

## **Largo Communities Together (LCT) V1**

### **Minutes of LCT (34) Monday 17 January 2022**

**Board Members Present: Nora Conlin, Stan Green, Irene Kay, Jan Kerr, Emily Macdonald, Jill Miller, Dougi McMillan, Louise Robb (Chair), James Simpson**

**In Attendance: Alistair Brown, Priya Logan (DO)**

**Apologies: None**

#### **1.Introductions and Welcome:**

LR welcomed all in attendance to the meeting and reiterated her welcome to PL in her role as DO. Alistair Brown was also welcomed re becoming a Board member with a brief for Marketing and Communications. (To be considered later in the meeting.)

#### **2.Meeting of 13 December 2022**

Minutes of 13 December 2022 proposed by DM and seconded by IK.

#### **3.Pier Update**

JS provided an update:

- Consultants had been engaged and were preparing the case for grant applications.
- Levenmouth Reconnect small grant £5,000 received.
- Crown Estates: £15,000 paid into Pier account.
- Amy Vanstone was joining the Pier Group to advise on applications for funding. JS was pleased to report that she had very good experience in funding and grants.

#### **4.LACRT Update**

IK provided an update on activities. See IK's report for details:

- National and local statistics continued to be monitored on a weekly basis. Noted positively that a corner had been turned. Fife figures locally noted an improvement with Largo down to 43 cases from 50 during week beginning 10 January.
- Largo Villages Community Resilience Plan: as previously noted, LACRT intended to become a community resilience team – Largo Villages Community Response team. A draft resilience plan will be submitted at the next LACRT meeting of 19 January then to be considered by LCT. The plan will include detail on the following:
  - Public health issues (pandemic)
  - Severe weather events (power outage, flooding)
  - Transport incident
  - Other events (missing person, criminal activity, lost dog etc)

The above will develop on from previous projects with the underpinning values of a caring Community looking out for each other. LACRT was being advised by Dave Wishart, an expert in resilience planning. Resilience planning would be included in the community consultation re the Local Place Plan (LPP). (See next agenda item.)

- It was intended to purchase small generators as useful items of resilience equipment. (Grants available from Fife Council.)
- Noted that LACRT had approximately 100 volunteers on their database (A Register of Volunteers) with comms systems in place to call them up, if required.

- Upper Largo Telephone Box: renovation of the telephone box now progressing well. Positive links had been established with Kirkton of Largo PS in planning for project work and display by the children – (EM/NC). In addition, the telephone box will be used to display Response Team and public health information.
- LACRT continued to meet on a monthly basis, managing a range of projects and developments.
- A call for articles had been put out for the next edition of Largo Links. Deadline for articles noted as 6 February 2022 and distribution 12 March. Liz Childs had been added to the Distribution Team. She will take on delivery to the outlying farms. Noted there was a vacancy for an Advertising Editor within the magazine team.

## 5. Local Place Plan

LR, JM, PL had been working on developing the LPP. A structure for the way forward had been developed. PL spoke to a PP she had prepared for consideration. Noted the PP was located in LCT's Sharepoint on 365.

- Basic Framework: reach people; develop maps of progress; ongoing deepening support.
- Sustainable Development Venn diagram, LCT's key values: Nurturing Community; Inclusion & Opportunity; Sufficient Economy; Common Good; Viable Natural Environment; Well-being. The aforementioned will underpin engagement activities.
- Stage One – Reaching Out
- Ways of Reaching People Directly: postcards (these were being designed by local cartoon artist, Iain Green); 1-2-1s; phone calls; blog posts; newsletters; social media; pop-ups; workshops in schools; actual physical time; display. People can add additional thoughts/comments to the list. Regular touching base required about what issues were important to the community.
- Complimentary Events to Reach People: walking tours; speakers; film events; school projects; presence at local events/meetings; market day; swap shop; beach cleans.
- What Will Come Out of Initial Stage One develop relationships; areas of challenge and interest; what works well and build on it; breaking down barriers; current comments.
- Compile Findings: database; organise themes; identify if a lack of engagement by groups or individuals and find other ways; follow-up/clarify unclear findings; use emergent responses and themes in following-through.
- Analyse: identify and categorise themes; find out who can help; provide more in-depth workshops.
- Ongoing Involvement: group meetings, updates, two way communications.
- Develop Maps of Priorities: areas of concern; key people who will do things; spatial maps of physical resources; maps of social capital; vision for Largo communities.
- Educate: encourage conversations; link with relevant organisations; explore ongoing issues/solutions.
- Action Planning: identify desired goals – **the what**; explore who is going to help – **the who**; figure out what it will add – **the what**; break it into manageable steps; develop a timeline.
- Develop Support Networks: learn from others; ongoing recruitment to planning groups; document the process and store for manageable access; link to legislation/local government policy.
- Ongoing Support: continue to hold open events; regular communications; keeping up to date with LPPs across Scotland; talk to local government representatives; keeping in with organisations and groups.
- Funding and Structures: continued help and networking re available funds; feed findings/structural changes into local government planning; consolidating structures of plans and groups; helping people achieve goals through linking up.

- More Integration: develop relationships between plans and existing initiatives; needs and assets - interchange; continue widening net and honing focus; use what is already happening.
- Communication and Consolidation: publish reports; posters/media; ongoing communications about our projects and people; continue engagement events that work to ensure community active and connected; look at what worked and why; ascertain that we achieved our vision; celebrate and consider next steps.

Individual members of LCT had been called on to give insights into particular projects. It was hoped to move forward to consultation with the community in May.

Noted that Fife People's Panel asked what residents would like in their communities. Suggested that we link into this survey. It would also be worthwhile engaging with other communities to gain a wider understanding, including those who own second homes in the Largo area.

Noted too that risk analysis of the process was worthy of consideration. DTAS would provide good advice. Managing expectations re LPP could prove tricky and would require careful consideration. Postcards would be going to every home and questions noted. There would be full involvement of LACC in the LPP process. Facilitating the LPP process and Needs and Assets to be further considered. PL was thanked for her thoughtful work on the Process PP.

## **6.LAW/Largo Arts- Levenmouth Rail Link Partnership**

DM provided an update on developments:

- Of the 60 available slots for LAW 2022, 52 had been booked.
- To date another 16 were on the waiting list for participation. Local vendors were consolidating their ideas.
- The Lower Largo Phone Box by the Aurrie would now be housing public health and wellbeing information. Noted that the interior of the structure required to be better organised. DM had this in sight.
- **Levenmouth Rail Link:** DM and AS had attended a marketing and website presentation. DM commented that there was no consideration of the area east of Silverburn. DM had contacted Colin Smith re a voice for the Largo area. There had been no mention of the arts and culture elements of the Largo villages.
- Noted the Strategy Plan of 2006 required significant revision. Noted that Largo Pier was important not only to Largo but also to Levenmouth as a whole. It was important that this issue was discussed with local elected members.

## **7.Community Sustainable Development/DO Update**

JM had met previously with LR and PL. Points from JM and PL had been previously covered under item **5 LPP**.

Noted that Silverburn was attracting significant resources. The café/hostel/Flax Mill development would be positive for the area. It was important that we linked in with Silverburn.

## **8.Largo Estate**

SG provided an update. Noted that SG had emailed his report of his meeting with David Crichton towards the end of 2021. Email date noted 17 January 2022 17.56 for detail. This meeting had been discussed and then noted in the previous minute. While the meeting had been congenial, there was no real progress on fuller engagement with the Estate and nor of them taking up offers of support from LCT.

While Largo House was an amazing asset in our community, significant work/development was required. Largo House would fit within the LLP process and the Crichtons' involvement along with their staff would be invited.

## **9. Treasurer's Report**

EM provided comments on her previously emailed link re Treasurer's report (13 January 2021). Details noted therein of all balances and transactions.

Noted that she had organised the documentation re HMRC PAYE for PL. FVA had provided a payroll administration number. Employer liability would remain with Zurich Insurance. The pension provider was still to be ascertained with PL prior to setting up.

The Treasurer's responsibilities had grown exponentially. Thus, through Green Shoots funding from DTAS, a local bookkeeper was being employed to take care of ongoing transactions. (See Minutes of 13 December 2021 re this item.)

## **10. AoB**

Board membership: Alistair Brown (AB), noted previously as having significant experience in Marketing and Communications, an area in which LCT required expertise was asked by LR if he would consider becoming a trustee of the LCT Board. There had been previous discussion of this matter. LCT Board trustees were asked for their agreement on AB's membership. All trustees voted in the affirmative to AB joining the Board as a trustee. Welcome was extended to AB in this new role for the organisation. AB would link in with James Kay, Editor of Largo Links re relevant activities. AB had a very good insight into the Largo and Levenmouth area, as well as of local and national issues re marketing and related business. AB noted we needed consistent management of a communication strategy, issues and nomenclature.

JK provided an overview of the Big Picnic. Planning would begin in February and a Big Lunch Pack had been requested. Relevant organisations would be brought together for three meetings. Dates for event noted round 2 – 5 June 2022. (Now August 22).

Volunteer Register: noted previously under item 4 that LACRT had a database of volunteers. Other organisations had volunteers to support their activities. An overall Volunteer Register could be organised for the area. A Volunteer Register would be required for the resilience/response development discussed earlier in the meeting.

LR asked that LCT minutes be shared with all sub group members. This was agreed.

NC to attend a course organised by FVA : Effective Working Together: Inter - Agency Working Adult Support and Protection. This would link in with LACRT's Befriending Project.

SG to continue to review Word Press sites in line with LCT's revised website.

**Date of Next Meeting:** Monday 28 February 2022 7.00 on Zoom.

