

**Troon and Villages Locality Planning Group
Action Note of Meeting: 16th November 2016**

Present: Frances Carson (chairperson), Fiona Smith, Richard McMinn, Vera Kidd, Trish McMinn, Liz Ferries, Anne Cameron, Linda Matheson

In attendance: Seonaid Lewis

Apologies: Rhonda Leith, Mary Kerr, Helen Jamieson, Maureen Murray, Peter Convery, Philip Bailey, Nan McFarlane

Agenda Item	Discussion	Action
Welcome	Frances Carson opened the meeting	
Notes of previous meeting	Action Notes from previous meeting were agreed as accurate. Flu jab update - egg free version isn't being manufactured, guidance has been given to support those with egg allergy and intolerance to ensure they can receive their jab safely	
Matters arising	No matters arising	
Vera Kidd - Sheltered Housing Presentation	<p>Key points</p> <ul style="list-style-type: none"> • 19 complexes within South Ayrshire <ul style="list-style-type: none"> ○ 7 within the Troon locality ○ Health & Wellbeing rooms ○ Common areas are dementia friendly • All staff trained to SVQ Level 3 in Adult Health & Social Care • Health topics - e.g. falls prevention, men's health • Personal Support Plans & Activity Passports • Supporting wider family network and carers • Projects - e.g. 'pot to plate' and events calendar • Activities and Outings - Knit & Natter, Craft, Bingo, Book Club, Games & Quizzes, Shopping Trips and Men's Dens <p>Moving forward</p> <ul style="list-style-type: none"> • Meeting with VASA to discuss recruiting and supporting volunteers • Meeting with Community Learning and Development team to discuss opportunities re computer/internet classes and activities 	

<p>Updates Social Isolation sub group</p>	<p>Fiona Smith provided an update on behalf of the sub group. Key Points -</p> <ul style="list-style-type: none"> • Asset Mapping - Large maps have been ordered • Establish baseline - produce questionnaire/survey & circulate <ul style="list-style-type: none"> ▪ Community Nurses ▪ Survey Monkey ▪ Facebook ▪ Email ▪ Hard Copies • Local initiatives, e.g. Tea, Toast & Treasure • Utilise Troon Going Out & other local publications • Help spread the word via Locality members - key groups and contacts • Identify community champions • Set timescales and complete action plan <p>Provisional dates have been suggested for next sub group meeting - 7th Dec 2pm or 14th Dec 5pm</p>	<p>Sub group</p> <p>Sub group to arrange meeting</p>
<p>Troon and Villages Decision Day</p>	<p>PB sub group update Seonaid provided a report from sub group meeting.</p> <p>Decision needs to be agreed on amount groups can apply for - £1,000 or £750. This was discussed and the amount agreed - up to £1,000.</p> <p>The sub group has set meeting dates for the next 3 months - 1st Monday of the month at 10am in Troon Municipal Buildings. Poster and application form can now be finalised and the event will be publicised from the 1st December.</p>	<p>Finish poster & application form and circulate - Seonaid</p>
<p>Communications</p>	<p>Linda Matheson provided an update on behalf of the sub group - key points</p> <ul style="list-style-type: none"> • Produce a quarterly newsletter • Awareness raising - design posters and agree information for notice boards; share via email and Facebook • Update and expand the Troon Locality section of the Health and Social Care Partnership website • Order a banner and pop-up • Promote PB Event 	

<p>Strategic Planning Advisory Group (SPAG)</p>	<p>Seonaid provided brief update from SPAG meeting. Locality Group Reps have now been asked to submit a written report/update for each SPAG meeting. This was discussed at Chairs meeting and requires further discussion.</p> <p>SPAG papers, agendas and minutes can be found on the Health and Social Care Partnership website - http://www.south-ayrshire.gov.uk/health-social-care-partnership/strategicplanning.aspx</p>	<p>Circulate Chairs meeting minutes - Seonaid</p>
<p>AOCB</p>	<p>Seonaid reminded the group that South Ayrshire Council and Community Planning Partnership have organised <i>Open Evenings</i> and encouraged group members to go along. Information has been circulated.</p> <p>The Troon evening will take place on the 1st of December in Troon Walker Hall, from 5pm - 8pm.</p> <p>Community Led Support discussion will be carried forward to future meeting.</p> <p>Action planning and Strategic Plan update to be carried forward to next meeting</p>	
<p>Date and Time of next meeting</p>	<p>The next meeting will take place on Wednesday 14th December, 6.30pm Troon Council Chambers, Municipal Buildings, Troon.</p> <p>Future meeting dates – 18th January, 15th February, 15th March, 19th April, 17th May, 21st June</p>	
	<p>Future Agenda Items include –</p> <ul style="list-style-type: none"> • Promoting Equalities • Community Led Support • Group/Neighbourhood Representation • LPG Priorities - action planning • Transport and accessibility • Locality Budgets • Self Directed Support 	