



25 January 2019

Dear 

### **Linlithgow and Linlithgow Bridge Community Council Participation Request Decision Notice**

As you know, your application was accepted as meeting the statutory requirements for such a request. It was duly validated by the council. It has now gone through the decision-making arrangements applied by the council to these requests. The decisions have been made through powers delegated to officers. I am sorry that this decision letter was sent outwith the normal decision-making period.

Before setting out the details of the decision on your participation request it is worth me providing some context.

There are at the moment no arrangements in place for a formal working group or for regular meetings amongst officers about the proposals for development of The Vennel. Meetings took place in the past amongst officers from the affected council service areas. As a result, proposals were drafted by officers, considered by members at a PDSP meeting (a discussion forum) and then made available for public comment and consultation. The usual path from there would be for officers to digest consultation responses and reconsider the draft proposals. If officers felt that significant changes should be considered then an additional report to a PDSP might take place before going to committee. If no significant changes were to be recommended then officers would be reporting direct to committee for members to decide how to proceed.

The committee's decision will be something of a watershed in the process and in decision-making terms. The drafting and preparation of and consultation on proposals are done by officers but the decision about how to proceed and deal with those proposals is for members at committee. Until members make that decision officers simply cannot say what might happen in the longer term.

Perhaps not surprisingly, some of the terminology in your application and some of the detail of your application do not quite fit with where we are and where the council might be going. I have dealt with your request in relation to the process leading up to a decision by committee as to how to proceed. Once that decision is made then any

future or further participation can be looked at again, although I would hope that any further involvement can be managed without a formal participation request.

I have therefore looked at your application as a request to participate in the process leading up to a decision by elected members as to how the council should proceed in relation to the draft proposals prepared by officers. That participation would be aimed at producing recommendations to members and a decision that is improved by the community council's involvement and reflection of residents' wishes and needs.

In relation to the statutory criteria for assessment I consider that there is the potential for improvements to the identified outcome in relation to economic development, regeneration, and environmental well-being. I also considered that the community council's involvement in representing the community's expressed wishes would be valuable to the process leading up to the decision to be made by elected members.

The council therefore agrees to the participation request.

The proposed participation process is as follows:-

1. At least one meeting between council officers and the designated representatives of the community council will take place to consider and discuss the community council's response to the council consultation on its draft proposals.
2. If judged appropriate further meetings may take place by agreement of the council and the community council.
3. Officers will produce a note summarising their views on the community council's proposals and the outcome of the meeting(s) held and the community council will have the opportunity to produce a response.
4. Officers will report again to a PDSP meeting. The PDSP report will include the community council's response to the consultation and the note and response referred to in paragraph 3.
5. Officers will ensure the community council is aware of the date of the PDSP meeting and is provided with a copy of the report when it is issued to PDSP members.
6. Officers will suggest to the PDSP Chair that an invitation is made to the community council to attend the PDSP meeting and take part in the discussion of the officers' report. Officers cannot however guarantee that participation will be permitted, that is a decision for members.
7. The resulting committee report will include the note and response referred to in paragraph 3, as well as a note of the PDSP discussion.
8. Officers will ensure the community council is aware of the date of the committee meeting and is provided with a copy of the report when it is issued to committee members.
9. Officers will ensure that the community council is reminded of its right to request to attend the committee meeting through a deputation request. As with the PDSP stage, officers cannot however guarantee that participation will be permitted, that is a decision for members.
10. Once committee has decided how to proceed, officers will revisit the participation request and process and will discuss with the community council

if and how ongoing involvement in a further outcome improvement process can be achieved.

I cannot be specific about the possible timeline involved for stages 4 to 10. The dates when The Vennel might be considered again at PDSP or committee are not predictable and will depend on a wide range of circumstances, including the pressures of other council business and priorities and resource constraints.

The procedure regulations allow the community council 28 days to consider the council's proposed participation process and to make representations about them, if desired. Comments should be received by 22 February 2019. I look forward to hearing from you with any comments you may have.

Once a final process has been agreed, the council will have 90 calendar days to establish this.

Yours sincerely

Craig McCorriston  
Head of Planning, Economic Development and Regeneration