**Largo Communities Together (LCT)**

**Minutes of LCT (46) Monday 27 March 2023, 7 – 9pm, Largo Library and Community Hub**

**Board Members Present: Alistair Brown, Andy Duff, Nora Conlin, Stan Green, Emily Macdonald, Dougi McMillan, Jill Miller, Louise Robb (Chair), James Simpson**

**In Attendance: Val Cruse, Carol Duff, JP Easton, Ronnie Graham, Lisa Muszynski, Raymond Muszynski, Liam Muszynski, Dave Spacey**

**Apologies: Jan Kerr, Liz Easton, Priya Logan (D.O), Beau Russell**

**1. Introductions and Welcome**

LR welcomed everyone to the meeting. In particular, she welcomed those who were attending for specific agenda items. Brief introductions were made to each other prior to beginning the agenda proper.

**2. Meeting of 27 February 2023 (45)**

Minutes of 16 January 2023 proposed by DM and seconded by AD. All matters arising covered in the agenda.

**3. Chair/Vice Chair Report**

Report previously circulated. Noted as a useful update re ongoing developments.

**4. Action Tracker**

Noted that EM had added the Resilience Team’s generator to LCT’s Zurich insurance items.

Next Resilience Team meeting to be arranged very soon. JPE to contact team.

Online WHATSON calendar looked good. Suggested that it could be organised in themes through a filtering system. This would enable quicker access to information contained therein.

**5. Pier Update (extended agenda item)**

* LR explained that there had been ongoing discussions re the Pier. Developments were now at a critical point. JS, in his role as Pier Group Chair, LR and DTAS had been involved in discussions re funding, risk and technical issues. It was felt appropriate to ensure the LCT Board be apprised of the complexity of this major community project. LR thanked the Pier Group for the significant amount of work they had taken forward to date.
* JS provided an overview of developments thus far. He referred the Board to two documents previously emailed for reference: “Largo Pier Committee Business Plan February 2023” and “Largo Pier Committee: Draft Development Plan”. Noted that at an appropriate time, the Pier would be brought into community ownership.
* Noted that the Pier Project was likely to become a standalone SCIO. This had been advised by DTAS.
* The Business Plan, developed by RG, contained details of project and funding applications.
* JS outlined that the Pier Group had been convened following the extensive damage to the site in 2018. To move forward, it was decided to sit the Pier Group within the structure of LCT as an already established SCIO. Work quickly began on the technical side advised by RM. The process of working through the Royal Institute of British Architects (RIBA) stages was an essential component to be included in funding applications. The Pier Group had now almost completed RIBA stage 3 of the design phase.
* Large grant funding applications had been prepared and a small grant of £5,000 had been secured from Levenmouth Reconnected. Details of funding applications noted in the Business Plan.
* Noted that the Pier Group membership incorporated significant professional expertise Including: architecture, civil engineering, legal, business/company directorship, maritime, building development, funding/project development. RM led a technical sub-group, while RG worked on funding/grant applications. However, there remained areas to be covered despite the present skill/expertise, e.g., accountancy, secretarial, administration. Noted EM had provided ongoing accounting support and the Pier Group had its own bank account.
* Risk management was a significant area for consideration by both LCT and the Pier Group as the Pier rebuild was expensive and must have future outcomes established which would have to be demonstrated.
* Other areas for or consideration were the future management of the Pier and the hiring of a project manager to oversee the running of the rebuild project. Governance of the Pier, once the restoration was complete, would also be required. Noted that the Pier, even with funding, would have to generate income.
* RG highlighted the detail of the funding applications. (See Business Plan for details.) Costings, applications, income and employment sources were outlined. These included: National Heritage Lottery Fund; Historic Environment Scotland; Community Ownership Fund; Levenmouth Regeneration Programme; Community Fundraising. Noted Levenmouth Reconnected seemed positive towards the project. The Architectural Fund and Russell Trust had rejected applications. The Scottish Land Fund could provide support for legal costs and a development manager. This should be known by November. Funders needed to be able to see the difference the project would bring to the area.
* The MoU with the Crusoe was discussed. Further exploration of this would be required. Noted there were positive relations with The Crusoe.
* RM outlined the RIBA development process re construction and maintenance. Fife Council planning had been helpful. RM had a meeting with a conservation officer on 11 April to look at the construction from a visual point of view, as well as aspects such as the formal planning application process, drawings, traffic information, site set-up and so on. RM gave a brief insight into technical details, e.g., the workings of a sluicing pier and the stones required. This was the inception phase of the design not the detail.
* Due diligence checks would be carried out by an appropriate company already identified. The Pier had to withstand a 200 year storm. RIBA stage 3 was almost complete.
* The Pier boundaries had also to be clearly defined. This was complicated as the burnside and east side were different structurally.
* It was suggested that legal advice should be sought. Noted a lawyer was a member of the group and advised on matters.
* Noted that the establishment of Largo Heritage Centre would be removed from the Business Plan. This would be a very significant development circa £2,000,000 which the community/LCT/Pier Group were not able to take forward. There were other ways of developing heritage without having physical building space. The Pier restoration required circa £1,700,000, a very significant amount of funding.
* LR and EM would investigate further with DTAS the trading arm aspects and insurance. Risk was a major area of importance. LCT had a register, but further issues of governance were being explored. Risk was not just a financial consideration but also a reputational one. A training workshop had been organised by Nicola Hanssen, Accelerate, Freelance Consultant re developing further LCT’s governance strategy. Noted date: 17 June 2023 5.30 - 9.00. venue TBC.
* The LPP could subsume The Pier within its overall strategy. It would not be considered as a single issue but addressed through the action plans that sit beneath. The Pier development could be considered as one of the outputs re LLP.
* RM illustrated historical and heritage connections through the story of James Semple Kerr and the Burra Charter and that of Nathanial Beale, soldier who fought against Cromwell in the Battle of Dunbar and ended up in Boston, USA. Deeper explorative dives into the LLP were presently being organised by PL.
* To aid understanding of the complexity of the Pier Project, an information evening was being organised with the Crusoe Hotel. This would take the form of a reception and presentation to an audience of approximately 40 people interested in Largo, its culture, history and the reconstruction of the Pier. JS, supported by LR and others, would outline the project and funding proposals. It was hoped that further support would be generated through this event.
* LR asked that JS and the Pier Group contact members of the LCT Board if specific support was required from them in any way. The complexity of the project was understood by all in attendance at the meeting. It was time to explain what was ongoing in terms of this major community development to other interested people.
* LR reiterated further her thanks to JS and the Pier Group for all their efforts in taking the restoration project forward thus far.

**6. Governance – EM**

EM and LR had a meeting with Nicola Hanssen, Consultant, Accelerate re strategy, governance and development of LCT Board. Workshop date noted above. Further work on risk ongoing.

 **7. Finance – DM/EM**

 **E**M had previously emailed the financial report. All accounts and information noted.

 **8. Sustainable Development – JM**

* Noted that the focus of PL’s work was the LPP and its strategic framework. Information Boards prepared by PL contained all relevant information.
* Taking a closer look or Deep Dive sessions on LPP presently being organised. First session 18 April 2023 at Simpson Institute, focus Resilience and Wellbeing.
* Several other tasks had also been taken forward by PL, including the Warm Places initiative and capacity building with Carol Duff (Coordinator) Friends of Largo Bay.
* The Beach Clean of Saturday 25 March 2023 was very successful with 88 people participating from Friends of Largo Bay and others. CD informed the meeting that there were now 254 members on Facebook. There were positive links with local primary schools, including a P7 cleaning station established. Funding was available to organise educational input both for children and the community. Other plans were being considered: a nature event during LAW, a cultural trail with local artists and links to be explored with the Pier development. The Friends of Largo Bay development could be regarded as a good example of community action. LR, on behalf of LCT, thanked CD for the great progress to date.
* The Warm Places Coordinator was available to provide admin hours if required, e.g., data input for the Pier Group.
* Soup sessions for Warm Places to end 31 March. It was hoped these sessions would begin again in the autumn. Some funds were available to continue. This project was deemed a success. Noted Lago Area Community Library would continue to provide tea/coffee/biscuits during their open sessions.

**9. Equity and Inclusion**

 Report provided by JK and noted.

 Noted on previous minute: Changing Places discussion to be on the April agenda.

 **10. LACRT - JPE**

* Meeting to be organised very soon. AB to attend.
* Draft document requesting volunteer assistance handed to those members of the Resilience Team (LACRT) in attendance. To be emailed to other LACRT members.

**10. Marketing – AB**

* Report provided and noted.
* AB to attend the next meeting of LACRT.
* Branding guidelines to begin with the website.
* Pier timeline to be considered for the website.

**11. Community Assets - AD**

Report for next meeting.

**12. AoB – LR**

* Mooted that LCT may be rebranded as Largo Community Trust. Further discussion to be had.
* LR to attend the Community Land Scotland conference 2– 3 June 2023 on Skye.

Meeting closed at 9.00.

**13. Date of Next Meeting:** Monday 24 April 2023, 7pm on Zoom.