

Venue: Girvan Committee Room, County Buildings  
Date & Time: 2pm Wednesday 16<sup>th</sup> December 2009

## MINUTES

### Present:

Stuart Lindsay	Ailsa Horizons Ltd
Julia Whitaker	Ailsa Horizons Ltd
Brian Shaw	Ayrshire Rivers Trust
Dave Holtom	Barrhill Community Interest Company
Liz Marquis (Vice-Chair)	Energy Agency
Ruth Sutherland	Energy Saving Scotland advice centre
Dorothy Simpson	SNH
Cllr Peter Convery (Chair)	South Ayrshire Council Sustainability & the Environment Portfolio
Ken Gibb	South Ayrshire Council (Sustainable Development)
Cllr John McDowall	South Ayrshire Council Chair, Development & Environment Scrutiny Panel
Valerie Stewart	South Ayrshire Council (Community Planning)
Emma Cassidy	South Ayrshire Council (Regeneration & Housing)
Neil Rose	South Ayrshire Council (Transportation)
Fiona Ross	South Ayrshire Council (Sustainable Development)
Annabel Beattie	South Ayrshire Council (Sustainable Development)
Fiona McConnell	South Ayrshire Council (Waste Management)

### Apologies:

Norma Duncan	Ayr Fair Trade
Ian Williams	Business Environment Partnership
Julie Hoggarth	BTCV Scotland
Michael Hitchon	Kyle & Carrick Civic Society
Lynn Sproat	NHS Ayrshire & Arran
Morag Moore	NHS Ayrshire & Arran
David Rackham	SAC Auchencruive
Richard Carr	SAYLSA
Yvonne Irvine	SEPA
Graham Peterkin	South Ayrshire Council (Director, Development & Environment)
Andrew Marnie	South Ayrshire Council (Energy Management)
Gordon Lauder	South Ayrshire Council (Environmental Health)
Sarah Longair	Stagecoach

Item	Minute	Action
1	<b><u>Apologies</u></b> Apologies as recorded above.	
2	<b><u>Minutes of previous meeting</u></b> Minutes of previous meeting were approved and adopted.	
3	<b><u>Matters arising</u></b> FR: the Ayr Fair Trade shop grossed over £10,000 in the 5 weeks that it was open. A previous suggestion that partners who bought or contributed to Fair Trade be given a plaque for display in their offices has been discussed by the FT partnership. The partnership decided that a one-off award be given. Cllr C asked how SAC was progressing towards becoming a FT authority. FR: Troon,	

	<p>Prestwick, Maybole &amp; Girvan need to achieve FT status first. Troon is almost there, however FR asked the Forum for ideas on how to achieve FT status in Maybole &amp; Girvan. SL suggested that the Carrick Community Councils Forum may be able to help. KG asked if there was a national FT forum scheduled to take place in 2010. FR: there is FT fortnight starting in February (with the title "The Big Brew"), and the annual FT Forum. Cllr C: this may be a good vehicle to raise awareness.</p>	
4	<p style="text-align: center;"><b><u>Forum Planning Day Feedback</u></b></p> <p>KG thanked the facilitators who helped at the planning day, and invited the Forum to comment on the detailed sub actions outlined in the paper and annexes circulated, asking partners to agree on the points, and give their agreement on the suggestions for moving forward.</p> <p><u>Awareness raising:</u>  Forum partners raised a number of suggestions for awareness raising. Cllr C suggested that the ideas be reviewed and emailed to Forum partners early in the New Year for consideration. They included:  Attending the Community Planning Conference  Attendance at the Sustainable Energy Fair  The next Bitesize (the Community Planning newsletter) could focus on sustainability (partners to submit articles to AB by end of Feb 2010)  Regular short presentations by partners giving background organisational information  A "speed dating" approach to make partners aware of the public duty towards the Climate Change Act  An Annual Sustainability Forum conference which could encompass eco schools and engage with youth. A resource will need to be identified for this (perhaps the CP board or other corporate resources)  Slot on West Sound, and newspaper editorial (this may be free)  Approach the Police to attend the Forum (and perhaps secure a presentation about wildlife crime)</p> <p>AB queried whether the Council's Corporate Communications could be approached for advice. RS: the Energy Agency's media manager may help. AB asked partners to forward information to her on what they considered was their best/most effective means of communication.</p> <p><u>Better communications</u>  KG: the Forum also needs to liaise with other theme groups. To improve links, perhaps more than one person from the SF could attend the Community Planning Implementation Group? VS confirmed that whilst only one lead officer could attend the CPIG, it could be anyone from the Forum. LM was nominated to be the lead officer.  LM suggested that partners attending events could take a few of the SF leaflets with them to advertise it. DH noted that other materials such as pop up banners and posters would be useful when attending events. A general discussion followed on what materials were available and how to acquire them. A poster with contact details could be pdf'd and placed on the SF website, along with other promotional materials for general download. AB to distribute SF leaflets for general use and put pdfs onto website. Cllr C asked VS whether all CP partners had websites. BS noted that ART did not have a link to the SF website on theirs.</p> <p><u>SOA Action Plan, &amp; Data Gathering</u>  AB: suggestions from partners at the planning day were that facilities and practices be put in place to allow partners to share information, good practice</p>	<p style="text-align: center;"><b>VS</b></p> <p style="text-align: center;"><b>ALL</b></p> <p style="text-align: center;"><b>AB</b></p>

	<p>and discuss. There is a fundamental requirement for: contact details, electronic forum to discuss action points, an easily readable SOA Action Plan. Work is progressing on these. AB will circulate the link to the Forum webpage for comment.</p> <p>VS will draft a Community Plan Partnership events calendar for circulation to the Forum and to contribute to a general events calendar.</p> <p>AB to circulate the SOA report which piloted the traffic light system.</p> <p>Cllr C asked if the indicators were audited. VS confirmed that the Scottish Government does this once a year for the annual report, due September 2010, although there will be twice yearly reporting to the CP Board.</p> <p>Cllr C asked if there were any other issues. VS: possibly short life sub groups.</p> <p>KG: if the SF approves this as a general approach, then a programme of actions can be developed. Partners suggested a number of sub groups: an annual conference; carbon management; health &amp; green space (the NHS may have small pots of money); sustainable procurement for the CPP. Cllr C suggested that LM head the conference sub group.</p> <p>Cllr C &amp; KG: it's necessary to reflect on the priorities of sub groups, and suggested all put their thoughts together. There is an opportunity to co-opt other partners outwith the SF.</p>	<p><b>AB</b></p> <p><b>VS</b></p> <p><b>AB</b></p>
5	<p style="text-align: center;"><b><u>Partner update: Events Programme</u></b></p> <p>AB proposed that this be a regular agenda item, whereby partners are invited to detail forthcoming events that may be relevant to the SF, and where there are opportunities to engage and raise awareness. Partners should submit their 2010 timetable of events to AB, and the SF to use this information. LM outlined the series of continuing professional development (CPD) scheduled for 2010, which cover a wide range of topics, from Bat Law, to feed-in tariffs. Any suggestions from Forum partners for future CPDs would be welcome. AB to circulate the latest CPD schedule.</p>	<p><b>ALL</b></p> <p><b>AB</b></p>
9	<p style="text-align: center;"><b><u>AOB</u></b></p> <p>BS: SAWET has given Ayrshire Rivers Trust funding for a water voles project – hopefully they will be reappearing in Ayrshire by spring 2010.</p> <p>FR is involved in a dune restoration project in Girvan and asked partners to contact her if they knew of any Christmas trees in the Girvan/Carrick area requiring to be uplifted after Christmas. The trees can be used to secure the fragile dunes. JW suggested that for next year, labels be put on the trees at the supplier end, asking that the tree be donated to projects such as this. DS suggested putting a note out with the bin collections.</p> <p>BS: ART has no current environmental policy and asked SF partners to share their environmental policies with him.</p> <p>Cllr C welcomed FMcC to the Forum, as a substitute for the Council's Waste Strategy Group Leader.</p>	<p><b>ALL</b></p>
10	<p style="text-align: center;"><b><u>Date of next meeting</u></b></p> <p>Wednesday 10<sup>th</sup> February 2010, 2pm in the Troon Room, County Buildings, Ayr</p>	