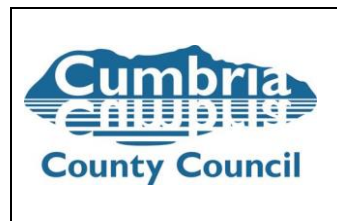


## Minutes

Meeting	<b>Borderlands</b>
Date	<b>02 March 2022</b>
Times	<b>2.30pm</b>
Venue	<b>VIA TEAMS</b>



<p><b>Attendees:</b>          Cllr. Bill McEwan (Chair)          Adele Fitzsimmons (Notes)          Garry Ronson          Tracey Ingham          Alison Meadows          Sam Ronson          Helen Houston          Barry Doughty          Eleanor Farrell          Cllr. Ben Shirley</p>	<p><b>Apologies:</b>          Nick Perie          Cllr. Des English</p>
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Discussion / Action
<p><b>1. Welcome Introductions, Apologies</b></p> <p>All of the above officers were present.</p> <p>An apology of absence was received from</p> <ul style="list-style-type: none"> <li>• Nick Perie</li> <li>•</li> <li>• Cllr. Des English</li> </ul> <p><b>2. Notes from the previous meeting (18 January 2022)</b></p> <p>Actions from the previous meeting were reviewed.</p> <p><b>Working Groups</b></p> <p>Suggestions were received from the Town Team regarding potential groups/organisations/ individuals who could sit on the Dalton working groups.</p> <p>Adele has developed an overview of the proposed working groups, including membership. This is discussed further under agenda item 3.</p> <p><b>'Next Steps' Timescale</b></p> <p>Alison shared a copy of the 'next' steps timescale with the Community Partnership Group. The notes of the previous meeting were agreed.</p>

### **3. Draft Working Groups Governance – Presentation**

Adele provided a presentation to highlight the proposed working groups that could be established to progress the next phase of the Borderlands project.

The groups proposed were identified as concepts within the Dalton Place Plan and included:

1. Highstreet Enhancements
2. Gateway to Dalton
3. Creation of new attraction to celebrate the culture & Dalton as Ancient Furness Capital
4. Dalton to Barrow Active Travel
5. Enhanced indoor & outdoor recreational facilities

Working groups 1 & 2 relate to the place plan theme 'A Community to Cherish'.

Working group 3 relates to the place plan theme 'Celebrating our Character'.

Working groups 4 & 5 relates to the place plan theme 'Active Lifestyles'.

Suggestions for the membership of each of the working groups was put forward by the Town Team.

It was noted that an invite proposal is now needed to be circulated to the list of suggested membership representatives (for each of the working groups) which includes the responsibilities and commitment required from 'active' participants who agree to take part in any of the working groups.

**Action:** Adele to develop an invite proposal to be circulated to the suggested membership of the working groups to:

- invite nominated groups/individuals to sit on the working groups,
- highlight the responsibilities and commitments required and
- determine whether people would like to be 'active' or 'informed' participants.

Garry also commented that he would be able to assist in the engagement of businesses to be involved in the working groups once the invite proposal is advertised.

#### ***Working Groups Terms of Reference – Conflicts of Interest***

Eleanor commented that the terms of reference set out for each of the working groups will need to be clear on the process for members declaring any conflict of interest in relation to the development of any of the proposed project schemes.

Barry also noted that an identified support officer will be required to support each of the working groups to meet agreed deadlines and timescales. It was noted that this support will be provided by the appointed external consultant and Adele Fitzsimmons (Project Delivery Lead).

#### ***Working Group Chair's***

The Town Team agreed that Chair's for each of the working groups can be agreed once the groups have been established.

Barry asked for clarification on whether members of the Town Team would be able to chair one of the working groups. It was noted that this would be fine as long as there was no conflict of interest in any of the proposed schemes.

#### **4. Draft Communications & Engagement Plan**

Alison provided a draft communications & engagement plan for the Dalton Borderlands programme.

The plan includes:

- Overarching outcomes of the programme
- List of various stakeholders/audiences who need to be engaged and/or consulted
- Communications and activity timeline
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The next scheduled communications activity will take place following the outcome of the Borderlands Partnership meeting on 08 March where the board will be asked to approve the place plans for each of the Borderland's towns.

Alison noted that the plan includes a forecast of activity to undertake engagement for the scoping of the proposed project proposals. Timescales for these engagement activities are subject to change and will be clarified once the consultants have been appointed and working groups have been established.

Once the working group membership has been confirmed the communications plan will be updated to reflect the 'audiences' to be consulted with.

Eleanor commented that there was work scheduled to develop an executive summary of the place plan, however there was not enough time within the previous commission for the contracted designers to undertake this work.

It has been agreed that the development of an executive summary will be undertaken during the next commission and will be placed within the Borderlands Town Investment Plan (BTIP).

**Action:** Alison to amend the timescales within the communications plan to reflect the change to the development of the executive summary.

The group were happy to approve the communications plan, noting that there may be some changes made to the forecasted engagement timeframes.

#### **5. Community Partnership Group update & matters arising**

**6.**

Barry and Alison provided an update on the Community Partnership Group work to date.

##### **Dalton Heritage Trail**

The local artist who has been appointed to work on the Dalton Heritage Trail attended the last Community Partnership Group to provide an update on the work that has been undertaken to date.

Consultation & engagement has taken place on the signage and banners for the trail and there has been a focus on engagement with young people (linking with schools, youth groups, scouts & guides) to undertake the design works.

The project is looking to launch a website which will include an audio film and photographs of the trail. Cando FM have also been involved in the audio trail and it was noted that there are a number of examples of good partnership working for this project.

## **Queen's Jubilee**

The group discussed potential events that could take place for the Queen's Jubilee in Dalton and how different partners could support each other.

## **Community Partnership Attendance**

Barry noted that the Community Partnership Group continues to be well attended with members all making positive contributions and suggestions to the meetings.

## **7. Next Steps**

Eleanor noted the next steps which included:

- Submission of the place plan to the Borderlands Partnership Board for approval (08 March 22).
- Subject to the place plan being approved, the Dalton Town Team will then receive feedback (via the Town Team Chair – Kevin Hamilton) and be advised of the next steps and the process for developing the project ideas into detailed project proposals for prioritisation before progressing into the Borderlands Town Investment Plan (BTIP) stage.

## **8. AOB**

There were no further business matters to discuss.