

**Minutes of Linlithgow and Linlithgow Bridge Community Council Meeting
Tuesday, 22 January 2013 held in the Burgh Halls**

Present: Chair – Clive Dyson (CD), Eddie Cornock (EC), Nick Davis (ND), Constable Jimmy Lee (JL) British Transport Police, Constable Brian Reid (BR) Lothian & Borders Police John Kelly (JK), Jack Thompson (JT), Tom Kerr (TK) – WLC councillor as observer – until 20.10.

Apologies: Bruce McCallum, Councillor Tom Conn, Councillor Martyn Day

Minutes of Previous Meeting: Previously circulated – approved as a true record of the meeting of Monday 26th November 2012

1. Matters arising:

Actions from meeting of 26th November 2012

	<i>Action</i>	<i>By</i>	<i>Result</i>
1.	Write to Transport Scotland requesting clarification of the plans for the proposed Winchburgh station. Correspondence sent and acknowledged but no further information to date.	JK	Ongoing
2.	Write to licensing department regarding the advertising banners at the Old Hole in the Wall	ND	Ongoing
3.	Prepare for a public meeting	All	Agenda item 11
4.	WLC consultation “delivering better outcomes”. Five of the suggestions made by the Community Council were seen to be positive. A brief report is appended to these minutes.	JK	Completed
5.	Lessons learned from the Chanel event for December 2012. Correspondence has been received from Jim Jack of West Lothian Council stating that the event was private and therefore council involvement was limited. However, in the opinion of the council, the event went well and is considered to have a positive long-term benefit to the town through the promotion of Linlithgow and Linlithgow Palace.	JK	Completed
6.	It was agreed that CD would take the role of data controller from ND. ND to obtain appropriate forms for completion	ND/CD	Ongoing
7.	JK as treasurer of the Advent Fayre was awaiting receipt of final expenses from TC before completing a schedule of payments as requested. The balance in the Advent Fayre account is £1824.91. It was recommended that	JK	Ongoing

	the Advent Fayre committee make disbursements to local groups. JK to speak to TC.		
8.	Flodden Quincentenary Lecture - ND had previously advised that the Burgh Halls have been booked for 31 August 2013 for the lecture and expenses estimated initially at £250; to be recouped through ticket sales. ND confirmed that the Burgh Halls would be paid for and that a deposit was to be paid. The total expenses were now estimated at approximately £1000. The meeting asked ND to report to the next meeting what the liability of the community council would be in the event that the lecture had to be cancelled.	ND	Ongoing

2. Police Report

BR introduced JL who is a member of the new British transport police team responsible for the Edinburgh to Glasgow Queen Street services. BR gave a brief introduction to the new Scottish police force stating that Chief Superintendent Jeanette McDiarmid will take command of the Lothians and Scottish Borders area. BR gave a brief report on the state of crime in Linlithgow which is up slightly in all areas. The solvency rate is also up. BR stated that of concern was the appearance of bogus workmen again in the area. In answer to a specific question relating to the supply and possession of illegal drugs BR stated that there were 14 cases of possession from 1 April 2012, 2 cases of supply and 1 case of manufacture in Linlithgow.

JL introduced himself and gave a brief account of the factors of concern to the transport police. JL stated that Linlithgow station experiences 1 million passenger movements per annum and has a very low rate of incidents of concern. In answer to a direct question JL stated that the team will be reinforced at the time of the Commonwealth Games and the Ryder Cup.

3. Local Elected West Lothian Councillor's Report

TK gave a brief report stating that the most significant activity of the Council at the present time is the setting of the budget with the budget meeting due to be held on the 29 January 2013. It was decided to discuss the budget at the February community Council meeting.

Action JK

4. Treasurer's Report

EC reported that the cash in the bank was £771.80. There is £289.15 in accrued liabilities and therefore the amount available at the date of the meeting is £482.65.

5. Chairman's Report

a. Following a discussion of the membership of the community council it was agreed to contact Lorraine McGrorty to obtain a copy of the Linlithgow and Linlithgow Bridge Community Council constitution and seek advice regarding the maximum number of co-opted members before an election is required.

Action JK

b. The Linlithgow community development trust will be launched on Saturday 2 February at 2pm.

- c. A venue is being sought for the Deacon's night.
- d. Two people are required to attend the gala day as representatives of the community council. The Gala day fundraising dance is to be held on Saturday, 20 April at the Rose Club.

6. Planning Secretary's Report

- a. Clarendon Farm. An application by Gladman Developments Ltd has been made for a housing development at Clarendon Farm. The subsequent discussion focused on the proposed access to the new housing increasing traffic on an already busy Manse Road and the necessity for a new road from the south of Manse Road to the Edinburgh Road. It was decided to invite a representative from Gladman Developments Ltd to a subsequent community council meeting. Gladman had contacted Linlithgow Civic Trust and advised that they would be holding a public consultation on the development at Lowport school on Tuesday, 19 March.
- b. Burghmuir. The Air Quality report has been received. A Retail Assessment Report was posted on the WLC planning website but has subsequently been withdrawn.
- c. Sainsbury's. JK reported that the planning permission to extend Sainsbury's Store by 220m² will lapse on 6 February 2013.
- d. Regent Centre. Two new planning applications have been received from Learmonth Property Investment Co. Ltd. relating to the reconstruction of the car park to form a two level car park and an extension to the supermarket. The previous single application on which the community council commented has not been withdrawn. The extension to the supermarket is classed as a local application. JK was directed to write to WLC in respect of the new application reiterating the points previously made and adding
 - i. That the application for the extension to the supermarket and revisions to the car park should be considered as a single application.
 - ii. That we have concerns that the variety of shopping in the Regent centre will be reduced.
 - iii. That the disabled parking provision will be increased to reflect the increase in retail area and number of car parking spaces.

Action JK

- e. Bus Station. ND reported that McCarthy and Stone have only to complete the Section 75 agreement for the planning permission to be formally granted. The section 75 agreement contains the conditions to the planning approval which *inter alia* requires the retention of the shops and flats on the High St until the contract with the contractor has been signed.
- f. Post Office. JT reported a planning application for a disabled ramp and new shop front to the new post office. JT stated that in his opinion the position of the proposed ramp presented a hazard to pedestrians and should be incorporated into a recess in the new shop front.
- g. Local Area Plan. JK reported that the timetable for the Local Area Plan has been revised. It is now unlikely that the main issues report will be available until spring/summer 2013. The main issues report will indicate the planners' view on which Linlithgow sites, put forward in the call for sites, have merit in the context of potential development.

7. Town Management Group (TMG) Report

CD reported that he had attended meetings of the TMG. The role of the TMG was evolving and two clear activities were surfacing; firstly to advise WLC on the wishes of TMG on those matters covered by the Service Level Agreement and secondly, to act as a forum for member groups.

8. AGM

The date of the AGM is 26th February 2013 at 7.30pm. Members will meet at 7pm.

- a. JK to serve the statutory notice and place a notice in the Linlithgow Diary of the Gazette.
- b. JK/CD to liaise to raise awareness of the AGM.
- c. ND to confirm that the Burgh Halls have been booked

Action JK/CD/ND

9. Any Other Business

- a. It was agreed that JK would attend the first meeting of the Linlithgow Partnership Centre project group on 28 January.

Action JK

- b. ND advised that an Elementary Food Hygiene course was being held on 1st March and 15th March at Inveralmond High School and stated that it would be beneficial if a member of the Community Council attend this.

- c. JT advised that he would be attending a joint meeting of West Lothian Council and the Community Health and Care Partnership at St John's Hospital on 28 January.

- d. ND brought attention to the call for applications for Climate Change Grants – previously circulated by e-mail. CD to work with EC on an approach.

Action CD/EC

10. Close

There being no other business the meeting closed at 22.00.

John Kelly
23 January 2013
Acting Minute Secretary

Appendix 1

Delivering Better Outcomes – those suggestions made by Linlithgow and Linlithgow Bridge Community Council rated positive by West Lothian Council and to be investigated further by officers.

2c	We are aware that West Lothian Council regularly wins CoSLA excellence awards. The challenge here is to roll out programmes seen to be excellent by your peers through a process of careful continuous improvement and proper change management including effective training. It is also sensible to examine other authority's projects which have won excellence awards and also the Local Government Improvement and Development programme in England (previously IDEAs). Value management, benchmarking and whole life value are important tools.
5b	To answer this question properly we need to know, from the asset register, the property currently owned by West Lothian Council in Linlithgow and services delivered from this property. Clearly, redundant floor space can be sold, leased or used for another purpose. A community may well wish to take over property which has one of these three potentials. A suitable vehicle for this may well be the Linlithgow Development Trust.
8a	It is currently possible to; write, visit Council Information Services at County Buildings, telephone, e-mail, or fill in an online form. It is difficult to suggest other means of communication. We are not able to assess which of these means is the more cost-effective.
8c	Although queries are dealt with expeditiously by the customer service centre waiting to speak to an operative at times when the centre is "experiencing high demand" is frustrating. A telephone messaging and phone back service might be better received
Gen	<p>Under the heading balancing the budget, it was suggested that for effective budget setting the previous lists should be available such that the variances, over or under budget can be realised.</p> <p>There is considerable redundant or out of date material on the website. An exercise should be undertaken to clear databases.</p>

Of the remaining suggestions 3 were largely or completely ignored and the remainder were classed under "already doing this".