



## **Largo Communities Together (36) Monday 4 April 2022 and 11 April 2022**

**Board Members Present: Alistair Brown, Nora Conlin, Stan Green, Irene Kay, Jill Miller, Dougi McMillan, Louise Robb (Chair), James Simpson**

**In Attendance: Ronnie Graham, P Logan (DO)**

**Apologies: J Kerr, E MacDonald, B Russell (4 and 11 April); DM and AB (11 April)**

### **1. Welcome, update, apologies (4 April)**

LR welcomed all in attendance to the meeting, our first face to face in over two years. It was felt that we would adopt a hybrid approach to meeting in future; in situ and Zoom depending on circumstances.

Apologies noted above for both dates.

A number of the Board had attended a tour and talk by Brian Robertson at Silverburn Park, Leven. BR outlined plans about the future development of the park. His input had been both interesting and informative. Thanks were extended to him. Liaison would continue with BR and the Silverburn team, and we would seek opportunities to support and help each other.

### **2. Minutes of 28 February 2022 and matters arising (4 April)**

Minutes of 28 February 2022 proposed by SG and seconded by DL. Matters arising to be covered in the agenda.

### **3. LCT Governance, Board composition; roles and responsibilities/support. Discussion paper issued (4 April)**

As noted in the minutes of 28 February 2022, LR had attended a DTAS course re roles and responsibilities of trustees and governance. She had produced a paper, previously emailed and partially completed, 'LCT Draft Governance Paper' for discussion. She asked those present to consider, "Where are we now and do we need to make changes? "

The paper outlined: present role, proposed role, responsibilities, subgroups, support and learning. Each trustee talked through their role as they understood it and suggested amendments, as appropriate re their responsibilities, tasks and activities. Trustees should email amendments to LR so she can update the paper. It will be filed on 365 and revisited to ensure our governance processes are in order and in line with DTAS practice.

All agreed that we supported and learned from each other in taking forward the work of LCT.



Noted DTAS grant available to fund a professional bookkeeper set up. Banking transactions will continue to be signed off by named trustees: LR, EM, SG. Another two trustees to be sought for this task: DM and AB agreed to take this on.

EM was taking on other responsibilities, therefore, a new Treasurer was needed for this strategic position on the Board. The role would require an overarching insight/awareness of the strategic direction of LCT; knowledge of funding application processes; collective responsibility for LCT Board decisions; an understanding of legal and financial processes and also attendance at LCT's Steering Group.

DM, representing LAW, had knowledge and experience of the above responsibilities/requirements of the Treasurer's role. He would explore the requirements of the role further with LR and EMcD.

JK to take on a new role of Inclusion and Equity and EM would focus on all matters pertaining to governance within a Company Secretary remit. Other roles noted in draft discussion paper.

There followed discussion re wider area representation on the LCT Board. The Board had capacity for 11 full trustees and 2 associates, e.g., to chair a subgroup. There was no representation from New Gilston and there was a space on the Board. It was decided to actively seek a representative from the area. IK to take this forward. Noted we had one young person representative on the Board. Do we need to consider 18 – 40 age group representation?

Noted LLP postcards to be collected from the New Gilston area.

#### **4.LAW update (4 April)**

DM reported that LAW planning was on track. While DM was on the LCT Board, LAW itself sat out with it. If DM were to take over the Treasurer's role then another Board place would become available. Making connections was a strong feature of LAW, e.g., the local tourist group. Noted that LAW and the Pier Group could consider joint funding proposals if opportunities arose.

#### **5.Pier update (11 April)**

JS highlighted the following points:

- RIBA Stage 3 almost complete.
- Zoom meeting with David Narro and Quantity Surveyor.
- Final design drawings complete.
- Estimated costings £1.45million. This was considered acceptable. Main material to be stone which was expensive.
- Consultants considered there had been a good community response to the Pier survey. The full report would be passed to LR.
- Colin Smith now to build the case. He had researched similar projects, e.g. Cramond.
- Many funding sources identified; expert advice being given.
- As previously explained, letter of intent forwarded to Levenmouth Reconnected re funding. Positive relationship with LMR Project Manager.
- JS and SW to meet with Brian Robertson (Silverburn) to investigate funding further, including the complexities of VAT.



- JS to put up a tide board and carry out a tidal survey.
- LCT/Pier be involved in World Ocean Day 8 June and our own follow up on Saturday 11 June ( see also PL).
- To attend Maritime session Teams: Marine Restoration Project in Largo Bay 12 April 2022.
- Possible revenue streams to be considered, e.g. wedding pictures on the Pier.
- Very good progress re grants, £1.5 million but not from a single source.
- Noted grant applications had to be matched, tracked and monitored to ensure they dovetailed re timescales and financial processes.

## **6.LACRT update (April 11)**

IK highlighted points from her previously emailed report:

- The Resilience Strategy was complete. Consideration to be given to sharing the strategy and consulting on it.
- Grant from FC of £1000 for generator and relevant equipment. Consideration being given to insurance and safe storage of equipment, as well as training requirements.
- The recent LF&N afternoon tea at the Durham Hall was very well received by befriendedees and well supported by befrienders. Intend to have another event and open out to others in the community.
- Telephone Box was looking good with interesting items to be found inside, such as memory boxes, flags, jigsaw and book exchange and helpful information. A community resident was taking care of the TB inside and out - a clean and tidy wee space.
- In liaison with Happy Beaches, new storage box/bench with equipment located outside Andy's Stores, as previously.
- Digital supports continued to be offered to community residents, as requested.

Ik then went on to discuss some initial thoughts re the Ukrainian refugee situation. A meeting had taken place 5 April to discuss initial ideas. In attendance : IK, LR, SG, NC, PA (Chair LACCT). Research and fact finding was presently ongoing. IK had contacted national and local politicians and had a reply from Jenny Gilruth's office to date. There were three refugee hubs: Glasgow, Edinburgh and Cairnryan.

IK had prepared a scoping paper and outlined next steps.

IK reported that it was thought there would be 3,000 refugees in the first tranche. It was not expected that there would be huge numbers coming to Fife. If refugees did come to the Largo area, we would want to ensure a warm welcome and appropriate support.

SG's Super Sponsor Scheme would welcome refugees without relying on the UK government's matching process. Organisations and charities, such as LCT as a SCIO, could act as a host by working on a process for financing accommodation through community residents pledging funds, if they chose to do so. Provision of hubs to allow refugees to meet together was another area of exploration. Noted that LCT/LACRT would wish to work with the statutory services.

The immediate next step was to let the community know that we were working on how support could be offered to Ukrainian refugees, if they came to the Largo area, and that a community



meeting would be organised to discuss and ascertain views. SG to liaise with AB/PL to ensure a posting on community Facebook page.

#### **7&8. Community Sustainable Development/Local Place Plan scope update (April 4 & 11)**

**JM** reported that it was important the community were given feedback re the various comments made on the consultation postcards. LCT were enabling issues to be taken forward. This could be by LCT itself or by other groups or organisations, e.g. LACC.

A communication planning group would shortly be convened. Members to be: LR, PL, AB, JM. It was essential that we ensured simplicity in our messaging so that the community could understand the inter-relationships and how LCT worked with others. An info-graphic was suggested showing connections LCT had to LACC, Fife Council and other organisations.

Noted LCT's role within the community was not the same as LACC as the Community Council was the direct interface with Fife Council(FC). LCT could be considered more akin to a development agency within/for the community.

Effective communication was of prime importance so that there was clarity re our place in the community. LCT should consider further use of social media, including Instagram and Tic Toc, as well as print such as the Largo Links publication.

**PL** provided an update on developments re LPP and the poster consultation. Copies of update LLP documents emailed to Board and filed in Sharepoint.

Responses numbered 148 to date out of 1800 sent out (Survey Legend and postcards), 12.7% - noted as a good community response.

Emerging themes: environment, transport, housing, accessibility, cultural connections, economy, tourism. Initial priorities noted as communication and sharing information in all forms. See comment above re convening a Communication group.

Suggested quick wins: marine focus; housing plan ( noted PL was meeting with LACC on consultation process); community clean ups.

Next steps: responding to open survey questions. The LPP steering group will consider how to respond to emergent information.

Positive connections had been made with the Development Officer, Fife Ecology Centre.

Plans were being developed to link in with the Sea Grass Oyster Project and the United Nations Ocean Day on 8 June. It was intended that a Sea Day be held on Saturday 11 June to link in with the aforementioned international 8 June Ocean day. It was intended to involve the community, e.g. beach cleaning, learning about ecology issues and involve our local schools. Noted that the Pier was a symbol, a pathway to the sea and an important cultural landmark for the area. NC and PL to liaise re school involvement.

Noted PL had emailed detailed information - Update Local Place Plan - and located it on the Sharepoint.



Noted that the East Neuk Community Action Plan (available online) provided helpful information and a toolkit on community action planning. RG and PL to investigate further.

Re LPP, LCT wanted to ensure Upper Largo was fully involved and that we reached out to include New Gilston (see comment above).

#### **9.Largo House Group update/Polish Consulate/other activities (April 4)**

SG provided an update:

- Agreed to continue with the Largo House Estate Group and communication with the owners and staff. It was important to maintain connections. Noted Largo House had been given the Community Consultation ideas/comments from LCT.
- PL linking with KB at Largo House re LPP and infrastructure of the garden. There would be involvement of Largo House with the LPP.
- Polish dimension was a positive development. Info boards to be located at the west end of East Drive.

SG had met with Wendy Chamberlain (WC), MSP. Discussion featured: Largo Estate, Lundin Links Hotel, Ukraine situation, Open Golf traffic through the area. Noted that WC wished to become an Associate Member of LCT. She will be referred to our website for a membership form

#### **9.Treasury/Funding Group/DO Funding Report (April 11)**

In the absence of EM, LR referred the meeting to EM's previously emailed Treasurer's report.

Arrangements for a funded bookkeeper were being put in place.

The revised Treasurer's role would be strategic and to maintain an overview. LR to discuss further with DM.

#### **10. Marketing and Communications/Membership/Equity and Inclusion (April 4 & 11)**

Branding for LCT to be given some consideration. Purpose and recognition of LCT and subgroups required to be clearer for the community. Noted previously, Comms group to be convened.

#### **12. AoB**

Thanks expressed to Brian Robertson for tour and insightful talk on developments at Silverburn.

**Date of Next Meeting: Monday 16 May 2022 7.00 - 9.00 Largo Area Library and Community Hub**