



**Minutes of Linlithgow and Linlithgow Bridge Community Council Meeting
on Tuesday 26th October 2015 in the Burgh Halls at 7.30pm.**

Present: Chair Martin Crook (MC), John Kelly (JK), Aileen Boyle (AB), Lyn Aitken (LA), Ron Smith (RS), Verena Throp (VT), Mike Vickers (MV), Gill Fawcitt (GF), Scott Oliver (SO), Councillor Tom Conn (TC), Councillor Tom Kerr (TK), and one member of the public.

Apologies: Ian Kelly (IK), David Tait (DT), Fiona Low, Police Scotland

No declarations of interest

1. Minutes of previous meeting – these were approved and proposed by SO and seconded by LA.
2. Actions from previous meetings not covered elsewhere on the agenda

Number	Owner	Action detail	Update at October 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
05/006	JK	It was agreed that JK to chase Stewart Ness for the outstanding £350.	JK advised that it has been agreed that the amount will be paid from the Advent Fayre fund to LLBCC. Action 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 to November meeting
08/004	TK	Westfield – it was noted that work may have commenced on the site. TK to check status	TK advised that work has commenced on ground and this means that this will keep the planning application in perpetuity. JK asked if Linlithgow Academy compromised and TK advised that it is. Action closed.
08/005	PS	PC Murray to investigate options for signage at the police station	Carry forward as Police Scotland not at meeting
08/009	MC	Town Management Group – a proposal has been received from WLC to make changes to the operation of the TMG. MC to distribute the consultation document with feedback considerations from LLBCC members to review. September update – it was advised that RS chaired a meeting of appropriate groups and questions to Stuart Ness. Next meeting was scheduled for day after September LLBCC meeting. C/F to Oct mtg.	TMG discussed and debate created. Project tracker has been reformatted. This issue appears to have diminished. TK raised awareness that information options for the Visitor Centre and LYPP may be being discussed. Agreed action could be closed.
08/010	MC	The adhoc meeting that took place in July with LLBCC members had actions which MC circulated. Actions to be progressed from this meeting. September update – AB to link with JK about adding notes to the website	JK circulated the notes and these will now be put onto the website. Action 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
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.
09/002	MC	Contact WLC about any activity on traffic regulation orders or reviews of the High Street	Carry forward to November
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
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
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

JK advised that the latest on the Town Seal is that the Lyon Clerk will forward the draft text within the next few weeks. At this point fees are to be paid and work will commence on the artwork.

3. Reports from working groups

- a. **Planning & Development** – JK talked through the previously circulated planning report and discussed the key items about Clarendon Farm, Cala and the Local Development Plan. There was a discussion raised about the local development plan not including sufficient details about solutions to the current infrastructure challenges eg preferred plan for road layout. Emails have been received by JK from residents that the areas of restraint should be retained because of these challenges. Re Gladman – TK advised that the Reporter's reply raises 3 areas of concern – school, air quality and congestion. The developers will need to decide about access. A member of the public discussed the Preston Farm/Deanburn area concerns about the recent activity by CALA. There are a number of items of concern – great landscape value, protected species which have not been taken into account so far. Further activity is being progressed eg Sonar readings, Transport Scotland input as there could be an additional 120 cars from this development which will cause further problems within LLBCC area. The meeting recommended that individual concerns need to be logged – as opposed to a consolidated view from the 50 concerned residents but a representative should attend the actual meeting where the application is considered by WLC Executives.

JK raised awareness of public exhibitions on 2 November by WLC to discuss the Local

Development Plan and on Tuesday 17th November – a Plan for the Future Exhibition. A questionnaire will be completed on the day and subsequently processed to be included in the Community Council response before the completion of the consultation on the Local Development Plan on 22 November 2015. MC raised concerns about the lack of visibility of these meetings eg Black Bitch magazine. JK advised that the information is on Linlithgow.com. LA advised that information on Linlithgow.com is used for the Black Bitch magazine diary page.

Edinburgh Airport – JK discussed key points from the previously circulated report. JK is monitoring the data processing and is attempting to obtain the measures of success used by Edinburgh Airport..

- b. **Events Working Group** – JK raised a proposal which had been previously circulated to separate the events group into 2 separate groups – Remembrance Sunday Group and Advent Fayre group. This was agreed by the meeting. It was noted that there may be a challenge with the catering and also there was a need for a volunteer to lay the wreath on behalf of LLBCC. Gill Fawcitt offered to undertake this duty. Advent Fayre – there was a discussion about the confusion about the role of WLC and LLBCC relating to the Advent Fayre. The proposed finances were discussed as was the balance of the Advent Fayre account. It was noted that WLC will be contributing £1000 which is a reduced amount from previous years. An invoice has been received for torches which Stuart Ness has passed to LLBCC to be paid. As the invoice is made out to WLC then it was agreed by the committee and TK and TC that WLC should pay this invoice. It was noted that the Burgh Halls cost is already provided at a reduced rate as it is for the community rather than standard commercial costs. WLC will insure the event. JK advised that he would like to have this in writing. At the moment the Advent Fayre is not listed on the WLC website as a public event – unlike the Remembrance Parade. It was agreed that WLC, Stuart Ness and LLBCC will continue with Advent Fayre this year but a decision to be made on next year. More manpower is needed.
- c. **Health & Social Provision** – VT provided an update on the recent event on Eating Disorders. Unfortunately attendance was not as high as expected – only 10 14 people attended. There was no attendance from GPs, the school. VT will provide a written summary of the event. It did provide a platform for some to discuss challenges and also to seek views. There is, however, concern that there is inertia in the community in terms of engagement in mental health problems. It was noted via the questionnaires that there is a need for a support group in the town. Potentially the drop-in idea for LLBCC may help. It was also noted that LLBCC should focus next on social care – in terms of understanding what is currently available and what is needed. VT raised awareness of Patients Public Partnership Forum and Ian Buchanan’s report where it was raised that there are recruitment challenges at St John’s for Eating disorders. VT noted that she is attending a conference on 17 November 2015. She will link with IK and AB about the invoice. LA advised that there is a future meeting on Health & Social Care Partnership.

4. **Reports from Chair, Secretary, Treasurer, Police Scotland** – no updates from Chair, Secretary or Police Scotland. Treasurer was not at the meeting but JK had circulated an updated balance and report on 27th Oct. Current balance is £3310.34 however this includes money that is ring-fenced for Town Seal and other costs that have been previously agreed.
5. **Any other business** – MV raised two points:
 - a. Awareness of a recent report from Lorraine McGrorty about Community Councils where it was stated that (1) the role of the Community Council is to take action (2) Community Council are not part of the council's structure and are independent bodies (3) If Community Councils are interested in setting up an Association - contact Lorraine McGrorty. MV raised the point that it may help LLBCC to influence WLC if there is an Association to co-ordinate views. MV proposed that it is discussed at a future LLBCC meeting to recommend the Association be re-established. It was noted that the Association had access to the Community Planning Partnership and it was mentioned that this could be included in the Lorraine Gillies presentation at the November LLBCC meeting. **Action 10/002 – AB - agree date for discussion re Association.**
 - b. National standards of community engagement – **LLBCC to consider as an agenda item for another meeting. Action 10/003 (AB)**

A further 3 points were raised:

- (1) MC raised awareness of a recent letter inferring potential breach of code of conducts. Although it was confirmed that no breach of code of conduct had arisen, he asked all LLBCC members to ensure they had read and were familiar with the contents of the Community Councillor Code of Conduct.
- (2) Nick Davis has written to LLBCC about the flowerbed that himself and Joy, his wife, maintain on behalf of LLBCC. This was discussed and thanks were given to Nick and Joy for their ongoing support and it was noted that the flowerbed will continue to be supported by LLBCC and LLBCC is very appreciative of Nick and Joy's ongoing support. **AB will confirm this back to Nick Davis (Action 10/004 – AB).** Nick had asked about insurance cover. Currently the option to be included in the Community Council insurance is for members only – therefore an option for discussion is whether an Associate membership for Nick and Joy is an option to enable them to be included in the Community Council cover. **(Action 10/005 - AB/JK to check rules about membership and progress).**
- (3) AB mentioned that Lesley Malone has resigned from LLBCC and now that David Tait is a Councillor – it is believed that he will need to resign as an LLBCC member but will attend meetings as a WLC Councillor. **(Action 10/006 – AB to advise Lorraine McGrorty of these changes).** It was noted that we need to encourage more new joiners to LLBCC. Forthcoming events in November could be an opportunity to promote this.

The meeting closed at 9.12 pm. Aileen Boyle - Secretary - LLBCC