

Peterhead Interim Town Board

28th June 2024 – Palace Hotel, Peterhead

Note of Meeting

Present: Jim Buchan (Chair), Gary Addison, Dianne Beagrie, Karen Day, Steven Donald, Simone Fitzsimmons (Substitute), Cllr Matthew James, Brian McCombie, Cl Steven McDonald, Terry Moran, Cllr Stephen Smith, Allan Sneddon, Scott Will, Eleanor Morris, Suzanne Robertson,

Apologies: Linda Hendry, James McMillan

	Action
<p>Welcome and Introductions</p> <p>Jim welcomed everyone to the meeting and introductions were made. It was agreed to record the meeting for the purposes of the note.</p> <p>A summary of the Peterhead Town Board was provided. The UK Government launched its 'Long-Term Plan for Towns', supporting towns as part of its Levelling-Up programme. Peterhead has been selected and will receive £20 million in endowment-style funding over 10 years from 2024/25. Aberdeenshire Council are the accountable body for the Peterhead Town Board and will provide the secretariat. Board members thanked Eleanor and Suzanne for the tremendous amount of work they have conducted in organising the Interim Board.</p>	
<p>Presentation – Introduction to Long-Term Plan for Towns (LTPFT)</p> <p>Eleanor and Suzanne presented an introduction to the Long-Term Plan for Towns. The LTPFT programme sits within the wider Levelling-Up Funding programme which is run by the UK Government’s Department for Levelling Up, Housing and Communities. It provides a 10-year funding certainty of £20 million which is devolved to town level and is in an endowment-style. There is an expectation that the funding profile will be a consistent amount over those 10 years however there will be options for funding to be rolled over/ring-fenced between each financial year.</p> <p>The LTPFT asks for each town to establish a community-led board and to lead development and support an investment plan. It also asks each Town Board to agree a 10-year vision for what they expect the impact of the funding to be, as well as a long-term plan for delivery of the funding. The plan itself is high level and while the funding provided is for the Town Board to allocate, there is a “menu” provided by the UK Government regarding how they expect to see funding used. The following are the high-level themes and the interventions which come under each of these.</p> <p><u>Theme 1 - Safety and Security</u></p> <p>S1. Design/management of the built/landscaped environment to ‘design out crime.’</p> <p>S2. Engage with Police Force and together consider interventions to focus on visible crime prevention in defined areas places.</p> <p>S3. Measures to prevent anti-social behaviour, crime and reduce reoffending.</p> <p>S4. Measures to reduce repeat burglary.</p>	

Theme 2 - High Streets, Heritage, and Regeneration

- H1. Funding for place-based regeneration and town centre and high street improvements, which could include better accessibility for disabled people, including capital spend and running costs. (This could be public realm improvements or delivery of outreach, engagement or participatory programmes for youth centres, public libraries, etc.)
- H2. Funding for new or improvements to existing, community and neighbourhood infrastructure projects and assets including those that increase communities' resilience to natural hazards, such as flooding, and support for decarbonisation of facilities, energy efficiency audits, and installation of energy efficiency and renewable measures in community buildings including capital spend and running costs. (Including items which relate to the net-zero piece such as feasibility studies.)
- H3. Creation of and improvement to local green spaces, community gardens, watercourses, and embankments. Improvements to the natural environment and the incorporation of more of these natural features into wider public spaces. (Could be based on community engagement and feedback received from these.)
- H4. Enhanced support for arts, cultural, heritage and creative activities, projects and facilities and historic institutions that make up the local cultural heritage offer. (While LTPFP cannot be used to add on to an existing project, it can be used for projects or developments which are over and above an existing project's aims i.e. the Levelling-Up funding projects.)
- H5. Support for local arts, cultural, heritage and creative activities. (Funding for maker's spaces, galleries, performances, very wide-ranging.)
- H6. Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area. (Focusing on development and promotion of a place.)
- H7. Funding for impactful volunteering and social action projects to develop social and human capital in local places. (Building capacity within communities.)
- H8. Funding for local sports facilities, tournaments, teams, and leagues; to bring people together. (Delivering in terms of social benefits.)
- H9. Investment in capacity building, resilience (which could include climate change resilience) and infrastructure support for local civil society and community groups. (Community spaces, developing volunteering, social action projects.)
- H10. Investment and support for digital infrastructure for local community facilities.
- H11. Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses. (Establishment or running of new open-air markets, etc.)
- H12. Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours, and tourism products more generally. (Grants for development, expansion, and/or upkeep of local visitor attractions.)
- H13. Grants to help places bid for and host international business events and conferences that support wider local growth sectors.

Theme 3 - Transport and Connectivity

- T1. Support for active travel enhancements in the local area. (Walking, wheeling, cycling)
- T2. Funding for bus infrastructure and connections to speed up journeys. (Active travel and public transportation.)
- T3. Additional revenue funding added to the Bus Service Improvement Programme Plus (BSIP+, which is extremely specific.)
- T4. Funding for new, or improvements to road networks to improve access within and to the town.

- T5. Funding to improve rail connectivity and access.
- T6. Reducing vehicle emissions.
- T7. Investment and support for digital infrastructure for local community facilities. (Also relates to H10.)

The Board will review these interventions and prioritise them which will help inform the development of the 3-year investment plan. There is no expectation to have an item or project under every single intervention or to include them all in the investment plan. The Board will have to recognise and work through these via community engagement regarding the priorities that the community think is key to the town.

Peterhead Town Area and Data

In terms of priorities and next steps, there needs to be a few items agreed by the Board. This includes the boundary, which the UK Government have suggested a template for however there is flexibility to change it. The UK Government will also provide a data pack with indicators which will be provided before the next meeting. It was noted that the general election has had an impact on various timelines which will clear up after 5th July. The UK Government also provide policy toolkits for each theme and intervention which they refer to as their “menu.” If the Town Board develops projects which are within these themes and interventions, there will not be any additional business cases required. If the Board goes off menu, there would be additional layers of process and scrutiny with the UK Government to be discussed.

Town Board Membership

The Town Board will have an independent chair which cannot be someone who is an elected representative (MP, local councillor, community councillor.) The Board must include the MP, a Police Scotland representative and two locally elected members (with substitutes.) The rest of the membership can be appointed at the chair’s discretion. Any gaps in membership can be identified going forward as well.

Key Milestones

The first milestone was for the interim Town Board to meet in June 2024 which has now been achieved. The next key date is November 1st. By then the Board will have to develop a long-term vision, and their first 3-year investment plan. There is a lot of work involved in making sure the vision is developed and ensuring we have the correct membership around the table.

The UK Government’s expectation of the investment plan is not that it will be a list of potential projects but a high-level, clear vision of the impact the Board expects to make and prioritising the interventions it seeks to invest in.

Terms of Reference and Governance

The draft Terms of Reference were discussed, and members were asked to agree or amend each underlined section.



Draft Peterhead
Terms of Reference.p

Objectives / Membership of Board.

These sections were unanimously agreed.

Terms of Appointment / Appointment of Chair / Appointment of Members

The proposed terms of appointment are an initial period of 3 years after which members, including the Chair, may be reappointed. It was suggested that people with expertise or associate members could be brought on to support us (as long as the member to non-member ratio stays balanced.)

It was noted that the guidance was not entirely clear regarding the re-appointment of the Chair (if it has to go through the same area committee process.) The appointment of a Vice Chair will be discussed at the next meeting. These 3 sections were unanimously agreed.

Roles and Duties / Duties of the Chair / Duties of Members / Duties of the Council

Aberdeenshire Council being the Accountable Body for the Board is a specifically defined role around the financial and governance of the Town Board. A memorandum of understanding will be agreed with the UK Government with confirmation that the Council will provide financial assurance and monitoring information for the Board. Any projects that the Board develop or fund which would put an obligation on the Council would have to be agreed between both parties. There are also various ways the Board could procure or use contractors for projects. These 4 sections were unanimously agreed.

Declarations of Interest

It was suggested that a flowchart and guidance related to how members declare their interests should be developed. This will be drafted based on existing models used by the Council. This section was unanimously agreed.

Code of Conduct / Voting

The draft Code of Conduct and Voting section were unanimously agreed.



Draft Peterhead
Code of Conduct.pdf

Transparency

It was noted that agenda packs for Town Board meetings will be published a minimum of five working days before meetings. Minutes will be published no later than ten working days after each meeting. The membership of the Board will be published after 4th July. As the LTPFT expects Boards to be as transparent as possible, a public facing page will be published which will hold details of the Board, membership, agendas, and minutes. The documents for this meeting (June 28th) will be published retrospectively on July 5th, due to the pre-election period of sensitivity. There is no expected timescale for the website or social media to be published – these will be discussed further at future meetings before November. Other Town Boards have made social media one of their projects to develop and work on, while others have the bare minimum. The Transparency section was unanimously agreed.

Ways of Working

It was noted that the Board should develop a metric or record of what we are spending funding on and measuring the impact that it will have on Peterhead. This will help both motivate others to collaborate with us and mitigate the negative feedback that major public spending projects tend to draw from communities. This section was unanimously agreed.

Subgroups / Financial, Contractual and Legal Matters / Support and Secretariat

These sections were unanimously agreed. It was suggested that the term “Secretariat” be replaced in future.

The Chair proposed that the Board members formally accept the draft Terms of Reference and the draft Code of Conduct with the addition of the suggestions discussed above. The Board unanimously agreed both of these. Eleanor and Suzanne will progress this.

EM/SR

Boundary Review

Suzanne presented the draft boundaries. The UK Government suggested boundaries are shaded light blue. Some amendments have been proposed to match the settlement boundaries as found in the Local Development Plan (LDP), marked by the black dot-dashed line.

It was highlighted that the UK Government boundaries leave out various spaces in Peterhead including green space sites at Dales Park and Meethill (as it is based on the density of postcodes/population.) The reasons for the amendments are to include opportunity sites listed in the LDP such as OP1 (Inverugie Meadows) and OP5 (Land at Wellbank) as well as the boundaries of the Peterhead Enterprise Zone (which we do not have certainty on yet.)

The Board can submit suggested boundaries which will then be assessed by the UK Government, so we do need a strong justification or rationale for any proposed changes to boundaries. Board members discussed additional amendments (marked by the red dashed line) and reasons for these including:

- Extending the boundary to take in the area covering the Craigewan Links (green/open space which is extensively used by the community)
- Cheyne Bridge toward St Fergus (important travel route and link for the town)
- Extending the line out from the bypass (potential expansion/housing/green space sites west of the Greenacres/Richmondhill housing developments)



