

Peterhead Town Board
15th November 2024 – Buchan House, Peterhead
Note of Meeting

Present: Jim Buchan (Chair), Dianne Beagrie, Karen Day, Steven Donald, Simone Fitzsimmons (Obs), Linda Hendry, Cllr Matthew James, Brian McCombie, Cl Steven McDonald, Allan Sneddon, Seamus Logan MP, Eleanor Morris (Programme Management and Administration Team), Suzanne Robertson (Programme Management and Administration Team), Arran Marshall (Notetaker, Aberdeenshire Council)

Apologies: Cllr Stephen Smith, Terry Moran, Gary Addison, Scott Will
 Claire Macintosh (Programme Management and Administration Team)

Item	Action
<p>Welcome The Chair welcomed everyone to the meeting. Apologies received are noted above.</p>	
<p>Minute of Last Meeting The minute of the last meeting was agreed as a true record, proposed by S Donald and seconded by L Hendry.</p> <p>Matters Arising - Chair</p> <ul style="list-style-type: none"> • Faith sector representation - the suggested contact hasn't replied however Claire met a member of the Churches Together group at an engagement event and the secretary has been asked to contact the team. Eleanor will ask Claire to pass the Chair's contact details on. • Youth representation – this will be covered under the Specialist Engagement item (3.4). • Substitute members – to confirm, substitute members have been confirmed for the Ward Councillors, PACT, Peterhead Community Council. SURF have updated to confirm it will not have a substitute. To formalise a substitute member, representatives should get in touch and complete a declaration of interest form. Those who still want to formalise their substitute member should contact Eleanor. • Microsoft Teams site – a site has been set up for members to share information (excluding any personal data/sensitive information) and to use as a resource for minutes, agendas and reports for each meeting. Eleanor will progress this. If members are unfamiliar with Teams, an online session could be organised to support this. • Community Councils – there was a request to contact Boddam Community Council and Buchan East Community Council after the second call for CC nominations. Buchan East CC has reformed so we will have a point of contact for them after their inaugural meeting. Unfortunately, Boddam CC did not reform. 	
<p>Programme Funding and Next Steps – Chair The Chair advised that the Town Board will have to wait for confirmation regarding what the new UK Government guidance will be, and this will inform how we will progress. What we have gathered is that the new programme start date will be April 2026. There was also confirmation that there will be a further £200k funding in addition to the existing £200k Capacity Funding. The new prospectus/guidance is expected to be published before the end of this calendar year/early January.</p>	

Members discussed the next steps for the Town Board including:

- Requesting clarification about the allocation for each town staying the same
- That the Board's priorities may be re-shaped according to the revised prospectus
- What we will be able to continue in the meantime – branding, communications, etc.
- Requesting confirmation if the capacity funding will have a deadline to be used or if it will roll forward each year
- Contacting other Town Boards who are in the same position as us or further ahead

Community Engagement - October/November Engagement Programme Update

Through the different engagement events so far, we have collected 586 survey responses.

The majority of these have been online with around 10 hard copies received. Board members attended 19 community events and there are 6 future events to engage with – SeaFit walk, PACT Pump Track opening, Congregational Church activity, Buchanhaven Heritage Coffee Morning, AB42 Business Group and more. Members raised concerns around the lack of responses being submitted despite engagement with the public. Around 100 people were spoken to at an event at Apex Church though not many have submitted responses.

It was highlighted that the terminology included in the survey is very high-level which may not resonate with the community. It was noted this could be worked on through the work on branding and communications – the terminology the government has provided is high-level however this doesn't mean that the Town Board's Long-Term Plan has to be called this. There will be opportunities for members to make the Plan sound more engaging, inclusive and appealing. Members also raised concerns about the confusion around the "Levelling Up Fund" label as both the LTP funding and the Peterhead Cultural Quarter funding comes under the label and if a graphic or simple explainer could be made to help differentiate this. (See attached draft diagram.)

There was discussion around how we maintain interest in engaging with the Town Board. Suggestions were made including making future surveys/engagements simpler, snappier and more accessible as well as focusing on specific keywords or phrases to associate with the Town Board's activities. It was noted that if we go back to engage then we need to recognise and build on previous activities to ensure residents know they are being listened to and will continue to engage with us.

Peterhead Long-Term Plan for Towns Engage hub – bit.ly/Peterhead

Peterhead Priorities survey – bit.ly/PeterheadTBs

Update on Online/Paper Survey

Both surveys have been circulated as widely as possible. Paper copies have been provided to Buchan House, Peterhead Academy, Police Scotland, Peterhead Library and at the various events members have attended. The statistics from both surveys include age-ranges and postcodes which will help show any cold spots of where and who we need to engage with. Current cold spots include younger people in the <25 age range.

The current deadline for the survey is 24th November. As the revised prospectus is expected before the end of the year, it was agreed to extend the survey until the end

of the year. This will also allow us to engage with festive events such as Light Up Peterhead, Producer's Market and any Christmas fairs. It was suggested to have a stall at the Producer's Market as the Community Council's experience with using a gazebo was very positive. It was also agreed to share a thank you/acknowledgements back to the people who have submitted responses.

Engagement Timeline and Next Steps

Suzanne provided the statistics from the surveys showing what the top two choices for each theme's interventions has been so far.

Theme 1 Safety and Security received 418 responses for S1 "Using design and management of streets and landscapes to discourage crime" and 329 responses for S3 "Measures to prevent anti-social behaviour, crime and reduce reoffending."

Theme 2 High Streets, Heritage and Regeneration received 384 responses for H11 "Improvements to town centre retail and service sector infrastructure" and 318 responses for H8 "Improving and supporting sports facilities, tournaments, teams and leagues."

Theme 3 Transport and Connectivity received 340 responses for T1 "Supporting active travel (walking, cycling and wheeling) in the local area" and 325 responses for T2 "Improving bus infrastructure and connections to speed up journeys."

These responses link into what residents have highlighted during previous engagement activities such as Peterhead 2040. Members discussed the sort of measures the Town Board could take to support these themes including how we can promote business in the town centre through projects to help ease of access and more. A major concern that residents and shoppers have are parking charges as people are unwilling to pay, park on streets which then leaves residents nowhere to park.

There was discussion around how the Town Board should act as a catalyst and play a role to co-ordinate an approach to the town centre and bring solutions together. It was noted that Inverurie BID is a good example of a collective approach however it was noted that Peterhead BID was not renewed so we would have to differentiate our approach. Members agreed that in addition to improving what we have already, we need to promote Peterhead as a destination to go to with assets that other towns may not have.

It was highlighted that currently the Town Board are not a constituted entity and have been given a policy toolkit from the UK Government that has to be followed. However it is worth recognising that depending on the decisions made about interventions, the Board would need to recognise what the right structure is to progress in future i.e. it could become a constituted group or continue as is. Kilmarnock Town Board is looking to become constituted – this will allow their board to raise and leverage additional funding.

Specialist Engagement

The other engagement activities the Town Board will have to flesh out are the specialist pieces. These pick up on some of the discussion earlier around engaging with cold spots. There are 2 specialist pieces which seek agreement from the Board.

<p>The first is engaging with and representation from young people. There is a challenge of having a youth representative on the Town Board as it is a lot of responsibility to put on one person. Scotland's Town's Partnership have previously discussed having "shadow boards" that young people would participate in. Our proposal is to commission a specialist, on behalf of the Board, to engage with a group of young people to engage with us. The outputs from this would include a priorities report, participation model and a reference group of young people. This would also be a long-term engagement which could include the group of young people being refreshed every few years. The specialist would need to have a track record of engaging with young people so they can facilitate in-depth discussions. The Board unanimously agreed with this approach.</p> <p>Action: specification to be prepared and benchmarking undertaken.</p> <p>The second is for engaging people with lived experience. This would be similar to the above but could instead focus on underrepresented areas such as those who have not previously engaged with us, minority groups, old-age people, disadvantaged people, those with additional support needs, etc as determined by the Board. The Peterhead Cultural Quarter was highlighted as they have a specialist to work on engaging with 3 key minority groups so we would not want to duplicate any ongoing work. It was suggested that a one-page proposal going into more detail for this would be needed before a decision was made which board members agreed with.</p> <p>Action: One page brief to be prepared.</p>	<p>EM/SR/CM</p> <p>EM/SR/CM</p>
<p>Subgroups - Communication and Branding</p> <p>The procurement for the Communication and Branding subgroups can be progressed while we wait for the revised prospectus. A meeting will be scheduled for next week.</p> <p>An example of branding was provided, and board members agreed that having good iconography would be beneficial however to avoid traditional or busy things like crests or a coat of arms.</p>	
<p>Decision Model</p> <p>The subgroup has drafted a decision model which was presented to the Board. This model is a way for the Board to make critical decisions which would be subject to public scrutiny and the like – it would not be used when making funding decisions. This model was developed through discussions in the subgroup.</p> <p>It involves the following stages:</p> <ol style="list-style-type: none"> 1. Information – what we have, where the gaps are, what it's telling us 2. Immediate actions – to see if there is something urgent to be taken forward 3. Threat/risk assessment strategy – looking at what the threat/risk of a decision is and the reasons for making this i.e. does it threaten the project, is there a risk to agreeing this, etc. 4. Legislation procedure/policies – these would be focused on national strategies, what's already being done, the purpose of what we're doing and to be mindful of this when making decisions. 5. Options – what options there are i.e. it a list, a yes/no option, the options we have based on information we have after balancing it against the past stages. 6. Decision including review – making the decision while building in a review period for it. It may be that there is no decision made which is when we would revert to the earlier stages, hence the circular design of the model. 	

<p>The model is centered around the draft Vision for the Peterhead Town Board and what the board is seeking to achieve. Not every decision would have to be made through using this model however any critical, urgent or decisions which are subject to public scrutiny would be done through this. A decision log of all decisions made would also be developed. A different model will be developed when we look at allocating funding.</p> <p>Board members unanimously agreed the decision model. They further agreed that it should be tested on a decision when the opportunity arises.</p> <p>It was also agreed that the Chair and Vice-chairs will meet to review the Vision Statement and to agree a final version.</p> <p>Action: agree final version of vision statement</p>	<p>JB/BM/GA</p>
<p>Thematic Subgroups</p> <p>The Board previously decided to have subgroups based on each of the 3 themes with representation from board members on them. These would also involve outside bodies, subject experts, etc. These subgroups will discuss the funding themes and when necessary, take recommendations back to the main Board.</p> <p>There are a few members who are still to submit their first and second preferences for subgroups. Otherwise, everyone has chosen a subgroup to sit on – 9 on the High Streets, Heritage & Regeneration and 4 on Transport & Connectivity but only 1 on the Safety & Security subgroup.</p> <p>Members can sit on more than one subgroup if they want to. If members want to change their preferences or add any, please contact Eleanor.</p> <p>Additional board members will need to be identified for the Safety and Security subgroup.</p>	
<p>AOCB</p> <p>A Sneddon highlighted the Community Council linking in with the Scottish Prison Service as they have an active role in the community including recycling workshops, building furniture, etc. It would be good to meet with a representative from the Prison to discuss what we can offer to each other.</p> <p>A Sneddon raised the final “From Mountain to Sea” event which highlights the Covid Memorial project involving bespoke benches across multiple sites in Aberdeenshire. A bench was installed in Gadle Braes which includes an engraving of sheet music that the Community Council commissioned Paul Anderson, Scottish Fiddler to compose.</p> <p>L Hendry highlighted the Scotland’s Town’s Partnership conference as she is attending their Built Assets and Infrastructure workshop and can feedback information from this.</p> <p>Suzanne confirmed that Scottish Towns Partnership will be coordinating a Town Board Chairs’ meeting.</p> <p>There was no other business raised.</p>	

The Board agreed to schedule the next meeting for 17 th January 2024.	
--	--

DRAFT