

**APPENDIX I****EAST AYRSHIRE COMMUNITY SAFETY FORUM****MINUTES OF MEETING HELD ON WEDNESDAY 16 JUNE 1999 AT 1130 HOURS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Daniel Coffey; Harry Wilson, Robert Taylor and Jimmy Carmichael; Local Committee Representatives Jean Smith, Andrew Nisbet, Charles Calman and Matthew Donnelly; Mary Reilly, ROSPA; Chief Inspector Colin Campbell, Strathclyde Police; Robert Andrew, Strathclyde Fire Brigade; Margaret McWilliam, Health Promotion Unit; Jim Sinclair, Acute NHS Trust; David Dye, Ayrshire and Arran Tourist Industry Forum; Alex Craig, Enterprise Ayrshire; Iain Brown, East Ayrshire (South) Forum on Disability; Janice Cameron, East Ayrshire (North) Forum on Disability; Jean McFarlane, Kilmarnock and Loudoun Crime Prevention Panel; Dorothy Houston, East Ayrshire (South) Against Crime; Dawn Gray, Council of Voluntary Organisations; and Nora McCabe and Sally Roy, North Kilmarnock Elderly Forum.

**ATTENDING:** John F Crawford, Head of Protective Services; Alison J Smith, Principal Officer (Licensing and Community Safety); Ann Williams, Community Safety Officer; Joe Cassidy, Policy Officer (Housing and Technical Services); Hugh Mitchell, Police Liaison Officer; Gerald Cummins, Road Safety Officer (Development Services); Fiona JS Hall, Safety Officer (Personnel Department); Eleanor Dewar, Environmental Health Officer; Julie Williams, CHASE Project; and Stuart Nelson, Administrative Officer.

**APOLOGIES:** Councillors Iain Linton, James Raymond and George Smith.

**WELCOME BY JOHN F CRAWFORD, HEAD OF PROTECTIVE SERVICES**

1. John F Crawford, on behalf of the Secretary, welcomed those present and wished the new members well in their participation in the work of the Forum.

**APPOINTMENT OF CHAIR AND VICE CHAIR**

2. John F Crawford invited the members to appoint a Chair and Vice-Chair and it was unanimously agreed that Councillor Jimmy Carmichael be appointed Chair and that Mr Edward Torrance, subject to his agreement, be appointed Vice-Chair.

Councillor Jimmy Carmichael then took the Chair.

**MINUTES OF LAST MEETING**

3. There were submitted (circulated) and approved as a correct record the minutes of the meeting of the East Ayrshire Community Safety Forum held on 17 March 1999.

**AMENDMENT TO CONSTITUTION : FORUM MEMBERSHIP**

4. There was submitted a report dated 4 June 1999 (circulated) by the Director of Community Services which invited the Forum to consider amending the Constitution as it relates to membership.

It was agreed:-

- (i) to amend the Constitution to provide for the following changes to the membership of the Forum, namely:-
  - the addition of a member from each of the two local Health Trusts i.e. the Primary Care NHS Trust and the Acute NHS Trust;
  - the addition of a member from the Kilmarnock Town Centre Management Initiative;
  - the addition of a second Crime Prevention Panel member; and
  - provision for two members from the East Ayrshire Sub-Division of the Ayrshire Division of Strathclyde Police (one from the North area and one from the South area).
- (ii) that, in view of the above mentioned amendments, the Constitution of the Forum would be as set out in the Appendix to this minute; and
- (iii) to note that East Ayrshire Council would be appointing a further two Councillors to the Forum, to take up the authority's full complement of nine members.

#### **EAST AYRSHIRE ROAD SAFETY PLAN**

5. There was submitted a report dated 27 May 1999 (circulated) by the Director of Development Services on the East Ayrshire Road Safety Plan 1998/2003 which had been published recently.

It was agreed:-

- (i) to note the terms of the report;
- (ii) to request that the Director of Development Services, East Ayrshire Council submit to each future meeting of the Forum a report providing up to date information on road accident statistics for East Ayrshire;
- (iii) to request the Council's Director of Development Services to deal directly with issues raised by Mr Charles Calman regarding through traffic at Wellpark Avenue, Kilmarnock and the possible provision of a pedestrian crossing at Old Mill Road, Kilmarnock and to submit a report on these matters to the next meeting of the Forum; and
- (iv) to request the Council's Director of Development Services to investigate concerns expressed by Jean Smith regarding the operation generally of sounders at pedestrian crossings and by Councillor Coffey relative to the crossing at Hill Street in Kilmarnock and to respond to Mrs Smith and Councillor Coffey directly and, if necessary, to submit a further report to the Forum.

#### **ACTIVITIES OF FORUM MEMBERS**

##### **6.1 Kilmarnock and Loudoun Crime Prevention Panel**

Jean McFarlane, Kilmarnock and Loudoun Crime Prevention Panel provided a brief summary of the current activities of the Panel including (i) a proposal to supply

reflective armbands for children attending school during the new school year commencing in August; (ii) the Panel have made available personal safety alarms which can be purchased by individuals from Kilmarnock Police Station; (iii) ongoing support for the Danger Detectives initiative together with contributions to the Initiative's aims, both financial and in kind; and (iv) promoting a safety competition within local schools, in conjunction with the local Police.

## **6.2 East Ayrshire (South) Against Crime**

Dorothy Houston, East Ayrshire (South) Against Crime reported on the current activities of her organisation including (i) the production of computer mouse mats featuring a safety message; (ii) making available security door stops and security alarms to vulnerable members of the community; (iii) the provision of reflective arm bands for school children; and (iv) the production of colouring sheets with a safety message for children.

## **6.3 CHASE Project, Kilmarnock**

Julie Williams of the CHASE Project advised that the Project in partnership with other agencies and local young people is organising a Conference to be held later this year which will be aimed at, and will focus on issues of particular relevance to, young people. The event will include workshop sessions to facilitate discussion on particular health and safety related subjects.

### **COMMUNITY SAFETY OFFICER'S REPORT : REVIEW OF EVENTS AND INITIATIVES**

7. There was submitted a report dated 25 May 1999 (circulated) by the Director of Community Services which provided an update on current events and initiatives in community safety.

It was agreed:-

- (i) to note the terms of the report;
- (ii) that Hugh Mitchell, Police Liaison Officer would provide information directly to Councillor Coffey on the number of Neighbourhood Watch Schemes which are in operation within East Ayrshire and also on the arrangements for the provision of neighbourhood watch signage by the Council, with a report on this matter to also be submitted to the next meeting of the Forum;
- (iii) that, on the matter being raised by Mr Matthew Donnelly, the Secretary would write to the East Ayrshire Housing Partnership on the provision of sprinklers within houses to be constructed by the Partnership, to combat the risk of fire, particularly for the benefit of elderly, disabled or other vulnerable individuals;
- (iv) that the Council's Director of Homes and Technical Services be requested to provide directly to Mr Donnelly information on the Department's proposals for consultation on future works to Council houses, in order that proper representations might be made regarding the installation of sprinklers within the Authority's stock; and
- (v) that member organisations of the Forum should advise the Secretary of any events/activities etc which they are proposing to undertake with a view to

assistance with publicity arrangements being possibly provided through the Council's Public Relations and Marketing Section.

### **MILLENNIUM ISSUES**

8. There was submitted a report dated 4 June 1999 (circulated) by the Director of Community Services on progress made by the Non IT Officer Working Group in relation to the forthcoming millennium period.

It was agreed:-

- (i) to note the terms of the report, particularly the proposal which is currently being examined by the Council that community halls and community centres be not let on the evening of 31 December 1999 and the morning of 1 January 2000 since public liability and property insurance will not apply in respect of difficulties which might arise in respect of systems failing to recognise or utilise data concerning a date; and
- (ii) member organisations of the Forum would advise the Council's Emergency Planning Officer of any proposed millennium events of which they are aware.

### **DANGER DETECTIVES : REQUEST FOR FUNDING**

9. There was submitted a report dated 26 May 1999 (circulated) by the Director of Community Services which requested approval to a donation to Danger Detectives, Experiential Learning in East Ayrshire.

It was agreed:-

- (i) to approve a financial contribution of £500 to Danger Detectives, in reflection of the Forum's support of the event; and
- (ii) to continue, when possible, to give support to Danger Detectives both as a Forum and individually within members' organisations and groups.

### **KEY COMMUNITY SAFETY ISSUES**

10. There was submitted a report dated 4 June 1999 (circulated) by the Director of Community Services to assist members in considering the development of agreed Key Community Safety issues by way of workgroups.

It was agreed:-

- (i) that the workgroups be held on a date to be determined by the Secretary in consultation with the Chair, possible taking the form of a half day seminar;
- (ii) that members of the public and representatives of organisations which are not represented on the Forum be given the opportunity to participate in the workgroups; and
- (iii) to suggest that the identified Key Community Safety issues i.e. child safety, home safety, fireworks and bonfire safety and youth safety be borne in mind as possible topics for discussion at future East Ayrshire Council Community Forum meetings.

The meeting terminated at 1300 hours.

## EAST AYRSHIRE COMMUNITY SAFETY FORUM

### CONSTITUTION

#### 1. NAME

The name of the Forum shall be the East Ayrshire Community Safety Forum (herein after referred to as "the Forum"). The Forum shall have representation on the Scottish Accident Prevention Council (which is allied to the Royal Society for the Prevention of Accidents) and to the Scottish Local Authorities Community Safety Forum, and shall represent the interests of the local authority, East Ayrshire Council.

#### 2. AREA

The Forum shall have jurisdiction throughout East Ayrshire.

#### 3. AIMS AND OBJECTIVES

The aims and objectives of the Forum shall be to co-ordinate and stimulate the work of community safety in conjunction with the local authority.

#### 4. METHOD

The Forum shall achieve its object by:-

- (a) acting as a co-ordinating body to assist the local authority in the establishment of a common policy on the conduct of local community safety activities;
- (b) encouraging the education of the public, and of children and elderly in particular, in accident prevention and the security of the maximum of publicity by every possible means;
- (c) continuous stimulation of and assistance to the local authority to ensure that the local campaign for community safety represents a maximum effort;
- (d) co-operation with Strathclyde Police, Ayrshire and Arran Health Board, and other agencies in the promotion of schemes for community safety;
- (e) discussing and examining potential dangers, accident prevention methods and devices submitted to them which may be conveniently grouped under the heading Research and Investigation; studying accident, crime and any other relevant statistics; and forwarding to the local authority such proposals as they may think fit;

- (f) recommending to the local authority, awards for outstanding and conspicuous service rendered in the field of community safety;
- (g) organising competition and similar activities;
- (h) encouraging the interests and enthusiasm of voluntary organisations;
- (i) providing a clearinghouse for ideas, suggestions and proposals prior to submission to the appropriate authority;
- (j) encouraging participation in national safety schemes.

## 5. MEMBERSHIP

The forum shall be made up of members as follows, and give shall be the quorum.

- (a) nine members of East Ayrshire Council (including Chair and Vice Chair of Community Services Committee)
- (b) One representative from the Royal Society for the Prevention of Accidents
- (c) one community representative from each of the Local Committees
- (d) one representative from Ayrshire and Arran Health Board
- (e) one representative from each of the two local Health Trusts, ie, the Primary Care NHS Trust and the Acute NHS Trust
- (f) one representative from Strathclyde Fire Brigade
- (g) two representatives from the East Ayrshire Sub-Division (one from the North Area and one from the South Area) of the Ayrshire Division of Strathclyde police;
- (h) one representative from Ayrshire and Arran Tourist Industry Forum
- (i) one representative from Ayrshire Enterprise
- (j) one representative from Ayrshire Chamber of Commerce
- (k) one representative from Kilmarnock Town Centre Management Initiative
- (l) one representative from the North and one representative from the South Disability Forum
- (m) one representative from the North Area and one representative from the South Area Crime Prevention Panel
- (n) one representative from the Fellowship of Churches
- (o) one representative from the Council of Voluntary Organisations
- (p) two youth representatives
- (q) two representatives of elderly forums
- (r) representatives of ethnic communities.

Other ancillary individuals or organisations may be co-opted as required.

The Director of Community Services or his appointed officer shall be Secretary of the Committee

**6. PRESS**

The press will be entitled to attend meetings of the forum and shall be sent the notice calling the meeting.

**7. MEETINGS**

The Forum shall meet as required, but not less than quarterly to discuss matters pertaining to community safety in accordance with the objectives of the Forum.

The Forum shall hold an Annual General Meeting in June of each year. At this meeting, a Chairman and Vice-Chairman will be appointed who shall hold office for one year.

**8. FINANCE**

The Forum will be financed by East Ayrshire Council up to a maximum figure decided by the Council each year.

**9. REPRESENTATION AT NATIONAL CONGRESS/  
CONFERENCES/COURSES**

The Forum may appoint representatives to the appropriate national activities of the Royal Society for the Prevention of Accidents, the Scottish Accident Prevention Council and the Scottish Local Authorities Community Safety Forum and other such national bodies as deemed necessary.

**10. AMENDMENTS TO THE CONSTITUTION**

Notice of amendments to the constitution must be given in writing three weeks before the meeting. Such notice shall be placed on the agenda of that meeting and, when proposed and seconded thereat, shall be discussed and become effective if carried by not less than two thirds of those members present and voting.

**11. STANDING ORDERS**

The Forum shall make standing orders as it may from time to time decide.