

**SCOTTISH BORDERS COUNCIL
CHEVIOT COMMUNITY FUND ASSESSMENT PANEL**

MINUTES of Meeting of CHEVIOT NEIGHBOURHOOD FUND ASSESSMENT PANEL held
on Microsoft Teams on Wednesday the 30th of August 2023 at 6pm.

Present: - D. Weatherston (Chair)
 G. Hayward
 G. Horsburgh
 R. Flint
 E. Chalmers

In Attendance: - Community Co-ordinator (G Jardine),
 Community Engagement Officer (E. Husband)
 Youth Engagement Worker (P. Rigby)

1. WELCOME & INTRODUCTIONS

Chair, D. Weatherston began the meeting with a dedication to panel member, Brian Burton, who sadly passed away on Tuesday the 8th of August 2023. Brian was a dedicated and passionate member of the community and an integral part of the Cheviot Neighbourhood Fund Assessment Panel. Our thoughts are with his family at this difficult time.

D. Weatherston engaged a round-table introduction of the panel for the benefit of the new panel members: R. Flint and E. Chalmers, two young people joined and supported by Youth Engagement Worker (P. Rigby).

2. REVIEW OF MEETING PROCESS FOR NEW MEMBERS

Following protocol established in 22/23, any project with a mean score of 80+ would be recommended for approval. The Group agreed that they would continue this protocol unless a project score was significantly reduced by one individual or where a panel member has questions on a particular project, where further discussion would be required.

For this meeting, it was agreed that the panel would discuss all submitted applications regardless of score for the benefit of new panel members.

3. OUTCOME OF ASSESSMENT PANEL RECCOMENDATIONS TO CAP

With the new financial year, the opening balance of the fund was £46,383.00.

Following previous CAP meeting, all funding recommendations were supported totalling £1,628.00 leaving a balance of £44,755.00.

SBC Finance Team have confirmed £15,073.36 underspend from Localities Bid Fund 2.

At the time of the meeting, underspend from NSF 22/23 was not confirmed but the figure is due to be confirmed ahead of the Area Partnership meeting.

Approval of all pending NSF applications will leave a balance of £16,036.59 (pending underspend figures).

DISCUSSION OF CHEVIOT ASSESSMENT PANEL RECRUITMENT

We have had one application for the assessment panel, recommended by Gavin Horsburgh. This application has been passed along to Resilient Communities Director, Jenni Craig, Cllr Brown, and Cllr Cochrane. Due annual leave, we are awaiting confirmation from both Councillors.

These posts have been marketed through SBC Comms and E. Husband has shared amongst contact, as well as reaching out to local community members.

Positions Remaining:

- Jedburgh & District (Rural) Community Council
- Jedburgh & District Member of the Public
- Kelso & District Member of the Public

4. DECLARATIONS OF INTEREST

D. Weatherston – CFA000183 Kelso in Bloom
G. Hayward – CFA000182 Jedburgh Tourism Alliance
G. Horsburgh – CFA000183 Kelso in Bloom
G. Horsburgh – CFA000188 Visit Kelso

5. PROJECT ASSESSMENTS

A. OVERALL REVIEW OF MARKS

Following protocol established in 22/23, any project with a mean score of 80+ would be recommended for approval. The Group agreed that they would continue this protocol unless a project score was significantly reduced by one individual, where further discussion would be required.

Projects which fell in this category were:

- CFA000174 Kelso Football Club
- CFA000175 Abundant Borders
- CFA000182 Jedburgh Tourism Alliance
- CFA000183 Kelso in Bloom
- CFA000184 St Boswells Village Hall
- CFA000186 St Boswells Christmas Lights Group
- CFA000187 Kelso Orchard Tennis Club
- CFA000188 Visit Kelso

These projects scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability and therefore is recommended the Cheviot Area Partnership awards grants in full.

Further project discussion went as follows:

B. CFA000174 Kelso Football Club

An application for £5,000 was submitted by Kelso Football Club to upgrade their shower room which has fallen into a state of disrepair. The group hope to gain additional players and community sport with these improved facilities.

DECISION NOTED that: - This project scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability and therefore is recommended the Cheviot Area Partnership awards a grant in full.

However, the panel would like to suggest that the group look to address the route of their issues, i.e., freezing pipes as noted in their application. If perhaps this was addressed, less repair and renovation works would be required.

C. CFA000175 Abundant Borders

An application for £3,593.00 was submitted by Abundant Borders to create raised bed planters and an outdoor cooking space within the Community Garden space in Kelso. This project continues their work to create a sustainable community food garden in Kelso town centre and is supported by Abundant Borders.

DECISION NOTED that: - This project scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability and therefore is recommended the Cheviot Area Partnership awards a grant in full.

D. CFA000182 Jedburgh Tourism Alliance

An application for £3,947.00 was submitted by Jedburgh Tourism Alliance to update and print 30,000 copies of their Jedburgh leaflet and specifically distribute them out-with the town in designated tourism locations in Northumberland, East Lothian, and other Borders town in the promotion of Jedburgh. This project aims to maximise opportunities to build local and regional economy as well as enhance the visitor experience.

DECISION NOTED that: - This project scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability and therefore is recommended the Cheviot Area Partnership awards a grant in full.

The panel wish for the group to consider the environmental challenges in producing single-use paper leaflets and encourage the group to use recyclable paper and online publication where possible.

E. CFA000183 Kelso in Bloom

An application for £4,500 was submitted by Kelso in Bloom to renew greenspace with a mix of bedding and perennial planting. This will allow more diversity planting, improve sustainability, reduce costs, and create year-round colour to the town.

DECISION NOTED that: - This project scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability and therefore is recommended the Cheviot Area Partnership awards a grant in full.

F. CFA000184 St Boswells Village Hall

An application for £5,000 was submitted by St Boswells Village Hall to support their ambitious 3-part 'Greening' project. Specifically, this application supports Phase 1 – the installation of solar panels on the hall's roof. This project will dramatically reduce their dependence on the national electricity grid and keep ongoing costs under control.

DECISION NOTED that: - This project scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability and therefore is recommended the Cheviot Area Partnership awards a grant in full.

NOTE: Application is currently ineligible, pending planning permission. Conditions will be set before funds are released.

G. CFA000186 St Boswells Christmas Lights Group

An application for £5,000 was submitted by St Boswells Christmas Lights Group in partnership with the Village Week Committee to establish a village festive Christmas tree lighting-up event. This funding will support the installation of a permanent accessible power supply point which will enable temporary lights for festive occasions.

DECISION NOTED that: - This project scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability and therefore is recommended the Cheviot Area Partnership awards a grant in full.

H. CFA000187 Kelso Orchard Tennis Club

An application for £4,000 was submitted by Kelso Orchard Tennis Club to offer free tennis taster sessions to many junior players including toddlers aged 2 to 4 and juniors aged 5 to 18. These sessions can provide young people with the opportunity to exercise in a known environment and enjoy the many benefits that tennis has to offer in terms of physical and mental health.

DECISION NOTED that: - This project scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability and therefore is recommended the Cheviot Area Partnership awards a grant in full.

The panel noted that they should encourage young players to bring their own water bottles and offer free refill to lower refreshment costs and reduce environmental impact.

I. CFA000188 Visit Kelso

An application for £3,761.30 was submitted by Visit Kelso to purchase in-house IT equipment such as a laptop, and printer. These items will support the group to grow, develop and reduce financial pressures on employing external help for existing work.

The panel raised queries on the necessity of Apple products due to their cost, as well as the requirement for branded pens. Information provided noted that the group predominately use Apple products, so an iPad was required to ensure their existing products link. The branded pens are used as a marketing tool and are often given as gifts to such events such as their window dressing competition. The panel were happy with the information provided.

DECISION NOTED that: - This project scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability and therefore is recommended the Cheviot Area Partnership awards a grant in full.

J. CFA000189 Morebattle Community Shop

An application for £4,940.00 was submitted by Morebattle Community Shop to install a retractable awning to the front of the shop, to provide essential sun screening and shelter for those waiting for the bus service.

Following the panel meeting, the panel asked SBC Transport for the request of a bus shelter to support the shop's request. It was noted:

Passenger Transport would support the request for Bus shelters in Morebattle, it is likely that given the location of the village that "Heritage style" structures would be required.

We currently have no plans or funding to provide for this, although elected members may have access to small scheme or other funding as their community requests.

Passenger Transport have no comment to make about the suggested electric awning as it would serve the community shop and is not suitable as a bus shelter structure.

DECISION NOTED that: - Following discussions and an additional meeting, the panel feel that the awnings proposed are too expensive and that cheaper alternatives are available. The panel have agreed to grant the group 50% of the request, totalling £2,470, as a contribution to a more economical awning.

NOTE: Application is currently ineligible, pending planning permission. Conditions will be set before funds are fully released.

K. CFA000190 Association South Scotland Entertainment Tent (ASSET)

An application for £4,050.47 was submitted by Association South Scotland Entertainment Tent (ASSET) to support the purchase of items, training, and marketing to initiate use of the community asset.

The panel queried certain costs detailed in their application, specifically, asset depreciation, catering aprons, catering gloves, catering tongues, napkins. The panel did not feel these were appropriate costs for the application.

The group were also asked to provide further information on the insurance costs and whether this included public liability.

DECISION NOTED that: - This project scored an average of 80+ in terms of their ability to deliver, clear evidence of need, potential impact, use of public money, innovation and sustainability. However, the panel did not feel some of the costs listed were suitable for the fund and therefore decided part-fund the project and grant £3,500.

L. CONDITIONS OF FUNDING AND EVALUATION REQUIREMENTS

CFA000184 St Boswells Village Hall – Pending successful planning permission.

CFA000189 Morebattle Community Shop - Pending successful planning permission.

6. REVIEW OF FUNDING AVAILABLE AND CLOSING DATE FOR NEXT FUNDING ROUND

Entering this Cheviot Assessment Panel, the panel were presented with 10 applications totalling £43,791.77.

Following the panel's recommendations, funding approved totals £40,771.30

Pending Finance approval regarding underspend, the total remaining in the pot will be £19,057.06.

Round 3 of the 2023-2024 financial year Neighbourhood Support Fund will close for applications on the 18 October 2023.

7. DECISIONS AND REPORT TO AREA PARTNERSHIP

CFA000174 Kelso Football Club	£5,000.00	Awarded
CFA000175 Abundant Borders	£3,593.00	Awarded
CFA000182 Jedburgh Tourism Alliance	£3,947.00	Awarded
CFA000183 Kelso in Bloom	£4,500.00	Awarded
CFA000184 St Boswells Village Hall	£5,000.00	Awarded
CFA000186 St Boswells Christmas Lights Group	£5,000.00	Awarded
CFA000187 Kelso Orchard Tennis Club	£4,000.00	Awarded
CFA000188 Visit Kelso	£3,761.30	Awarded
CFA000189 Morebattle Community Shop	£2,470.00	Awarded in-part
CFA000190 Association South Scotland Entertainment Tent (ASSET)	£3,500.00	Awarded in-part

8. REVIEW OF DATES FOR FUTURE MEETINGS

Application Deadline	Assessment Panel	Area Partnership
18 October 2023	01 November 2023	22 November 2023
13 December 2023	10 January 2024	31 January 2024
14 February 2024	06 March 2024	27 March 2024

9. AOB

The panel wished to note to Cllr. Brown and SBC's Democratic Services that it would be their preference to host future Area Partnerships in person regardless of the capacity to provide

hybrid. They noted that meeting in-person is far more engaging, and they felt they get a lot more out of the meeting compared to online.