

SCOTTISH BORDERS COUNCIL
CHEVIOT AREA FORUM

MINUTE of the MEETING of the
CHEVIOT AREA FORUM held in
The Assembly Room, Jedburgh
Grammar School, Jedburgh on
Wednesday, 14 September 2016
at 6.30 p.m.

Present:- Councillor T Weatherston (Chairman), J. Brown, S. Mountford, A. Nicol,
S. Scott, R. Stewart.
Community Councillors J. Bassett, A. Drummond, D. Herriot, J. Taylor,
E. McNulty, Mr Andrew Girrity, Station Manager (Scottish Fire and
Rescue Service), Inspector John Scott (Police Scotland – J Division).

Apologies:- Community Councillors C. Cook, D. Stark, S. Stewart, L. Johnston, P.
Bridgewood, A. Leitch, D. Ogilvie, , Locality Team Leader (Ms K.
Horsley), Inspector Wood (Police Scotland – J Division)

In Attendance:- Area Neighbourhood Manager (Mr A. Finnie), Democratic Services
Officer (Mrs F Henderson).

Members of the Public:- 0

1. **WELCOME**

The Chairman welcomed everyone to the meeting.

2. **MINUTE**

There had been circulated copies of the Minute of the Meeting of the Cheviot Area Forum of 1 June 2016.

DECISION

AGREED to approve the Minute for signature by the Chairman.

3. **UPDATE ON DOG FOULING**

With reference to paragraph 3 of the Minute of 1 June 2016, Mr Craig Blackie, Neighbourhood Area Manager (Eildon) was present at the meeting to update Members on a new refreshed approach being taken to tackle dog-fouling in the Scottish Borders. Mr Blackie explained that the Wardens appointed, to cover the whole of the Scottish Borders had commenced their duties in May 2016. To date across the Borders they had issued 32 Fixed Penalties – 9 in Kelso; 2 in Jedburgh and 1 in Ancrum. There had been 2 Dog Fouling notices issued, although not in the Cheviot Area. The Wardens worked on intelligence and had been working earlier and later in the day to catch perpetrators. New posters and advertising would be distributed. A full report would be brought to Council on completion of the 12 month trial period. In terms of the Green Dog Walking Scheme, this had been very successful in Newtown St Boswells and interest in the scheme had been expressed in the Peebles area. The Chairman thanked Mr Blackie for his update.

**DECISION
NOTED.**

ORDER OF BUSINESS

The Chairman varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting.

RAISING CONCERNS ABOUT ALCOHOL IN YOUR COMMUNITY

4. Licensing Standards Officers, Mike Wynne and Ian Tunnah were in attendance to give a presentation on behalf of the Scottish Borders Licensing Forum. The presentation was in support of the publication of the Toolkit Resource for communities, copies of which were provided at the meeting. The toolkit was designed to help anyone who would like to have a say on how alcohol impacted on their community. It explained how the licensing process worked in Scotland and provided some practical tips to help people who wanted to get involved. In response to the question 'Why is alcohol licensed?' Mr Wynne advised that due to the harm associated with the product, alcohol was deemed a high risk product and therefore subject to regulation. The licensing system existed to regulate the sale of alcohol to minimise harm. There were three types of alcohol license: permanent (premises); temporary (occasional); and personal in respect of managers/supervisors that managed the sale of alcohol. The Licensing Board was made up of 10 elected councillors but also involved in the process of deciding who can sell alcohol were the Licensing Standards Officer, Police, Health Board, Community Councils, Local Licensing Forum and members of the Community. The presentation went on to summarise the licensing application process and how Community Councils could raise concerns about alcohol in the community. Community Councils could report problems to the Police or Licensing Standards Officer; input to the planning process; get involved with the Local Licensing Forum; comment on alcohol licence applications; and speak to their local Councillor. Further details and advice about how to raise concerns were outlined in the Toolkit booklet. Parties putting in an objection or representations in respect of an application would be invited by the Licensing Board to attend the hearing at which the license would be considered. This was the third report by the Local Licensing Forum which aimed to collectively present information relating to evidence of alcohol related harm in the Scottish Borders based on national research as well as local data from Police Scotland, NHS Borders, Scottish Borders Council and Scottish Fire and Rescue Service. Mr Wynne and Mr Tunnah concluded the presentation by answering questions from those present.

DECISION NOTED.

COMMUNITY EMPOWERMENT ACT

5. Shona Smith, Communities and Partnership Manager was in attendance to give a presentation on the Community Empowerment (Scotland) Act – a locality approach. The Community Empowerment (Scotland) Bill which was passed by the Scottish Parliament on 17 June 2015 and received Royal Assent on 24 July 2015 provided a legal framework that would promote and encourage community empowerment and participation. It recognised that further regulations and guidance were required for most parts of the legislation and the timescale for operational completion was October 2016. The Sections of the Act were - National Outcomes; Community Planning; Participation Requests; Community Rights to Buy Land; Asset Transfer Requests; Delegation of Forestry Commissioners' Functions; Football Clubs; Common Good Property; Allotments; Participation in Public Decision-Making; Non-Domestic Rates. In terms of Community Planning it placed Community Planning Partnerships (CPPs) on a statutory footing and imposed duties on them around the planning and delivery of local outcomes, and the involvement of community bodies at all stages of community planning. Tackling inequalities would be a specific focus, and CPPs would have to produce "locality plans" at a more local level for areas experiencing particular disadvantage. The act placed a duty to support shared leadership and collective

governance on five named CPP partners i.e. the local authorities, NHS, Police Scotland, Scottish Fire and Rescue Service and Scottish Enterprise while expanding the number of public bodies that were subject to community planning duties. What would this mean for Communities – the right for a Community to request to participate in improving outcomes of service delivery for example – how to better meet the needs of service users; offer volunteers to support a service or take over a service or facility. When a Community Body requests participation, they require to specify an outcome that results from the provision of the service related to the request, set out the reasons for its participation, detail the knowledge, range or experience and provide an explanation of the improvement in the specified service outcome which may arise from its participation. Under the Asset transfer community bodies have the right to request to purchase, lease, manage or use land and buildings from authorities and other public bodies (including ALEO's) that they feel they can make better use of. Transparent assessment of requests would be based on specified criteria and requests would be agreed unless reasonable grounds for refusal – does not have to be assets that are surplus to requirements. In terms of Allotments the Act updated and simplified legislation on allotments. It required local authorities to take reasonable steps to provide allotments if waiting lists exceed certain trigger points and strengthens the protection for allotments. It required fair rents to be set and allowed tenants to sell surplus produce grown on an allotment (other than with a view to making a profit). The local authorities were required to develop a food growing strategy for their area, including identifying land that may be used as allotment sites and identifying other areas of land that could be used by a community for the cultivation of vegetables, fruit, herbs or flowers. In terms of Common Good Property, the Act required a register of property to be maintained as part of the common good, following publication of those properties which it was proposed to place on the register. Prior to any decision to dispose of, or change the use of such property, the details would be published, and consultation must be undertaken with appropriate bodies. The Act provided for a new power for councils to create and fund their own localised business rates relief schemes, in addition to existing national rates relief. The Local Authority required to prepare and publish a local outcomes improvements plan (LOIP) and identify smaller areas within the local authority area which experienced the poorest outcomes, prepare and publish locality plans to improve outcomes on agreed priorities for these communities. The LOIP required to be reviewed and progress towards the local outcomes and Locality plans would be reported publicly in order to ensure the suitability of these plans continued. The LOIP and Locality Plans required to be produced by October 2017. Miss Smith concluded her presentation by explaining the next steps in developing the Cheviot Locality Action Plan, which would include Supporting the Economy in Cheviot; Health and Wellbeing; Keeping People Safe; Attainment, Achievement and Inclusion and Housing, Neighbourhoods, Asset and Estate.

**DECISION
NOTED.**

6. LOCALITY PROPERTY PLANS

Mr Martin Joyce, Service Director Assets and Infrastructure and Mr James Lamb, Portfolio Manager, were in attendance to give a presentation on Locality Property Planning. Mr Joyce gave an overview on why locality plans were being developed, what properties there were in the Cheviot Area which totalled 257, Property Issues and Developments for Public Services, what a locality property plan would look like, opportunities for communities and collaborative working, timescales, views and what happened next. Mr Joyce went onto explain the key property issues facing Scottish Borders Council, NHS Borders, Police Scotland, and Scottish Fire and Rescue Service. In terms of timescales for developing the Cheviot Locality Plan, it was explained that the Property and Asset Registers were expected to be published by the

end of September 2016 with pre-consultation events being held on 20 October in Jed & District and on 27 October in Kelso District. An initial draft would be developed by the end of January 2017 and consultation on the 1st Draft in February 2017. It was hoped that the Plan could be finalised by June 2017 and that all the Locality Plans could be signed off by CPP Partnerships by October 2017 and plans published by October 2017. The Locality Plans would be reviewed and developed regularly between 2 – 5 years. Views would be sought on - what public services such as the NHS, Council, Police and other local public service providers were doing well when it comes to their land and property in the Cheviot area; what could they do better; given the need to make substantial savings, where do you think the public service providers should be prioritising their resources when it comes to properties and land; what role do you think communities could play in the running of properties; and what support might communities need if they were developing a project that involved managing or buying a property.

DECISION NOTED.

7.0 POLICE FORCE OF SCOTLAND – UPDATE FOR ‘J’ DIVISION

Inspector John Scott was present at the meeting to update the Cheviot Area Forum on performance, activities and issues across the Ward for the period up to 1 September 2016. The Ward Plan Priorities for Jedburgh and District were highlighted as Drug Dealing and Misuse, Road Safety, Anti-Social Behaviour and Rural Crime. In relation to Rural Thefts, Police Scotland had launched a series of information documents to keep rural communities safe. The rural communities of Scotland were safe places in which to live and work. However, the nature of the environment and way of life meant there were some crime prevention tips particularly relevant to rural life that were worth bearing in mind. Much of the crime prevention advice outlined in other areas of ‘Keep Safe’ was equally relevant to urban or rural area, but there were issues unique to rural communities such as: Protecting Livestock; Securing Farm Machinery; Theft from fuel tanks; Securing tools and horse tack. The information could be accessed at the following link <http://www.scotland.police.uk/keep-safe/home-and-personal-property/rural-crime>.

- 7.1 In terms of Road Safety, there have been 8 instances of drink driving in the Kelso area in the reporting period, and police continued to receive calls from the public in relation to this and will always act on these calls, with officers making extensive enquiries to detect offenders. The public were encouraged to report all drink drivers either directly to the police on 101 or anonymously to Crimestoppers on 0800 55 111. The Skills for Life programme and young drivers programme continued to run. This provided free driver training and could be accessed through the Skills For Life page on Scottish Borders Council website. With the rural roads and challenging driving conditions encountered in the Borders, new and young drivers were encouraged to take advantage of the excellent service. There have been 13 drugs offences in the Kelso area in the reporting period and across the Scottish Borders there had been a number of cannabis cultivations detected by the police including 2 in Selkirk being the biggest seen in the country. It was highly likely that criminals would be growing cannabis often on industrial scale in properties in our area. The signs to look for are: people visiting the property on a regular basis to tend the plants; blacked out windows, either through curtains or bin liners etc; a smell of cannabis, the plants have a very strong smell; and rented properties that do not have people living in them. Information from the community was always being sought, and any suspicions should be reported to either the local police station or call 101 or Crimestoppers on 0800 555 111. All information will be treated confidentially and the Police would always act on the information.

- 7.2 In terms of Jedburgh and District, it was reported that official stop and search figures would be reported to the Police and Fire Scrutiny Board. Officers stopped a vehicle where the occupant was believed to be in possession of controlled substances. On searching the vehicle the officers found different kinds of drugs which had an approximate value of between £13,800 - £29,000. After struggling violently with officers, the male was arrested and charged with a number of offences. He appeared at court the following day where he was remanded in custody. A further two individuals had been charged with possessing controlled substances over the last three months. In relation to Road Safety, during the reporting period a number of road checks had been carried out. This resulted in one driver being given a warning for the anti social use of a vehicle in Jedburgh. A number of drivers had been charged with various road traffic offences following incidents or accidents over the last three months: two people had been charged with drink driving; three people had been charged with careless driving; and two people had been charged with dangerous driving. On 11 July 2016, Police in Jedburgh stopped a provisional licence holder driving his vehicle. The male proceeded to try and drive off from the officers whilst one of them was still dealing with him, which resulted in the Officer being dragged along the ground for some distance before being thrown to the ground. The car made off however the driver was subsequently traced and arrested. He was charged with culpable and reckless conduct as well as other driving offences and has appeared at court. There was one fixed penalty ticket issued over the reporting period for anti-social behaviour the police continued to engage with those responsible for any antisocial behaviour in the ward area and there were a number of ongoing matters being dealt with in Jedburgh. These are being addressed through partnership with the Anti Social Behaviour Unit and relevant Landlords. In terms of rural crime , there had been very few reported crimes during the last three months. There was a fire reported on 30 August where hay was set alight in a field near Ancrum and a small amount of damage caused to a combine harvester. Enquiries are ongoing into this incident.
- 7.3 Police Scotland consultation continued and Inspector Scott asked that all community councils promote this across their communities. They were interested in hearing from all sections of the community including minority groups and young people, as all views would shape the future priorities of the police in the area. The online consultation was open all year which allowed everyone to participate when it suited them and gave the flexibility of being able to re-submit the consultation if their priorities changed. The link for the survey is <https://www.surveymonkey.co.uk/r/8LMB9WX>

DECISION

NOTED the report.

8. FIRE AND RESCUE SERVICE UPDATE

Mr Andrew Girrity, Station Manager explained that the purpose of the report circulated was to inform the Cheviot Area Forum on Scottish Fire and Rescue Service activity since the last meeting on 1 June 2016. The report detailed that during the period of the report there had been 2 House Fires (1 x cooking related and 1 x electrical), Fire – Open 10, occurrence of Special Services 10 and 11 unwanted Fire Alarm Signals. In relation to partnership working, The Scottish Fire and Rescue Service (SFRS), Community Action Team (CAT) within the Scottish Borders core work centred on the on-going delivery of the SFRS Home Fire Safety Visit (HFSV) policy. The team continued to expand its partnership working with the Key agencies including Police Scotland, Health, Social Care and Housing in order to focus on members of local communities at High Risk from fire and achieve outcomes in helping to reduce overall numbers of accidental dwelling fires.

- 8.1 Fire prevention and protection activity over recent years had been key to reducing the number of fires, casualties and losses in Scotland thus minimising the economic and

social impact of fire on communities. The seasonal community safety calendar provided the catalyst for a number of initiatives and schemes throughout the calendar year.

- 8.2 Activity which was ongoing within the Cheviot Ward area included Scottish Fire and Rescue Service staffs in all local stations providing Home Fire Safety Visits all year round. The visits provided the householder with a home visit, focussing on identifying and reducing the risks of fire in the home. Smoke detectors with a 10-year battery life were provided as part of this free service; Firesharp was an initiative for Primary 6 pupils, providing face-to-face education within local Primary schools on matters of fire risk and prevention; The SFRS Safeguarding Policy and Procedure for Protection of Children and Adults at Risk of Harm was implemented to link into adult and child protection. The introduction of the policy had created closer ties with Social Services within Scottish Borders and ensured those people and families that fire crews identify as at risk were brought to the attention of Social Services and had resulted in joint visits to homes to reduce risk to those occupiers. A strong partnership was being developed with the local Domestic Abuse Advocacy Service and involvement in MARAC (Multi Agency Risk Assessment Conference). The Local Authority Liaison Officer (LALO) and Scottish Borders Station Manager for Prevention and Protection were fully involved in all local MARAC processes, attending the monthly conferences and all steering group meetings.
- 8.3 Road Safety Community Action Team (CAT) had delivered road safety awareness to secondary schools throughout the Scottish Borders with the support of the local whole time personnel from Galashiels and Hawick. Fire Safety Audits provided a targeted examination of business premises and their relevant documents to ascertain how the premises were being managed regarding fire safety. The enforcement officer also engaged with members of staff to confirm their level of fire safety awareness; Unwanted Fire Signals were being addressed by phased intervention actions which identified premises which were producing 'false alarms', provided guidance on how to reduce a reoccurrence. Crews were actively involved in the Summer Thematic Action Plan which were underway and focussed on Grass and Wildland fires, Rubbish and refuse fires and Outdoor fire safety. Work continued with all partners in the Scottish Borders Council Safer Communities Team, as well as local partnerships, to promote preventative work. The LALO was in post within Scottish Borders Council HQ in order to improve partnership working, with a particular focus on the elderly and more vulnerable members of society. The primary aims of the partnership activity were to help ensure the safety and welfare of vulnerable persons throughout the community, and to seek to reduce the overall numbers of accidental dwelling fires, fire casualties and fire fatalities in homes. Fire stations in Kelso and Jedburgh were at full establishment. In response to a question about fires at Hendersyde Horse Trials, Kelso and a Barn at Proctors Smithy, Kelso, Mr Girrity advised that he had not been briefed about the incidents and would forward the information to Councillors.

DECISION

NOTED the report.

LIVING SAFELY IN THE HOME PROJECT

- 9.0 With reference to paragraph 6 of the Minute of 1 June 2016, Mr Girrity reported that Living Safely in the Home was part of the Scottish Borders Community Planning Partnership Reducing Inequalities Strategy. The Scottish Fire and Rescue Service (SFRS) and the Scottish Borders Safer Communities Team would lead jointly on the 'Keeping People Safe' theme. Within this theme, it had been identified that older people were more likely to suffer an accident in the home resulting in an A&E admission to Hospital. Recent figures indicated that 64% of emergency admissions for

adults in the Scottish Borders were because of falls in the home. Further analysis showed that over 75% of these falls involved persons over 75 years of age. With an ageing population, this trend will only continue without increased prevention activities. This pilot initiative was proving very successful and a number of direct referrals had been made in respect of elderly people and small aids provided since the launch in June 2016.

DECISION

NOTED the Update.

10. ENGAGEMENT WITH NHS BORDERS

As there was no representative present from NHS Borders, there was no update given.

DECISION

NOTED.

11. NEIGHBOURHOOD SMALL SCHEMES UPDATE

With reference to paragraph 8 of the Minute of 3 February 2016, there were circulated at the meeting copies of Appendices A and B which detailed the current position in terms of the Neighbourhood Small Schemes and Quality of Life Scheme previously approved. The Area Neighbourhood Manager advised that the allocated budget (£47,099) for small schemes was available through Neighbourhood Services for the Cheviot Area in 2016/17. There remained £25,311 for future schemes, although any budget remaining at the close of the financial year would be lost as there was no carry forward provision. In addition, a budget of £31,072 was available for Quality of Life Schemes in the Cheviot Area in 2016/17. It had previously been agreed that this budget would be split equally between Kelso and District and Jedburgh and District Wards. There was a remaining budget of £11,422 in Kelso and District Ward and £14,372 in Jedburgh and District Ward for future schemes.

DECISION

(a) NOTED:-

(i) the following new Neighbourhood Small Schemes agreed by e-mail:-

(1) Formation of timber stepped access at Ancrum Play Area/ Duke's Path	£ 120
(2) Provision of signs at Heiton Village	£ 680
(3) Resurface entrance to car park at Stichill Village Hall	£1,025
(4) Replace 6 No. street name plates in Town & Kirk Yetholm	£1,030
(5) Upgrade Woodland Path	£ 322
(6) Refurbish Railings in Bridge End Park, Kelso	£2,300
(7) Formation of Path at Morebattle Cemetery	£ 480

(ii) to delegate authority to the Service Director Neighbourhood Services to allocate the funds for the current financial year to Neighbourhood Small Schemes, subject to consultation with and approval by all six members of the Cheviot Area Forum via email.

(b) NOTED:-

the following new Quality of Life Schemes previously approved by e-mail:-

- | | |
|--|--------------|
| (1) Contribution towards Venue Costs, Healthy Cooking Programmes | £ 275 |
| (2) Installation of Bronze Panel on Kelso Stane, The Square, Kelso | £ 680 |
| (3) Supply of Litter Pickers for various communities in Jedburgh District | £ 500 |
| (4) Upgrade electric supply pillar at Ancrum Village Green | £ 930 |

12. OPEN QUESTIONS

There were no issues raised.

**DECISION
NOTED.**

13.0 COMMUNITY COUNCIL SPOTLIGHT

- 13.1 Skiprunning Burn, Jedburgh (Flood Protection Scheme)** – With reference to paragraph 10.1 of the Minute of 1 June 2016, the Area Neighbourhood Manager advised that the main (Phase 2) works were completed in March 2016. Following this a confined space contractor was appointed to undertake repairs to the culvert, which were identified in the 2012 inspection and 2014 CCTV survey. The repair works commenced on the 22 August for 1 week. However, the Contractor quickly brought to our attention that the number of repairs required within the culvert had changed from the original inspection/ CCTV survey. It was agreed with the Councils Asset Team that the Contractor would spend the week concentrating on tackling the most significant repairs. Going forward it was proposed that a further detailed inspection (similar to that undertaken in 2012) was required to accurately identify and prioritise the work required to the culvert. This would be undertaken in spring/ summer 2017 so the works could be planned, priced and carried out within the same dry period to avoid significant changes to the planned works.

**DECISION
NOTED the report.**

14. FUTURE AGENDA ITEMS

The Chairman asked all present for future agendas items.

**DECISION
NOTED.**

15. DATE OF NEXT MEETING

The Chairman confirmed that the next meeting of the Cheviot Area Forum was scheduled for Wednesday, 7 December 2016 in Kelso.

**DECISION
NOTED the date of the next meeting of the Cheviot Area Forum and that the venue was to be confirmed.**

16. **PRIVATE BUSINESS
DECISION**

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

1. **MINUTE**

The Area Forum considered the private section of the Minute of 1 June 2016.

The meeting concluded at 8.15 p.m.