



Minutes for meeting of Portobello Community Council Consultation and Engagement Committee

September 4th 2014

1. Welcome and Apologies

Present- Emma Dempsey (Chair & minutes), Lee Kindness, Thea McMillan, David Medcalf and Jane Milne (CEC).

Apologies from Mark Cameron, Max Blinkhorn, Gillian Eunson

2. Minutes agreed

Action Emma to send names to for notice board emails to Geoff Lynn.

Action Lee to forward Dogs report to Jane Milne for distribution and informing various members of the East Neighbourhood team, Jane to upload to library Facebook page and organise printed copy for the library.

3. Best practice for Consultation and Engagement (With Jane Milne from CEC)

Jane and her colleagues have been working with the Consultation Institute for three years to ensure best practice in consulting and engaging communities. Shared consultation mandate with those present which helps with planning consultations / engagement. Other documents shared, to be shared electronically also.

Jane commented that the C and E committee were doing well and that there was support if needed. The performance and quality team can look at consultations prior to launch for comment and feedback, to go through Jane as needed.

Jane discussed the possibility of the PCC being involved in a pilot, where drop in sessions could be arranged to understand how best community Councils can be supported by CEC.

Action Emma to discuss at next PCC meeting

Jane shared an opportunity for PCC members to make use of an electronic resource on library computers. A module on consultation lasting approx. one hour "Getting it Right – to Consult or Not to Consult".

Action Emma to liaise with Jane and send further information to PCC.

Recommended book "Art of Consultation" Rhion Jones

Further discussion took place around "Dialog App" a forum for communication and sharing of ideas.

Action Lee to discuss Dialog App at next PCC meeting

Jane spoke about possibility of PCC working in partnership with the East Office about getting more bins in prom area. This was seen as a priority during PCC consultations. Project may include linking in with local organisations to help design bins. E.g. competitions at the schools etc.

Action Emma to follow up with Jane and James Hunter at the East office

4. Upcoming consultations

Scotmid (Sep) Max and Terry to further consult on proposed new speed limits

Action Lee to liaise with Max

Village Fair (Sep) Emma updated on plans for village show, difficulty in borrowing display boards, email gone out to wider PCC.

Action Thea to print off posters for competition

Lee updated on LDP consultation. Approx. 40 responses so far. All reminded to forward links and newsletters.

20mph zones – consultation continues, again people reminded to forward links, plan to highlight at Village fair and Scotmid. Info from CEC given to Thea for village fair.

Baileyfield – Planning expected to be sought shortly for Baileyfield and group keen to consult widely. Discussed best way to engage people with consultation. Lee proposed a flyer drop around houses in the area prompting them to respond online or possibly with a form with return slip attached. Cost of mail drop might be prohibitive

Actions Lee to follow up with Planning Concordant. All to think about questions for survey but will probably be similar to LDP with scale of support / object and reasons for both. All to think about reasons to list, can use feedback already received to help. Emma to write text and send around for comment. All to think about ideas for face-to-face consultation though recognised capacity may be an issue. Jane to ask colleagues about mail drops - both budgets and recommended companies. Emma to ask company for costs and mail drop info.

More information about Portobello Community Council can be found at
Web: <http://www.portbellocc.org/>
Facebook: www.facebook.com/PortobelloCommunityCouncil
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