

**Cranshaws, Ellemford and Longformacus Community Association  
Lammermuir Community Fund**

**Wednesday 3<sup>rd</sup> March 2021  
7:30pm via Zoom**

**Minutes  
General Meeting**

**Trustees in attendance:** Alison Landale, Elizabeth Willis, Morag Rodger, Bill Landale, Stuart Blaikie, David Mycock, Clive Warsop, Melvin Landale, Ettie Spencer, Tony Homer and Alison Rodger

**Also present:** Beth Landon (minutes), Kim Drysdale (finance), Robert Landon (Zoom host), Karen Kirkness, Dave Lochhead, Thurston Hodge, Pauline Stewart, Jonathan Black, Sharon Baker, Sheila Pattullo, Christine Gilchrist, Bruce Gilchrist, Heather Bewick and Lorna Pate

**1. Welcome/Apologies**

AL welcomed everyone

Apologies from Corinne Mycock, Ian Davidson, Johnny Fisher and Mark Rowley

**2. Previous Minutes**

Correction under section 3, "Matters Arising": "Berwickshire Wheels fund has not been drawn down yet. Beth Landon to contact again to ask what is happening with the promised shopping trips. They have applied to *PACT (Preston and Abbey Community Trust)* for match funding"

**Minutes of GM 10.11.20 approved – EL, proposed, ML 2<sup>nd</sup>**

**3. Matters Arising**

- Repair to the windows of the **Old Kirk / Heritage Centre** has been completed by ID using crystal silicone, therefore the funding for this can now be reabsorbed.
- A thank you letter from **Duns Primary School nursery** for the wet weather gear was read out. Christine Gilchrist updated on progress, saying that delivery has been delayed due to Covid and is expected mid-March
- Update on **Whiteadder Watersports Centre**:

- Bank account now set up
  - They have the "heads of terms", but not the lease yet
  - Funding recently granted from Blackhill to cover most urgent upcoming costs - they now have just over £200,000 funds secured, with further applications pending decision in mid-March and April
  - Working towards repairing the carpark and fencing
  - Getting policy documents in place
  - Looking to buy paddleboards
  - have been offered the use of the skiff
  - LCF own half of the Drascombe which is kept in Eyemouth
- An increase to **Winter Fuel** payments (5 x £60) was agreed by trustees between meetings. 47 households received assistance in the last round. AL expressed appreciation to Pauline Stewart, Derek Williams and team for all their hard work on this and the Larder and associated projects.
  - **DunsPlayFest 2021** will be online. An email was received from John McEwen: “We have been thinking about how to say thank you to the People of the Hills for their support of DunsPlayFest when the festival is this year online (May 22nd-29th). We wanted to make our £15 festival passes cheaper for certain postcodes but that would be fiendishly complicated. So, we propose to put a link on our website so that people who buy passes can apply for free tickets to any forthcoming Duns Players shows, just as soon as we get back performing. (Twelfth Night and The Ladykillers are productions that might be coming to Duns before long.) I hope that will prove a sufficient gesture of our great gratitude for your splendid generosity”.
  - **Longformacus Village Hall** – an update was emailed to the community in the last week. AL clarified with Pauline Stewart that the hall committee had not refused use of the hall foyer to the larder. Pauline also confirmed this at the meeting. Pauline had received a suggestion to open the foyer again, and she will consider this. AL clarified that the hall committee are willing for this to go ahead.
  - **Complaint to OSCR** – AL received a letter from OSCR questioning LCF’s handing of complaints and how applications are processed. The nature of the specific complaint in question, or who made it, was not mentioned. AL spent many hours going over past minutes to provide evidence of good practice, and gave specific examples, and OSCR replied to say the information was satisfactory and no action would be taken. It was recommended that consideration be given to managing potential conflicts of interest. This will be addressed under point 5 below, along with a complaints procedure.

#### 4. Treasurer's Report

Kim Drysdale presented the current financial position:

##### CELCA 1

	26-Feb	£ 178,999.79
Payments out in transit	£	-
Payments in in transit	£	-
Participants contribution	£	240.00
Current balance	£	178,759.79
Allocated to projects	£	129,600.76
Set aside for running costs	£	3,000.00
<b>Available for funding</b>	<b>£</b>	<b>46,159.03</b>

In addition to this is £2060 from the Heritage Fund which was allocated to the Old Kirk windows is to be reabsorbed.

##### CELCA 2

	26-Feb	£ 95,929.55
Payments out in transit	£	-
Payments in in transit	£	-
19/20 Participants contribution	£	-
Current balance	£	95,929.55
Allocated to projects	£	113,813.55
Set aside for running costs		
<b>Available for funding</b>		<b>-£ 17,884.00</b>

Aikengall windfarm: £25,000 payment due later this month.

#### 5. Conflict of Interests and Complaints Procedure

This follows from the letter from OSCR mentioned above under "Matters Arising."

A **complaints procedure** will soon be available on the website (it was stated at the meeting that this was already in place, but it is still to be uploaded). Anonymous complaints will be able to be made through this, but AL encouraged anyone with a complaint to speak or write to trustees directly allowing their names to be known. This

would allow one of the Trustees to discuss the matter directly with the person to get clarification direct from the complainant.

A discussion about whether a **conflicts of interest** policy was needed followed: AL felt this was covered under the LCF constitution and that potential conflicts of interest are declared when applying for funding. Trustees also always check the constitutions relating to the body applying for funding so that it agrees with the CELCA constitution.

DM pointed out that any trustee benefitting financially from an application has to be declared on the application form, however ML said that is not what is meant by a conflict of interest.

Various examples of projects where conflicts of interest may arise were given, including the use of the Outdoor Classroom for yoga (a member of the community is a yoga teacher) and the Owl Boxes (it was agreed at the last meeting than anyone, including trustees, would be able to make these and receive payment, but in the end the work was not done by any of the trustees).

It was agreed that trustees will meet separately from the usual LCF meeting time to discuss this further. Thurston Hodge said that Bavs could help with a conflict-of-interest policy if required. AL to follow up.

## **6. Applications:**

### **Disabled access to Cranshaws Community Walk (£9,000)**

Neil Anderson applied and Dave Lochhead presented. The application is for an estimate of what is needed to complete the car park and hopefully starting a walk way up to the orchard for disabled access. However, there is still outstanding work on planting, which was going to be done by the community, but now just by a small group due to Covid restrictions. 75 saplings are already planted and 400 coming, so this will take time. AL asked if small family groups could come and help with planting. Dave thought this might be possible as restriction ease, but not under current restrictions.

A contractor will do the car park, but the walkway section may require further consideration.

AL said that although the required quotes are not yet available, the project is well known to the community and everyone is aware that it is an ongoing process and also how bad the 2 car parks are.

Brian Cockburn has been asked for a quote for the work on the car park, but this is not ready yet; Dave Lochhead's unexpected hospitalisation had slowed the process of quotes.

Dave pointed out that the walk is not yet officially open.

BL asked about signage. Dave said that one of the funders has expressed an interest in representation on signage, but just their name and logo. Dave has been working on the logistics of this.

CW asked for clarification on Neil Anderson's role in this. Dave explained that Neil owns a part share of the land, and was doing some planting initially on his own, along with the fencing, some he needed and some was solely for the walk. CW asked about whether Neil would benefit from this as a land owner. Dave said Neil will not benefit, but rather he is losing a lot of land and has a lot of work to do on the project. He pointed out that not lot of landowners actively encourage the public onto their land.

This will come out of CELCA 2

**Approved in full: BL proposed and DM 2nd**

### **Outdoor Classroom (£6,120 (£6,327))**

Lorna Pate and Karen Kirkness applied for funding for a multi-purpose shelter to be located in the park in Longformacus.

The preferred quote is also the cheapest option. It is the only one which included foundations.

This idea came out of the increased amount of time spent outdoors recently due to Covid restrictions. A shelter would also be good for the playgroup, especially as outdoor activities will be allowed before indoor under the Covid restrictions. This would be multi-functional place for all the community.

The park is council property, so Lorna approached them to find out what permission will be required. She has spoken to planners and they do not think it will be liable for a building warrant, however leeway was allowed in the application for building warrant just in case.

BL asked for the dimensions, which are 13 by 20 ft.

ML said that this is a good idea, but maybe not big enough. Lorna said the one pictured takes 20 children and the plan is to have one slightly larger.

DM pointed out that the bigger it is the more likely it is that planning permission and building warrants will be required.

CW asked where it would be sited, and suggested that it needs to be out of the way of football and cricket matches, allow space for camping for D of E and not to impinge on the pavilion, possibly beyond the play park area. Lorna replied that she also intends to apply for funding to upgrade play park at a future meeting, which may involve moving it. A possible location is straight down from the entrance, next to the river.

AL spoke to Mark Charles and Mark Rowley about the plans. Mark Charles is happy for a structure to go up as long as it is not too near his animals.

AL asked Lorna to consult with Longformacus village on the location of shelter / classroom.

Lorna spoke about plans so far for upgrading play park. The plan is to make the area suitable for the whole community, with an children's play park, gym equipment, a sensory area and a seating area. It would have rubber matting to prevent it getting muddy and possibly be built with sustainable materials.

Lorna went over the progress so far. She is currently gathering information from the community and will be sending out a questionnaire; she is liaising with Scottish Borders Council and preferred equipment suppliers (3); and she has spoken to other groups (Stow and Reston) that have been involved in similar projects. The groups have a memorandum of understanding where community create the park and Scottish Borders Council (SBC) maintains it.

SB asked about other funding sources. Lorna replied that Reston's park is mainly windfarm funded. Stow got 1/5 of their funding due to the new railway station. She will look into other potential funders for the Longformacus park.

EW said the gym equipment and seating are fantastic ideas, so it is not just for people with young people, but good for the whole community. Lorna mentioned research done on why children leave parks and it is usually not because of the children.

Lorna pointed out that if the planned new playpark does go ahead then the old park equipment will need to be removed, as does not live up to current legislation.

ML asked about making the shelter bigger. ES said this would be something the group will need to work out and pointed out that Yoga could be on the grass in fine weather and in the hall if not, the shelter would just a place to retreat to. DM pointed out that may be possible to extend it.

Karen said they hope to get it up for this summer.

CW suggested the need to weigh up how it fits into the bigger picture and not to rush it.

Kim Drysdale asked whether to put this to CELCA 2 as a heritage project; there was general agreement about this

**Approved in full: BL proposed, MR 2<sup>nd</sup>**

**Longformacus Larder (£3,384.22)**

Pauline Stewart presented her application for a continuation of larder project for another 6 months. They have had to increase the FareShare costs to accommodate all those using the larder and also increase their delivery costs as all food parcels are being delivered at present. They regularly supply 9 family boxes and 24 bags for individuals. There has been a big take up for items in the storage unit as well. Much of funding from previous 6 months has not been drawn down yet as she is waiting for an invoice from FareShare for last quarter which will come soon.

**Approved in full: CW proposed, BL 2<sup>nd</sup>**

AL thanked Pauline for her work on this

**Bavs application for Community Transport (£3,800)**

AL gave some background: At the end of last year a bus route was trialed for 2 shopping trips to Duns. Only residents from Longformacus used it even though the bus went to Cranshaws. Uptake for this was 3 on the first trip and 5 the following time, with a wheelchair user on the second trip.

Thurston Hodge explained the three funding pots in his application:

1. Demand Responsive Transport (DRT) – this will be similar to the bus shopping trips, although people will have to book, so just as needed and it is anticipated this will be just into Duns.
2. Berwickshire Wheels (BW) service for individuals or small groups on an ad hock basis, which would be funded by LCF, e.g. for trips to health-care appointments, or for a group trip to an event.
3. Volunteer drivers from community with the funding for BW to handle logistics, security, legal framework which can be a grey area with casual volunteering. For example, BW can help to arrange insurance for someone driving their own vehicle.

BL presented his analysis of likely uptake from community based. He had worked out a mid-range estimated cost of £1430 to reimburse BW for the same period of time (6 months) which is considerably less than the application is for.

DM suggested that the 3 pots may involve double funding for same thing, if volunteer drivers mean there is no need for bus for shopping trips for example.

Thurston pointed out that they may not need draw down on it all.

Kim asked about logistics for reimbursing volunteer drivers. Thurston explained there would be a mileage sheets for drivers, which BW use to track and invoice in the month afterwards. This would also give a specific breakdown of all journeys.

Beth Landon pointed out that there is no need for funding pots for promotion, as LCF already have funding set aside for this. DM questioned whether this would be needed anyway.

TH asked about safeguarding arrangements. Thurston said that BW has regular safeguarding training and will provide all PVG checks etc. TH asked whether BW would pay for this. Thurston confirmed they would.

BL asked what the £20 per week charge to deliver the once-a-week service was paying for. Thurston said that this covers the operational costs e.g. a paid driver, fuel, maintenance, arrangements for a discount for with the White Swan etc. BW would not charge per mile for this service, but there would still be a £2 charge for passengers which would go to BWheels.

Thurston explained the costs for the second pot (BW ad hock transport): BW usually charge 45p per mile, but group usage is charged at £1.10. This is usually for outings etc. He had put the application in for the highest amount, but if an individual from the community booked a journey, they would still only draw down from LCF at the 45p/ mile rate. He said that there could be criteria on this pot, e.g. just for healthcare appointments and is happy to take LCF lead on this.

AL suggested 60 or 70p /mile if 2 people. Thurston confirmed the rate would still be 45p per mile for if 2 people going. If 3 or 4 people then this would be the £1.10 level.

TH suggested that especially under current restrictions that there should be a lower rate for households. Thurston will look at how to apply BW charging structure to family groups and will follow up with AL.

DM asked whether it would be better for individual projects to apply for funding for group journeys to events. No decision was made.

Pauline Stewart asked about whether the funding would allow for someone who needed to go to Edinburgh every day for a 10-minute hospital treatment. Thurston confirmed that the pot has allowance for this at 45p per mile.

AL reminded everyone that Community Transport came up high in community surveys.

BL suggested granting funding for a 3-month trial, and Thurston can report back to the next meeting on take-up and apply for further funding as required. Thurston agreed to do this.

AL asked whether members of community should contribute towards their transport. ML said no, because if people could afford to they would drive themselves. TH agreed, and pointed out their need may be pressing.

Thurston to provide information and AL will arrange postcards if needed.

**It was agreed to remove the £300 pot for postcards, and grant half of the rest of the funding applied for, i.e. £1750 (ML approved, TH 2<sup>nd</sup>)**

#### **Swimming pool hire for Teen Challenge (£3,360)**

Sharon Baker presented her application for another year of pool hire for Teen Challenge. Although the swimming pool is closed at the moment, the funding would be in anticipation of it opening. This is a proven and successful activity. There are around 20 people at teen challenge now, some of whom could not swim before this project.

EW asked about what happened last year when pool was shut. Sharon explained that when funding was approved last year it was prior to lockdown, and this was used after the summer when restrictions eased. Memberships for community members were funded anyway even though the pool was closed to help enable the pool to keep going. It was agreed at the last meeting to keep paying this to pool, to help with their overall expenses and individuals met this with their own contributions.

Kim pointed out there is still £2861 in the swimming fund, but this is for lessons and memberships rather than for teen challenge. He confirmed that the Teen challenge funding has been paid out for 2020, although the memberships and lessons funding for 2020 was not invoiced as expected towards the end of last year.

TH asked about whether the money for memberships in pot could be used against this. Sharon said that the memberships and lessons from November should have been invoiced and paid. Some people will have paid their share, she will need to check with Kirsty about whether there is an outstanding invoice for this.

CW asked whether there had been an estimation from pool about reopening dates. Sharon has not heard, but she pointed out that they have rigorous protocols in place to open safely when restrictions allow e.g. checking temperature on entry, contact list, spraying down etc.

AL proposed to leave the money that has been allocated for memberships and lessons in case an invoice needs to be paid.

Christine Gilchrist said the pool is a community asset and good to support and thanked Sharon for organising this; it would be a huge loss to the community were it to be closed.

**Approved in full: AR proposed, ML 2<sup>nd</sup>**

### **Farm Tours (£400)**

Jonathan Black presented his application to run a one-off farm tour of Redpath and Ellemford farms. He expressed thanks to DM and Sandy Pate for agreeing to this and to Beth Landon for help with the application.

There would be one tour of about 4 hours on a sunny day in July for up to 30 people. 2 tractors would tow trailers around the farms. This would allow members of the community, who may not otherwise have the opportunity to engage with local agricultural businesses and vice versa. Jonathan would provide subject matter, history, information on local sights of scientific interest, nature, food production etc. This would be a good opportunity to show case local food production. It would only go ahead if Covid restrictions allow.

DM declared interest in this as he would get paid for using his tractor. This needs to be added to the application.

AL asked about insurance. Jonathan is trying to find out whether farm insurance will cover it, but is not sure yet. If not, he will contact NFY to see whether they would ensure him as an event organiser.

Jonathan said that if there is significant uptake then other farm businesses may want to take part in another similar event. He will advertise on the notice boards and via The Herald

**Approved in full: ML proposed, EW 2<sup>nd</sup>**

### **Sailing Course (£7,140)**

AL presented her application for sailing courses at the new Whiteadder Watersports Centre. This would be Covid dependant. Andrea said they probably cannot use the Wayfarers, but the Picos would be suitable. AL has spoken to Phil Gilholm who ran these in the past. Phil said last time participants were not required to contribute for the first week's course, and the second time they contributed about 50%. Only to be drawn down if taken up.

TH asked whether by application is from the Whiteadder sailing centre. AL said this is her application, she was asked by 2 mums in the community about this for their boys, and one of them would help with admin.

ML asked who would get the money. AL said it would be paid to Whiteadder Watersports Trust to cover the full day sessions, training, use of boats and safety equipment and certificates dependant on numbers allowed and take up.

TH asked about participant contribution and AL said there would be a contribution, and this is detailed on the application form.

**Approved in full: ML proposed, TH 2nd**

### **Owl boxes (£2,400)**

AL presented this application for a second round of funding for the popular owl boxes for those in the community who wish to apply for them. The first application was for 5 barn owl boxes, but it was decided to include tawny boxes and the amount was doubled as several members present had requested one immediately. Ian Davidson and Bruce Gilchrist contacted a local person, George Davidson, who made the boxes. BL and ML had asked if they could make boxes and be paid. This should only have been allowed with interest being declared on the application form. CW raised this under "Matters Arising" above and the point was noted as correct procedure. In the event, only George Davidson had made boxes. AL put out a postcard and to date 18 barn owls and 14 tawny owl boxes have been requested. The first allocation has already been delivered. It takes up to 3 years for owls to use them.

BL asked whether there might be territorial issues with boxes being too close. AL said not for Barn Owls, which can live near to their offspring and subsequent generations. BL asked about Tawny owls. Bruce said they would be in different locations - Tawny owls in a tree and barn owls in a barn.

ES asked for educative information to go out about suitable terrain etc. ML asked whether we need a register. AL has a list of all the addresses. ID had contacted AL to say he thinks some are too close together, so just the first people who applied from

would get them if neighbours apply. AL said there is information on the internet, but will keep track on where they all are.

**Approved in full: EW prop, Th 2nd**

#### **7. Any other business**

- **LCF logo** – Beth Landon proposed having a logo to give out to applicants to use in their publicity. AL suggested a community competition, to which there was general agreement. This will be launched on The Herald and the prize will just be the kudos of having made it. There will not be a postcard sent out.
- CW expressed concern that **AL's response to OSCR** gave the impression the original complaint might have come from him. AL confirmed to all present that she previously asked CW about whether he had submitted the complaint about LCF, and he confirmed it was not him; the information on AL's response to OSCR had all come from minutes which were already in the public domain.
- AL pointed out that it is good to specify whose opinions are being brought forward both in an application and if possible when a complaint is received. If a complainant wishes to remain anonymous, they are to use the complaints procedure which will be on the website (see point 5 above)

#### **6. Date of next LCF meeting**

Tuesday 1<sup>st</sup> June at 7:30pm. Location or on Zoom TBC