

Dunbar Community Council Ordinary Meeting

Dunbar Town House 21st July 2025

MINUTES

Ref	Item						Action	
1.00	SEDERUNT							
1.01	Present							
	Pippa Swan	DCC Chair	PS	Alasdair Swan	DCC Treasurer	AS		
	George	DCC Vice Chair	GR	Mark James	DCC Member	MJ		
	Robertson							
	Stuart Cameron	DCC Member	SC	Jacquie Bell	DCC Member	JB		
	Neil Houston	DCC Member	NHo	Pam Shields	DCC Member	PSh		
				Ree Rolph	DCC Member	RR		
	Donna Collins	ELC Councillor	DC	Norman Hampshire	DCC Councillor	NH		
	Observers							
	Rev Keith Mills	Dunbar Baptist Church		Mike Shaw	Public			
	Peter McDonagh	Friends of Winterfield		Douglas Urquhart	Public			
	Jo Waddell	Dunbar Trades		Anouska Woods	CWP			
	Wendy Nicolson	Dunbar Trades		Eldon Woods	CWP			
	John Denholm	Public		Jake Duncan	Public			
	<u>Press</u>							
	Cameron Ritchie	EL Courier						
1.02	Apologies							
	Rena Keller	DCC Member	RK	Gill Wilson	DCC Member	GW		
	Lyn Jardine	ELC Councillor	LJ					
1.03	Councillors' Declar							
	JB and NHo for disc	cussion over fundi	ng for C	ommunity Bakery				
2.00	MINUTES OF MEET	ING – 19 th May 2	025					
2.01	Amendments							
	Nil Note: There was no DCC open meeting in June (Awards Night, in lieu)							
	Note. There was no	о исс орен теен	ng ili su	ne (Awarus Nigni, III lle	iu)			
2.02	Adoption – Propos	ed:SC Seconded:I	NHo					
2.03	DCC Action Review							
	With the exception of the undernoted, all DCC action items have been attended to:							
	2.03 <u>Councillor</u>	<u> Biographies</u> – NHo)				NHo	

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2.04	Matters arising - not dealt with under full agenda items.	
	Nil	
2.00	FLC COUNCILLORS' REPORTS	
3.00 3.01	Cllr Norman Hampshire	
3.01	i. Action Update – No action outstanding	
	ii. Report	
	a. <u>Pigeon Waste</u>	
	Scott Hood, Pest Controller, has now rejoined ELC and has been working with officers on this matter. Permanent screens are required beneath bridges and ELC are currently seeking approval from Network Rail to carry out this work. Pigeons in closes continue to be an issue but Scott Hood is aware of these matters and is	
	dealing with same. b. Surface Water Pipeline at Dunbar Business Park	
	The application has been re-advertised as there was a proposed change to the pipe termination arrangement at Ancroft/the Broxburn. PS and DC are meeting with the applicant's team, ELC Planners, ELC Flood engineers and local residents to review this on Thursday 24 th July 2025.	
3.02	Cllr Lyn Jardine (Not in attendance – report as below)	
	i. Action Update	
	a. <u>Effluent Winterfield/John Muir Way</u> - I've continued to engage with officers to see how things were progressing and have asked them to update you directly as there was a delay in works progressing. You have also sought reassurance about the safety of water which is obviously of paramount concern. I'll follow up again when I'm back from leave. Meeting note: ELC's Paul Ianetta has advised that work will start on 4 th August to rectify this drainage issue.	
	b. <u>Motorhome parking - Shore Road.</u> I thought I reported back to the last meeting that Cabinet decided to remove the scheme from Shore Road and I'm aware this was quickly implemented. If there are continued concerns, please advise.	
	c. I've also been working with officers on a couple of issues regarding access to services at Winterfield Golf Club following the change of management arrangements (Café and Restaurant). Obviously there will be some changes but seeking to ensure that everyone is clear on what level of changes the club can implement within the agreements with East Lothian Council.	
	d. Residents in the Tree Scheme have raised significant concerns about the road works/diversions for Pine Street that appear not to have commenced. At the behest of Stuart Cameron, ELC have engaged with contractors to ensure works are carried out as quickly as possible and to reduce the significant inconvenience of residents. Meeting note: NH will ensure that Emergency Services are aware of these road closures as they should be. JB noted issues with traffic abusing the signalling system, driving too fast and parking on pavements. ELC Roads and main contractor to monitor	NH
	e. As you know, I've also been working with Community Council and Enjoy Leisure to support potential plans for the introduction of <u>Changing Places</u> space at <u>Dunbar Leisure Pool.</u> I'm hopeful this can be progressed and provide a very useful additional resource to the town, for residents and visitors alike. On the back of this work, I'm also following up on some of the	

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	challenges with the existing changing places facility at the Bleachingfield and will continue to press for the support and signage to be improved.	
3.03	 Cllr Donna Collins i. Action Update a. HGV at Yosemite Park DC has continued to work with ELC's Morag Haddow and is expecting a final transport plan in w/c 21st July 2025. This is to be signed off with the contractor. Cyclists and pedestrians are continuing to use the U194. ELC will be asked to ensure that signs are put in place. 	DC
3.04	Issues for Councillors a. Dunbar Traffic Management Plan PS updated elected members on their actions since the launch of the ELC/Stantec 'consultation' on Traffic Management Plans in Dunbar on 5 th May. DCC had led their own community consultation and held a public meeting with elected members present on 8th June 2025. There was overwhelming community dismay at the proposals with a powerful message that: 1. There was no parking issue in Dunbar that could not be addressed by proper enforcement of the existing waiting time restrictions on High Street. 2. Parking parking charges would destroy business on High Street and severely impact the lives of residents and users of our leisure facilities. DCC submitted a full response to ELC/Stantec before the deadline of 16 th June and made further submission on 19 th June that captured the final outcomes of the DCC questionnaire. DCC had sent a further letter of objection to ELC following a meeting of all CCs with ELC CEO Laurence Rockey on 18 th June and have now been invited to meet with Laurence Rockey and transport officers on Tuesday 29 th July. Elected members can be in no doubt that Dunbar does not want and does not s support any of the proposed changes. NH confirmed that ELC officers would be presenting their final reports to elected members at meeting in mid-August at which point, members will decide absolutely whether to accept proposals or not. Dunbar will not see the final proposal before elected members consider them and will have no chance to challenge same. DCC are firmly of the view that these proposals are designed to raise revenue and that unless we can come up with a means by which funds can be raised, Dunbar WILL get charges on High Street and adjacent areas. RR has worked on an idea with PS and AS to introduce a county wide 'parking clock' that would be sold for £10 and cover the whole county for a year. RR presented his paper and proposal letters for consideration. ELC officers had suggested that they would be willing to consider this propo	

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		Dunbar Trades and ward CCs for the development of the parking clock idea. It will therefore not be promoted).	
	b.	Community Council Elections 2025 – process + note of DCC Councillor roles to be filled	
		A number of DCC councillors including Pippa and Alasdair Swan will not stand again for election for a further term in the autumn. PS had circulated a schedule reminding DCC and ELC members of just how many tasks and roles individuals filled on the Community Council. There are currently 65 individual projects, administration tasks, community liaison or governance roles, financial management and accounting roles, each one requiring IT skills and intellectual engagement. The current rules simply allow for anybody over the age of 16, who has lived in Dunbar for more than 12 months, to put themselves forward for election. There are no other current standards for applicants, although any CC must comply with	
		the Nolan Principles for people in public life. ELC manage the CC elections and PS asked ELC Members if ELC had plans to ensure that CCs did attract the calibre of candidate that is now required to fulfil all of these tasks. ELC have no such plans.	
		The nomination process opens on 1 st September.	
	C.	Renewables Projects – Infrastructure masterplan dialogue. DCC request DCC remains extremely concerned at the lack of any kind of masterplan for accommodating the needs of the anticipated influx of 1000s of workers over the next 10 years to service the 14 renewables and associated infrastructure projects around Torness and into East Lammermuir. DCC had asked repeatedly for this plan over the past 5 years.	
		NH confirmed that Keith Dingwall was now head of Development at ELC and that he would be the man now to speak to.	
		Post meeting note: PS/AS will meet with Keith Dingwall and Graeme Marsden on Tuesday 29 th July 2025.	
	d.	Common Good Fund – revised process There is currently £4k in Dunbar's Common Good Fund which will lapse next financial year if note drawn down. DC suggested that DCC consider the criteria, which are on the ELC website and contact elected members to discuss any ideas before application. All elected members have a say in the distribution of funds from all Common Good pots in East Lothian.	
	e.	19/01162/NMV5 The proposed changes 19/01162/P/NMV1 and 2, the proposed changes include a revised layout to the proposed 37 units with changes to the house types Hallhill Dunbar East Lothian – NO DETAILS ON PORTAL? NH will ascertain why there are no papers on the site and arrange for this to be corrected.	NH
	f.	Changing Places Toilet (CPT) at Dunbar Leisure Pool – DCC/LJ update. DCC has been pressing for a CPT at Dunbar Leisure Pool for 6 years and it now appears that we may be able to access funding for same. PS thanked both DC and LJ for their support in all discussions with Enjoy Leisure and ELC. Meetings with both over the past two weeks have confirmed a willingness on all parties to	

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	proceed and PS will prepare to make a submission for funding as soon as the						
	application process is opened in August.						
4.00	POLICE REPORT						
4.01	Police Report to DCC The report is circulated confidentially to DCC members in advance of meetings. Prepared by our Community Policing Officer, PC Laura Jackson, it summarises police activity in the past						
	month and identifies policing priorities, agreed at the monthly Community and Police Partnership (CAPP) meetings, which are attended by Chairs of the four CCs in the Ward, or their nominated representatives. Members Stuart Cameron and/or Pam Shields attend for DCC.						
	Report items of note:						
	Call and crime figures are down from May 2025						
	Laura attended Civic Week Fun Day and enjoyed meeting families there.						
	Laura carried out patrols of Dunbar Harbour with the fire safety officer, harbour master and a RNLI member to give youths safety advice when jumping in the						
	water. She will continue to carry out patrols during the good weather and advise youths accordingly.						
	 Bike thefts are always more prevalent during the summer months. Bike Register is a great way to mark bikes. Information can be found at bikeregister.com. Laura is 						
	happy to speak with any bike owners to offer security advice. She can be emailed						
	 via DunbarEastLintonCPT@scotland.police.uk for this to be arranged. Members of the public should use the 101 number to report ASB or make use of 						
	the Police Scotland on line reporting form -						
	https://www.scotland.police.uk/secureforms/c3/						
4.02	CARD (Compressible and Delice Postty eachin)						
4.02	CAPP (Community and Police Partnership) The CAPP meeting took place on 12 th June. ASB was a continuing subject for discussion. The						
	public visits (as above) were welcomed.						
	Next CAPP – 14 th August 2025						
5.00	TREASURER'S REPORT – circulated to members in advance of meeting						
5.01	Dunbar Community Council Finance Report – June 2025						
	General Account: • The bank statement balance at the month end was £131136.96						
	The restricted funds held within the General account at the end of the month were -						
	Community Windpower Fund £ 116,777.00 Local Priorities Fund £ 10,901.00						
	TOTAL RESTRICTED FUNDS £127,678.00						
	The unrestricted funds held within the General account were, at the month end— TOTAL UNRESTRICTED FUNDS £3,458.96						
	TOTAL FUNDS £131,136.96						
	Christmas Lights Account:						
	 The bank balance at the month end stood at £ 13,771.48 A kind £100 donation was received in the month Expenditure in the month was £2,857.14, mainly being materials from Blanchere. 						
	Civic Week Account: The bank balance at the month end was £ 1,254.80 Detailed accounts will be the subject of a review this month.						
	The bank balance at the month end was £ 1,254.80						

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5.02	Local Priority Fund Update						
	Local Priority Grant applications		Review April	Decision Awarded			
	Dunbar Magazine distribution High St Regeneration Room Hire		April	Awarded			
	Committed or under review Local Priorities Fund available	£560					
	Maximum Budget Total	£10,826 £11,386					
	=		:				
	Current year fund	£10,425					
	Brought forward fund	£961 £11,386					
	=	111,380	:				
	Not yet paid	East Beach	sign	£75			
	Local Priorities Fund available	£10,826					
	Not yet paid	£75					
	Per June 25 Finance Report	£10,901					
5.03	Questions/Matters Arising						
3.03	Nil						
5.04	Local Priorities Grants						
	Community Bakery - £500						
	Members agreed to fund a	contribut	tion to	wards a commercial dishwasher for the			
	Community Bakery. All washin	g up is cu	rrently	done by hand.			
	Good Neighbour Gangs – First A						
	£5k to be ringfenced. See item 8.05 below						
6.00	PLANNING + ROADS MATTERS						
0.00	The following applications were		red·				
6.01				der NH Report)			
0.01	Installation of surface water pipe (discussed under NH Report) Land East Of Dunbar Garden Centre Spott Road Dunbar East Lothian						
	Ref. No: 24/01004/P Received: Thu 19 Sep 2024 Validated: Wed 23 Oct 2024 Status:						
	Awaiting decision						
	See note above at 3.01/ii/b						
	333333 42.33.24,, 2						
7.00	LICENSING MATTERS						
7.01	The Rocks – Licence – Major Change Application						
	Following discussion at April's meeting, DCC wrote to object to the application for a major						
	change of licence at the Rocks, concerned that it was trying to be a 'destination bar'.						
	The state of the s						
	The license application has been rescheduled to 26 th June 2025, as the applicant did not						
	properly advertise the application to neighbours.						
	Since then reports were made that The Dasks had been allegedly according authority in						
	Since then, reports were made that The Rocks had been allegedly operating outwith its license provisions. The police and ELC Licensing investigated these allegations, found them						
	to be true and DCC members received copies of the papers to be considered by the Licensing						
	Board.						
	Minutes were not available as o	of 21 st July	but it is	s understood that no license has been issued			
	to the proposed new manager.	•					

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8.00	DCC PROJECT UPDATE	
8.01	Civic week – 14 th June 2025 RK along with GR, AS and NHo were warmly thanked for a hugely successful Civic Week. The event is really complex for a group of volunteers and hundreds of hours were spent on planning, liaising with contributors, advertising, fund-raising, putting up/taking down infrastructure and even litter picking. This fell to just a handful of DCC members.	
	The Royal Court Team and the Civic Week team have given notice that they will not be running this event next year.	
	As Civic Week is a sub-committee of DCC, the new council will have to consider very swiftly how it might celebrate Civic Week, if it does so at all.	
8.02	DCC Awards Night This was held on Monday 16 th June and was warmly received by award winners. PS thanked all DCC members who had taken part on the night.	
8.03	DCC Constitution and Governance Documents – 2025 DCC members have been working for a year to update the Community Council constitution and governance documents, which are 11 years old, to align them with the most recent revision of East Lothian Council's Scheme for Community Councils ('the Scheme') guidance document (2021).	
	The drafts were discussed at an informal meeting on Monday 5 th May, and the final version of the revised papers were circulated to members for consideration before the Ordinary Meeting of 19 th May.	
	The revised Constitution is founded on the wording and headings of the Scheme because the provisions of the scheme will always trump any provisions in a CC constitution, but is worded so as to reflect the workings of DCC.	
	Revised Standing Orders (Appendix 1) set out the basis upon which Community Council Meetings will be held and they now include provision for Informal Meetings and Private Session Meetings, both of which have become part of the way DCC has found it needs to work.	
	In a new Code of Conduct (Appendix 2), DCC members have elected to adopt a simplified form of the previous Code and will require members to abide by the 7 Principles of Public Life (the Nolan Principles), which apply to anyone who works as a public-office holder. The simplified version removes text that gives examples of what might be deemed to qualify as behaviour for a particular Principle, preferring instead, to allow each Community Council the space to measure behaviour as it sees appropriate in respect of each of the 7 Principles.	
	In line with all other CCs in East Lothian, DCC has now set out a Complaints Procedure , which is, unfortunately, now considered an essential addition to the governance papers for CCs. The Scheme allows every CC to 'arrange its own business and proceedings'. ELC officers proposed a procedural document which was carefully considered by DCC members but rejected because it ran to 10 pages + flow chart, and included interventions from third parties and onerous, hugely time consuming 'hurdle jumping.	
	Based on experience, members felt that it was essential that they, as volunteers, should be able to deal with breaches of the Code of Conduct in any way that they, by majority, see fit, in order to continue to function. The DCC Complaints Procedure allows for this, putting	

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	considerable responsibility on the role bearers, and includes the right to sanction a member who breaches the Code of Conduct.	
	DCC members hope and expect that a Community Councillor will ALWAYS abide by the Code of Conduct whilst in office and that the Complaints Procedure will never be used.	
	GR has, as agreed in May, established DCC email addresses for role bearers as well as a cloud based file sharing platform for DCC. (See 8.04)	
	As agreed at our May meeting, PS and AS met with Caroline Rogers and then her successor, Eamon John, along with Stuart Baxter of ELC and Carlo Grilli, ELC's in house solicitor, to review the revised documents.	
	The papers were approved, without change, by Eamon John and Carlo Grilli at this meeting on 11^{th} July.	
	DCC will now post the revised papers on the DCC website and adopt same at the Ordinary Meeting on 18 th August 2025.	GR
	DCC elections take place in October 2025 and ratification of the documents will enable the new group of volunteers to get to concentrate on the important role they play in the community, rather than on time-consuming administration.	
8.04	DCC Document Management GR/AS/PSh/PS have worked together to establish and populate a new file sharing platform for DCC based on Google Drive. A paper was shared with DCC members in July to explain how it worked and all DCC members can now access all DCC papers transferred to that platform.	
8.05	Good Neighbour Gang Project Following the important information session with John Montgomery, Dunbar's only First Responder, at our meeting in April, Pam Shields, DCC's Community Resilience Lead, presented a proposal for the establishment of Good Neighbour Gangs.	
	Only 6 in a 100 people in our area survive a cardiac arrest. Although there are a large number of defibrillators in Dunbar there is a reluctance to use same. Addressing this issue is seen as a priority for the Good Neighbour project.	
	In the first instance, PSh will invite interest from residents in Dunbar in becoming a first aider and in the use of a defibrillator. It is possible that volunteers might also be interested in joining the GoodSam network. https://www.goodsamapp.org	
	Pam's hope is that groups will form around this initiative and develop their own ambitions for being good neighbours to one another.	
	DCC members applauded Pam for her work and agreed to ringfence £5k to pay for first aid training for volunteers.	AS
	SC offered to assist PSh with this project.	
9.00	DCC + COMMUNITY PROJECTS/GROUPS - UPDATE	
9.01	Dunbar and West Barns Local Place Plan The Place Plan has been submitted and registered.	
9.02	Dunbar + East Linton Area Partnership (DELAP) – Area Plan	

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	The Area Plan has been signed off by DELAP members and a copy will be sent to ELC for review, which may now not take place until September due to their staff shortages. DELAP will use the plan as the basis for their work going forward				
9.03	Conservation Area Regeneration Scheme – CARS				
	 Members to note Community Heritage Grant Scheme for community projects that promote community engagement in a heritage project. Dunbar Harbour Trust's, Dunbar Pearl project has made an application for funds to help restore a clinker built fishing boat. https://dunbarharbourtrust.co.uk/project-pearl/ Up to £2k per person is available for traditional skills training. Contact CARS https://www.facebook.com/p/Dunbar-Conservation-Area-Regeneration-Scheme-100090129635463/?locale=en_GB 				
9.04	ELC Placemaking Consultation – Future use of Dunbar Town House + Bleachingfield RR was thanked for taking the initiative to start conversations with community stakeholders about the future use Dunbar Town House. He will report back in due course.				
9.05	Dunbar High Street Furniture DTA are leading an initiative to propose new street furniture and planting areas on High Street. The plans will include bike parking. DTA are waiting to hear back from ELC Landscape Architect who promised input two months ago.				
10.00	OPEN CONSULTATIONS – to note				
10.01	ELC CONSULTATION HUB – lists all currently open consultations in East Lothian.				
	Consultation on East Lothian Open Space Strategy Refresh 2025				
	Carers Strategy Survey				
	Shaping our Future 2025/26				
	East Lothian Council draft Gaelic Language Plan				
10.02	East Lothian Coastal Change Adaptation Plan (CCAP) - Call for Information (Phase 1)				
	Message from ELC = Ian Chalmers – Team Manager – Structures and Flooding				
	East Lothian Council are developing a Coastal Change Adaptation Plan (CCAP) to identify the risks associated with coastal change and to create a long-term plan for adapting and managing our coastline. Phase 1 of the project is currently ongoing; this includes data collation and developing a greater understanding of the risks along our coastline.				
	We are reaching out to the public to gather local knowledge and first-hand experiences from residents like you. Your insights on the risks and impacts of coastal erosion, flooding, sea level rise, and other natural processes in your coastal communities will help us develop our knowledge of current risks and to ultimately shape the long-term adaptation plan. We welcome you to get involved and share any stories, information or photographs with us.	RR			
	How You Can Get Involved:				
	Email us: flooding@eastlothian.gov.uk				
	Fill out our online form: East Lothian Consultation Hub at https://eastlothianconsultations.co.uk/infrastructure/ccap-call-for-evidence/				

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	Add your story to the map: Climate Ready South East Scotland Story Map at https://climatereadyses.commonplace.is/en-GB/map/climate-ready-south-east-			
	scotland-story-map			
	 Write to us: Flooding Team, East Lothian Council, Penston House, Macmerry, East Lothian, EH33 1EX 			
	We're collecting information from today until 2 September 2025, and your contribution will be invaluable to the project team.			
	Community knowledge and engagement will be an essential pillar of the project and during the second stage of the Plan's development in 2026, we will be hosting public events, where you can engage directly with the team and discuss potential actions.			
	We look forward to working together to understand and plan for a resilient future for our coastline, one which adapts to the climate risks we are facing.			
11.00	AOB			
11.01	Nil			
12.00	NEXT MEETINGS			
12.01	DCC Informal Meeting			
	None in August			
12.02	DCC Ordinary Meeting – Monday 18 th August 2025			
	7pm Town House			
	Adoption of revised Governance Papers for Dunbar Community Council (Ref Item 8.03)			

PS/PSh/