

**Minutes of Linlithgow and Linlithgow Bridge Community Council Annual General Meeting
Tuesday, 29th April 2014 held in the Burgh Halls**

Present: Chair – Bruce McCallum (BM), Lyn Aitken (LA), Aileen Boyle (AB), Clive Dyson (CD), Brenda Galloway (BG), Ian Kelly (IK), John Kelly (JK), Fiona Low (FL), David Tait (DT), Mike Vickers (MV) Police Scotland – Peter Robertson (PR) and 2 members of the public.

Apologies: Ron Smith (RS), Jack Thompson (JT), Verena Throp (VT), Councillor Tom Conn, Councillor Martyn Day, Councillor Tom Kerr.

1. **Minutes of Linlithgow and Linlithgow Bridge Community Council AGM, Tuesday, 26 January 2013.** The minutes were unanimously approved as a true record of the meeting. There were no matters arising from the minutes.
2. **Minutes of Linlithgow and Linlithgow Bridge Community Council EGM, Tuesday, 23 April 2013**
The minutes were unanimously approved as a true record of the meeting. There were no matters arising from the minutes.
3. **Annual Report** the AGM report was accepted and is appended to these minutes as appendix 1.
4. **Chairperson's report** BM précised his written report by outlining the work of the newly elected Community Council which is significantly larger than that of previous years. BM described :
 - the significant work of the subgroups and their influence in the areas of planning, education and youth, health and social care and housing
 - the interaction with other groups in town
 - the organisation of events such as the Remembrance Day parade, the Advent Fayre and the participation in the Marches, the Gala Day, Burgh Beautiful, etc.
5. **Secretary's Report** AB outlined the work undertaken in responding to consultation requests, the administration of notices such as road closure notices, and the setting up of procedures to make the work of the Community Council more effective and efficient.
6. **Treasurer's Report** IK circulated copies of the annual accounts and reported cash in the bank at £314.87. IK reported special one-off expenditures in the financial year as; £700 to underwrite Advent Fayre expenses; £250 contribution towards the Linlithgow perambulation; and support for the Flodden Lecture of £254.07. IK stated his intention to prepare a budget for the May Community Council meeting based upon expenditure in previous years and including annual overheads and expenses for example; web hosting, data protection, and £75 for the Community Council flowerbed in the High Port. The accounts were unanimously approved.
7. **Confirmation of Office Bearers** CD proposed and FL was seconded the proposal that since the office bearers were elected in November 2013 that they should continue in their post for the coming year. CD announced that in light of his move to Shropshire he wished to stand down as vice-chair. BM proposed and FL seconded the appointment of JK as vice-chair. The appointments were unanimously approved as follows:

Chair	Bruce McCallum
Vice Chair	John Kelly
Secretary	Aileen Boyle
Treasurer	Ian Kelly
Planning Secretary	John Kelly

8. Dates of Meetings

The dates of meetings for 2014/15 were proposed and accepted as:

2014

29th April - AGM
27th May
24th June
26th August
23rd September
28th October
25th November
16th December

2015

27th January
24th February
24th March
28th April - AGM
26th May
23rd June
25th August
22nd September

2015

27th October
24th November
15th December

The date of the next AGM is 28th April 2015.

All dates appear on www.lbcc.org.uk and www.linlithgow.com events diary.

9. Close

There being no other business the meeting closed at 19.24.

Aileen Boyle
30th April 2014
Secretary



Linlithgow & Linlithgow Bridge Community Council

AGM Report – 29 April 2014

Chair's Introduction

We have had a busy year, especially following the community council elections held last October, with members elected for 4 years. I am pleased to report that we have the largest number of members on the community council since the merger of the Linlithgow and Linlithgow Bridge community councils, giving us access to a wide area of knowledge and expertise. However, we are still seeking to recruit additional members; especially younger members to help us understand their views and requirements. Please contact me, or our secretary at secretary@llbcc.org.uk, if you would like to contribute to the local community. Linlithgow & Linlithgow Bridge Community Council is an elected body with responsibility for ascertaining, communicating and coordinating the views of the community and taking action to promote the interests of the community. It has a statutory right to be consulted by West Lothian Council on planning matters and applications.

We aim to work with and support other groups in Linlithgow to address a wide range of issues, including:

- Development and planning.
- Education, youth facilities and groups.
- Health and social care provision.
- Housing and social housing.
- Events, including the Advent Fair, Remembrance Day parade and support for the Marches.
- Transport, including high street traffic, bus services and rail services.
- Employment and business, including retail and the industrial estates.
- Tourism, including attractions, events and accommodation.
- Recreation, sport and community centres.
- Policing and crime reduction.

Over the last year, we have established working groups addressing the first five of these. We have made progress in each area as reported below and I look forward to being able to report further progress in future.

We have also sought to increase our communications with the community through regular articles in the Black Bitch and ongoing improvements to our web site, by acting as a founding member and sponsor of the Linlithgow Planning Forum, and by participating in other groups in Linlithgow. Groups we are involved with include the Town Management Group, the Community Development Trust, the Civic Trust, the Gala Day committee and the West Lothian Public Partnership Forum for Health and Care).

I would like to thank all members of the community council for their hard work this year. I hope that you, as members of the community, will give them your full support over the coming year. Meetings are held monthly and all members of the public are welcome to attend and contribute. Dates for all future LLBCC meetings are stored on www.linlithgow.com. You can also visit our website at www.llbcc.org.uk.

Signed

Bruce McCallum, Chair

Planning working group – John Kelly

As suggested at the public meeting following the 2013 AGM, the Community Council has been instrumental in the formation of the Linlithgow Planning Forum. The forum has representatives from the Community Council, the Civic Trust, Transition Linlithgow, Linlithgow Cycling Action Group and Linlithgow Business Association and is open to other groups in the town. It meets regularly to discuss planning matters to determine where consensus lies within the group. Each constituent body can therefore make representation in the knowledge of the views of other groups. The forum has agreed guidelines against which the Local Development Plan can be measured and these can be accessed at linlithgowplanningforum.wordpress.com. These guidelines have been approved by the Community Council.

They propose three principles to guide the analysis of the Main Issues Report:

- *Linlithgow supports development that enhances the heritage and character of the town, increasing its attractiveness both to tourists and as a place to live and work.*
- *Linlithgow supports controlled expansion of housing and other development within the town whilst retaining the character of the town.*
- *Any development must provide the means to ensure that the additional services and facilities required by the increase in population are provided. No development should proceed without the funding for additional services and facilities being guaranteed.*

In conjunction to their work in the Planning Forum, members of the Planning group:

1. **Check the weekly planning list and make submissions on planning applications**

The weekly planning list is issued by West Lothian Council and includes planning applications for significant developments in Linlithgow Ward and all those within the Conservation Areas. This is reviewed and applications which deserve discussion at the Planning Forum and Community Council Planning group are identified. The Community Council made submissions to West Lothian Council in respect of the following planning applications:

Planning Application	Reference	Community Council representation	WLC Decision
Housing Development - 12.6ha at Burghmuir A	0518/P/13	Opposed - presented to planning committee	Refused
6.5ha residential development at Clarendon Farm	0698/P/13	Opposed - presented to planning committee	Refused
Housing Development Linlithgow Bridge 14 houses	0352/FUL/13	Supportive with social housing contribution	Granted but no information on social housing contribution
Change of use from leisure moorings to 4 permanent residential moorings	0103/FUL/13	Significant reservations on location, sewerage disposal and parking	Granted: stipulation that residents must not own a car
Two 74m wind turbines	0599/FUL/13	Opposed	Application withdrawn

2. **Follow the development of the Local Development Plan and prepare to comment on it**

The current Local Development Plan is the 2009 West Lothian Local Plan. This is the first local plan covering the whole of West Lothian. It replaced the Linlithgow Area Local Plan (1994), which established a policy of restraint, recognising that Linlithgow had reached its environmental capacity. However, the policy of restraint does not prohibit housing development within the settlement envelope. More than 460 dwellings have been constructed within the settlement boundary since 1997, including 56 dwellings given planning permission

during the last two years. This has had the expected impact on local infrastructure and services -- especially on traffic and on school capacity.

The Local Development Plan is supposed to be updated every 5 years and an update is currently overdue. The current Development Plan Scheme No.6 (March 2014) indicates an earliest date for the adoption of the West Lothian Local Development Plan as being early to mid-2016, almost 2 years late. The next step towards this will be the Main Issues Report, which will indicate the potential developments planned for Linlithgow and which will be consulted on during July and August 2014.

The Planning group will respond to the consultation, taking account of inputs from the community and using the Planning Forum as one source of opinion. It will also take account of inputs from other working groups, including Housing, Health & Social Care and Youth & Education.

Youth & Education working group – Fiona Low

We have investigated primary and secondary school capacity and the ability to support any new housing, contributing an article to the Black Bitch. P1 intake streams in Linlithgow over the 12-year period from 2011 to 2022 project some existing capacity in the 2014-2017 intake, but for 2013-2022 overall capacity for primary placement for 4 out of the 5 primary schools is limited. We are working closely with the Planning group and Fiona is in regular contact with David McKinney from Housing and planning at WLC. The housing development at Winchburgh and potential development at Westfield both impact schools in Linlithgow. New developments are likely to be required to contribute funds towards the increased demand that they introduce. We have made contact Linlithgow Academy and are assisting finding work experience for students. We are also providing assistance with the establishment of Interact (a junior Rotary club) at the Academy.

Health and social care working group – Verena Throp

Members of the Community Council attend meetings of the West Lothian Public Partnership Forum for Health and Care to provide a link to West Lothian Council and the NHS. We are currently preparing to carry out consultation on the provision of these services in Linlithgow. Areas for consideration will include:

- Transport to and from St John's hospital;
- Alcohol & drug abuse, as West Lothian's is higher than rest of the Lothians and Borders;
- Care provision and outreach for mental health. This will include eating disorders where there is currently more than a 20% mortality in young people; and
- Shortage of space at Linlithgow Health Centre.

Housing working group – Ian Kelly

The Housing working group has started by obtaining information on affordable housing in Linlithgow. No council housing has been constructed in the town for many years. We have lobbied for appropriate sites to be identified and it appears that West Lothian Council will place their land at Mill Road on the approved list of sites for affordable rented council housing building. We are also monitoring, with the Planning group, the provision of sites for affordable housing on any new developments in the town. Over the next year we will investigate potential relationship with Housing Associations to progress additional affordable housing.

Events working group – Bruce McCallum

The Community Council is responsible for the Remembrance Day Parade and Advent Fayre, which is held every year in November. Both events are appreciated and supported by the community. Both events were successful this year, thanks to a working partnership with WLC, Police Scotland and other community groups within Linlithgow.

Following the AGM in 2013, we presented cheques from the Advert Fayre funds to a number of good causes from around the town.

Bruce McCallum and Ian Kelly represented the Community Council at the annual Riding of the Marches and the Deacons' night. The relationship with the town's other groups continues to get stronger each year. In June, we were invited to the children's Gala Day, which was attended by Ian Kelly and Fiona Low and Bruce McCallum has joined as an active committee member.

Community Council Members

Bruce McCallum	Chair	Lyn Aitken	David Tait
Clive Dyson	Vice Chair	Debbie Day	Jack Thompson
Aileen Boyle	Secretary	Brenda Galloway	Verena Throp
John Kelly	Planning & Minute Secretary	Fiona Low	Mike Vickers
Ian Kelly	Treasurer	Ron Smith	