

MINUTES OF MEETING

Title: Houston Community Council Meeting November 2016 **Ref.:** HCC 11/2016
Location: Carrick Centre, Main Street, Houston **Date:** 16/11/16
Time: 7.30 p.m. **Sheet:** 1 of 4

Present:	Representing:	HCC Position:
John McEvoy (jmc)	Houston Community Council (HCC)	Chair
John Chambers (jc)	Houston Community Council (HCC)	Treasurer
David Dunlop (dd)	Houston Community Council (HCC)	Vice Chair
Carol Murray (cm)	Houston Community Council (HCC)	
Jake Fulton (jf)	Houston Community Council (HCC)	
Sandy Bulloch (sb)	Houston Community Council (HCC)	
Gordon Wright (gw)	Houston Community Council (HCC)	
Janet Mason (jm)	Houston Community Council (HCC)	
Elizabeth Dalgetty (ed)	Houston Community Council (HCC)	
Helen Parker (hp)	Houston Community Council (HCC)	
Kathy McFall (km)	Houston Community Council (HCC)	
Mark Arthur (ma)	Houston Community Council (HCC)	
Jenny Cowan (jc)	Houston Community Council (HCC)	

In Attendance:	Representing:
Councillor Allan Noon (an)	Renfrewshire Council (RC)
Constable Steve Cheesman (sc)	Police Scotland (PS)

Apologies:	Representing:
Provost Anne Hall (ah)	Renfrewshire Council (RC)
Councillor Stuart Clark (sc)	Renfrewshire Council (RC)
Sharon Chambers (sc)	Houston Community Council (HCC)

Distribution: HCC members and uploaded to the HCC website and issued to Renfrewshire Council

Minutes taken by: Mark Arthur Chaired by: John McEvoy

Notes

- John McEvoy confirmed Sandra Brown has tendered her resignation from the Community Council and thanked Sandra for her contribution to the Community Council over the years.
- John McEvoy welcomed Jenny Cowan as a new Community Councillor.

Item	Action	Date Due
1.00 Apologies Apologies were extended by the above noted people.	Note	
2.00 Approval of Previous Minutes October's minutes were agreed as a true record of that meeting (proposed Gordon Wright and seconded by John Chambers) and can subsequently be issued to Renfrewshire Council and uploaded to the HCC website.	Note	

Item		Action	Date Due
3.00	Matters Arising from Previous Minutes		
	Refer to the HCC action list attached.	Note	
4.00	Police Report (Constable Steve Cheesman left the meeting after giving the Police Report)		
4.01	Refer to Appendix A for Constable Cheesman's report with 10 No. incidents leading to 4 No. criminal offences reported in the period between 19 th October and 16 th November. Constable Cheesman explained the circumstances behind each offence with no further actions required by HCC and no further questions raised by HCC.	Note	
4.02	House Break Ins – Constable Cheesman confirmed PS have noticed a rise in house break ins to get the keys to high value cars. PS have arranged for increased night patrols accordingly.	Note	
4.03	Co-op Area at Weekends – Unruly behaviour has been noted by the Community and Constable Cheesman shall request this is added to the Community Police tasking sheet.	PS/sc	ASAP
4.04	Better Lighting – David mentioned the benefits of new street lighting and general community lighting to assist with unruly behaviour in certain hot spots / problem areas. Agreed to look into this in further detail as part of the community lighting proposal.	All	January's HCC Meeting
5.00	Councillor's Report		
	Councillor Allan Noon gave the following verbal report.		
5.01	Traffic Survey – Cllr Noon made contact with Andrew McNab at RC and Andrew confirmed he has no knowledge of the traffic survey. Agreed John McEvoy shall liaise directly with Andrew McNab.	HCC/jm	ASAP
5.02	Phone Box – Cllr Noon confirmed RC planning advised the phone box at Crosslee is no concern of theirs. John McEvoy confirmed this is now resolved with the phone box being retained and painted in 2017.	Note	
5.03	General Planning Applications – Cllr Noon discussed several applications which HCC already know about and / or have no effect on our community or neighbouring communities.	Note	
5.04	Clippens Drive Linwood Traffic Lights – Cllr Noon confirmed roadworks are planned for this area.	Note	
5.05	Civil Amenity Sites (Linwood) – Cllr Noon confirmed these shall reopen on 28 th November but await delivery of new compactors.	Note	
5.06	Remembrance Sunday – Cllr Noon asked if HCC was notified about timings for the War Memorial in the village. HCC confirmed no and Cllr Noon asked if HCC would be happy to attend in future. All parties present agreed yes and this should be added to the yearly planner yet to be produced by Mark Arthur.	HCC/ma	ASAP

Item		Action	Date Due
5.07	Yew Tree – Cllr Noon asked what happened with the competition. Janet confirmed runner up with £500 prize money.	Note	
6.00	Chairman’s Report Please refer to Appendix B for the Chairman’s report with the following items noted.		
6.01	HCC Planning Objections – Agreed John shall circulate to all HCC members in future.	HCC/jmc	ASAP
6.02	HCC Secretary Advert / Role – John confirmed no response yet and it was agreed to add the advert to the Gazette.	HCC/jmc	ASAP
6.03	New HCC Logo – All parties present agreed new logo looks good. Well done to Kathy.	Note	
7.00	Treasurer’s Report Please refer to Appendix C for the Treasurers Monthly Report with the following items noted.		
7.01	The closing account balance sits at £13,242.47	Note	
8.00	Matters to be Discussed at November’s HCC Meeting		
8.01	Update on Recruitment of Secretary – As noted under item 6.02	Note	
8.02	Update on Christmas Lights – Mark confirmed all installation works shall be completed by Friday 25 th November including testing the lights prior to switch on. Road closure has been arranged and fireworks are organised. Jamie King McArthur shall play some festive tunes and announce the winners in preparation of the big switch on at the stage provided by RC which shall be located in Main Street restaurants carpark.	Note	
8.03	Update on Craigends Yew – Janet confirmed the yew tree shall be on the TV and that it was runner up in Scotland’s tree of the year.	Note	
8.04	Update on Flowers / Planters – The subcommittee’s proposals for the planters was approved without need for further discussion.	Note	
8.05	Update on Possibility of Twinning Houston – Agreed to be left on the agenda for January’s HCC Meeting.	Note	
8.06	Update on Linking Facebook Page – Jake gave a detailed report and it was agreed to leave on the agenda for January’s HCC Meeting. Also agreed best to not promote individual businesses at present. Good progress made to date by Jake.	Note	
8.07	Update on Website Training / Function Status – Kathy confirmed website is still not working and should hopefully be resolved in the New Year once admin rights resolved and Kathy awaits a response from the volunteer.	Note	

Item		Action	Date Due
8.08	Update on Provost's Community Award – Jake's application has been submitted.	Note	
8.09	Update on Traffic Survey – As discussed previously under item 5.01.	Note	
8.10	Agree Date and Venue for Christmas Meeting – It was agreed to have no formal meeting and in lieu to have a festive drink at the Houston Inn on Wednesday 14 th December at 7.30pm.	Note	
9.00	Any Other Business		
9.01	Yew Tree Branches over Resident's Fence – Agreed Janet to make contact with them.	HCC/jm	ASAP
9.02	Steps at Co-op, Safety Issues / Tripping Hazard – Agreed Jenny to liaise with owners.	HCC/jc	ASAP
9.03	Meeting between RC and HCC re- Future Residential Planning Applications and Current Local Development Plan – Agreed it would be good to be proactive and meet RC. Agreed David to arrange in New Year.	HCC/dd	Q1/Q2 2017
9.04	Planters for Xmas Light Switch On – Approved Jenny Cowan to spend £60.00 to brighten up the existing planters.	HCC/jc	ASAP
9.05	Park Adjacent Abbey Nursery – Noted a local group has been started to look at maximising this park. Agreed to add to January's HCC Meeting Agenda to agree communications required between HCC and the Group.	HCC/jmc	January's HCC Meeting
9.06	Community Youth Centre – Agreed to add to January's HCC Agenda.	HCC/jmc	January's HCC Meeting
9.07	HCC Statement for Facebook – Jake read out a statement he prepared and all present agreed this was perfect. Kathy to upload statement.	HCC/km	ASAP

Next Meeting: HCC January Meeting

Date / Time: Wednesday 18th January 2017 at 7.30pm

Meeting closed by Chairperson, John McEvoy, at 9.20pm

Houston Community Council Meeting

Action List / Log

ID No.	Description	Owner	Date Due	Status
1.0	<p>Police Report</p> <p>John McEvoy asked about SMART Water project. Police says it is being trialled in Langbank. Smart water is basically property marking. Police offered to discuss this with the committee at a separate meeting if they wished. Feeling of committee was to wait and see how it fairs in Langbank.</p> <p>(Update 17/02/16 – WIP and Sgt Mack shall give HCC feedback in due course)</p> <p>(Update 16/03/16 – Insp Glass confirmed the smart water kits have been ordered for Langbank and feedback / progress shall be reported in due course.)</p> <p>(Update 20/04/16 – WIP)</p> <p>(Update 18/05/16 – WIP)</p> <p>(Update 15/06/16 – PS confirmed launched last week in Langbank).</p> <p>(Update 21/09/16 – No update at meeting)</p> <p>(Update 19/10/16 – No update at meeting.)</p> <p>(Update 16/11/16 – Constable Cheesman to follow up and add to January's HCC PS Report)</p>	PS	January's HCC Meeting	Outstanding and Behind Programme
2.0	<p>Yearly Calendar – HCC/ma proposed a yearly calendar is adopted to ensure we capture important matters at the correct time / period during the year. All agreed in principle and planner to be developed and discussed at the next meeting.</p> <p>(Update 16/03/16 – No progress made in the month.)</p> <p>(Update 20/04/16 – No progress made in the month.)</p> <p>(Update 18/05/16 – No progress made in the month. Items for decision / calendar to be closed out ASAP)</p> <p>(Update 15/06/16 – No progress)</p> <p>(Update 21/09/16 – No progress)</p> <p>(Update 19/10/16 – No progress made)</p> <p>(Update 16/11/16 – No progress made and agreed to add to notice board at the Carrick Centre)</p>	HCC/jmc & HCC/ma	ASAP/Urgent	Action
3.0	<p>Asset Register – Mark suggested creating an Asset register to keep track of existing and new assets. Agreed to discuss at April's HCC meeting.</p> <p>(Update 20/04/16 – No progress made.)</p> <p>(Update 18/05/16 – WIP)</p> <p>(Update 15/06/16 – No change /progress)</p>	HCC/ma	ASAP/Urgent	Action

Status Key

Action
Outstanding
and Behind
Programme

Action
in Progress
and on
Programme

Action
Closed

	made) (Update 21/09/16 – No progress made) (Update 19/10/16 – No progress made) (Update 16/11/16 – No progress made)			
4.0	Grant Funding Application Matrix – Agreed Mark and John McEvoy shall draft a matrix to cover other funding opportunities. (Update 15/06/16 – No change. WIP) (Update 21/09/16 – No change) (Update 19/10/16 – No progress made) (Update 16/11/16 –No progress made)	HCC/ma & JCC/jmc	ASAP/Urgent	
5.0	Dam / Pond Nearby Strathgryffe Tennis Club – Mark confirmed there may be an opportunity to create a public path to this pond and create a new leisure area for the community. Mark to explore in greater detail. (Update 21/09/16 – No real progress made. WIP) (Update 19/10/16 – No progress made) (Update 16/11/16 – No progress made and should consider adding to LAC grant application)	HCC/ma	ASAP	
6.0	Traffic Survey – Provost Anne Hall asked John to email her directly about how we should progress the outcome of the survey. (Update 16/11/16 – Closed)	Closed	Closed	
7.0	Provost’s Community Awards 2016-2- 17 – It was agreed to progress with Jake Fulton’s nomination with Jenny Cowan to assist John McEvoy in completing the necessary paperwork. (Update 16/11/16 – Closed)	Closed	Closed	
8.0	Weekly Planning List – It was agreed that David Dunlop would prepare objections to the planning applications for both Neuk Crescent and Paton’s Mill. John McEvoy would subsequently liaise with other local community councils for areas that would also be affected if the application were to be approved. (Update 16/11/16 – Closed)	Closed	Closed	
9.0	Update on Christmas Lights – Contractor shall be doing the wiring / cabling works soon with motifs being erected nearer the end of November. A fireworks display has also been arranged and it was agreed Mark shall seek assurances that all permissions have been approved. (Update 16/11/16 – Closed)	Closed	Closed	
10.0	Possibility of Twinning Houston – Agreed after discussion David shall look into this along with potential European locations	Closed	Closed	

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	twinned with Renfrewshire as suggested by Provost Anne Hall. (Update 16/11/16 – Closed)			
11.0	Update on Flower Displays – A proposal along with a quote shall be tabled at November’s meeting for approval including a maintenance rota. (Update 16/11/16 – Closed)	Closed	Closed	
12.0	RC Funding Applications – Agreed these shall be required by March 2017. To be discussed at November’s meeting with a list of proposed projects tabled and agreed thereat. (Update 16/11/16 – The following projects were discussed and require further discussion at January’s HCC. <ul style="list-style-type: none"> • Hydro Scheme • Summer Bunting • Xmas Lights 2017 • Heritage Lighting) 	HCC/all	ASAP	
13.0	Website Volunteer – Agreed we should take up the offer for support from a local resident. (Update 16/11/16 – Closed)	Closed	Closed	
14.0	HCC Facebook Page – Jake suggested we should have links with other local groups i.e. churches, football clubs etc. All agreed this was a good idea with Jake to progress. (Update 16/11/16 – Update Given by Jake and good progress made. WIP)	HCC/jf	Update at January’s HCC	
15.0	Jenny Cowan Application to become a HCC Member – It was agreed Jake and Kathy would support Jenny’s application and complete / sign the form on behalf of HCC. (Update 16/11/16 – Closed)	Closed	Closed	
16.0	Christmas Lights Switch on by School Kids – Agreed Mark shall liaise with the schools to seek their approval / parent’s approval to add the children’s names to the HCC website. (Update 16/11/16 – Closed)	Closed	Closed	
17.0	Christmas Lights Switch on Dancing Display – Agreed Mark shall liaise with a member of the community to discuss their proposal. (Update 16/11/16 – Closed)	Closed	Closed	
18.0	Christmas Lights Switch on Flyer – Mark tabled the proposed flyer / leaflet and after discussion some minor changes are required which Mark shall progress. Agreed circa 2,000 prints are required for distribution via churches, schools , local bars / restaurants and the village paper shop etc.	HCC/ma	Prior to the event on 1 st December	

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	(Update 16/11/16 – WIP with approx. 500 leaflets left for distribution to local nursery’s etc. Jake offered to hand deliver any remaining leaflets if required)			
19.0	Co-op Area at Weekends – Unruly behaviour has been noted by the Community and Constable Cheesman shall request this is added to the Community Police tasking sheet.	PS/sc	ASAP	
20.0	Better Lighting – David mentioned the benefits of new street lighting and general community lighting to assist with unruly behaviour in certain hot spots / problem areas. Agreed to look into this in further detail as part of the community lighting proposal.	All	January’s HCC Meeting	
21.0	Traffic Survey – Cllr Noon made contact with Andrew McNab at RC and Andrew confirmed he has no knowledge of the traffic survey. Agreed John McEvoy shall liaise directly with Andrew McNab.	HCC/jm	ASAP	
22.0	Remembrance Sunday – Cllr Noon asked if HCC was notified about timings for the War Memorial in the village. HCC confirmed no and Cllr Noon asked if HCC would be happy to attend in future. All parties present agreed yes and this should be added to the yearly planner yet to be produced by Mark Arthur.	HCC/ma	ASAP	
23.0	HCC Planning Objections – Agreed John shall circulate to all HCC members in future.	HCC/jmc	ASAP	
24.0	HCC Secretary Advert / Role – John confirmed no response yet and it was agreed to add the advert to the Gazette.	HCC/jmc	ASAP	
25.0	Yew Tree Branches over Resident’s Fence – Agreed Janet to make contact with them.	HCC/jm	ASAP	
26.0	Steps at Co-op, Safety Issues / Tripping Hazard – Agreed Jenny to liaise with owners.	HCC/jc	ASAP	
27.0	Meeting between RC and HCC re Future Residential Planning Applications and Current Local Development Plan – Agreed it would be good to be proactive and meet RC. Agreed David to arrange in New Year.	HCC/dd	Q1/Q2 2017	
28.0	Planters for Xmas Light Switch On – Approved Jenny Cowan to spend £60.00 to brighten up the existing planters.	HCC/jc	ASAP	
29.0	Park Adjacent Abbey Nursery – Noted a local group has been started to look at maximising this park. Agreed to add to January’s HCC Meeting Agenda to agree communications required between HCC	HCC/jmc	January’s HCC Meeting	

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	and the Group.			
30.0	Community Youth Centre – Agreed to add to January’s HCC Agenda.	HCC/jmc	January’s HCC Meeting	
31.0	HCC Statement for Facebook – Jake read out a statement he prepared and all present agreed this was perfect. Kathy to upload statement.	HCC/km	ASAP	

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APPENDIX A

RESTRICTED

HOUSTON/CROSSLIE BEAT 34/35 - 19/10/2016 to 16/11/2016

CRIME/OFFENCE	NUMBER	DETECTED	ADDITIONAL NOTES
Serious Assault	1	1	1 in house
Common Assault	1	1	1 x domestic
Robbery	0	0	
Theft X HB /Attempt Theft x hb	0	0	
Theft x OLP/Attempt	0	0	
Theft/Attempt	2	0	1 x watch and property damaged, 1 x wheelie bin
Theft x shoplifting	2	0	2 x alcohol
Theft of motor vehicle	0	0	
Theft from motor vehicle	0	0	
C.J.L. 2010 Act/Breach of the peace	0	0	
MDA Offences	2	2	2 x cannabis
Fraud	0	0	
RTA Offences	0	0	
Drink/drug driving	0	0	
Vandalism/culpable & reckless	1	0	1 x car mirror
Street drinking/Drunk & Incapable	0	0	
Wilful fireraising	0	0	
Breach of bail	0	0	
Communications offences	0	0	
Other	1	0	
TOTAL	10	4	

Please Note that the statistics above may not include crimes still to be processed at the time of collation. Also, any crimes listed under "Other" may be listed this way for anonymity

APPENDIX B

Houston Community Council Chairman's Report Wednesday 16th November 2016

1. The gullies in Main Street have now been cleared by Renfrewshire Council. I think this completes the programme, but if anybody is aware of gullies that have not been cleared please highlight them as an issue and we can follow it up with the Council.
2. Took views of Community Councillors on future of iconic telephone box in Houston Road, Crosslee and enquired from BT as to how we could have it retained. Asked Renfrewshire Councillors for help and Cllr. Stuart Clark immediately intervened on our behalf. The phone box will now be retained and refurbished by British Telecom in 2017.
3. Worked with Jenny Cowan to complete nomination form for Jake Fulton in Provost's Community Volunteer Ward Competition.
4. Worked with David Dunlop to submit objections to planning applications at 5 Neuk ~~Crescent~~ Ave Crescent and at Paton's Mill, Johnstone. Liaised with other local Community Councils by highlighting the Paton's Mill application and copying them in on our objection. Johnstone, Brookfield and Kilbarchan Community Councils have also objected.
5. Circulated details of job description for position of Secretary circulated to all members. After agreement, advert for Position of Secretary advertised on our Facebook page, with link to full job description. Thanks to Kathy McFall for doing the clever stuff.
6. Kathy McFall has designed a HCC logo incorporating an image of the Mercet Cross in South Street. Suggest we officially adopt it and use it in all future correspondence.

Correspondence

1. Sandra Brown has emailed to tender her resignation from the Community Council because of pressure of work commitments. She wishes all the best for the future and I'm sure everybody present will also like to offer Sandra our thanks for her service and best wishes for her own future.
2. Had telephone call from Renfrewshire Council offering us four large planters with possibility of another four. I will revert to them after this meeting.
3. Resent email to Renfrewshire Council on 20th October asking how to proceed to implementation of Houston and Crosslee residents' wishes to have reduced speed limits and copied Provost Anne Hall after her offer of help at our last meeting. There was no response by 10th November so I then sent reminder to Provost Hall. Still nothing heard.
4. Anne McNaughton sent details of Community Empowerment (Scotland) Act 2015. Forwarded to all members.

5. Had replies from both our MSPs to our letters asking for more resources to be made available to Renfrewshire Council. Derek Mackay replied saying that Renfrewshire has been allocated a fair share of the limited funds available. Tom Arthur said the policy being implemented was based on recommendations by the Commission for Local Tax Reform. Will forward copies to any members who would like me to do so.

6. Have had reply from Alison Black, Managing Solicitor, Information and Governance, at Renfrewshire Council, maintaining that the street gullies in Houston were cleared in April 2015. Since this is utter nonsense we need to decide if we will follow up with appeal to Scottish Information Commissioner.

7. Received email from Mary McElhinney with list of RCCF sub-committee members. Neither Janet Mason nor David Dunlop were on LAC sub-committee. Asked her to rectify this.

8. Councillor Stuart Clark phoned me to say that he had resigned as a Renfrewshire Councillor due to pressure of work in his new job as a Head Teacher. Council rules meant that his resignation took effect immediately.

9. David Low emailed to give details of Public Engagement Events for Glasgow City Deal, in particular the new bridge connecting Renfrew with Yoker and Clydebank and the Glasgow Airport Investment Area. Events will be held between hours of 11.00am and 7.00 pm on Monday 5 Dec. Yoker Community Campus, Tuesday 6 Dec Paisley Town Hall, Wed 7 Dec Renfrew Town Hall and Thu 8 Dec Cludebank Town Hall.

10. Received Invitation to pass on to all Community Councillors for Parliamentary Reception at Scottish Parliament 6.00 pm till 8.00 pm on Wednesday 23 November. There will be a chance to consider opportunities arising from the Community Empowerment and Land Reform Acts.

APPENDIX C

Houston Community Council

Treasurer's Report

19 October to 16 November 2016

Opening Balance	£13,330.17
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Period Income

Nil

Total	£13,330.17
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Expenditure

Insurance	£5.47
Jerry Can	£19.98
Compost/ Bedding plants	£62.25

Closing Balance (18 Aug)	£13242.47
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Notes; As per bank statement dated 28th October 2016

Additional Items not detailed in bank account at above date.

Fireworks payment	-£750
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Hall rental	-£64
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Administration Allowance	£805
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Donation Paper Shop	£100
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