**Community Planning Aberdeen – Sustainable City Group**

**13th September 2017**

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| **Attendees:**  Derek McGowan – Chair  David McInotsh  Derick Murray  Gale Beattie  Sinclair Laing  Neil Carnegie  Keith Gerrard  Linzie Stanton – Scribe  Kelly Wiltshire  Laura Penny  Dave Kilgour | | **Apologies**  Gavin Clark Joanne Riach  Riddell, Darren  Kerry jerrard  Cordelia Menmuir  Lavina Massie  Ann Wakefield | | |
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| Agenda item | Action | | Owner |
| 1. Welcome, apologies and introductions | Chair welcomes group the 4th meeting, and thanks all for their attendance.  Kelly Wiltshire is introduced as the new lead contact for the group going forward. | |  |
| 1. Review of Actions | Group review the minutes of the previous meeting of the 12th July 2017. | |  |
| 1. Review of priorities for improvement activity | Sustainable Food  Sustainable Food Partnership was presented to the group by Laura Penny. Advised that the Sustainable food cities partnership is the umbrella to cover all food initiatives in the city.  **Action:**  The Sustainable Food Partnership presentation and supporting work plan to be circulated to all attendees.  The government will soon be releasing guidelines which will provide a 2 year period to establish a food growing strategy. Until these guidelines have become available, progress will remain in the planning stages to ensure alignment.  The Community Food Growing Fund has pledged funding which will be allocated to various fledgling projects.  Green Space has been contacted, and a framework has been created.  Dave Kilgour highlights that food insecurity in the home cannot be measured as per the LOIP. Agreed that our activities will be worked around the LOIP and we can put forward our improvement actions as progress against this.  **Action:**  Kelly Wiltshire, Dave Kilgour and Laura Penny to meet before the end of September to discuss further measurement of food insecurity.  Community Resilience  The recent student placement within Emergency Planning has raised two interesting points of focus: household emergency templates and community resilience key steps.  **Action:**  Kelly Wiltshire and Dave McIntosh to meet to discuss and incorporate of the model for improvement into the draft outcome improvement plan.  **Action :**  Locality Managers to identify local groups and inform David McIntosh. A conversation around groups has taken place, and plans for a further meeting with locality managers to look at how we can commence engagement will be arranged..  Physical Activity  Kelly Wiltshire is now sitting on the SPATIC group, and as a result some of the divers in the LOIP will be slightly amended. Michelle Cochlan is in negotiations with Sport Aberdeen to put these amendments in place.  Derick Murray advises that the Government have announced that they intend to double funding towards active travel, and have appointed an Active Nation Commissioner which will hopefully assist in match funding. | | LP / KW  KW / DK / LP  KW / DM  NC / DM |
| 1. Environmental | Steve Shaw discussed the Eco Schools project with the group. All agree that the Eco Schools packs could be built upon to include active travel, sustainable food  Eco Schools and possible future improvement charters.  **Action:**  The Eco Schools pack to be circulated to the group and added to agenda for the next Sustainable City Group meeting. | | SS / KW |
| 1. Draft outcome improvement plan – for discussion | NA | |  |
| 1. Draft progress report | **Action:**  Kelly Wiltshire commits to updating the draft progress report following comments, request and updated from previous meetings.  **Action:**  Michelle Cochlan is currently working on the annual report, therefore agreed that this would be a good time to feed into the LOIP. The group are keen to establish if the Lead Officer meetings are being attended and providing value. Kelly Wiltshire to Discuss with Michelle Cochlan and feedback to the group  **Action:**  4 Improvement charters to be set and agreed to the next Sustainable City Group meeting that can be put forward.  **Action:**  An invitation is to be extended to Terry Vogt to join the next meeting. | | KW  MC / KW  All  KW |
| 1. Active Travel Hub Award | Keith Gerrard advised that Susan Fraiser has been approached to establish what match funding can be offered towards the Active Travel Hub in the Bridge of Don. At present it will not be possible to move this forward until a final response has been received from Susan Fraiser. This scheme has been designed around the promised match funding by ACC.  Alternative options for funding were investigate regarding developer contribution, however this proved unviable. Confirmed that there is a willingness to remodel the scheme to secure alternative funding if needed.  Derick Murray suggest approaching Sustrans for potential funding.  **Action:**  Agreed that a plan B for funding and clarity on the ‘next steps’ for this scheme will need to be investigated. Kelly Wiltshire, Keith Gerrard and Derick Murray agree to meet to discuss. | | KW / KG / DM |
| 1. AOB | **Action:**  Michelle Cochlan will be invited to attend the next meeting and give a short presentation on the Model for Improvement  **Action:**  Active Aberdeen Partnership to be approach to establish if a link can be established to any of the projects of improvement charters. Kelly Wiltshire to update at the next meeting. | | KW / MC  KW |
| 1. Next steps | The group was reminded of the need to develop improvement projects in relation to the priority areas identified. | |  |
| 1. Date of next meeting | Agreed that the next meeting will be scheduled at Sport Aberdeen. All are advised that they are welcome to host any future meetings. | | KW |