

**Minutes of Linlithgow and Linlithgow Bridge Community Council Meeting
Tuesday, 25th March 2014 held in the Burgh Halls**

Present: Chair –, Clive Dyson (CD), Aileen Boyle (AB) John Kelly (JK), Brenda Galloway (BG), Fiona Low (FL), David Tait (DT), Verena Throp (VT), Lyn Aitken (LA), Ian Kelly (IK), Mike Vickers (MV), Jack Thompson (JT), Police Scotland – Peter Robertson (PR) and Caroline MacKay

Apologies: Bruce McCallum (BM), Debbie Day (DD), Ron Smith (RS), Councillor Tom Conn (TC), Councillor Tom Kerr (TK), Councillor Martyn Day (MD).

1. **Minutes of previous meeting and matters arising.** The minutes were unanimously approved as a true record of the meeting of Tuesday 28th February 2014. There were no matters arising from the minutes. The meeting then discussed the actions from the previous meeting and the majority of updates are provided aligned to the working group or office bearer reports below with the exception of the following.
 - a. 0014/003 – Perambulation of Marches. (a) Funding request for leaflet has been completed and is being submitted to WLC. (2) Discussion re seal is continuing and (3) Invoice for £250 has been raised. Updates on the seal will be provided via JK as part of Planning & Development updates at future meetings.
 - b. 0214/09 – activity is progressing re: Ink Cartridges for use by LLBCC office bearers and this action will now be closed.
 - c. 0214/11 – Letters from LLBCC members to be copied to secretary@llbcc.org.uk. Some letters have been sent but a reminder issued to all members to copy material communications. This action is now closed.

2. Development & Planning Working Group Update:

- a. **Guidelines for Linlithgow Plan** – JK discussed the Guidelines which had been previously syndicated to meeting attendees. (This completes action 0214/02). He explained that this strategy document is to support the way forward in terms of planning and is for use by LLBCC. The document articulates that the aim is for a change to move from “restraint” to a strategy that seeks planned but limited growth. If approved by the meeting – it will then be syndicated with other groups within Linlithgow and WLC. FL advised that she now has figures for schools for 2013/14 and proposals for next 10 years which could be impact the Local Development Plan consultation. She has circulated this information prior to the meeting.

Approval of the document was proposed by MV and seconded by IK. The council members unanimously approved this document. The Guidelines to be sent to West Lothian Council for consideration and published on the website.

Action (0314/01) – JK

- b. **Clarendon Farm** – JK confirmed that the application was rejected on 5 March.
- c. **Winchburgh & Westfield developments.** JK advised that that the Westfield development (481 houses and 69 flats) has been delayed and it is recognised that the planning permission lapses on 4th August 2015. An action is to be taken by JK to link with David McKinney, Planning & Information Manager, Education Services, to discuss the impact on the proposed new High School in Winchburgh, should the Westfield development not go ahead. FL confirmed that, although there may be some capacity at Linlithgow Academy - there is limited capacity at 1 primary school in Linlithgow and no capacity at the other 4 primaries. Fuller details are included in the report that FL circulated prior to the meeting.

Action 0314/02 – FL to contact David McKinney

- d. **Chapel Lane closure** – JK confirmed that he wrote to WLC re the lack of access via Lowport, as indicated via the original closure notice. He has also been made aware of the closure of a footpath with the Miller development near Sainsburys which has been raised by a member of the public and the Planning & Development group will now make enquiries regarding this.
- e. **Sale of land by West Lothian council in LLBCC area**– JK confirmed that he has written to WLC to express concern that LLBCC has not been consulted regarding this. He has been advised that the land in question is not suitable for development for West Lothian Council Housing and therefore there is no need for consultation with LLBCC. This response raises a further question regarding the engagement with and by WLC. It was agreed that a letter to be sent to WLC – potentially CEO – to pursue the question re the sale of Land and engagement model with LLBCC.

Action 0314/03 – BM/CD/JK to write to WLC with above concerns.

- f. **Cala Homes** – it was confirmed that LA attended the public presentation and it was noted that comments similar to the ones raised at last month’s LLBCC meeting were mentioned at the public meeting – this related to access to the site from the junction of Springfield & Blackness Road. LA to confirm observations to JK and JK to seek confirmation of the feedback that Cala received from the public presentation and to assess if any formal response is required from LLBCC re the plans.

Action 0314/04 – LA to confirm observations to JK and JK to seek confirmation from Cala Homes on feedback from the public from the public meeting.

Action 013/05 – CD advised that he will circulate Planning Forum dates to LLBCC members for awareness.

- g. **Burghmuir A/Wallace Land Appeal** – JK confirmed that a formal response was submitted by LLBCC for this appeal. This completes action 0214/03.
- h. **Listloaning** – action 0114/006 – no further action on this therefore action closed. If any further activity arises this will form part of the Planning & Development’s monthly updates.

- 3. **Health & Social Provision Update** – VT confirmed that she attended the Eating Disorders Conference recently. She is proposing to hold a public consultation in Linlithgow and was seeking guidance/advice from the meeting on next steps. She is keen to obtain information and consult the community on mental health problems, prevention measures and care that is in place. JT recommended that she raise this at the Public Partnership Forum (PPF) meeting on Thursday for feedback.

JT requested that an update be obtained from NHS Lothian & Community Health Partnership on plans for Linlithgow Medical Centre. It was agreed that this would be actioned by the Planning & Development Working Group.

Action 0314/06 – JK to seek update on plans for Linlithgow Medical Centre.

- 4. **Housing & Social Housing Working Group** – IK confirmed that no update for this month as the next meeting is on Friday 28th March – this closes action 0214/04. It was recommended by CD that an invitation to a Local Housing Association eg Westlo be considered at a future LLBCC meeting.
- 5. **Youth & Education** – FL summarised the report submitted prior to this meeting which highlighted the meeting re Business Links with a focus on more vulnerable individuals in terms of work experience. She has also be linking with Dr MacKenzie re Interact and that funding has been obtained from the Rotary Club. An article on this has been submitted for a future edition of the Black Bitch.
- 6. **Communications** - DT confirmed that action 0214/05 has been completed and that regular LLBCC inserts are continuing with the Black Bitch magazines. CD advised that he is linking with Stuart

Ness of BIDs who is progressing a joined up approach for websites with groups across Linlithgow. CD confirmed he is to arrange training for the website and has offered to attend working group meetings to arrange this. As CD will be leaving LLBCC shortly due to his move to England, MV offered to pick up IT responsibilities for LLBCC.

Action 0014/008 – All members to use llbcc.org.uk email addresses. Confirmation is still required from some members so this action will be c/f

7. **Events** – JK advised that BM, JK and Nick Davis met to discuss the organisation for the Remembrance Day Parade in 2014. This completed action 0114/009. Activity is still progressing regarding the charging for torches and therefore action 0214/08 is to be carried forward. TK is on holiday therefore action 0214/01 re Christmas Illuminations is to be carried forward to next meeting.
8. **Office Bearer's and Police Reports:**
 - a. **Chairman** – as Chairman is absent from meeting – no report available.
 - b. **Secretary's report** - AB confirmed that the Secretary's report was circulated in advance of the meeting. AB highlighted 2 points from her report: (1) WLC is seeking feedback on **The Review of the West Lothian Scheme for Community Councils**. AB to source feedback that RS, MV and DT have previously provided that would relate to this new consultation and then circulate to aid a further discussion at the April LLBCC meeting. This would then support the provision of feedback to WLC within the timescale of 15 May. (2) Reminder that WLC is running a training session for Community Council members on 9 April 14. AB confirmed that action 0114/014 has been completed as Alan Brown has been invited to May meeting. AB also advised that she has linked with WLC re Cutting Edge but no response received back as yet. This completes action 0214/06.
Action 0314/07 – AB to link with RS, MV and DT previous feedback and consolidate to support discussion at April LLBCC meeting,
 - c. **Treasurer's Report** – IK advised that his update was circulated prior to the meeting and that action 0214/07 has been completed in that a request has been submitted to close the High Interest Sterling Account. It was noted that funding for next year will be available after submission of the accounts post the AGM in April. Action 0214/10 – DT has completed this review of the Scottish Survey of Community Councils and noted an error in the funding quoted for WLC. AB and IK will continue reviewing this funding and will role this into the Review of the West Lothian Scheme for Community Councils activity,
 - d. **Police** – Peter Robertson and Caroline MacKay were welcomed to their first meeting. PR advised that there have been 22 crimes in the month with the majority relating to driving crimes but with one relating to Bogus Caller Crimes. A national campaign on Bonus Caller Crimes is taking place in April and PR is engaged with groups to raise awareness for vulnerable individuals. He also confirmed that a focus on speeding on Edinburgh Road will commence shortly. A discussion was held on Metal/Lead Thefts and Parking where it was noted that there is no easy solution with the decision taken to remove Traffic Wardens.

Readiness for AGM and future LLBCC meetings.

AB commenced a discussion on readiness for AGB and future approaches to the LLBCC meetings. The following actions were agreed with the aim to free up time for discussion at future meetings

- (1) Attendees at meetings to provide feedback on minutes of meeting in advance of the actual meeting so that discussion time. A deadline for input will be introduced.
- (2) Working Groups to submit a summary in advance of each meeting. This summary should include progress of actions and their initiatives.
Action 0314/008a & b – relates to (1) and (2) above and for all LLBCC members
- (3) A written report would be beneficial from Police Scotland and indications provided by the meeting attendees that updates on crime statistics and any key elements arising

from the statistics, parking, use of Stop and Search and any new and existing initiatives. Caroline MacKay advised Police Scotland are currently assessing the option to have a consistent method of provision of updates to community meetings and will continue discussions with LLBCC on options for updates from Police Scotland.

- (4) AB to link with Councillors, who were not in attendance, to discuss options for their updates at future meetings
Action 0314/08c – AB to link with Councillors re updates.
- (5) With the benefits of updates in advance of the meeting – this should provide time for more detailed discussions on working group activities with the options to have spotlights on individual working group activities at each meetings. AB to provide a calendar plan for LLBCC meetings and agendas for 2014 to include spotlight sessions on working groups as well as spotlight sessions from external parties and will present to LLBCC members for feedback.
- (6) **Action 0314/08d** – AB to present plan for agenda items for 2014 LLBCC meetings.

Readiness for AGM on Tuesday 29 April at 7 pm.

The council agreed that draft updates would be provided by each office bearer and working group to reflect on achievements in last year and plans for this year. Updates should be short and concise (eg maximum half a page of A4) and can be in any format. These would be consolidated for the AGM.

Action 0314/09 – All office bearers and working groups to provide update for AGM to AB by Friday 4 April 2014.

Standard planning for AGM will continue – eg notice in Gazette, website etc. The AGM will commence at 7 pm with the standard April LLBCC meeting commencing at 7.30 pm.

There was no other business and the meeting closed.

Aileen Boyle
Secretary, LLBCC
28 March 2014

Note 1. Diary Dates

The dates of future Community Council meetings for 2014 are:

2014	2014	2014
29 th April – AGM	26 th August	16 th December
27 th May	23 rd September	
24 th June	28 th October	
	25 th November	