale of Leven Hospital which is causing significant concern within the Helensburgh and Lomond area.

**Response:** Health and Social Care Locality Planning is leading on dealing with this issue.

### **Mid Argyll, Kintyre and the Islands. Andy Buntin Chair**

**Issue:** The short list of regeneration projects for Lochgilphead, Ardrishaig and Tarbert were agreed at the MAKI Area Committee and business cases are being developed for these. It is hoped that they will provide much needed regeneration.

**Response:** This was noted.

### **Oban, Lorn and the Isles**

**Issue:** Road safety is a big concern and road closures over the recent period have been frequent and impactful on the community.

**Response:** Highlands and Islands Enterprise highlighted a mobile phone application (App) developed for the area of Arran which provides information on all aspects of driving on Arran. Police took an action to provide information on the West of Scotland / Arran App to Argyll and Bute's road safety group for consideration.

### **Concluding Point for Action**

Communicating Community Planning is a priority for the Partnership and we welcome the distribution of the attached highlights to increase awareness of what happens at a Management Committee meeting.

**For further information please contact: Rona Gold, Community Planning Manager, [rona.gold@argyll-bute.co.uk](mailto:rona.gold@argyll-bute.co.uk)**



These highlights from the Argyll and Bute Community Planning Partnership (CPP) Management Committee meeting held on the 20<sup>th</sup> September 2017 are for information purposes for Area Community Planning Groups and partner organisations to distribute freely.

- Welcomed the new chair Chief Superintendent Hazel Hendren.
- Reviewed feedback from the community on the draft Area Community Action Plans, and agreed final content to be included within the plans. The plans will go to Area Community Planning Group meetings in October for final review and sign off.
- Discussion on the issues raised by Area Community Planning Group chairs which included concerns on regeneration, road safety and infrastructure to support population increase. Relevant actions included best practice on road safety mobile application (App) in Arran being shared with Argyll and Bute Road Safety Group.
- Agreement to set up a short life working group to develop a portal to attract people to live, visit and work in Argyll and Bute.
- Signed off the Argyll and Bute Alcohol and Drugs Partnership Annual Report, for submission to Scottish Government.
- Signed off the Scottish Fire and Rescue Service Local Plan.

Full details of the meeting of the CPP Management Committee can be found on Argyll and Bute Council Website.

If you have any queries on these highlights please contact: [cppadmin@argyll-bute.gov.uk](mailto:cppadmin@argyll-bute.gov.uk)

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**Argyll and Bute Community Planning Partnership**

**Helensburgh and Lomond  
Area Community Planning Group**

**12 October 2017**



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**Briefing Note: Area Community Planning Action Plan**

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This briefing is for the final sign off of the attached action plan.

**Summary**

The Community Empowerment (Scotland) Act places a requirement on Community Planning Partnerships to publish 'Locality Plans' known here as Area Community Planning Action Plans to address the inequality of experience across communities and have actions to address these. All Community Planning partners are responsible for ensuring the CPP delivers its commitments within the plans. The Plans are required to be signed off in October 2017 by Area Community Planning Groups and will form the basis of future meetings.

**Points for Consideration**

Over the past year the CPP's work on the Area Community Action Plan has involved:

- Consideration of the legislation
- Consideration of current community and partner plans and their existing actions to address issues
- Use of statistics and community profiling using a national tool, created for CPPs in Scotland by the Improvement Service
- Engagement with Area Community Planning Groups on key issues (February 2017)
- Engagement using the Place Standard Tool (over 500 responses from individuals across Argyll and Bute, April 2017).
- Engagement with Community Planning Partners at a Development Day on 7 June to devise actions and further refinement of these at CPP meeting at end June 2017.
- Public consultation on the draft plans in August 2017.
- Drafting of final action plans and consideration of community feedback at CPP Management Committee, 20 September 2017

**Next steps**

- Final sign off at Area Community Planning Group
- Monitoring at Area Community Planning Group meetings

**Point for Discussion**

Discuss and agree the action plan, and sign this off for its use in future Area Community Planning meetings.

**For further information please contact: Rona Gold, Community Planning Manager,  
rona.gold@argyll-bute.co.uk**

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# Helensburgh and Lomond Area Community Planning Action Plan 2017-2020



## Introduction

The Community Empowerment (Scotland) Act requires Community Planning Partnerships (CPP) to have focused action plans to reduce inequalities within a community. The use of statistics, your feedback from the Place Standard Consultation held in April 2017 and local partners' knowledge has determined what activity needs to take place (and where) in the next 1 to 3 years.

The plan will be reviewed every 12 months and monitored at quarterly Area Community Planning Group meetings.

The actions contained within this plan do not feature in any other plans and complement ongoing activity from individual organisations. Some of the issues highlighted through the engagement in developing these plans are being addressed in plans such as:

- Health and Social Care Locality Plans
- Economic Development Action Plans
- Individual service plans of organisations
- Health and Wellbeing Network Plans

All partners in the Community Planning Partnership are committed to working together when engaging with the local community. Contact [communitydevelopment@argyll-bute.gov.uk](mailto:communitydevelopment@argyll-bute.gov.uk) for best practice.

## What activity is already happening within the Helensburgh and Lomond area?

The following activities are happening within the Helensburgh and Lomond area.

- Kirkmichael Multi-Agency Working Group
- [Regeneration of Hermitage Park](#)
- Health and Social Care Locality Plans
- [Local Economic Development Action Plans](#)
- CHArts
- A82 upgrade between Tarbet/Inverarnan
- A83 upgrade of Rest and Be Thankful
- Tower Digital Arts Centre Mac Academy
- Helensburgh Waterfront Development

The following activities are being explored in Community Planning's strategic delivery plans:

- Develop a multi-agency solution to the challenges faced by the new Early Years / Childcare regulations
- Actions from the Anti-Poverty strategy which related to Child Poverty (Health and Social Care Partnership)

## Existing Community Led Action Plans

The CPP is aware of the following Community Led Action Plans within the Helensburgh and Lomond area. A Community Led Action Plan is a community-owned and community-led document identifying the needs of a community which sets out actions to address these.

- [Arrochar and Tarbet](#)
- [Cove and Kilcreggan](#)
- [Luss and Arden](#)
- James Street Park Association
- Loch Lomond and the Trossachs National Park Litter Management
- Arrochar, Tarbet and Ardlui CC booklet - "Need Your Support".
- Arrochar, Tarbet and Ardlui Forum - "Village Projects".

## Focused local area community planning work in 2017-2020

The communities that will be the focus of targeted local community planning partnership work in 2017-2020 are **Helensburgh** and **Arrochar**. Road speed was also identified as an issue for **Kilcreggan**. The CPP also recognises that neighbouring communities will benefit from any targeted action. For more information, see page 6.

## What actions are Argyll and Bute Community Planning Partnership committing to do in the area?

We have consulted with Area Community Planning Groups and local communities to determine where focused activity should take place and what key themes require action. The actions will help reduce the inequality of outcome experienced by communities living in these areas and will complement the existing strategic activity and community-led action plans already happening within the area.

## Helensburgh

Action	Lead Organisation
Work with local communities to have an increase in confidence regarding the retail/local business offering within Helensburgh	Argyll and Bute Council / Scottish Enterprise
Work to improve Positive Destinations figure for pupils leaving Hermitage Academy	Skills Development Scotland
Establish Argyll College UHI within Helensburgh	Argyll College UHI
Work with Kirkmichael Community Group to establish a programme of activities for all ages	Argyll & Bute Council
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	Health and Social Care Partnership
Support the pier project to increase marine tourism	Argyll & Bute Council

## Arrochar

Action	Lead Organisation
Agree masterplan to regenerate Arrochar and Tarbet (3 year action)	Argyll and Bute Council / Loch Lomond and the Trossachs National Park
Establishment of destination development group within Arrochar to attract visitors and improve visitor experience	Argyll & Bute Council
Have a collaborative approach to mitigating the impact of marine littering in Arrochar.	Argyll & Bute Council, Local Community, National Marine and Environmental Organisations, The GRAB Trust

## Kilcreggan

We think the action is to...	Lead Organisation
Use speed detecting equipment to determine whether speeding cars is an issue for this community	Police Scotland

### Background Information and statistics on why we have chosen these communities

The Scottish Index of Multiple Deprivation 2016 ranks two of the thirty-six data zones within Helensburgh and Lomond as being among the 15% most overall deprived data zones in Scotland with one being in the top 5% most overall deprived data zone in Scotland. Both of these data zones are within Helensburgh East.

The Improvement Service's Community Planning Outcome Profile tool looks at Intermediate Geography Zones (IGZ) and ranks these against 8 outcomes: Out of Work Benefits, Child Poverty, S4 Tariff Rate, Positive Destinations, Crime Rate, Emergency Admissions, Early Mortality and Depopulation. It is worth stating that the most up to date data within the tool is from 2014 however at that time the IGZ of Helensburgh East was ranked as the fourth area within Argyll and Bute experiencing the poorest outcomes with Helensburgh Centre ranking as the fifth. Whilst many communities are faring worse than similar communities across Scotland, the rankings within Argyll and Bute indicate that the majority of the area is in the better half of the rankings. The IGZ area of Cowal North (in the Bute and Cowal council administrative area) extends to Dalmally, Tarbet and Glen Douglas within the Argyll and Bute boundary. For community planning purposes, any actions relating to Tarbet and Glen Douglas would feature within the Helensburgh and Lomond locality plan rather than the Bute and Cowal plan. It is worth including Cowal North in the rankings of Helensburgh and Lomond however, to see how communities like Arrochar and Tarbet fare.

All Outcomes		Comparison against over similar communities across Scotland		Improvement	
Ranking against all Argyll and Bute Communities (poorest outcome to best) (1-22)	Name of area	Ranking and whether it is faring better or worse than other similar communities	Name of area	Ranking within Argyll and Bute (least improvement to most) (1-22)	Name of area
4	Helensburgh East	6, worse	Cowal North	1	Cowal North
5	Helensburgh Centre	7, worse	Garelochhead	4	Helensburgh East
9	Cowal North	8, worse	Helensburgh West and Rhu	9	Helensburgh West and Rhu
12	Garelochhead	13, worse	Helensburgh North	14	Helensburgh Centre
13	Helensburgh West and Rhu	14, worse	Helensburgh Centre	16	Garelochhead
18	Helensburgh North	17, worse	Helensburgh East	20	Helensburgh North
21	Lomond Shore	20, better	Lomond Shore	21	Lomond Shore

*Source: Improvement Service Community Planning Outcome Profile Tool, June 2017*

In addition, Argyll & Bute Council consulted with communities using the Place Standard tool in April 2017 to determine how people felt about the place that they lived in and which themes required the most improvement within an area. 30 people responded to the Place Standard consultation for the community of Helensburgh. The categories where respondents felt there was significant room for improvement were: Traffic and Parking, Housing and Community, and Influence and Sense of Control.

Across the whole Helensburgh and Lomond area, 47 people responded on the communities of Arrochar, Cardross, Clynder, Cove, Garelochhead, Helensburgh, Kilcreggan, Portincaple and Shandon.

The CPP will monitor statistics and feedback from community consultations and will assess on an annual basis whether the communities receiving focused action should change.

### **What is an Intermediate Geography Zone and what area does it cover?**

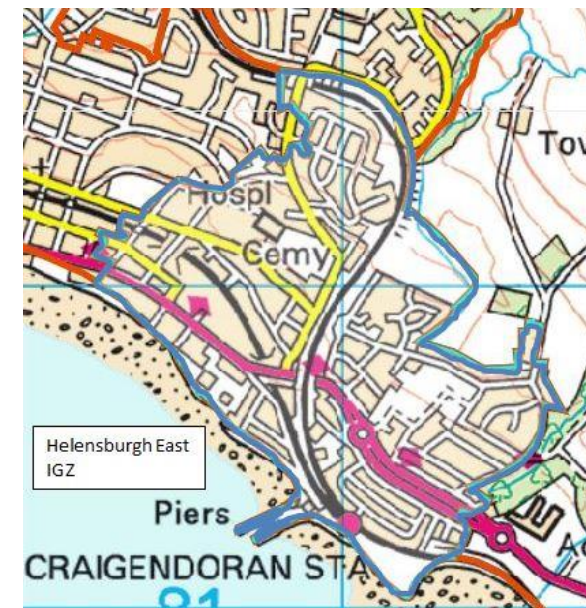
The Scottish Government uses data zones to examine small area statistics. The geography of Scotland is dissected into local authority boundaries and a data zone is a small area with a population between 500 and 1000. Intermediate Geography Zones are aggregations of data zones and contain between 2,500 and 6000 people. They were created as there was a need for a statistical level between data zone and local authority area was required as not all statistics are able to be released at data zone level.

There are seven Intermediate Geography Zones (IGZ) in the Helensburgh and Lomond area: Garelochhead, Helensburgh East, Helensburgh Centre, Helensburgh North, Helensburgh West and Rhu, Lomond Shore and Cowal North which covers part of the area. The naming and boundaries of these zones is determined by the Scottish Government and maps are useful to identify the boundaries.

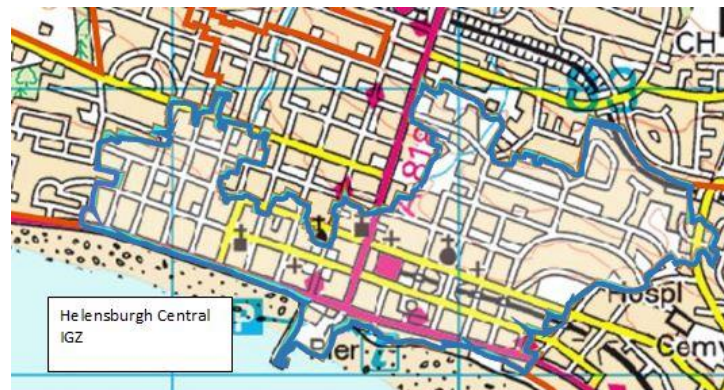
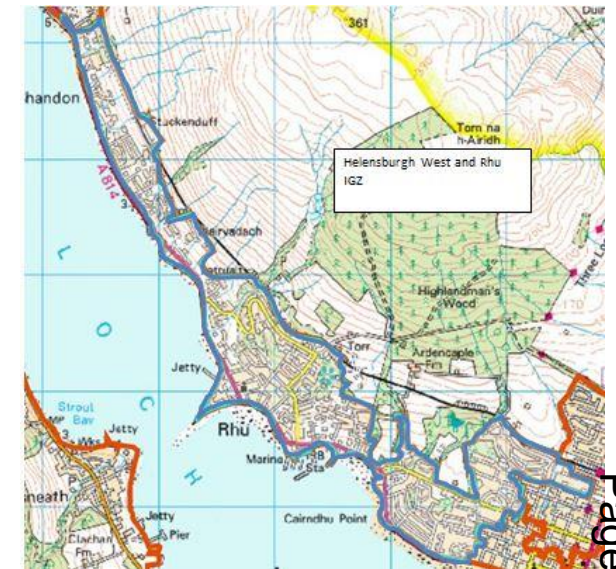
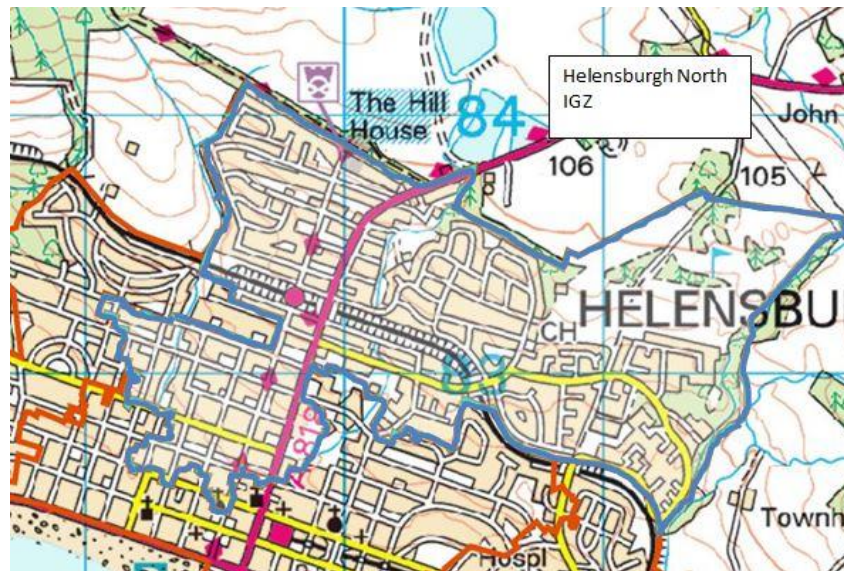
The statistics used by the Improvement Service to determine the rankings looks at these IGZ however the Community Planning Partnership is aware that focused activity will benefit the wider area.



## Maps of the Intermediate Geography Zones







Argyll and Bute Community Planning Partnership  
[cppadmin@argyll-bute.gov.uk](mailto:cppadmin@argyll-bute.gov.uk)  
 01546 604 464



Highlands and Islands Enterprise  
Iomairt na Gàidhealtachd 's nan Eilean



University of the  
Highlands and Islands  
Argyll College

Oilthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste Earra-Ghàidheil



SCOTTISH  
FIRE AND RESCUE SERVICE  
Working together for a safer Scotland



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**Argyll and Bute Community Planning  
Partnership**

**Helensburgh & Lomond  
Area Community Planning Group**

12<sup>th</sup> October 2017



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**Area Community Planning Group Terms of Reference and Future Ways  
of Working**

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**1. Purpose**

- 1.1 The purpose of this report is to provide members with the Area Community Planning Group (Area CPG) Terms of Reference (TOR) and to ask the Area CPG to consider whether any amendments to these are required at this time.

**2. Recommendations**

2.1 Area CPG members are requested to:

- Consider and adopt the revised Terms of Reference submitted in this report
- Agree the meeting schedule and dates submitted in this report
- Agree that the Terms of Reference for the group are reviewed on an annual basis to ensure their ongoing currency and appropriateness for the work of the group as it develops over time.

**3. Detail**

3.1 The Area Community Planning Group Terms of Reference were last reviewed and agreed in March 2015 following an extensive consultation process and agreement by both the CPP Management Committee and the Council's Policy and Resources Committee.

3.2 Since the Terms of Reference were agreed, local CPGs have been working hard in overseeing and developing actions within their SOA: Locals, and this has recently been progressed through the development of Area Community Planning Action Plans. The detail of these new plans will be discussed and signed off at the CPG meetings due to be held in October 2017.

- 3.3 Once these new action plans are agreed the work of CPGs will focus on their delivery, and scrutiny of actions by partners to ensure that timescales are adhered to.
- 3.4 It is expected that the previous process of providing focus for meetings on the actions within Area Community Planning Action Plans will continue, and that meeting dates for Area Community Planning Groups should be approximately half way between the programmed meetings of the CPP 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 will be:

Thursday 8<sup>th</sup> February 2018 at 10am in the Marriage Room, H&L Civic Centre, Helensburgh

Thursday 10<sup>th</sup> May 2018 at 10am in the Marriage Room, H&L Civic Centre, Helensburgh

There will be two main aspects to linking the CPP strategic agenda to CPGs which will be 1) ongoing dialogue through standard reports feeding back on key matters being addressed by the CPP Management Committee and 2) a response to matters raised at previous CPG meetings.

#### **4. Conclusions**

- 4.1 Given the development of Area Community Planning 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.

#### **5.0 SOA Outcomes**

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

#### **Name of Lead Officer**

Donald MacVicar, Head of Community and Culture

#### **For further information please contact:**

Shirley MacLeod, Area Governance Manager, Argyll and Bute Council

**Tel** 01369 707134

## Appendix 1

### **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 and 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 Full Community Planning Partnership via the Management Committee to oversee the implementation of Area Community Planning Action Plans which contribute to the delivery of the Single Outcome Agreement /Outcome Improvement Plan.
- Acting on behalf of the community to ensure that local concerns and priorities are highlighted to the Full 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 Full Community Planning Partnership within Helensburgh and Lomond, consider regular performance monitoring reports and provide information to the Argyll and Bute Community Planning Partnership Management Committee by submitting written reports . A nominated member may also attend a meeting of the Management Committee 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 Argyll and Bute Community Planning Partnership's Single Outcome Agreement (SOA)/ 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 and Bute Council Helensburgh and Lomond Area Committee and one other Elected Member from an Argyll and 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 SOA/LOIP) 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.
- 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 and 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 and Bute and is accountable to the following bodies:

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

## **Support**

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

- A Lead Officer from a partner organisation 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 one of the partner organisations in the group.
- 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 and Bute Community Planning Partnership website, the Argyll and Bute Council website and be 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 and Bute and will follow the guidance set out for Area Community Planning Groups within Argyll and 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 and Bute Community Planning 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 and Bute Community Planning Partnership following consultation with the Area Community Planning Groups and Argyll and 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 and Bute Community Planning Partnership following consultation with Argyll and 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 on 12 October 2017.

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**Argyll and Bute Community Planning  
Partnership**

**Helensburgh & Lomond  
Area Community Planning Group**

**12<sup>th</sup> October 2017**



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**Area Community Planning Group Membership**

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**1. Purpose**

- 1.1 The purpose of this report is to provide members with the current membership detail for the Area Community Planning Group (Area CPG) and to ask the Area CPG to consider whether any changes should be made to this at this time.

**2. Recommendations**

2.1 Area CPG members are requested to:

- Consider the current membership of the group as attached and agree any changes which may be required.
- 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.

**3. Detail**

- 3.1 The membership of the Area Community Planning Groups was last reviewed in March 2015, the details of that are attached at Appendix 1.
- 3.2 The group is currently being asked to review the Terms of Reference for their way of working, and should take the opportunity to review group membership at the same time.
- 3.3 It should be noted that membership will continue to be reviewed on a regular basis by the Area CPG and there is provision for additional organisations to join the group at a later date to accommodate local circumstances, but that a formal review should be carried out on an annual basis to ensure currency and appropriateness for the work of the group as it develops over time.

**4. Conclusions**

4.1 Given that almost two and a half years have elapsed since membership of CPGs was last reviewed the group is asked to consider current membership and agree any changes which they may feel are necessary at this time.

**5. SOA Outcomes**

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

**Name of Lead Officer**

Donald MacVicar, Head of Community and Culture

**For further information please contact:**

Shirley MacLeod, Area Governance Manager, Argyll and Bute Council

**Tel** 01369 707134

Appendix 1- Area Community Planning Groups Membership





Appendix 1

Helensburgh and Lomond Invitation Nominate Representative Mailing List

<b>Organisation</b>	<b>Name</b>	<b>e-mail address</b>
Police Scotland	Gary Stitt Inspector Claire Miller (Deputy)	<a href="mailto:Gary.Stitt@scotland.pnn.police.uk">Gary.Stitt@scotland.pnn.police.uk</a> <a href="mailto:Claire.Miller2@scotland.pnn.police.uk">Claire.Miller2@scotland.pnn.police.uk</a>
Scottish Fire and Rescue	Andy Maclure	<a href="mailto:Andrew.maclure@firescotland.gov.uk">Andrew.maclure@firescotland.gov.uk</a>
NHS Highland	Linda Skrastin	<a href="mailto:l.skrastin@nhs.net">l.skrastin@nhs.net</a>
Loch Lomond and Trossachs National Park	Jo Wright	<a href="mailto:jo.wright@lochlomond-trossachs.org">(jo.wright@lochlomond-trossachs.org)</a> <a href="mailto:blackn@lochlomond-trossachs.org">blackn@lochlomond-trossachs.org</a>
Argyll Voluntary Action	Morevain Martin	<a href="mailto:morevain@argyllvoluntaryaction.org.uk">morevain@argyllvoluntaryaction.org.uk</a>
ACHA	Iona MacPhail Yvonne Litster	<a href="mailto:Iona.MacPhail@acha.co.uk">Iona.MacPhail@acha.co.uk</a> <a href="mailto:Yvonne.Litster@acha.co.uk">Yvonne.Litster@acha.co.uk</a>