

Linlithgow Planning Forum

Minutes of Special Meeting held 22nd August 2018

1. **Present:** , Ron Smith (RS) Convenor (BB, LBT, L&LBCC), Martin Crook (LLBCC, TMG), Sue Friel (SF)(Chair TL & L&LBCC), John Kelly, (JK) (L&LBCC, LBT), David Tait (DT) (LBA, WLC), David Timperley (DGT) (LBT), Mike Vickers (MV), (LBT, L&LBCC)
2. **Apologies:** Fraser Falconer (LCDT, LLBCC), Marilyne MacLaren (MM)(Chair LCT), Máire McCormack (MMcC)(L&LBCC & TL),
3. **Reason for Meeting** The meeting was held as a special meeting with one item on the agenda being the Vennel Redevelopment. All other matters will be considered at the September meeting.
4. **Vennel Redevelopment.** JK summarised the work undertaken and reiterated its purpose. SF made several points.
 - a. Page 3, paragraph 3, line 5 the word “could” should read “must” – agreed.
 - b. How many of the 41 respondents to the 2017 survey who volunteered to be involved with developing the brief had been involved? Further have the 116 who asked for updates been updated? JK gave the answer to both questions as “no”. JK explained that the project briefing stage had not been reached. After discussion JK volunteered to circulate a process description based upon an industry standard. (appended to these minutes). **Action JK**
 - c. Where is the description of the resident’s garden? RS stated that this would be contained in the project brief.
 - d. Why has the document been circulated to Councillors and Officers prior to it being discussed by the Community Council? JK explained that by releasing the document to key officers and Councillors it may be possible to have it discussed at the Local Area Committee whose quarterly meeting was scheduled for 9.30 on Tuesday 28th August. The document was clearly a draft for discussion and would be in the public domain the next day.

Addressing the questions on the agenda:

1. Does the current proposal give us what we need to make informed comment to WLC? It was agreed that the document does address the viability of project options but does not address the project brief.
2. What approach should we take? It was decided that a process description might clarify where we are in the construction procurement process.
3. What other body should we involve in our discussion e.g. Historic Environment Scotland. Others suggested were; Architecture and Design Scotland, Scotland’s Towns Partnership, PAS, Fiona Hyslop, Scottish Civic Trust, John McNairney, Ian Gilzean, plus others to be notified by David Tait. There is a need to emphasise the redevelopment as the development of a site of national importance. **Action JK**
4. Do we move onto writing a definitive project brief – do we have sufficient data to state exactly what we want as a community? We definitely need to persuade WLC to accept our involvement in writing the project brief.

Planning matters:

1. Time lag between registration of a planning application and receipt of the planning list. Awaiting a reply to email to Craig McCorrison of 23rd May. Currently there is a delay in receiving the weekly planning list.
 2. 0635/FUL/18 West Port House. New application but same objection.
 3. 0591/FUL/18 Victoria Halls previously 14 x 1bed flats plus 1 x 2bed now 9 x 1 bed flats plus 7 x 2 bed. All the objections raised previously still apply but were overturned by the planning committee. MC stated that we should expect a period of continuous mission creep.
 4. 0746/PAC/18 Boghall East (Cala). Public exhibition by Cala on 30th August.
5. **Next Meeting:** The next meeting to be arranged after the first week in September.
6. 2018 meetings will be on the following dates:
- 4th October
 1st November
 6th December

Meeting closed at 20.58.

John Kelly,
 Secretary,
 26th August 2018

APPENDIX

Construction Procurement Programme 24th August 2018

Stage No.	Stage title	Actions	Actions undertaken
1	Project identification & strategic brief	(a) Need for project identified (b) User needs defined – consultation undertaken (c) Viability - options to meet user needs	3 April 2017 Development and Transport Policy Development and Scrutiny Panel. 6 September 2017. LLBCC submit details of its consultation. 28 August 2018, LLBCC discuss viability.

		(d) Preparation of strategic outline business case	It is expected that WLC will undertake this shortly.
2	Project brief	<p>(a) Compile draft project brief – the written performance specification of the selected option from stage 1.</p> <p>(b) Prepare concept design (outline sketch design) - feasibility study options</p> <p>(c) Consult on options to satisfy brief</p> <p>(d) Select appropriate procurement strategy</p> <p>(e) Prepare whole life cost plan</p> <p>(f) Prepare outline business case</p>	
3	Design	<p>(a) Project brief finalised (and frozen)</p> <p>(b) Final sketch design prepared</p> <p>(c) Final whole life cost plan confirmed</p> <p>(d) Full business case prepared</p> <p>(e) <i>Optional full design</i></p> <p>(f) Contract preparation, invite expressions of interest, tender process</p>	
4	Award contract	<p>(a) <i>Optional design strategy</i></p> <p>(b) Tender evaluation</p> <p>(c) Sign contract</p>	
5	Deliver project	<p>(a) Construction</p> <p>(b) Commissioning</p>	
6	Facilities management		