



Community Council AGM + Open Meeting

MINUTES

Monday 20th October 2025

7pm Council Chambers, Town House, Dunbar

Ref	Item	Action				
1.00	Introduction					
1.01	Opening Comments Councillor Donna Collins chaired the meeting at the request of the outgoing Chair, Pippa Swan. She opened the meeting with a thank you to the previous members of the council and a welcome to all present.					
1.02	SEDERUNT					
	Present Kirsten Harper DCC Member KH Hannah Renton DCC Member HR Laura Smith DCC Member LS Stuart Cameron DCC Member SC Ree Rolph DCC Member RR Jacquie Bell DCC Member JB Alex Coull DCC Member AC Catherine Acton DCC Member CA Bev Anderson DCC Member BA Bea Taylor DCC Member BT Gayle Bell DCC Member GB John Robertson DCC Member JR Donna Collins ELC Councillor DC Norman Hampshire ELC Councillor NH Observers Jean Urquhart Public Douglas Urquhart Public Rev Keith Mills Public Peter McDonagh Public Press Cameron Ritchie EL Courier					
1.02	Apologies Lyn Jardine ELC Councillor LJ					

2.00	AGM 2025 – Chaired by Councillor Donna Collins	
2.01	Election of Office Bearers 2025 – 26 1. Introduction and explanation of process – Donna Collins – those who wished to stand for the roles should raise their hands. Those individuals who put themselves forward would need proposed and seconded by other members. In	

	<p>the event that more than one person nominating themselves there was to be a vote.</p> <ol style="list-style-type: none"> 2. Election of office bearers <ol style="list-style-type: none"> a) Chair – nominated: KH – proposer HR, seconder JR b) Vice Chair – both SC and JB nominated themselves (SC – proposer LS, seconder JR; JB – proposer CA, seconder RR). A vote by way of a show of hands was cast and SC obtained the most votes c) Treasurer – nominated: HR – proposer SC, seconder KH d) Secretary - nominated: LS – proposer BT, seconder GB 	
2.02	<p>Community Liaison</p> <p>Schedules of Roles and Responsibilities was discussed and the following roles were decided:</p> <p><i>Governance and Comms</i></p> <p>Grant Application Lead – BA</p> <p>Website – GB</p> <p>Facebook (Social Media) – GB</p> <p>Town House Noticeboard – RR</p> <p><i>Community Roles</i></p> <p>Community Resilience – Lead – AC</p> <p>Community Resilience – Deputy – KH</p> <p>Assoc. of East Lothian CCs – KH (Rep); SC (Sub)</p> <p>Dunbar and East Linton Partnership – Reps – JB and BT; Subs – RR. One more sub to be decided</p> <p>CAPP – SC</p> <p>Tarmac Liaison – JR</p> <p>Torness Liaison – RR</p> <p>Valencia Liaison – JB</p> <p>Viridor Energy Recovery Facility (ERF) – JB</p> <p>John Muir Country Park Advisory Group – JR</p> <p>John Muir Birthplace Trustee – RR (voted in)</p> <p>DCC/ELC Planning Link – JB and AC</p> <p>Hallhill Sports Centre – LS</p> <p>Bleachingfield – CA</p> <p>CARS Project – Rep – JB – still needs rep/support</p> <p><i>Annual Projects</i></p> <p>Dunbar Community Benefit Fund – BA and GB for advertising, receipt and processing applications and processing awards; LS – reports to grantor</p> <p>Christmas Lights – liaison CA</p> <p><i>Civic Week</i></p> <p>Sub Committee of DCC – to be led by GB</p> <p><i>DCC Awards</i></p> <p>Advertising; Receipt and processing of nominations; Awards process; Designing and writing all citations; Framing and trophy prep; Event and receipt planning and delivery – roled forward to next meeting</p> <p><i>Parking Management Plan Proposals</i> – to be discussed at next meeting</p> <p><i>Dunbar Book Barn</i> – SC</p>	<p>*</p> <p>*</p> <p>*</p>

	<p><i>Good Neighbour Gangs – SC</i></p> <p><i>Changing Places Toilet</i> – to be kept on by Pippa Swan</p> <p><i>Energy</i> - Ree</p>	
	<p>Handover of Management Folder and Governance Papers</p> <ol style="list-style-type: none"> 1. Copy of Governance Documents for every DCC member 2. Red Management Folder + ancillary items passed to new DCC Chair <p>Note: Retiring Office Bearers have all agreed to assist with transition to the new team. Meeting to be arranged by new team to cover:</p> <ul style="list-style-type: none"> • Google drive (shared file base) • DCC Finance • DCC Website and Facebook Page • DCC Noticeboard • AOB 	
2.05	Any Other AGM Business	
2.06	AGM Chair – Closing Remarks	
2.07		
2.08		

DCC ORDINARY MEETING – Chaired by Councillor Donna Collins

3.00	DECLARATIONS OF INTEREST	
3.01	Call for Councillors declaring an interest in matters to be discussed:	
4.00	MINUTES OF LAST MEETING – September 15th 2025 – postponed	*
4.01	Amendments -	
4.02	Adoption - • Proposed - • Seconded -	
4.03	DCC Action Review With the exception of the undernoted, all action items had been attended to or had been overtaken by events 2.03 DGS/Book Barn Team Proposal – SC has met with DGS. Book Barn now closed for the winter	
4.04	Matters carried forward for possible consideration by newly formed DCC – carried forward 11.01 Outgoing DCC members asked that a note be made of important projects on which progress is still to be made by the Community Council, as community leaders, and it is hoped that the new team will pick these up during their first term: • Dangerous and aggressive use of pavements and shared cycleways by users of bikes, e-scooters and mobility scooters both in town and on many roads including Queen's Road and Kellie Road has created a real safety issues for pedestrians. Clear signage and education would help to start with.	SC

	<ul style="list-style-type: none"> • Growing disregard for 20mph speed limit on all town roads, especially Queen's Road, Belhaven Road and Countess Road. • Dangerous state of Queen's Road wall. DCC has previously accepted that a full wall repair is probably now not possible a full rebuild would be required, at great expense. Members have previously approved the idea of replacing the wall with railings, thereby marginally widening the pathway between Bowmont Terrace and the Hillside Hotel. • Increased danger to pedestrians of buses/coaches turning left from Queen's Road into Spott Road. This issue will have particular significance when/if planning consent is granted for a park and ride for the converter station at Eastern Green Link 1 (EGL1) at Oxwell Mains. • Urgency of need to create a pedestrian/active travel link through the Coalyards at Dunbar Station, which would massively improve the attraction of walking/cycling to/from the station from the homes to the east of the town. • Creation of external access door to the disabled WC at the Wishing Tree café so that the WC can be used when the café is closed. Detailed negotiation required with the café tenant, Bev Anderson to ensure that any plans do not impact her business. 	SC
5.00	ELC COUNCILLOR REPORTS	
5.01	<p>Cllr Norman Hampshire -</p> <p>1. Action Update and Matters Arising</p> <p>NH introduced himself and explained that the finances of ELC are very tight. There are going to be some tough decisions ahead and some services will be affected although which services is not yet clear.</p> <p>There is a development plan for another 1000 houses for East Lothian but ELC have pushed back on this and requested only 650 as the infrastructure can simply not keep up with the request. ELC do not have the money to support this.</p> <p>Desperate need to balance the budget and ELC has some significant challenges ahead.</p> <p>3.04.c Condition of Hallhill Sports Centre – response to letter from member of the public, critical of facilities overall</p> <p>NH explained that Hallhill runs 52 weeks a year. The building is 25 years old and has some extensive repairs required. They are looking at a new heating system with Business Scotland – Gas bill is currently £40Kpa and electricity is £60Kpa.</p> <p>2. Report</p>	
5.02	<p>Cllr Lynn Jardine – carried over as absent</p> <p>1. Action Update and Matters Arising</p> <p>3.04.a - <u>Water Quality Notification Process</u> – LJ to have raised with Policy and Performance Committee</p> <p>3.04.b – <u>Seagull nuisance at Ashfield</u> and environs (as per letter from member of the public)</p> <p>2. Report</p>	
5.03	<p>Cllr Donna Collins</p> <p>1. Action Update and Matters Arising</p> <p>a.<u>HGV nuisance at Yosemite Park</u></p> <p>Traffic management is now in place for lorries and trucks to use Beveridge Row instead of Yosemite Park</p> <p>b. update on parking charges</p>	

	<p>The ELC meeting to discuss the charges has been postponed from October to December</p> <p>2. Report</p>	
5.04	<p>Questions/Concerns to Councillors <i>None notified in advance of agenda</i></p>	
6.00	TREASURER'S REPORT – Circulated in advance, with agenda	
6.01	<p>Matters arising/questions Office Bearers will become the new signatories</p>	
6.02	<p>Local Priorities Fund Applications <i>Nil</i></p> <p><i>(But note: Funding request from Community Benefit Fund – to be discussed in private session following conclusion of Ordinary Meeting OR, at the discretion of the Chair, at a separately convened meeting)</i></p>	
7.00	POLICE REPORT- Circulated in advance, with agenda	
7.01	<p><u>Comments/Questions for CAPP</u> Concern for lights and reflectors on bikes – SC informed DCC that DGS is holding assemblies covering this matter. SC and LJ are trying to find funding for lights and padlocks Request for patrols at Winterfield GB informed DCC that she is launching the Youth Justice System in Dunbar shortly and is in contact with John Johnston at DGS</p>	
8.00	<p>PLANNING AND ROADS MATTERS for discussion Monthly lists of all Dunbar Ward planning applications can be seen on East Lothian Council Planning portal: https://pa.eastlothian.gov.uk/online-applications/search.do?action=monthlyList</p> <p>For discussion: - <i>Click links below for all documents relating to specific cases</i></p>	
8.01	<ul style="list-style-type: none"> • Formation of car park and ride facility and associated works for a temporary period of 5 years  <p>Land To The South Of Spott Road Industrial Estate Dunbar East Lothian Ref. No: 25/00947/P Received: Fri 29 Aug 2025 Validated: Tue 23 Sep 2025 Status: Awaiting decision</p> <p>NOTE: Deadline for Comment to ELC extended to 3rd November – JB and AC have been asked to write to ELC to oppose the car park (circulating to all DCC members). Concerns were discussed regarding traffic in the Industrial Estate; Queens Road needs lighting; size of pavements on Spot Road. Informed that workers will be from outside the area and that the applicant will still need to consult with Traffic Scotland.</p>	
8.02	<p>Crystal Rigg Repower Application https://crystalriggwindfarm.com/crystal-rig-repower-documents/</p> <p>Issues were raised regarding road safety and the need for lighting. Potential consideration on landscape impact. The application needs to go to the Scottish Government and then to ELC where DCC can add comments. Comments to go simultaneously to ECU and ELC. JB to draft comments before submission.</p>	
8.03	<p>Unauthorised Work Clearing Vegetation on Land behind Pikeman Crescent - Planning enforcement had visited and informed the person doing the work to clear for storage</p>	

	units for his kitchen business, that he must do a planning application for change of use as its designated Xmas countryside in the LDP. As yet there hasn't been an application. Biodiversity officer is aware. Local residents at Newtonlees also aware	
9.00	LICENSING MATTERS	
9.01	Major Variation Application - Board Games Bistro, 119-121 High Street Dunbar EH42 1ES attached for report. NOTE: Last date for objections for objections is 23rd October 2025. Application will be heard at the November Board on 27 th November 2025 in the Council Chambers. HR led the discussion informing us that there was no significant change to the licence for previous tenants/owners.	
10.00	DCC PROJECTS UPDATE	
10.01	Dunbar Christmas Lights (DCL) – noted Christmas Lights are a sub-committee of DCC. Cable pull tests were successfully completed on 7 th October. Lights will be erected end October/early November for switch-on on Sunday 23 rd November. (Graham Adams – DCL Chair)	
10.02	DCC + COMMUNITY PROJECTS/GROUPS - UPDATE	
11.00	ELC Placemaking Consultation – Future use of Dunbar Town House (RR) RR to update at next meeting	
12.00	Changing Places Toilet at Dunbar Leisure Pool – noted Pippa Swan has been the lead on this. Grant applications have been submitted to Scottish Government Changing Places Toilet Fund (£100k) and for a guarantee against loss, from the Dunbar New Hall Fund (Formerly Molly Keith's Hippo Fund, now managed by elected members, NH, LJ and DC). Responses anticipated in November 2025.	
13.00	AOB Parking Charges to be discussed at the next meeting – JB said that other Community Councils were keen to work together Community Benefit Meeting postponed to next meeting CA mentioned and it was agreed that there should be an equitable tribute to Dan Cairney, a past Chair CA mentioned the need to review previous members access to the DCC Google Drive for the purpose of GDPR/Data Protection. RR stated this was in hand.	
14.00	Next Meetings	
14.01	DCC Ordinary Meeting Monday 17 th November 2025 – 7pm – Dunbar Town House	