

Minutes (Draft)**Dalry Community Development Hub (DCDH)****Trustee - Business and Progress meeting****Venue:** Rosearden, Courthill St. **Date:** 27th October 2015: **Time:** 7.00 pm start.**Attendees:**

James McCosh	Chair	
Sheena Woodside	Treasurer	
Alastair Adamson	Secretary	
Lina Borwick	Trustee	apologies
Hilary Storm	Trustee	apologies
Myra Sim	Trustee	
Hamish Harkness	Trustee	
Heather Grossart	Trustee	
Catherine McMillan	Trustee	apologies
Stephanie Ross	Trustee	apologies
Caroline Cooper	Trustee	
Audrey Hillis	NAC	
Anne Bell	DCDH Sub-group – Station Garden	
Fiona Middler	DCDH Sub-group – Station Garden	
Fiona Gibson		apologies
Luke Borwick		apologies
Sharon Bleakley		apologies
John Hopkins		apologies

1. Welcome/Introduction - purpose of meeting.

The Chairman opened the meeting by welcoming all in attendance.

He then proposed that main purpose of tonight's meeting should be to ensure that all identified initiatives are being progressed, and to create a focus for the scheduled 24th November DCDH public meeting.

2. Record apologies and agree minutes of 23rd September 2015 DCDH meeting.**Apologies:**

Hilary Storm
Lina Borwick
Catherine McMillan
Luke Borwick
Stephanie Ross
Fiona Gibson
Sharon Bleakley
John Hopkins

Minutes proposed by: Heather Grossart
Seconded by: Sheena Woodside

3. Health & Social Care Partnership - Sharon Bleakley

The scheduled presentation by Sharon Bleakley was postponed, as she called off at short notice due to unforeseen circumstances.

4. Consider if the DCDH can temporarily fill the current void created by the demise of the DCC.

The Chairman reported that this issue had been raised at a recent meeting with Audrey Sutton NAC. As the DCDH trustees were still very supportive of this suggestion, it was agreed that this should still be pursued.

We now require to secure formal answers from NAC regarding the following:

- As Dalry does not have a community council at present, how will the opinion of the Dalry Community be determined by NAC during this consultation process?
- How will the wider community of Dalry be informed of the demise of their Community Council?
- How long is the Second Phase of the current review of the Community Council Scheme likely to take?
- How will NAC engage with the Dalry Community to ensure that the processes for the election of new community councillors involves the wider community?
- What functions can the DCDH undertake on behalf of the Dalry residents, until a new Dalry Community Council is established?

5. Progress reports and Plans.

- **Dalry Scout Hall – update**

John Hopkins sent his apologies for calling off at last minute.

It was agreed that the “DCDH Sub-group - Local Youth Action Plan” would contact the Scouts to establish if access to the refurbished premises could be secured to cater for some of the youth initiative requirements identified in Ayrshire 21.

The reported “good news” was that the refurbishing of the Scout Hall was now definitely taking place, with revised funding from CWPL and the resulting reduction in the scope of the initial planned facilities.

It was noted that the current planned completion of the work at the Scout Hall is now likely to be spring 2016.

- **Dalry Station – progress report. (Fiona Middler / Anne Bell)**

The “DCDH Sub-group – funding applications” met with Fiona Middler / Anne Bell, prior to the commencement of this evenings meeting, to discuss how best they could assist the “DCDH Sub-group – Station Garden” with their funding application to Dalry Parish Boundary Trust. The suggestions tabled, and the issues discussed, will hopefully result in an agreed outcome.

J McC thanked Anne and Fiona for ensuring that the Station Garden initiative continued to deliver significant visual improvements at the station.

AA then suggested that the trustees should consider the introduction of committee members of DCDH, made up of sub group representatives.

Non public meetings would be attended by Trustees and committee members. (JMcC to establish if this can be done under current constitution rules).

Anne reported the progress achieved to date through their engagement with “Bee Word” and “Plant Life”, and anticipated that the wild flower meadow would be established by 2016.

Anne / Fiona were encouraged to be supportive of the DCDH aims, as it would help highlight the value that subgroups could provide. As an example of how their expert advice, established contacts and enthusiasm could help more than just the “Station Garden”, the need to develop a development plan to revitalise the Lynn Glen walk, if and when access and remedial initiatives have been successfully concluded and the Glen is ready for wild flower planting and cultivation.

The “DCDH Sub-group – funding applications” agreed to follow up their discussions with the “DCDH Sub-group – Station Garden”, and report back their findings regarding the proposed funding application to the Dalry Parish Boundary Trust.

- **Lynn Glen - progress report.**

Audrey Hillis indicated that she would be very willing to assist with funding applications for the identified and costed remedial works at the Lynn Glen, when the current issues regarding access and the proposed joint partnership are resolved.

The following update report from Mr Luke Borwick was tabled:

1. *To progress to the next stage we need as a priority a clear signed statement from the landowners to allow access for the work ASAP.*
2. *I will meet with LK and NAC engineers on site to confirm or otherwise the works needed on the 2 bridges as per Leslie Baird report.*
3. *LK will then get the requisite quotes for the work*
4. *Collectively funds can then be sought – probably given the timescales for the financial year 16/17*

AA was asked to follow up the earlier correspondence and discussions with NAC regarding the DCDH proposals for :

Joint Partnership Agreement for the Lynn Glen walk restoration initiative, and its longer term maintenance.

Basic concept:

- NAC would be responsible for liabilities, surveys, contract management and any other assistance (financial and technical) which could be offered by the Access Forum and other offices of the council.
- Dalry Community Development Hub, through community engagement, would help with the securing of funds, sponsorship and organising volunteers to develop and enhance this valued community asset in partnership with NAC.

AA agreed to send an “e” mail to Louise Kirk, Access Officer requesting a meeting to hopefully secure an agreed working solution for the Lynn Glen walk.

- **Brighten up Dalry Town Centre - progress report.**

AA reported, subsequent to the meeting held at cross on 6th August with NAC and community representatives, that a response has yet to be received from the Roads and Street Scene representatives who attended the meeting. Despite follow up “e” mails and a suggested “action plan” based on agreed way forward, still no acknowledgment of receipt or a reply. AA reported that he had raised his concerns with Councillor Catherine McMillan. It is understood that Yvonne Baulk is responsible for both Roads and Street Scène.

At an August 2015 meeting with Dr. Audrey Sutton, the Town Centre Communities Capital Fund was discussed. It was suggested that the DCDH should consider applying to this fund for the necessary monies to address the identified work required at Dalry Town Centre.

With significant help from NAC an application for £54k was made on 29th September 2015, and a decision is now awaited.

If the funding is approved the DCDH will require to approach Yvonne Baulk to make the necessary arrangements for the work to be undertaken with the funds received by DCDH from the Town Centre Communities Capital Fund.

If the funding is refused the DCDH will require to approach Yvonne Baulk to ask that NAC find the funding from their own budget for the work discussed at the 6th August 2015 meeting.

- **22 Sharon St. - update.**

It was reported that the refurbished Scout Hall facilities should now be available to rent from the spring of 2016. This could prove to be a good interim solution to meet the needs of the Ayrshire 21 report, which identified the requirement for additional accommodation and support for the realisation of a "local youth action plan".

Securing the Old School site at 22 Sharon St, for the long term benefit of the Dalry Community, is still seen by the DCDH to be an initiative worthy of consideration and further investigation. The issue was again raised at a meeting with NAC on 28th September 2015, to establish if this would be best initiated through Community Engagement/ Locality Planning or the use of the Community Empowerment Act. It was agreed that J McC would speak to Lesley McVey, planning services to determine what would be the best strategy.

- **Dalry Boundary - progress report.**

Ongoing consultations being undertaken by North Ayrshire Council clearly indicates that the lobbying undertaken by the DCDH over the past 18 months, regarding concerns about current Community Council boundary definitions, should now result in a successful outcome for the Dalry community.

The Community Council consultation and documentation related to the Locality Partnership both propose sensible revisions to the Dalry Westerly borders, reflecting a definition of community based on geographical and cultural boundaries, very similar to post codes. It's also interesting to note that the proposed new boundary definition has regard to the watershed between the Garnock Valley and the North Coast, ensuring that areas overlooking the Garnock Valley will be within the Garnock Valley neighbourhood area.

The DCDH agreed to continue to monitor progress, and provide necessary input where and when required.

The DCDH agreed that they should respond to the recent Second Phase – stage 1 consultation: *Review of the Scheme for the Establishment of Community Councils in North Ayrshire*

AA to circulate a "draft" response for consideration by trustees.

- **Community Benefit - progress report.**

J McC reported that the Dalry Parish Boundary Trust were still considering if they would be willing to meet with representatives of the Dalry Community Development Hub to discuss "past" and "present" community benefits secured from the CWPL Millour Hill Wind Farm. The meeting was requested to try to establish time lines for the community benefit payment from the Millour Hill Community Windfarm Operator to Dalry Parish Boundary Trust, as defined in the 4th August 2014 minute of agreement. Unfortunately this meeting has yet to take place.

J McC then confirmed that he had finally managed to secure a meeting between CWPL and representatives of DCDH. Mrs D Wood of CWPL has agreed to meet with DCDH representatives on 2nd November 2015 to discuss the community benefit arrangements for both Millour Hill and Dalry Community Wind Farm (Wardlaw Wood).

A report of the 2nd November 2015 meeting will be circulated to all trustees by Friday 13th November 2015.

This will then be used as source data for the "Community Benefit Update Presentation" at the 24th November 2015 DCDH public meeting.

- **Funding opportunities, applications and initiatives – progress report.**

The DCDH Sub-group – funding activities: confirmed that they were looking at a number of potential sources of funding and had already worked with Audrey Hillis to ensure that the Town Centre Communities Capital Fund application was completed on time. Hope to have decision from Scottish Ministers before November 24th Public meeting.

Discussion was also currently taking place with the “DCDH Sub-group – Station Garden” to agree best solution for their application for funding from DPBT.

It was identified that the proposals for Lynn Glen, 22 Sharon St. and the Local Youth Action Plan will all initially require significant effort to establish business plans and costs. In the meantime investigation should be undertaken to determine possible sources of funding for the initiatives.

- **Local Youth Action Plan – progress report.**

Audrey Hillis reported that rental of accommodation at the refurbished Scout Hall appeared to be the best option at present.

The “DCDH Sub-group – youth action plan” agreed to further investigate this option and report progress at the November 24th Public meeting.

- **Ayrshire 21 – progress report.**

Nothing to report.

- **Dalry Bypass – update (AA)**

The DCDH has now received a letter from our MSP. Mr Kenneth Gibson with the attached information from MSP. Mr Derek McKay

After considering the Reporters recommendations following the Public Local Inquiry for the A737 Dairy Bypass. I can confirm that the Scottish Ministers have decided that the Orders should be made without modification. We are now progressing the design work for this important scheme with a view to publishing Made Orders in the next few months. This will complete the statutory process. I am clear that the Dairy Bypass is one of my priority schemes. However, further progress on this scheme will be subject to funding being available following the forthcoming Spending Review.

6. Co-opt additional trustees in accordance with procedures set out in the DCDH constitution.

J McC asked the attendees if they agreed that 11 trustees was currently an adequate number. As the constitution allows for up to 15 trustees, we should consider how best to manage numbers as the inevitable resignations occur.

AA asked all Trustees to retrospectively fill out the Trustee application form, which had been circulated in advance of the meeting.

Completed form should be sent to AA.

Having such documentation completed will help when funding applications are being assessed.

7. Report agreed time line for first years financial reporting and audit.

As OSCR are likely to send out a request within the next couple of weeks asking for DCDH Annual Return Form and accounts, it is now time to decide how best to address this task.

By law, all Scottish charities must provide their accounts to OSCR to ensure that charities are properly monitored and that the Scottish Charity Register is accurate.

Sheena Woodside will contact John McDonald to establish how best to progress this action.

There is no rush, as return is not required until July 2016.

It would however be helpful if the return was completed in advance of the AGM proposed for first week in March 2016. AA and J McC both indicated that they would work with Sheena to ensure that the return is completed well in advance of the AGM.

**8. Discuss options for venue, date and time for AGM, and consider other dates and times for future meetings planned between December 2015 and March 2016.
Should the AGM be first week March 2016?**

It was agreed that the agenda for the scheduled 24th November Public meeting should be a simple statement: **What Progress has been made to date?**

AA agreed to prepare a notice of meeting, and a DCDH November 2015 news update, for circulation by 9th November 2015. The trustees were asked to assist with the task of distribution of notices.

Trustees were also asked to try to encourage as many of the friends, acquaintances and colleagues to attend the public meeting.

It was agreed that the presentations should be based on what issues were identified last year, and what has currently been achieved by DCDH.

AA agreed to circulate an "e" mail to the trustees and DCDH sub-groups requesting contributions for the 24th November 2015 DCDH Public Meeting presentations.

9. Any other DCDH business?

- Letter of concern raised by DCDH about "Stinking Dalry" (AA)
Confirmation of receipt of letter – SEPA will answer questions asked in due course.
Smell appears to have dispersed over the last few days.
Did the letter have anything to do with this, or was it just the rain?
Update will be circulated when response is received from SEPA.
- 2016 Scottish Rural Awards – Leader (AH)
Audrey Hillis requested that any Trustees that have still to provide the requested information regarding NI number, address etc. should now do so ASAP.
This information is required for any funding applications the DCDH may make to Leader.

10. The meeting closed at 9 pm.