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| **Present** | * Chiara Fingland – Architecture & Design Scotland, A&DS * Munro Fraser - ACT Now Project Assistant, VANL (Minute Taker) * Maddy Halliday – CEO, VANL (chair) * Philip McDonald – Fire and Rescue, Lanarkshire Division * Michael Simpson – Acting Head of Sustainability & Environmental Management. NHS Lanarkshire * Lynda Stevenson - Climate Change Lead, NLC * Kirstin Thomson – Youth work, NLC * Zuzia Wierdo – Youth Climate Ambassador * Claire Williams – North Lanarkshire (NL) Community and Voluntary Sector (CVS) Biodiversity and Climate Emergency Network (BCEN) and Northern Corridor Community Volunteers * Ness Wright – Architecture & Design Scotland, A&DS |
| **Apologies** | * Lex Bailie – Police Scotland, Lanarkshire Division * Michael Cusack, ACS Clothing * Deborah Mooney – NCL * Anna Porteous – Young Climate Ambassador |

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| **Agenda Item** | **Summary of Key Discussion Points and Agreed Actions** | **Actions - who and when** |
| * 1. **Welcome and Introductions**   2. **Present and Apologies** | MH welcomed everyone to the meeting. |  |
| **2. Minutes of previous meeting (08.09.21)**  **And matters arising not on agenda** | Group approve of previous minutes with no matters arising. |  |
| **3.1 ACT Now NL Workplan and progress and developments since Sept. 2021**  **Key issues for updating/discussion:**  3.1.1 Architecture and Design Scotland (A&DS) Climate Action Towns: Holytown project  3.2 ACT Now NL  3.2.1 Community and CVS:  - community launch event - survey of NL CVS “anchor” organisations and forums on their current or planned community climate action and support needs  - ongoing engagement and community climate action  3.2.2 NLC Business Event and next steps  3.2.3 NLC Schools event and next steps  3.2.4 ACT Now NL Briefing meeting for NL politicians  3.2.5 Continuing project support funding for ACT Now NL | 3.1.1 NW (Ness Wright) introduced A&DS role in Climate Action Towns Holytown project.   * A&DS granted funding by the Scottish Government to support place-based climate action in a network of seven small Scottish towns, working collaboratively with local communities. * Funding awarded to pilot the project until end of 2022 with A&DS looking to extend.   Project aims:   * Bring small towns into the climate change conversation * Explore what place-based action can be taken in small towns * Support communities to deliver change on the ground in areas with little historic climate action or funding * Share learning for inclusive climate action at a town scale that can be applied in places across Scotland and beyond   How Holytown was selected:   * Using the Government Urban Rural Classifications (2016) and Census data (2011) a methodology was created to assess each place against a number of indicators; SIMD, flood risk, sea levels, Climate challenge Funding and whether A&DS had previously engaged with the place.   NW advised that initial research highlighted minimal information on Holytown due to close links with Bellshill and Motherwell.  From November 2021 A&DS engaged in participatory research and dialogue:   * Collaborative mapping * Specific activities to engage young people in conversation   MH invited group to suggest potential collaboration’s and solutions.   * CW identified Mossend mosk as potential collaboration opportunity. * PM identified the community garden at Bellshill fire and rescue station with scope for collaboration * LS agreed to link green health and volunteering officer * KT to link NLC’s family learning team   NW inquired about partnership with ACT Now. Group agreed A&DS should use ACT Now logo and highlight partnership with ACT Now where applicable.  NW agreed to share progress with members at a subsequent Co-ordinating group meeting and with Community Boards to help cascade throughout all localities.  3.2 MH invited group to comment on ACT Now workplan and to send questions to MF.  3.2.1 MH provided update on ACT Now Community Launch Event   * Event held Wed. 29th Sept. 18:00 – 19:45 * Launched ACT Now to NL residents and CVS organisations * 31 attended out of 89 registrations * MH presented ACT Now PowerPoint before attendees split into three working groups; North, Central, South * Working groups discussed community climate action, priorities for their localities and development of ACT Now community action groups * Most attendees wanted to work with existing groups rather than start new ACT Now groups * Group discussions highlighted guidance for CVS on funding and resources as critical and expressed concerns with the lack of bottom up funding from Scottish Government * Short event report to be completed and distributed to members * MF and MH to create and distribute survey to map key CVS organisations current climate activity and support needs. MF to share list of organisations contacted and feedback from survey at next meeting if possible.   CW asked if survey distribution list includes Parent and Teacher Associations (PTAs). MH agreed that is an important group but highlighted significant lack of PTAs in NL.  3.2.2 MH provided update on NLCs Business event ‘ACT 21’:   * Event hosted by Enterprise Team and held Wed. 22nd Sept. 2021 08:00 – 13:00 * MF represented ACT Now NL via an expo booth * Scheduled meeting between Alison Reith (NLC Enterprise Team) and MF to discuss potential development of; business sector subgroup, guidance to support business and CVS sectors, badging scheme. MF to share progress with members asap.   3.2.3 LS and KT provided an update on the NLC Schools event:   * Full day event on the 28th of Oct. * Event broken down into three age groups * 8000+ students participated * Derek Brown created event report. Group agreed to promote via ACT Now bulletin and website. * Group discussed possibility of Youth Ambassadors writing a short article for e-bulletin and website. Group discussed issues regarding Eco-Schools registrations – official registrations lower than true number. No central co-ordination. * Education team created and distributed survey to support next steps. LS / KT agree to provide update at next meeting.   3.2.4 MH provided update on Action on Climate Together NL – Launch event for Councillors, MPs and MSPs   * Event to be held on Wed 8th Dec. 2021 * Launch and engagement event for politicians to discuss ACT Now NL and the climate emergency with particular focus on how partners are working together to support residents, schools and colleges, community and voluntary groups and business organisations to make their contribution to reducing carbon emissions and achieving net-zero. * MH and MF to provide update at next meeting.   3.2.5 MH advised group that MH and MF currently preparing funding proposal to support ACT Now co-ordination and development pot to support CVS/community and business sectors climate literacy and action. Draft proposal scheduled to be shared with CG members for review and comment in January 2022 if possible. | LS – asap  KT - asap  NW, CF, MF – when required  All members – when required  MF – asap  MF – next meeting if possible  MF – asap  LS / MF - asap  KT, Youth Ambassadors, MF – asap  LS / KT – asap  MH / MF – next meeting  MF – January 2022 |
| **4. Members’ updates on climate action for their organisation/group/ network**  **5.1 Business Sector (MC)**  **5.2 CVS**  5.2.1 NL CVS Biodiversity and Climate Emergency Network (MH/CW)  5.2.2 Other CVS developments (CW/others)  5.2.3 VANL  **5.3 Fire and Rescue Lanarkshire (PM)**  **5.4 NHS Lanarkshire (MS)**  **5.5 North Lanarkshire Council (LS)**  **5.6 Police Lanarkshire (LB)**  **5.7 Youth Climate Ambassadors (ZW / KT)** | 5.1 ASC Clothing (MC)  MC not present.  5.2.1 MH and CW provided the following updates:   * Invited two key speakers to the most recent meeting (26.10.21) * LS invited to provide an update on NLC’s new ACT Now 2030 climate plan consultation. LS presented a video overview to the group. Less than 200 responses with the majority from an older demographic. Key feedback was that some members felt the consultation could have been promoted more and for a longer period of time to allow more responses. CW suggested a separate CVS response would have been useful. LS advised she can provide further updates at the next meeting. * Laura McCrorie invited to present on NLC’s green space consultation plans and biodiversity strategy. Key feedback from group was to emphasis importance on community engagement in any green space / biodiversity plan.   5.3 PM provided the following updates:   * advised that Fire and Rescue Lan are working with each locality to implement climate champions and that there is scope to allocate more land to community garden projects – currently working with Lanarkshire bee-keepers association on this. * Carbon management plan scheduled to be finished in 2022. PM to provide update on exact date at next meeting. * PM agreed to share their climate and environment policy with group for comment.   5.4 MS provided the follow updates:   * NHS Lanarkshire’s health improvement staff are to be involved in Climate Action Towns Holytown project. * MS new to post so agreed with MH agreed to organise a meeting to discuss role and will update at the next meeting.   5.5 LS agreed to provide a written update for promotion via the ACT Now bulletin.  5.6 LB not present.  5.7 ZW and KT provided the following updates:   * YCA team delivered two sets of workshops at North Lanarkshire’s education conference and participated in a short overview session. * YCA team delivered a workshop at The Scottish Youth Parliament ‘#The Moment event’. * Launched a survey to gather the views of young people on climate change and help plan our work. * Attended COP26 green zone and watched Steve Backshalls Shark film and participated in Q&A with him and the film producer. * Won highly commended at the Education Scotland Learning for Sustainability Awards in the Community Learning and Development Category. * KT agreed to provide written update for promotion via the ACT Now bulletin. | LS – January 2022  PM – asap  LS / MF – early / mid-January 2022  KT / MF – early / mid-January 2022 |
| **6. Next and future meetings** | Group agreed to use a simple template to capture future updates. This will allow members to engage more effectively with the group and will allow key information to be distributed via the ACT now bulletin, website and members. MF to circulate prior to January meeting. | MF - asap |
| **7. AOCB** | Group agreed to select a volunteer as vice chair at next meeting. | MH / MF – members –January meeting |

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