Community Council Meeting

Date: 11 June 2024 Location: Cove Burgh Hall, Small Hall @ 1930

1. Fire Alarms and Housekeeping
2. Present and welcome to new members

**Note this meeting followed on from the AGM**

Present: John Auld (Convenor), Kenny Barlas, Susannah Conran, Nick Davies, Sheena Edwards, Derek Fowlis, Sheena Lamont, Ali Mills, Lynda MacKenzie, James McLean, Christine Murdoch (Vice Convenor), Sheelagh O’Reilly (Secretary), Anne Strachan (Treasurer).

There were 4 members of the public including the press.

1. Apologies

Kathy Gostick, Ellen McVey,

Cllr Shonny Patterson, Cllr Mark Irvine

1. Declaration of interest (financial and non-financial interests)

* The CC adopted (Sheelagh O’Reilly / Nick Davies) the revised Declaration of Interest Policy previously circulated to members (see Annex for final version).
* John Auld made a declaration regarding land that is included in LDP for development.
* Anne Strachan pointed out that the hall bookings are for agreed times and over-runs may incur additional costs. Her husband is the CBH Booking Secretary and will know meeting times.
* No other declarations of interest were made.

1. Police Report

Secretary informed that CC that there is a new Police Sergeant (Aaron Hicks) with responsibility for C&K CC meetings. He is based in Helensburgh. Unfortunately he is on leave for this meeting. The dates of the CC meetings will be sent to him and the CC would be pleased to receive both in-person and written police reports.

1. Minutes of the CC meeting held on 9th April 2024

* **Agreement of Minutes for signature: Proposed Nick Davies / Sheena Edwards)**
* **Actions / items not included on the agenda:**
  + Benches and memorial plaques, status list circulated to members and hopefully will be added to the CMS mapping system for future records. Sheena Lamont indicated that the SWI have purchased their new bench (for Kilcreggan) and are awaiting installation support from the Convenor.
  + Grass-cutting on C&K Trust land. Currently twice a year but ‘no mow May’ was observed. Work on the road side verges was being undertaken on 11th June. James McLean to take the issue up with the C&K Trust of which he is a Director.
  + Bins at Cove Bay – now seem to be emptied regularly but concerns over the bin opposite Cove Shop beside the bus shelter. To be monitored. .

1. Convenor

* **Beach Clean** thank you for April. Noted that a Beach Clean is being organized for Sunday 23rd June between 1030 – 1230 with arrangements having been made for A&B Council to pick up bags from corner of Shore Road / Fort Road as previously. Joint event from OC and CC and covered by CC Public Liability Insurance through A&B Council.
* **Cove Play Park update**. A&B Council indicated that there are issues with tendering for the specialist work so may take time. Noted that RPW-CDT has over £9000 ring-fenced funding for the Play Park maintenance.
* **Argyll & Bute Council and Community Council Forum meeting 6th June** attended by the Convenor and Secretary. Useful discussions and a way to perhaps liaise on area wide (H&L) community planning issues. Minutes of meeting will be circulated to CC members. Aim is to meet quarterly. May also be useful around work to engage young people around local governance including community councils. This will be taken forward by David Heggarty from A&B Council with Hermitage Academy.
* **SFRS online survey** – circulated to CC and it was agreed that we should post on Facebook and engage local residents to complete. The recent fire on the peninsula highlights the need for a local service. The CC will support the local SFRS in any appropriate way so that not only the fire station but the ability to service the needs are maintained.
* **Supporting the Youth Café?** The CC welcomed the RPW-CDT lottery initiative which will help to support the Youth Cafe. The CC agreed to invite **Roni Ferguson to make a presentation, at a suitable meeting, to update on the Youth Café.** It was also noted that David Heggarty from A&B Council will be looking at options for engaging young people in local government including community councils. He will be contacting Hermitage Academy (through CC Form).
* **Argyll & Bute Climate Action Network:** It was agreed to invite Lindsey Young from the ABCAN to the next meeting to make a short presentation on the work she is coordinating. She is planning to attend the OC even on the 22nd so provides an opportunity for CC members to meet her informally as well.
* **Management of invasive species and Neighbourhood Ecosystem Fund** : No response from the C&K Trust so not to be taken forward. Note that invasive species is a possible area of work under ABCAN (see above).
* Convenor and Secretary along with Ellen McVey visited the fields above Barbour Road to see any obvious issues around water run-off leading to challenges in the Cundy from Barbour Road to Silver Bay. This issue will be included in the CHEP work. .
* **Fly tipping – including garden waste.** Agreed to post on the CC Facebook that dumping garden waste on the shore line as as much a form of fly tipping as other forms of refuse.
* **OC Business Development Group** examining issues of economic development and parking in the Cove and Kilcreggan villages.

1. Treasurer

* The community council recorded its thanks to Sheena Edwards in her role as Treasurer. It has been an extended period due to Covid and the agreement by A&B Council to a formal extension for the year 2023/24.
* The report for 2023/24 was included in the AGM. Additional information is that the CC has received payment of £1045 (NCR grant) and paid out £1044.80 for material printed etc. Additional expenditure was on the heritage trail leaflets and issuing of a second cheque for the spring bulbs. The current balance is £2106.92. It was previously agreed that the CC would pay for a bench each year alternating between Cove and Kilcreggan (stopped during lockdown). Therefore no bench in the last 2 years. The issue was raised whether, given the demise of the Cove Noticeboard, whether the CC could consider options for a replacement noticeboard instead of a bench. The CC agreed that the Convenor and Secretary with Derek Fowlis and Kenny Barlas will review options for notice boards and update the CC at the next meeting (13th August).
* The CC formally agreed that the application for the administrative budget should be taken forward as soon as the AGM minutes are agreed. .

1. Update on Our Community Project

* Written update provided by the OC Management Group Coordinator (see below). Request that the draft LPP be shared with the Community Council when available, ideally before submission as a ‘deliverable’ to CEIS in September.
* OC website will be live from 12 June 2024.

1. Community and Household Emergency Planning update

The Secretary notified the CC that the CC had been successful in its application to the Argyll and Bute Supporting Communities Fund had been successful. Note that this included funding to support Kilcreggan School around issues of building resilience (application previously circulated to all CC members). The grant contract will be sent within the next 4 weeks and it is hoped then that the CHEP team can provide an updated plan around implementation, including the Winter Preparedness using the material from the NCR grant will be shared. .

Cllr Corry suggested that C&K CC should considered what funding may also be available through the MOD / Armed forces to support activities in this area.

1. Ferry and Pier

* The new timetable which the CC undertook a consultation on is seen as simpler and is popular. Noted that the Rosneath Peninsula is fortunate to have a subsidized ferry service.
* The issue of the replacement ferry for DKG (Dunoon – Kilcreggan – Gourock) is ongoing. Note that the business case has yet been made. Until this decision is made decisions on the requirements for piers etc. cannot be made.
* John Auld attended the Ferry Users group and will circulate the minutes when available. One issue is that the ‘shelf-life’ of the current ferries is limited and replacements will be required. May focus on a change in technology to electric given the timing etc.
* Note again that Kilcreggan is part of a wider Transport Hub and this is important for the local economy.

1. Roads / Paths / Lighting / Drainage etc Evolving fire service. Useful resources.

* Tigh Dearg. Contractors (Georope) have now been change and work is progressing. Likely that work will continue to October. AECOM are still contracted to support residents. Will need to be some form of lessons learning session to see what went wrong with this work initially so that other investments of this type are handled in a more effective manner given the extend of the Victorian water / sewage infrastructure in this area.
* School Road - Cllr Corry to provide an update on the issues of resurfacing etc. But the CC noted that the road is closed near Barbour Road (although appears to be passable with care) and there is talk of a larger scale replacement of the sewage / water system between Barbour Road and the school
* Concern over the ‘signage’ of the road closure at Cove following the burst water main. Was not clearly sign-posted as to where the closure was which led to widespread confusion.
* **Drainage:** This is to be moved to the CHEP agenda item in the future. Noted that there is an issue with Barbour Road ditches and cutting of Rhododendron near Knockderry farm. James McLean indicated that the current situation is a disgrace and it is not clear who is responsible. The Secretary will write to A&B Council once photographs are received from James McLean and the press to see if a ‘site visit’ can be set up on this issue.
* Deer Management and logging of incidents / accidents / near misses – Facebook response is ongoing but the community is clearly divided over the issue. Ongoing monitoring of incidents.
* Kilcreggan Bus Shelter repair. Cllr Corry to chase this up again.

1. Licensing

Nothing under this agenda item.

1. Community Council Planning Policy / Meeting with Planning

* It was agreed that the Secretary would post the weekly planning details from A&B Council to Facebook.
* Regarding meeting with Planners and the neighbouring community councils James McLean asked everyone to again send in their issues for any meeting but will send out an email making this request.
* Note that the OC team are looking to have a meeting with A&B Planning around software compatibility etc for LPP / LDP3. OC has made no decision on using the existing software that the CC has access to which includes multiple layers to enable LPPs to be easily developed. OC are looking at approaches to produce 3D maps rather than ‘flat’ Ordnance Survey based maps. The OC team are looking to submit a draft of the LPP to CEIS (James Finney) to support discussion for additional funding for a 4th year. There will be no draft plan at the meeting on the 22nd June but a presentation of the work of the working groups to date. It is hoped to enable the community (including the community council) to see and comment on the draft LPP before submission to CEIS in September. Plan is to finalise by March 2025 and have validated in line with the LDP 3 timetable.
* There are questions around the roles of OC and the CC in relation to the LPP – not only in relation to its development but longer term review, update and maintenance, including future resourcing for software / expertise etc.
* For LDP3 it is vital that CC members familiarize themselves with the Development Plan Scheme which has been circulated.
* SEPA and Rosneath peninsulas as a Potentially Vulnerable Area (seaward flooding due to climate change). Consultations close on 24th June. CC agreed that this consultation should be added to Facebook for information and to encourage residents to respond.

1. Planning Applications (details of applications on A&B website)

* Update on Fish Farm appeal. Remains with Scottish Government – may be delayed due to the election. .
* Auchengower – and complaint made to Argyll & Bute Council. Secretary to write to A&B Council regarding any update regarding outstanding planning matters and our past correspondence on this site.
* Achnashellach application and breach (24/00047/ENOTH3) due to unauthorized ground works relating to 24/00135/PP. Note that the planning application for the glamping pods has been withdrawn and retrospective planning application (24/00731/PP) etc has been received.
* Breach of Conditions notice (23/00172/ENBOC1 (for Portkill Seavew Estates). It appears that there is an ongoing process regarding the winding up of this business. To be monitored given the issues with Fort Road and the junction with Shore Road.
* Letter from A&B Council regarding development near Medical Centre Planning Application 19/02612/PP – from website (25/03/24) still awaiting decision (A&B Council website 26/05/24).
* Appeal regarding Land west of Ruanda - 24/00002/REFPLA - appeal has been refused.
* Giants Burn – Consultation meeting 25th April. Additional consultations due in late 2024 with possible planning application in spring 2025. **The community council agreed to set up a small working group to begin the process on understanding the views of residents of this area to the development above Dunoon. The CC agreed that Christine Murdoch will manage this process**.

1. Any Other Competent Business

**To be notified to the Chair 48 hrs prior to the meeting**

The issue of the condition of the Board Walk at Peaton Nature Reserve was discussed briefly. Nick Davies and Secretary will link up with the current managers of the site and see what the CC can help facilitate. This may include discussions with the MOD regarding the maintenance of the site. **.**

1. Date of Next Agreed Meeting 13th August

See below for the dates of meetings to June 2025 agreed at the AGM

**The agreed meeting dates through to June 2025 are as follows:**

| **Agreed CC dates: every second month on second Tuesday of the month for even months** | |
| --- | --- |
| **2024** | |
| **11 June 2024** |  |
| **11 June 2024**  **AGM** | **Needs to be held annually. Focus on election of officers and agreement of accounts and dates for CC meetings.** |
|  |  |
| **13 August 2024** | In School Holidays |
|  |  |
| **8th October 2024** | In School Holidays |
|  |  |
| **10th December 2024** |  |
|  |  |
| **2025** | |
| **11th February 2025** | In School Holidays |
|  |  |
| **8 April 2025** | In School Holidays |
|  |  |
| **10 June 2025** |  |
| **10 June 2025 AGM** | **Needs to be held annually. Focus on election of officers and agreement of accounts and dates for CC meetings.** |

Our Community Update for the Community Council Meeting on 11.06.24

(Euan Wright 03.06.24)

**Community Development Officer**

The job role was agreed by the Management Team and Steering Group. (March 24)

The advert for the CDO was publicised on the Our Community Facebook page, the Community Council Website, the Scottish Rural Network, DTAS (Development Trust Association) and Argyll and Bute Council Community Development Newsletter. (April/May 24)

Interviews will be held on the 16th June.

It is hoped we will find a successful candidate to start on the 1st July. It us currently a 9 Month role on a self employed basis.

**Updated Project Timelines**

These are now on the resources/Our Community section of the Community Council Website.

**Project Finances**

Our quarterly (Feb, May etc) finance report is on the CC website.

**SKS**

SKS have not been used since February 2024. We are restarting their engagement shortly as part of the final stages of the LPP work, see below.

**Local Place Plan**

We are meeting SKS on the 6th June to finalise the content and layout of the LPP. SKS will be pulling the plan together and we have a deadline of the 15th September for a draft plan to be submitted to CEiS for review.

The draft layout and inclusions will be published on the new OC website once agreed. This process will include the relevant department and representatives from ABC.

Further iterations and refinement of the plan will be done with the community before a final version is completed no later than 31.03.25.

**On Going Community Engagement**

The working groups have been continuing community engagement on an ongoing basis.

There is a drop in event at the CBH on the 22nd June between 14 and 16. The OC groups will be present and there to answer questions and talk members of the community through their work over the last 6 months.

The 22nd June event is/will be advertised on FB, CC website, KV fencing and on posters around the village.

Thank you in advance for your attendance and helping us to publicise this event.

Further engagement will be done through the summer where we have identified areas of the community not yet represented well (12 – 16-year-olds for example).

See LPP for specific engagement on formation of the LPP.

**Our Community/Development Trust Website**

In theory this should now be live by the time of the CC meeting on the 11th.

**coveandkilcreggancommunity.com**

Over the next few months, the OC section of the CC website will be removed, along with all related documents.

Similarly, the old RPWCDT site will be taken down.

All documents, resources from both CC and RPW sites will be, or have been already, moved to the new site.

We are hoping to get free G suite for non profits which will provide the OC/Trust with new e mail addresses, cloud storage and use of google docs etc. We cannot apply without a live site. If this is not possible we’ll think again.

Once that is all complete we will close down the ourcommunity@coveandkilcreggan e mail address to be replaced by the new one.

**Kilcreggan Village**

A subcommittee has been formed with the village business group having representation, following two business workshops in March 2024.

An invitation to tender was published in February 24 for an external body to form spatial and structural diagrams of KV and have bought together all stakeholders in that process. Stakeholders will/may include businesses, residents, landowners, ABC, village users etc.

Organisations chosen will tender at the CBH on the 12th June by Interview panel.

Topographical and parking surveys are in the process of being conducted.

It has been agreed with SKS this work will dovetail into the LPP program and content.

**Cove and Kilcreggan Community Council**

**Declarations of Interest Policy**

At every Community Council Meeting an early agenda item[[1]](#footnote-2) will require Councillors to declare if they have an interest in any item on the agenda. These DoI (Declarations of Interest) will be recorded in the minutes of the CC meeting.

An item could also come up during the course of the meeting, for example during *Any Other Business* or *Public Discussion*, ***and a councillor should declare an interest at that time if appropriate*** and not previously stated at the start of the meeting.

**Interests can be financial or non-financial, and financial interest may be direct or indirect.**

**Direct Financial Interests**

All direct financial interests will automatically exclude a Councillor from the determining process for that matter, i.e. the debate among the councillors and the subsequent vote.

Examples of Financial Interest include

* a builder tendering for or intending to tender for a contract to build a house that is the subject of a Planning Application[[2]](#footnote-3)
* A Planning Application referring to a councillor’s own property
* A Planning Application referring to an immediate neighbour’s property[[3]](#footnote-4)
* A Planning Application by an organisation or committee of which a Councillor was **a paid** Trustee, Director or employee.[[4]](#footnote-5)

**In these instances a councillor is automatically excluded from taking part in the determining process.** However they may address the Council from the floor as a member of the public before leaving.

**Indirect Financial Interests**

An Indirect Financial Interest will not automatically exclude a councillor from taking part in the determining process, but will be subject to the process detailed below

An example of an Indirect Financial Interest includes

* A Planning Application by a spouse, civil partner or co-habitee, close relative, employer or business partner.

**Non- Financial interests**

A Non -Financial Interest will not automatically exclude a councillor from taking part in the determining process, but will be subject to the process detailed below

An example of a Non-Financial Interest includes

* A Planning Application by an organisation or committee of which a Councillor was **an unpaid** Trustee, Director, member or a volunteer.[[5]](#footnote-6)
* Where a Councillor has already submitted (or intends to submit) a private and / or personal representation to a planning application or related process’. [[6]](#footnote-7)

**PROCESS TO BE FOLLOWED IN THE EVENT OF AN INDIRECT FINANCIAL, OR NON FINANCIAL INTEREST BEING DECLARED**

**Indirect Financial Interests and Non Financial Interests, if known to the councillor, must always be declared, no matter how remote or insignificant they might seem to them.**

Having declared an Indirect Financial Interest or a Non Financial Interest, the remaining Councillors should proceed to determine whether or not the councillor should withdraw from discussions and the decision making processes with regard to that matter’. If the Community Council believes that the interest is so remote or insignificant that they should be allowed to participate in the determining process, then the reasons for reaching such a view will be recorded in the minutes. Unless that is the view then the Councillor should leave the room during the determining process. However, as with a direct financial interest, they should be allowed to address the council from the floor before leaving.

In determining the treatment of either an Indirect Financial Interest or a Non Financial Interest the Councillors should take into consideration how their taking part in the determining process would be viewed by the community, and how it would reflect on the reputation of the Community Council. They should apply the following test to their consideration, that whether a member of the public, with knowledge of all the relevant facts, would reasonably regard the interest as so significant that it would be likely to affect the councillor’s judgement and prejudice their discussion or decision making. For the purposes of clarity, and to minimise the risks of any prejudice to the discussions, any Councillor that has declared an interest may, with Community Council agreement, participate in discussions but may not be involved in the Community Council’s decision making process. This would mean that the Community Councillor would not be eligible to propose / second any proposal, or to vote on any proposal that may ‘bind’ the Community Council.

**In all instances the process and decision should be carefully minuted.**

1. To follow on from Fire Protocol, Attendance, apologies and if the Police are present their report. [↑](#footnote-ref-2)
2. For clarity the Planning Process would include any subsequent appeal process that relates to the original planning application. [↑](#footnote-ref-3)
3. This relates to a financial interest e.g. changes in property value. It may or may not include all properties that receive neighbour notifications (20 metres of property). A case by case basis would be taken by the Community Council with the decision on a DoI requirement to be taken by the Community Council itself. [↑](#footnote-ref-4)
4. If the Community Councillor was paid then this would be a direct financial interest. [↑](#footnote-ref-5)
5. If the Community Councillor was paid then this would be a direct financial interest. [↑](#footnote-ref-6)
6. See Code of Conduct for further details. [↑](#footnote-ref-7)