

**Prestwick and Villages Locality Planning Group  
Action Note of Meeting: Monday 27<sup>th</sup> August 2018**

**Present:**

Margaret Milligan (Chair), Willie Stewart - Community Representative, Lesley Reid - Health Improvement Lead, Ian Davis - Elected Member, Liz Kelly - Symington Representative, Margaret Toner - Elected Member, Liz Campbell, Mary Mann, Jacqui Morris

**In attendance:**

Seonaid Lewis - Community Engagement Officer

**Apologies:**

Hugh Hunter - Elected Member, Janette Nixon - Team Leader Housing, Marie Oliver - VASA (third sector representative), Elaine Anderson - Acting Physiotherapy Service Manager

Item	Discussion	Action
Welcome	Margaret welcomed everyone to the meeting and extended a warm welcome to new member Jacqui Morris.	
Matters arising and previous action notes	<p><b>Symington newsletter</b> – Liz provided a brief update</p> <ul style="list-style-type: none"> <li>• Hoping to produce 3 or 4 editions per year - electronic distribution and hard copies</li> <li>• Would like to provide a hard copy to every household</li> <li>• Estimating it will cost £700 for first copy - November distribution timeline</li> <li>• Provide LPG article in each copy</li> <li>• A flyer has been circulated locally to encourage involvement</li> </ul> <p>Liz offered to circulate the draft newsletter. Further discussion required on how the LPG can support this and possible contribution for first edition.</p> <p><b>Volunteer Travel Expenses</b></p> <p>Margaret let the group know that she had been asked to raise the matter of travel expenses for community members to attend the monthly meetings.</p>	Seonaid - add to September agenda

	<p>Seonaid confirmed that there is a travel policy and the group has previously reimbursed volunteer travel expenses incurred via public transport but she has been unable to confirm whether this covers mileage for own car. Seonaid will try and obtain a copy of the expenses policy for next meeting.</p> <p>It was agreed that Margaret would draft an email regarding this and send to Seonaid to forward to the Health and Social care Partnership.</p>	<p>Seonaid - Expenses policy</p> <p>Margaret - draft email for HSCP</p>
<p><b>Community Updates</b></p> <p><b>Service updates</b></p> <p><b>Strategic Planning Advisory Group (SPAG)</b></p>	<p>Liz Campbell let the group know that South Ayrshire Dementia Support Association (SADSA) will be piloting their new flexible care service in Maybole. This will take place in the Carrick Centre once a week.</p> <p>Willie provided an update on the New Life Diamonds Club which provides the opportunity for senior citizens to meet together weekly and enjoy lunch, games, quizzes and other activities. They also provide a community bus to collect/drop off members and organise various outings. They currently have 40-60 people attending the weekly group/lunch.</p> <p>Lesley let the group know that the Health Improvement annual report has just been published.</p> <p>The next SPAG meeting takes place tomorrow 28<sup>th</sup> August – agenda items include</p> <ul style="list-style-type: none"> <li>• Social Isolation Strategy and Action Plan 2018-27</li> <li>• Dementia Strategy 2018-23</li> <li>• Participatory Budgeting evaluation report 2016/17</li> </ul> <p>Margaret highlighted the importance of the group reporting in to the SPAG and the need for effective 2 way flow of information. Margaret and Julie will work on how best to achieve this.</p>	<p>Lesley - send to Seonaid to circulate.</p>

<p><b>Democracy Matters</b></p>	<p>Margaret provided an overview of Democracy Matters information that was circulated.</p> <p>The Scottish Government and COSLA are inviting people to join conversations about community decision making. The conversation will run to November 2018 and will help to inform new legislation. Further information can be found at - <a href="https://beta.gov.scot/policies/improving-public-services/local-governance-review/">https://beta.gov.scot/policies/improving-public-services/local-governance-review/</a></p> <p>Grants are available for local groups and communities of interest to hold Community Conversations, more information can be found at - <a href="https://www.voluntaryactionfund.org.uk/funding-and-support/democracy-matters-community-engagement-fund">https://www.voluntaryactionfund.org.uk/funding-and-support/democracy-matters-community-engagement-fund</a></p> <p>South Ayrshire Council's Community Engagement Team can provide support with this if required – Email - <a href="mailto:community.engagement@south-ayrshire.gov.uk">community.engagement@south-ayrshire.gov.uk</a></p>	
<p><b>Locality Plan Discussion</b></p> <p>○ Action Plan and Priorities</p>	<p>Margaret took the group through the short term priorities, key points from discussion -</p> <p><b>Communication –</b></p> <ul style="list-style-type: none"> <li>● Need to focus on neighbourhood representation - enlist a rep for each area</li> <li>● Need to hear from communities - key issues, needs, ideas, suggestions</li> <li>● Sharing news on what we've done as a group and the kind of initiatives that we are interested in will help us to communicate more effectively</li> <li>● Utilise public events to promote the group - utilise and promote South Ayrshire Life</li> <li>● Be more visible within communities</li> </ul> <p><b>Dementia</b></p> <ul style="list-style-type: none"> <li>● Agreed to promote dementia friendly principles and raise awareness of dementia throughout neighbourhood areas</li> <li>● Liaise with Dementia Friendly Prestwick to ensure cohesion and corresponding activity</li> <li>● Increase knowledge of Post diagnostic support within South Ayrshire</li> <li>● Arrange a dementia awareness session in Symington</li> </ul>	<p>Seonaid - contact Alzheimer Scotland (Jenni &amp; Jim) and DFP to discuss</p> <p>Liz - contact various groups in Symington to gauge interest and feedback</p>

	<p><b>Biggart Hub</b></p> <p>Seonaid updated that a meeting to progress a Parkinson’s hub within Biggart has been arranged. Once established this will provide a working ‘model’ for the Prestwick Connect hub.</p> <p><b>Social isolation</b></p> <p>Seonaid provided a brief overview of the Chatty Cafe Scheme - <a href="https://thechattycafescheme.co.uk/">https://thechattycafescheme.co.uk/</a></p> <ul style="list-style-type: none"> <li>• National scheme set up to encourage cafe’s to create a space for people to talk - a ‘Chatter &amp; Natter’ table - not to build friendships but just simple interactions to combat loneliness, bring people together and make a positive impact on someone’s day.</li> <li>• A Chatter &amp; Natter table creates a space for people to talk – you can designate a table for as little as one hour per week to all day every day!</li> <li>• Participants subscribe for a one off payment of £10 - receive a starter pack containing an table sign, poster insert, leaflets, door/window sticker and an A4/A3 poster. Their venue will also be listed on the Chatty Cafe website and social media.</li> <li>• Costa Coffee Prestwick has signed up to the scheme.</li> </ul> <p>The group were very enthusiastic and thought it would be a good initiative to encourage locally.</p> <p><b>Young People</b> - General discussion took place on the importance of engaging with young people and hearing their views - Further discussion required</p>	<p>Seonaid - attend hub meeting and feedback</p> <p>Jacqui offered to pop into Costa Coffee to see how it’s being implemented and feedback.</p>
<p><b>Standing Orders</b> Group membership</p>	<p>Margaret took the group through the suggested membership list within the Standing Orders.</p> <p>Suggested list for membership –</p> <ul style="list-style-type: none"> <li>✚ A community representative from each neighbourhood in the locality</li> <li>✚ A GP &amp; GP Practice Manager</li> <li>✚ A representative from other Private Sector Health Providers</li> <li>✚ An Independent Sector Provider</li> <li>✚ A Third Sector representative</li> </ul>	

<b>Election of Office Bearers</b>	<ul style="list-style-type: none"> <li>✚ A Carers representative</li> <li>✚ A Community Care Social Work/Care Officer</li> <li>✚ A Social Worker from Children &amp; Families and Criminal Justice</li> <li>✚ An Allied Health Professional representative</li> <li>✚ A District Nurse/Health Visitor</li> <li>✚ A Mental Health representative</li> <li>✚ A representative from Addiction Services</li> <li>✚ Young people</li> </ul> <ul style="list-style-type: none"> <li>• It was agreed that if the themed meetings work well, then representatives from the above list can be invited to attend where beneficial and the theme is relevant.</li> <li>• Question were raised around expecting the above list to form core membership and attend monthly meetings when the topic/activity may not be relevant to their particular field/service</li> <li>• It was agreed that it would be beneficial to contact those absent from our current group membership and forge stronger links/relationships to enable 2 way flow of information</li> </ul> <p>Suggestion was made to invite representatives from the list to attend the 29<sup>th</sup> October meeting - opportunity to share our main priorities with them and discuss involvement moving forward</p> <hr/> <p>Margaret highlighted that as a year has passed since the election of Office Bearers it would be necessary to hold elections again. As so many group members were absent from meeting it was agreed that Seonaid should circulate an email prior to the next meeting asking for notes of interest or nominations.</p> <p>It was noted that both Margaret and Willie would be happy to stand again if no one else steps forward.</p>	<p>Discuss further at next meeting</p> <p>Seonaid - circulate email</p>
<b>Decision Day update</b>	<p>Due to lack of time this will be carried forward to next meeting to enable fuller discussion.</p> <p>Key points – Agree date in March 2019 (2<sup>nd</sup> or 9<sup>th</sup>), discuss forma/theme, steering group and PB evaluation report</p>	
<b>AOCB</b>	<p>No other business</p>	
<p>Date and Time of next meeting – Monday 1<sup>st</sup> October, 7pm Biggart Board Room</p> <p>Future meeting dates - 29<sup>th</sup> October, 26<sup>th</sup> November</p>		