



**Minutes of Linlithgow and Linlithgow Bridge Community Council Meeting
on Tuesday 24th November 2015 in the Burgh Halls at 7.30pm.**

Present: Chair Martin Crook (MC), John Kelly (JK), Aileen Boyle (AB), Ian Kelly (IK), Ron Smith (RS), Verena Throp (VT), Gill Fawcitt (GF), Scott Oliver (SO), Councillor Tom Conn (TC), Councillor Tom Kerr (TK), Councillor David Tait (DT), Police Scotland – PC Andrew Murray

Apologies: Lyn Aitken, Mike Vickers (MV), Fiona Low,

No declarations of interest at the start but one potential was discussed under Planning section on next page and one actual declaration of interest under Advent Fayre update.

1. Minutes of previous meeting on 27th October. A correction was noted on page 3 in that 14 people attended the event in October. These were approved and proposed by SO and seconded by RS. It was noted that the actions from October were incorrectly numbered and started with 10/002 instead of 10/001.
2. Actions from previous meetings not covered elsewhere on the agenda

Number	Owner	Action detail	Update at November 15 meeting
06/003	MC	The parking fines at Regent Centre for parking overnight was discussed and it was agreed that MC would write on behalf of the Community Council. Update – MC has actioned this by receiving 2 daytime tickets at the car park but no overnight tickets. He will continue to monitor this and therefore this action will be carried forward	MC advised that he has received reminders but these are being ignored. Situation is being monitored and an update will be provided in November. November update is that debt collection issue has been sent. Action now closed.
05/005	AB	Discussions about the governance of the sub-groups to be carried forward to September meeting. AB to check completion of governance form from all sub-groups and engage where there are any gaps.	Carry forward again to December meeting
08/005	PS	PC Murray to investigate options for signage at the police station	PC Murray advised that sign about how to use the phones is now in place. Action now closed.
08/011	MC	Footpath at Cricket Ground – LA advised that a car had travelled from the car park past the cricket ground into town. There were families in the area and although no one was injured – there is concern about the dangers of this. Options for resolution could include signage and bollards. It was agreed that MC would contact TK about this. September update – MC spoke to TK. He has spoken to a WLC officer and discuss options eg bollards. Police Scotland interested in the outcome. Carry forward to October as TK on holiday	TK to carry this forward and provide an update at November meeting. TK asked to carry forward to December meeting. IK advised that there had been a bollard when the path opened but this had been removed.
09/001	AB	Invite Lorraine Gillies to the November meeting of LLBCC to discuss the Linlithgow Planning Partnership	AB confirmed that Lorraine Gillies is attending the November meeting of LLBCC. Action closed. Update at November meeting – although agreeing to attend November – LG could not make it so action carried forward.
09/002	MC	Contact WLC about any activity on traffic regulation orders or reviews of the High Street	Carry forward to November. Carry forward to December

09/003	MC	Aldi, Sainsburys, McCarthy & Stone, Network Rail or B & M re Advent Fayre support	MC advised that all organisations apart from Network Rail have been contacted. He will chase them up. TK noted that Sainsburys normally provide things in kind rather than cash. Another meeting has been had regarding the Advent Fayre and £1000 has been given by WLC. Further details in the agenda. Carry forward to November. Update provided in November – budget situation has been solved and support has been provided by WLC councillors, which has been gratefully received. There was no engagement with Network Rail but chocolate bars successfully sourced from Sainsbury's.
09/004	MC	Discuss with JK about advent fayre; discuss with Stewart Ness and BIDS about budget	
09/005	AB	Contact Burgh Halls to book rooms from 7pm	VT had advised that drop ins should commence in January 16 rather than Nov 15 therefore AB to carry this action forward. November update – bookings for 2016 commence at 7pm. Action closed.
09/006	IK	Check if £50 available in budget to support Verena's attendance at conference	Carry forward. VT to send info to IK to progress
10/002	AB	Agree date for discussion re WLACC Association.	Agreed to have a focus session at Jan 16 meeting. Action closed.
10/003	AB	National standards of community engagement – LLBCC to consider as an agenda item for another meeting	Agreed to have a focus session at Jan 16 meeting. Action closed.
10/004 10/005	AB	Flowerbed and Nick & Joy Davis: (a) Continuation of the flowerbed maintenance by Nick & Joy. (b) Inclusion on council insurance cover and if this meant only option was Associate membership	John Kelly linked with Lorraine McGrorty who advised that the Public Liability insurance cover will protect the Community Council against claims made as a result of any action/inaction of volunteers acting on their behalf or instruction.. As a consequence no requirement to pursue Associate membership option. JK communicated this outcome to Nick Davies on 3 November 2015. Action closed.
10/006	AB	Advise WLC about Lesley Malone's resignation and David Tait now a Councillor	This was confirmed to Lorraine McGrorty – action closed.

TK discussed the Vennel car park and took an action to check that the old signs had been removed. (**Action 11/01 – TK**) TK also asked who runs the Advent Fayre – is it a separate standalone committee or LLBCC. JK advised that it is a committee with a separate bank account but there is no separate constitution. Governance arrangements to be detailed. TK has offered to be involved (**Action 11/02 – JK**). TK raised a few further questions about the logistics of the Advent Fayre and was invited to attend an Advent Fayre meeting the next morning to clarify everything.

3. Reports from working groups

- **Spotlight on Communications** – SO discussed a previously circulated paper from SO and MV. There was a discussion about the use of Facebook and although some members do not use Facebook – it was acknowledged that the use of Facebook and potentially Twitter in the future could extend the reach to the community of the activities and meetings of LLBCC. Security will be checked before go live with actual postings. DT emphasised that LLBC would need to use new methods to engender engagement. It was noted that for some members of the community the LLBCC website may be the first port of call. It was suggested whether there was an ability to track the number of hits. The decisions made about Communications were:

- i. Notices of meetings to include www.llbcc.org.uk at the bottom and to be reinstating displays in library and public noticeboards in town. SO to link with Stewart Ness about this.
 - ii. Use of Facebook to publicise December meeting and invite new members to LLBCC approved. SO to reach out to LLBCC members for words and DT suggested a rota system for content. (Action **11/03 - SO** for all communication actions)
- **Planning & Development** – JK talked through the previously circulated planning report.
 - Clarendon Farm – 3 month time limit expires in January. There has been a concern about schools but it was mentioned that Lowport doesn't have capacity problems. The reporter's report on the previously dismissed appeal said little about access.
 - Cala – There is an appeal that a decision has not yet been made. It is hoped that Reporter will be available by 15/1/16. JK noted that JK knows the reporter so wanted to discuss a potential conflict of interest. It was discussed that as this is an appeal about non-determination rather than a decision on planning – it was felt that this was not a conflict of interest and JK did not need to step away however this will be monitored in case there does become an issue about a planning decision.
 - Planning Forum – A letter of objection as been submitted and all information is on the website. It was noted that all the information in the library was taken down by WLC on Friday which did not quite give the full 6 weeks to all members of the community. The next stage is that the council can discuss/negotiate with people before submission. Unresolved points will go to the Reporter.
 - Edinburgh Airport – all quiet on this front. JK did request a freedom of interest request. As he was provided with a draft policy dated June it could be perceived that CAA did not have a policy in place when the trials commenced. However, the 2014 policy has been received and demonstrates that the trial may not have complied with this policy.
 - Plan for the Future Exhibition – positive reaction from attendees in favour of the presented ideas. Huge objection to the field by field approach for Linlithgow.

Health & Social Provision – VT advised that the quarterly meeting with Community Councils was held on 23rd November with Jim Forrest, Director of NHS Lothian & Deputy Chief Executive of WLC. New integration Board was there. VT mentioned the concern about possible closure of Children's ward at St John's but advised that she would circulate a full report to LLBCC members. AB raised a concern raised by a member of the community about the lack of support to people in their houses when individuals have left hospital. It is believed that is known that there is a challenge in LLBCC area but there is no challenge in Livingston. One concern raised to AB is that carers are not paid for travel therefore using carers from Livingston is not a viable solution to the lack of resource in LLBCC area. TK will look into this situation re 'in house' care options and challenges (**Action 11/04 - TK**). IK noted that parking for visitors and out patients during the week is a real problem at St John's – the same problem does not exist during the weekend. IK asked what WLC are doing about this (**Action 11/05 - TK**).

Youth Facilities – FL not in attendance so no report. GF advised that she would like to provide an update at a future meeting about the business plan for Kettilstoun. There have been a few surprises from a recent Consultant's report. GF to provide update at December meeting.

Events Working Group – JK discussed his previously circulated paper relating to Remembrance Sunday. He advised that the Reed Band were excellent and proposed a payment of £75. At this point MC advised of a note of interest as his wife is Secretary of Reed Band. RS seconded the proposal. JK advised that volunteers were needed for The Advent Fayre on Saturday. RS, MC, IK to help at points. GF is available but has own stall to support too. JK advised LLBCC that this will be his last Advent Fayre but is happy to continue organising the Remembrance Parade. The Advent Fayre is intensive for 6 weeks from October. It was agreed that a post implementation review of the Advent Fayre would take place in January 2016.

Housing & Social Housing. Nothing has progressed with this apart from recent planning application for Mill Road. There was a discussion about the need to be stringent on commuted sums from developers in lieu of the provision of social housing. It was agreed to subsume the Housing & Social Housing into the Planning & Development working group and extend remit. (**Action 11/06 - JK**). JK recommended that we should address the topic of points systems, people being given houses away from their families who are in other areas of WLC because they reach a high score on the points system. A consideration that the points system could be used on a regional basis within WLC.

Police Scotland – The Kelpies Bar is open this weekend. There were disturbances at OPO and Star & Garter this weekend from people from outside of LLBCC area. There has been no direct feedback in relation to the accident on Manse Rd Bridge. TK asked for an opinion on taking down the priority signs on Manse Rd bridge. However it was discussed that there could be a challenge if an accident occurred after the signs were removed. AM noted that there has been some spillage of diesel on the roundabout near West Port Hotel – this is due to buses overfilling their diesel tanks and then this spills when the bus tilts

Treasurer's Report – IK provided a report at the meeting and discussed the figures. It is noted there is a surplus of £410.

No separate reports from Chair and Secretary.

The meeting closed at 9.17 pm. Aileen Boyle - Secretary - LLBCC