DUNBAR
COMMUNITY
COUNCIL

Dunbar Community Council Ordinary Meeting
Dunbar Town House
18th August 2025

Guest Presentation – Grahame Clarke – Community Alcohol Partnership (CAP)
At the invitation of Pam Shields, Graham Clark of the Community Alcohol Partnership was welcomed to the meeting to tell the group about the initiative and to explain how CAP can work with communities.

CAP exists to reduce alcohol harm in local communities from drinking by young people under 25, with a particular emphasis on preventing underage drinking. CAP was piloted by the Retail of Alcohol Standards Group (RASG) in 2007. The model and evaluation framework has since been extensively tested with the result that CAP is now considered one of the most effective ways of tackling localised underage drinking.

CAP's mission is achieved via a partnership approach embracing **Education** (for school aged children and those up to the age of 25), **Engagement** (of the local community), **Entertainment** (appropriate positive activity for young people aged under 18), **Enforcement** (linked to Challenge 25 policy and preventing proxy purchase) and **Evaluation** (of CAP projects). All partnerships are planned for lasting and sustainable change.

All action plans are based on three key pillars namely:

- ✓ Provision of Positive Activities
- ✓ Alcohol Education
- ✓ Responsible Retail Strategies

CAP encourages local partnerships to assess leisure activities for young people in their area, to talk to them about what they would like to do and look at ways to increase choice and accessibility. Most CAPs work closely with existing leisure and sports facilities, using youth clubs, youth buses and local cafés to provide opportunities for young people to drop in and meet in a supervised, safe environment. As well as enhancing their confidence, health and wellbeing, these activities are also an excellent opportunity to deliver alcohol education in an informal setting. CAP believes that engaging young people in meaningful and enjoyable activities in the company of a positive peer group is an important step in addressing underage drinking and anti-social behaviour. CAP is able to offer grant funding to increase the positive activities available to young people – and often, just a little support can go a long way.

Education is key to raising awareness about the impact of underage alcohol consumption on health and society and the laws relating to children and young people and alcohol. CAP aims to educate and inform three target groups: retailers/licensees, children and young people, and adults.

Responsible retail strategies are an integral part of the CAP approach. CAPs work closely with alcohol retailers, providing support, training and publicity materials and helping them build positive relationships with local police, trading standards and licensing officers so that together they are doing everything possible to prevent underage and proxy sales.

CAP works with communities at no cost and with tailor made solutions to suit each community, large or small.

After discussion, PS thanked Grahame most sincerely for his presentation and DCC undertook to continue a discussion with the police and schools to see if an East of East Lothian CAP group might be viable.

MINUTES of ORDINARY MEETING

Ref	Item	Action
1.00	**SEDERUNT**	
1.01	**Present** Pippa Swan – DCC Chair – PS George Robertson – DCC Vice Chair – GR Stuart Cameron – DCC Member – SC Rena Keller – DCC Member – RK Lyn Jardine – ELC Councillor – LJ Donna Collins – ELC Councillor – DC Alasdair Swan – DCC Treasurer – AS Mark James – DCC Member – MJ Jacquie Bell – DCC Member – JB Pam Shields – DCC Member – PSh Norman Hampshire – DCC Councillor – NH Observers Rev Keith Mills – Dunbar Baptist Church Peter McDonagh – Friends of Winterfield Douglas Urquhart – Public PC Laura Jackson – Police PC Diane Bath – Police Press Cameron Ritchie – EL Courier	
1.02	**Apologies** Neil Houston – DCC Member – NHo Gill Wilson – DCC Member – GW Ree Rolph – DCC Member – RR	
1.03	**Councillors' Declarations of Interest** Nil	
2.00	**MINUTES OF MEETING – 21st July 2025**	
2.01	**Amendments** JB proposed several amendments. A majority felt that the minutes properly reflected the key points of the meeting and the final version was adopted.	
2.02	**Adoption –** Proposed:GR Seconded:MJ	
2.03	**DCC Action Review** With the exception of the undernoted, all DCC action items have been attended to: Nil	
2.04	**Matters arising -** not dealt with under full agenda items. Proposed Traffic Management Plan – Update circulated. Agreed that notes would be appended to minutes. Waste Water Upgrade **–** SW update report circulated. JB expressed frustration at the ongoing traffic safety issues around the works at Summerfield Road and the Tree Scheme and the lack of response from ELC officers. It was noted that the matters had already been raised with the police, contractors and ELC and that officers were aware and acting appropriately. After discussion, JB was invited to seek support from her neighbours for any safety change proposals and to forward them to PS for onward transmission to ELC officer, Tom Reid.	**PS** **JB**
3.00	***ELC COUNCILLORS' REPORTS***	
3.01	**Cllr Norman Hampshire** **i. Action Update** – No action outstanding	

Ref	Item	Action
	ii. **Report** a. Audit Scotland Best Value Audit The audit report found that East Lothian Council must make significant progress in changing how it delivers public services as it addresses significant demographic challenges with rapidly expanding younger and older populations. ELC are now focusing hard to deliver the recommendations of the report which should see greater efficiencies and overall better value for Council Tax Payers. The main report can be found on the attached link. https://audit.scot/uploads/2025-06/bv_250626_east_lothian_council.pdf	
3.02	**Cllr Lyn Jardine** (Not in attendance – report as below) i. **Action Update** a. Effluent Winterfield/John Muir Way – Work commenced on the effluent leak on 4th August, as planned.	
3.03	**Cllr Donna Collins** **i. Action Update** a. HGV at Yosemite Park DC has still to receive a final transport plan from ELC's Morag Haddow. Members expressed dismay at this continued lack of action on the part of the officer. DC undertook to press urgently for the plan. Motorists, cyclists and pedestrians are continuing to use the U194 despite a road closure. The new pumptrack is a particular draw. ELC will be asked to ensure that signs are put in place and the road closure enforced.	**DC** **DC**
3.04	**Issues for Councillors** a. Park and Ride Facility – Oxwells Mains Development (ref correspondence) DCC has been in correspondence with agents for the Oxwell Mains Converter Station project who will shortly lodge a planning application for a 230 vehicle Park and Ride facility adjacent to the recycling centre. 5+ coaches will travel from there to the Oxwell Mains site morning and night with shuttle buses in between. The chosen route out, will be via Spott Road and the A1. The chosen inbound route will be via the A1087 from Broxburn, then Queen's Road before turning in to Spott Road to return to the park. DCC stated that they felt that this latter leg would cause considerable disruption to the residents of Queen's Road. ELC Members were advised to expect considerable resistance to the traffic proposals from residents. **NH confirmed that ELC will not install traffic lights at Dunmuir Hotel junction nor seek to impose road restrictions as part of this traffic plan.** b. Changing Places Toilet – ELC financial support PS was delighted to report that government funding for Changing Places Toilets has now opened for applications and DCC will push forward now with the plan to see a CPT installed at Dunbar Leisure Pool. This plan has been on the burner for 7 years, with DCC working with Enjoy Leisure, ELC and key stakeholders. LJ has been a supporter of the project from the outset and DC has, since her election as councillor, actively engaged with the plans. Both have suggested that there may be funding available to address any development cost shortfall, currently estimated at some £25k. DC/LJ and PS will arrange to meet to discuss this.	**PS**

Ref	Item	Action
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:** • ASB for the summer has been primarily at Llin Rocks in East Linton so there are no local concerns to report. • Police will endeavour to carry out speed checks over the next few months, paying particular attention to school drop off/pick up times. • Vandalism at Lauderdale Park was raised as a priority at the last CAPP. Patrols will be carried out when possible • 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	**CAPP** (Community and Police Partnership) The CAPP meeting took place on 14th August. The pump track has proved to be a great success with large numbers of young people enjoying the new facility, without incident. The Space have recruited a new Youth Worker, who will be on hand for the track users. The Book Barn was vandalised again over the weekend of 9 – 12th August. A discussion is to be had with the Wishing Tree to see if CCTV cameras might be installed. SC will liaise with DGS to see if it might be possible to set up a youth team, perhaps volunteers on the DofE programme, who might adopt the Barn. It is hoped that this DGS 'ownership' might help to deter the vandals who are anticipated to be aged between 13 and 17. Next CAPP – 9th October 2025	**SC**
5.00	**TREASURER'S REPORT** – *circulated to members in advance of meeting*	
5.01	**Dunbar Community Council** **Finance Report – July 2025** **General Account:** • The bank statement balance at the month end was **£122,735.42** • The restricted funds held within the General account at the end of the month were - Community Windpower Fund £ 107,843.67 Local Priorities Fund £ 10,401.00 **TOTAL RESTRICTED FUNDS** £118,244.67 • The unrestricted funds held within the General account were, at the month end– **TOTAL UNRESTRICTED FUNDS** £4,490.75 **TOTAL FUNDS** £122,735.42 Grants were paid during the month to – o Dunbar Sea Cadets £5,000 o Dunbar Music Festival £3,000 o Big Picnics £ 933 o Dunbar Community Bakery £ 500 **Christmas Lights Account:** • The bank balance at the month end stood at **£ 13,767.23** • It was a quiet month for the team, the only expense being thev£4.25 bank charge. **Civic Week Account:** • The bank balance at the month end was **£ 525.60** • The month's expense included payment for the website • The future of Civic Week remains on the agenda. **Dunbar against Litter Account:** • The bank balance at the month end was **£ 2,363.87** • New equipment is now held by BeGreen – cost £176.87	

Ref	Item	Action
5.02	**Local Priority Fund Update** **Local Priority Grant applications** | **Amount** | **Review** | **Decision** Dunbar Magazine distribution | 370 | April | Awarded High St Regeneration Room Hire | 190 | April | Awarded Dunbar Community Bakery | 500 | July | Awarded **Committed or under review** £1,060 *Local Priorities Fund available* £10,326 **Maximum Budget Total** **£11,386** Current year fund £10,425 Brought forward fund £961 £11,386 **Not yet paid** **East Beach sign** £75 *Local Priorities Fund available* £10,326 **Not yet paid** £75 Per July 25 Finance Report £10,401	
5.03	**Questions/Matters Arising** a. £28k is available for small grants and applications are invited for sums up to £2,500 b. Civic Week generated a loss this year. c. A bin has been purchased for Newtonlees out of the Dunbar Against Litter fund	
5.04	**Local Priorities Grants** Nil	
6.00	**PLANNING + ROADS MATTERS** The following applications were considered:	
6.01	**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 A meeting held on site on 24th July between residents, DCC representatives, developer representative, developer consultant engineer, ELC Flood Engineer, ELC Planning lead and Donna Collins determined that the revised pipe line proposal was not technically possible. It is now anticipated that the developers will come forward with a different solution for the pipe line terminal.	
6.02	**25/00083/AMM: Approval of matters specified in condition 2 of planning permission in principle 22/00852/PPM, Land Adjacent to Dunbar Landfill Sit**e, Oxwell Mains, Dunbar **(Converter Station)** To note only: *Reserved matters to be considered by planning committee on 19th August*	
6.03	**00545/P | Erection of workshop and storage building ancillary to residential house | 7 Countess Road Dunbar East Lothian EH42 1DT** Whilst members felt that this workshop was an unusual intervention in the residential area, it is essentially no larger than a single garage. It was felt that if no neighbour objected, DCC would not make comment.	

Ref	Item	Action
	25/00849/LBC | Alterations to building and installation of signage | 61 And 65 High Street Dunbar East Lothian EH42 1EW (Shop Front upgrade – Graze/Sue Ryder) This matter was noted as the first of the shopfront upgrade projects funded by the Conservation Area Regeneration Scheme. (CARS)	
7.00	**LICENSING MATTERS**	
7.01	Nil	
8.00	**DCC PROJECT UPDATE**	
8.01	**DCC Constitution and Governance Documents – 2025 – ADOPTION** *(Background statement from the Minutes of DCC Meeting 21st July 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 5th May, and the final version of the revised papers were circulated to members for consideration before the Ordinary Meeting of 19th 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 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.	

Ref	Item	Action
	GR has, as agreed in May, established DCC email addresses for role bearers as well as a cloud based file sharing platform for DCC. 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 11th July. As agreed at the meeting of 21st July, DCC posted the final draft papers on the DCC website. As agreed at the DCC meeting of 21st July 2025, the new governance documents were presented to DCC members for approval and signature at the meeting. Documents were approved with the exception of JB. JB expressed the view that there could be challenges under equalities legislation regarding a suggestion in the constitution that community councillors should be comfortable with the use of digital formats in order to fully engage with CC business. She also had concerns about closed meetings and the recording of discussions. She felt that Dunbar CC should adopt the AELCC Complaints and Disciplinary Procedure. No other members present agreed with her on any point. Jacquie was reminded that we had all been through every one of the points she raised, in detail, over the past months, considering all options, and making adjustments as appropriate to develop governance documents that were simple to follow. Following full scrutiny by ELC senior officers, including their legal team, a final version of all governance documents was agreed with them, agreed by DCC members and signed off by DCC members in July. **The documents were formally adopted and signed** by 1. Pippa Swan – Chair 2. George Robertson – Member 3. Stuart Cameron – Member	
8.02	**DCC/ELC Community Council Elections** In anticipation of the upcoming elections, PS had invited DCC members to let her know if they intended to stand for election as a Community Councillor for a further 4 year term. It is now known that 7 councillors will stand down this September. JB, SC and RR intend to stand again and MJ remains undecided. The Community Council has a full complement of 12 members but can be constituted with just 6 members. Given the wide range of work that those retiring from the Council currently do, it is important that the CC does all that it can in the coming 3 weeks to promote the CC and to encourage Dunbar residents over the age of 18, to come forward if the CC is not to stall. PS will write an appropriate first article for the Courier and all members were asked to consider what actions might be taken locally to promote the Community Council as a volunteer group. Those members standing down will meet on Wednesday 20th August to discuss how best to compile the information that new incumbents will need to take over their roles, should this be the wish of a new Council. Nominations for election to Community Council open on 1st September and close on 18th September at 4pm. If more than 12 nominations are received, a poll will take place on 9th October 2025 with a count on 10th October 2025. All elected councillors should attend the DCC meeting on 20th October. Election procedure can be found on the ELC website:	

Ref	Item	Action
	https://www.eastlothian.gov.uk/info/210600/elections_and_voting/11921/community_council_elections DCC must nominate a person to call the roll on 20th October 2025 and to preside over the election of office bearers: Chair, Vice-Chair, Secretary, Treasurer. After discussion it was agreed that ELC elected members would be approached.	**PS**
8.03	**Good Neighbour Gang Project** PSh has canvassed support for the Good Neighbour Gangs and had 7 positive responses. An initial meeting will be held on Wednesday 27th August at 6pm in Dunbar Town House. The Council Chamber will be booked and PSh/SC will arrange refreshments.	**PS/ PSh/ SC**
8.04	**Dunbar Civic Week and Royal Court** The Civic Week team including the Royal Court team have all confirmed that they will not be volunteering again in 2026 to deliver this week of events. RK reported that there had been really poor uptake and engagement this year from the schools, the pupils and the parents. Dunbar Trades had been approached to join in the "Glimmer" theme but no shops had come forward. The Parade and Fun Day were a great successs but all the work was led and delivered by a very DCC group of septuagenarians and octagenarians. GR felt very strongly that the event only had a future if children and their parents now took up the challenge. The success of other galas in East Lothian shows that these can be big, exciting events but it needs the town and its young people to want it, in some form or another. RK, the Civic Week Chair, will convene a debriefing meeting on 21st August and will report to DCC in September.	
9.00	**DCC + COMMUNITY PROJECTS/GROUPS - UPDATE**	
9.01	**Dunbar + East Linton Area Partnership (DELAP) – Area Plan** AS has now met with the East Lothian Partnership Governance Group who warmly welcomed the DELAP Area Plan. They asked that DELAP carry out an assessment to the risks of delivery and AS will now do this.	
9.02	**Dunbar in Bloom _ New Chairperson sought** Sarah Turnill has advised DCC that she is standing down as Chair of Dunbar in Bloom and has asked for support to find a replacement. Members were invited to publicise this and to ask that anybody interested in leading this group email their details to: dunbarinbloom@gmail.com The DiB facebook page is https://www.facebook.com/profile.php?id=100067091850754 DCC will write to Sarah to thank her for all that she has done for DiB and for Dunbar.	**PS**
9.03	**Conservation Area Regeneration Scheme – CARS** Members to note a) Community Heritage Grant Scheme for community projects that promote community engagement in a heritage project is still live. b) 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**	

Ref	Item	Action
	RR has started conversations with community stakeholders about the future use Dunbar Town House. He will report back in due course.	
10.00	**OPEN CONSULTATIONS –** to note	
10.01	ELC CONSULTATION HUB – *lists all currently open consultations in East Lothian.* **Call for Evidence - Coastal Change Adaptation Plan (CCAP) – September 2nd deadline.** Dunbar Shore and Harbour Neighbourhood Group, which has been monitoring and helping to manage the East Beach since 2012, will make a submission in report form. **Short-term Let licensing policy review – 12th September deadline** **St Margaret's House - proposed new lease agreement – 19th September deadline**	
11.00	**AOB**	
11.01	**Alfred Turnbull Close** DCC has had an email exchange with Faringdon Town Council following an approach made by Herbert Coutts in 2019 identifying one of their residents, noted surgeon, Alfred Turnbull, as a missing name on Dunbar's war memorial. Faringdon Town Council expressed their gratitude to Herbert for the correspondence and will now name a new road after Alfred Turnbull – Alfred Turnbull Close.	
11.02	**Community Rail Partnership** JB has new, printed Line Guides that she will distribute around the ward.	
11.03	**Valencia Landfill Site – Public Meeting** AS thanked GR for his concise report on a public update meeting held last week in the Town House with Valencia's agent. Only AS, GR and two residents from East Lammermuir attended. It was noted that there are no plans to import any more landfill material but lorries will now start to import topsoil to cover the site in a designed and managed way. (It was noted that planning consent was still outstanding for this work). AS noted that the site will have to be managed for a further 35 years and as this will incur cost and there is a grid connection on site Dunbar should brace itself for an application for a solar farm or battery storage facility on the site as a cash generator for the owners.	
11.04	**Thanks to EDF** AS wished to record his thanks to EDF Energy who had volunteered electricians to install 5 new First Responder defibrillators, at no cost to the project.	
11.05	**Belhaven Garden Community Asset Transfer Update** MJ reported that NHS had visited the site and were impressed by all that was being done there. It now seems that no decision will be made until 2026 on any CAT.	
12.00	**NEXT MEETINGS**	
12.01	**DCC Informal Meeting** None in September	
12.02	**DCC Ordinary Meeting** Monday 15th September 2025, 7pm – Dunbar Town House – FINAL MEETING FOR CURRENT DCC	

PS/PSh/