

# Dunbar Shore and Harbour Neighbourhood Group



Minutes of  
**AGM + Open Meeting**  
7 February 2017  
Methodist Church Hall, Dunbar

## **Attendees:**

Colin Barnes  
Mark Cavanagh  
Brian Cox  
Kevin Heffernan  
Cathie Ramsay  
Mike Shaw  
Pippa Swan

Teresa Barnes  
Emily Cornwall  
Ian Dane  
Kenny Maule  
Robert Ramsey  
Alisdair Swan

## **Apologies:**

Janis Adams  
Nigel Booth  
Sue Guy  
Lesley May Miller  
Sue Nuttgens

Liam Adams  
Liz Curtis  
Joan Johnson  
Carol Norris

## **ANNUAL GENERAL MEETING 2017**

Item

action

### **1 REPORT ON ACTIVITIES IN 2016**

Pippa Swan presented a brief slideshow to illustrate the activities of the Group in the past year.

A report on Group Activities in 2016 has been prepared by Pippa Swan and she presented a summary. The report is attached,

**Colin Barnes**

### **2 RECEIPT OF ANNUAL ACCOUNTS**

Brian Cox, Treasurer, presented the Annual Accounts.

The funds currently in the Group's Account at the Royal Bank of Scotland is £3,105.62.

The majority of these funds are "ring-fenced" against the Creel Loaders project.

The balance relates to the annual operating grant from East Lothian Council (ELC). Expenditure in the past Financial Year influences the grant for the coming year and an application will be made by the Treasurer in the spring.

**Brian Cox**

The Accounts reported will now be signed by the Chair and Treasurer before being sent to ELC for examination.

**Pippa Swan  
Brian Cox**

### **3 ELECTION OF OFFICE BEARERS AND COMMITTEE FOR 2017**

The existing Committee and Office Bearers stood down in line with constitutional requirements.

The position of Secretary stood vacant during 2016 but it was agreed that the Chair should not be expected to deal with the taking and distribution of Minutes, etc.

After discussion it was agreed that the role of Secretary for 2017 will be carried out jointly by Ian Dane and Colin Barnes. Ian Dane will take and draft the Minutes of Meetings and continue as co-signature with Brian Cox for cheques drawn in the Group's Account (the Chair is also a co-signatory with the Treasurer).

Colin Barnes will print and distribute the drafted Minutes, etc., by email and share any other Secretarial duties with Ian Dane.

**Ian Dane**  
**Colin Barnes**

Pippa Swan will provide Colin Barnes with Members' email addresses together with contact details for the Support Groups, including Councillors, to whom copies of the Minutes, etc., are issued.

**Pippa Swan**

Pippa Swan and Colin Barnes will liaise regarding the issue of Notice of Meetings, etc.

**Pippa Swan**  
**Colin Barnes**

The meeting agreed that the Chair, Vice-Chair and Treasurer and the existing Committee Members be re-elected for 2017 as follows:

<b>Chair:</b>	<b>Pippa Swan</b>
<b>Vice-Chair:</b>	<b>Mike Shaw</b>
<b>Treasurer:</b>	<b>Brian Cox</b>
<b>Joint Secretaries:</b>	<b>Ian Dane</b> <b>Colin Barnes</b>
<b>Member:</b>	<b>Joan Johnson</b>
<b>Member:</b>	<b>Alisdair Swan</b>
<b>Member:</b>	<b>Mark Cavanagh</b>
<b>Member:</b>	<b>Liz Curtis</b>

The position of Tenant Representative remains unfilled.

#### **4 AMENDMENTS TO THE CONSTITUTION**

No specific matters were raised for consideration.

#### **5 MATTERS TO BE CONSIDERED BY THE AGM** **Nature of Meetings**

The meeting agreed that the present format of monthly meetings on the first Tuesday of each month (excepting July, August, December and January) should continue. Each meeting would provide updates on ongoing projects with guest speakers being invited to inform the group on specific topics.

It was also suggested that, to make the work of the Group more widely known, Notice of Meetings should be placed in local notice boards such as that at the East Beach. Pippa Swan will liaise with Colin Barnes to place Notice of each meeting on the "What's on in East Lothian" website. Notices in the local press were also to be considered when appropriate and cost justified.

**Pippa Swan**  
**Colin Barnes**

## **OPEN MEETING**

item		action
<b>1.00</b>	<b>Minutes of Meeting of 1 November 2016</b>	
1.01	As this meeting had been devoted to the showing of a film on a voyage around Cape Horn (thoroughly enjoyed!), no Minutes have been issued.	
1.02	Updates given at the end of the Meeting regarding progress on the Creel Loaders Project are included in the Project Team's report to this meeting.	
<b>2.0</b>	<b>Current Project updates</b>	
2.1	<u>Creel Loaders, Dunbar Harbour Gateway Project</u>	
2.1.1	The Project Team reported that, following the Group Meeting of 1 <sup>st</sup> November which approved the necessary expenditure, P & K Landscape returned to the site to set the way marker stones carved by Gardner Molloy in place and complete work on the shrubbery. On completion of the work during November, outstanding monies were paid to Gardner Molloy (£900) and P & K Landscape (£846) bringing both contractors' accounts to completion.	
2.1.2	The layout of the Information Board tabled and agreed at the October Meeting (Item 2.02) and agreed with ELC planners enabled an Application for Advertisement Consent to be sent to ELC on 4 <sup>th</sup> November 2016.	
2.1.3	Approval was issued on 15 <sup>th</sup> December 2016 but was for a period of 5 years rather than the 10 years sought to cover the Group's obligations to Viridor Credits. The Project Team therefore sought Group approval to seek clarification from ELC planners because the Grant	

document required the Information Board to be “removed entirely” if a further consent application fails. The meeting agreed to the Project Team seeking clarification which could provide guidance for other DSHNG projects.

**Ian Dane**

2.1.4 Meanwhile, thanks to Pippa Swan’s initiative, an application to ELC Civic Pride Fund for a grant to cover the cost of the Information Board has been successful. Together with provision for paving to the Victoria Street hub, a grant totalling £11,482 was advised on 11<sup>th</sup> January 2017.

2.1.5 The Project Team, with help from Pippa Swan’s computer skills, can now finalise details of the Information Board and for its fabrication and placing on site as soon as possible.

**Project Team  
Pippa Swan**

2.1.6 In anticipation of the Information Board being in place in the foreseeable future, Kevin Heffernan has prepared a draft Press Release and stand ready to liaise with Viridor who are anxious that publicity should proceed as soon as possible and independently of progress on other Viridor funded projects.

**Kevin  
Heffernan**

2.1.7 This leaves outstanding the proposal for East Lothian Council to adopt the sculpture and site (which ELC own) for the benefit of the community. As Brian Cox reported at November’s meeting, discussions with ELC are ongoing. The last letter to ELC Strategic Asset and Capital Plan Management was sent on 28<sup>th</sup> October but a reply is outstanding.

2.1.8 It was agreed that Pippa Swan, as Chair, would contact ELC to take this matter forward.

**Pippa Swan**

2.1.9 The need for clear lines of responsibility to be established was illustrated by Dunbar Fashion School’s use of the “Creel Loaders” sculpture as a “prop” in a publicity stunt featured in the 22<sup>nd</sup> December 2016 edition of the *East Lothian Courier*.

2.1.10 The Chair, Pippa Swan, wrote to the Dunbar Fashion School deploring their actions. She had been approached by DCC and a number of Dunbar residents who had expressed dismay at the photograph and she had assured them that DSHNG had not been consulted. The Meeting agreed that the Group’s concerns be recorded in these Minutes

## 2.2 Victoria Street Hub Project

2.2.1 Kenny Maule presented slides showing details of each of the 10 History Panels which will flank the central panel “A

walk down Victoria Street" identifying the location of each History Panel subject.

2.2.2 The Information Panels are complete and the plan is for them to be placed in position next week, commencing on Tuesday, 14<sup>th</sup> February.

2.2.3 A Planning Application for paving to the area adjacent to the Information Panels was submitted at the beginning of January 2017. As reported, the ELC Civic Pride Fund grant would enable the paving element of this Project to be put in hand once Planning Approval is received, hopefully in early March.

2.2.4 The meeting thanked Kenny Maule for all the research and hard work involved in bringing this Project to fruition. Everyone looks forward to seeing the panels in place later this month.

2.2.5 Later in the meeting, Teresa Barnes asked whether the information collected by Kenny Maule could be utilised in preparing projects with local schools and it was agreed that the data will be emailed to Teresa Barnes for this purpose.

**Kenny Maule**

### 2.3 Dunbar East Beach Regeneration

2.3.1 Pippa Swan had circulated the sketch proposals received from OOB, Landscape Architects to Group members and other interested parties for comment.

2.3.2 A good responses had been received from about 20 people and were generally supportive of OOB's proposals as a basis for developing the scheme.

2.3.3 Pippa Swan has collected all the comments, both for and against, into a paper entitled "Feedback on OOB Sketch Design Proposals" which will now be circulated to all interested parties whilst emphasising that this was a long term, and expensive, proposal which would take time to develop and, possibly, some years to achieve.

**Pippa Swan**

### **3.0 Projects for consideration in 2017**

Over the next months the Group hope to be able to take forward the following projects:

3.1 *2017 Seaside Award and Beach Cleaning*  
This is an annual challenge and, as previously, Mike Shaw has agreed to lead the team.

**Mike Shaw**

3.2 *Creel Loaders – maintenance*  
Whilst the Project Team will see the installation of the Information Board through to completion, maintenance

of the shrubbery will be ongoing.

**Project Team**

The escallonia shrubs will be allowed to grow to a height of 900 mm as agreed with ELC Landscape but some trimming and weeding will be required and Brian Cox of the Project Team has agreed to take this forward.

**Brian Cox**

### 3.3 *Fishermen's Monument and Surrounds*

As noted at the October 2016 Meeting (Item 2.05), no further action is anticipated in the near future other than considering provision of an Information Board to explain the story of the Monument and its conservation. Replacement of the adjacent bench is also under consideration.

**Pippa Swan**

The Monument is within the curtilage of the Dunbar Harbour Trust property and, at present, A G Thompson are working in this area repairing the harbour wall and access is restricted. Responsibility and action for future work must be determined once repairs to the harbour wall are complete.

### 3.4 *Estate Inspection*

The annual check on the shore and harbour area will be organised for the summer months. Volunteers welcome!

### 3.5 *Beach Gardens*

This is another area where the Group has been involved over the years but it is felt that this might best be managed through the Area Partnership in future.

### 3.6 *East Beach Sea Defences*

As reported to the October 2016 meeting (Item 2.04), the development of the Pipe Mattress and regeneration of the Groyne is ongoing and the Group will be kept advised of progress.

It was agreed that the Group did not need detailed technical reports but rather an overall assessment. If any member wishes to look into a particular detail, then the Group members involved in the Project can assist. (Pippa Swan, Mike Shaw, Mark Cavanagh)

### 3.7

#### *Amusement Arcade*

The group has shown an ongoing interest as to the use of this site adjacent to the Children's Playground and currently used for car parking. How the site is used will be kept under review.

## **4.0**

### **4.1 Neighbourhood Liaison Reports**

#### *Dunbar Harbour Trust*

Alisdair Swan reported that work on the Battery project is

progressing well and a date for completion of 21<sup>st</sup> April 2017 has been set.

It is understood that Viridor Credits suggest a visit to Dunbar to suit completion of the Battery Project when their representatives would also inspect the Victoria Street Hub and Creel Loaders projects which they have also funded.

Alasdair Swan will keep the project teams for these schemes advised on any arrangements for a visit.

**Alasdair Swan**

- 4.2 *Assembly Rooms development and Coastguard site*  
Pippa swan reported that she had met with Mr Williamson who is part owner of the Assembly Rooms building on 6<sup>th</sup> February,

Mr Williamson, with adjacent owners, would like to develop the Assembly Rooms building within its existing envelope but need to meet ELC requirements for parking, etc.

One possibility would be to incorporate the derelict gardens area between the Assembly Rooms and the East Beach Regeneration. It was felt that this area might be developed to provide low-rise units bordering a central car park and, perhaps, retaining the existing stone walls and archway adjacent to the promenade.

Such a scheme would avoid encroaching on the adjacent Coastguard development or the grassed area backing onto Church Street owned by ELC.

The meeting had some reservations as to the introduction of additional traffic on the Coastguard site but, subject to seeing details as they develop, the proposal to support the feasibility of such a development was agreed.

**Pippa Swan**

- 5.0 Forthcoming Meetings  
Meetings will be held on the first Tuesday of each month until further notice.

The next meeting will be held on Tuesday, 7<sup>th</sup> March 2017 at 7p.m. in the Methodist Church Hall, Victoria Street.

***Everyone is welcome!***

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Circulation to Members, Support Groups including Councillors, Community Council, Dunbar Trades, Police Scotland.

ID / CIB