



Attendees

Attendees	Emma Dempsey (chair), Mark Cameron (vice chair), Thea McMillan, David Medcalf, Max Blinkhorn, Lee Kindness (minutes)
Apologies	Gillian Eunson

Minutes

1. Welcome & apologies

2. Introduction

- This was the first meeting of the C&E Committee since it being formed at the last PCC meeting as an official committee of Portobello Community Council
 - See [Appendix 1: Terms of Reference](#)
 - At the PCC meeting Mark and Emma put themselves forward as Chair and Vice-Chair respectively, however **it was agreed, subject to full PCC, to reverse this and have Emma Dempsey as Chair and Mark Cameron as Vice-Chair**
- A discussion was held where each member of the committee reflected on their consultation experiences and any key learning was identified

3. Update on notice boards and displays

- No update from Max due to other pressures, but aims to have something before next PCC meeting
- Plan is to base the regular update on content posted to the PCC Facebook page (informative and announcements), formatted to single sheet A4 and posted on various notice boards
 - Proposed template has already been reviewed, but desire to look at this further on the first real version to ensure font sizes etc are acceptable
- **Max is to arrange access to the PCC notice boards from Sean Watters**; note that Ben McLeish is updating Gilberstoun board and Stephen Dishon the Joppa one
- Gap identified in the coverage of PCC notice boards – Christians.
 - **Emma to ask Ben about information on placement of the Gilberstoun board** – costs, funding etc – which can be used as basis for scoping out possibility of a board at the Christians (perhaps at the phone box & letter box corner)

4. Update on latest consultation event at Scotmid

- See [Appendix 2: Scotmid consultation](#)
- Overall the consultation went well and people were glad to engage
- The “how did you hear of the CC” results, compared to the “how would you like us to engage with you” results show an interesting dynamic, with perhaps some opposite results
- Noted different approaches used so far in the Scotmid consultations and their results – the first was qualitative, the second quantitative
- Council consultation on new pedestrian crossing outside St Philips



- We passed 131 responses via our online survey (web, Facebook, Twitter, email) on to the Council
- These 104 in support, with 7 objecting to the proposal and the rest either supplying a comment or not selected support or object
- **Lee to write up a one paragraph summary** for webpage, Facebook and next PCC meeting
- There seemed to be a desire for further crossings, for example at East end of Portobello Beach – group to look into this at next meeting

5. National Standards of Community Engagement

- The group reviewed the ten standards which form the Scottish National Standards for Community Engagement (see <http://www.scotland.gov.uk/Resource/Doc/94257/0084550.pdf>) discussion followed around best practice for engagement and consultation

6. Topics of Interest

- Ideas for future consultation were discussed:
 - Beach and Prom improvement – what does the community want?
 - Parking in Bath St, Marlborough, Regent etc
 - Proposed beach etiquette guidelines
 - Mile markers on prom
 - It was agreed that a post it note style “what two things would make the prom / beach even better” question would be ideal at the next Scotmid consultation; **Emma to follow up with those hosting next consultation**

7. Sharing Consultation findings

- It was agreed that findings or reports would be posted on Facebook, shared via email and also shared via community notice boards and library space. Where relevant, findings would be shared with appropriate stakeholders and organisations. Discussions took place around Portobello Reporter, which is seen as a great asset for the community and identified during Scotmid consultation as a preferred method of communication. **Emma to get deadlines for future editions** and potential articles to be discussed at next meeting

8. Increasing email / Facebook numbers

- Discussion around how best to increase our Facebook numbers, our presence on Facebook has grown well, all should help promote Facebook page, also to discuss paying for Facebook in future meetings or at PCC meeting
- Building our email list is key to communicating with Portobello residents who are online. PCC members should pass on details of our email list to encourage sign ups, **Emma to follow up and to forward link. PCC group reps to be reminded to forward link to their groups and / or committees**
- It was noted that not all residents are online and work must continue to engage / consult with those who do not have computer access

9. AOB

- Students from Heriot Watt are working with CEC and have developed a survey to get feedback on how the council consulted the community about the building of a new Portobello High School; survey to be circulated

10. Date of next meeting

- To be confirmed and date circulated



Appendix 1: Terms of Reference

⇒ From [Terms of reference for C&E committee presented to PCC meeting 316](#)

Composition

At least three PCC members, with named Chair and Vice-chair; associate members may be appointed as appropriate (by PCC), but shall not number more than full members.

Aims

To engage and communicate with individuals and groups within the PCC area to promote dialogue and support / represent the community

Duration

For the life of the current Community Council, meeting at least twice annually

Activities

- Devise and hold consultations and report back findings to PCC
- To identify any barriers to community or individual involvement and work to overcome these
- To share results of engagement and consultation with the community and key stakeholders
- To monitor and evaluate whether the group meets its aims and purpose
- Allocate a budget of £200 which can be used for promotional material, training and other means of helping to increasing engagement
- Identify and apply for additional funding if appropriate

Outputs/Measures

- Regular consultation takes place to engage with individuals and groups within PCC area on local issues
- Regular dissemination of engagement results throughout community
- Equalities groups are identified and included in consultation / engagement
- Responses to community consultations
- Attendees at PCC-organised events
- Suggestion Box suggestions, Facebook likes, Twitter followers, Email list subscribers



Appendix 2: Scotmid consultation

Results from Scotmid consultation on 7 March 2014

Gender and age range of participants

A fairly even split took part in the survey (54.24% female and 45.76% male) with 30.51% of respondents being in the 60+ range

Gender/Age	30-39	40-49	50-59	60+	Total
Female	6	11	5	10	32
Male	5	9	5	8	27
Total	11	20	10	18	59

Gender/Age	30-39	40-49	50-59	60+	Total
Female	10.17%	18.64%	8.47%	16.95%	54.24%
Male	8.47%	15.25%	8.47%	13.56%	45.76%
Total	18.64%	33.90%	16.95%	30.51%	59

Did you know Portobello had a community council?

54 (91.53%) replied that they knew Portobello had a community council

Gender/Age	30-39	40-49	50-59	60+	Total
Female – No	1			1	2
Female – Yes	5	11	5	9	30
Male – No		1	1	1	3
Male - Yes	5	8	4	7	24

How did you hear of the community council?

Word of mouth	35
Social media	16
Portobello Reporter	10
Library	4
Notice boards	3
Other	5

Do you know the purpose of the community council?

13 of 58 respondents (22.03%) didn't know the purpose of a community council. We were able to give them a brief overview. 1 paper had no answer recorded for this question.

Gender/Age	30-39	40-49	50-59	60+	Total
Female – No	2	2	2	3	9
Female – Yes	4	9	3	7	23
Male – No	1	1	1	1	4
Male - Yes	4	8	4	6	22



Do you use email?

51 of the 59 people (86.44%) said they used email with 45 saying they used it every day – the other 6 people saying they used it at least weekly.

Gender/Age	30-39	40-49	50-59	60+	Total
Female – No				4	4
Female – Yes	6	11	5	6	28
Male – No		1		3	4
Male - Yes	5	8	5	5	23

Do you use Facebook?

28 of 59 use Facebook (49.15%) with 26 using this every day.

Gender/Age	30-39	40-49	50-59	60+	Total
Female – No	2	5	2	9	18
Female – Yes	4	6	3	1	14
Male – No		4	3	6	13
Male - Yes	5	5	2	2	14

Do you use Twitter?

13 of 59 respondents are Twitter users.

Gender/Age	30-39	40-49	50-59	60+	Total
Female – No	3	8	4	10	25
Female – Yes	3	3	1		7
Male – No	2	6	5	8	21
Male - Yes	3	3			6

How would you like us to engage with you?

Email	31
Notice boards	25
Portobello Reporter	25
Library	19
Website	18
Facebook	17
Twitter	5
Newsletter	1
Word of mouth	1

Would you like to be added to our mailing list?

More than half the people we spoke with signed up to our Mailing list. That's a further 35 members of the community we're able to reach out and engage with.

Gender/Age	30-39	40-49	50-59	60+	Total
Already signed up	1	2		1	4
Yes	8	16	6	5	35
No	2	2	4	9	17
Not email user				3	3

⇒ 2 survey papers were not fully completed therefore the results of these have not been included in the analysis.