Appendix One
Statement of Community Support

List of Previous Local Consultations analysed

Sustrans Consultations:
1. Craigie Street Pocket Park events 2021-22 – 160 respondents
2. Eliza Street Pocket Park event s 2023-24 - 245 respondents

Albert Street Action Group Consultations:
3. Grace Church Event – April 2023 – 50 participants
4. Morgan Academy Event – June 2023 – 30 participants
5. Albert Street Clean Up Street Survey - September 2023 – 80 respondents

6. Volunteers Consultation – January 2024 – 3 respondents

Friends of Baxter Park Consultation:
7. Baxter Park Lighting Upgrade Study – 2024 – 700 respondents

Dundee UNESCO City of Design Team Consultations:

8. Spaces for People programme - 2021 – 36 respondents

Stobswell Forum:
9.Albert Street Regeneration meeting – May 2023 – 8 participants

Dundee City Council Consultations:
10. Community Regeneration Fund Consultation on Parklets - 2020

11. Albert Street Traffic Surveys, 2017, 2019, 2021
12. Dundee District Centres Fund Capital Plan 2018 – 23, Albert Street

13. Engage Dundee Maryfield - 2021 – 73 respondents
14. Stobswell West Survey – 2023 – 97 interviews
15. Dundee Sustainable Transport Delivery Plan Consultation - November 2023

16. Dundee Active Travel Freeways (in Stobswell) SWECO Consultation – May 2023
17. Dundee Active Freeways Consultation Storyboard Maps – May 2023

18. Arthurstone Library public meeting - 2024 – 30 participants

19. Maryfield Community Plan 2012-17
20. Maryfield Community Plan Update 2018
21. Maryfield Locality Community Plans, 2022-27

Stobswell Forum Local Place Plan Consultations:
1. Safety On Our Streets Public Workshop – March 2024 – 20 participants
2. Active Travel Public Workshop at AGM – May 2024 – 30 participants
3. Stobswell Family Fun Day Survey – June 2024 – 69 respondents
4. Stobswell Visioning event –August 2024 – 15 participants
5. Draft Local Place Plan Recommendations Event – November 2025 – 50 participants
6. Draft Local Place Plan Stobswell Forum Google Form Surveys – February 2025 - 34 respondents for the Services and Facilities section, 35 for Better Connections, 30 for Community and Culture and 32 for Quality Homes.
7. Statutory Consultation – February 2025 – 3 local councilor responses out of 3, 3 adjacent Community Council/Neighbourhood Representative Structure responses out of 4.

For further information on the analysis data from these consultations please contact Stobswell Forum via email: info@stobswell.org.uk

Outputs from the Stobswell Forum Open Community Sessions during 2024

Four workshops specifically related to the development of the draft Stobswell Local Place Plan proposals were run by Stobswell Forum during 2024. The following describes the format of the events and the key outputs from them.

Safety in Our Streets Workshop 19th March 2024

20 people attended a 1.5 hour evening public meeting in Arthurstone Library to discuss safety issues in Stobswell's streets. Presentations were made by Sergeant Kirsten Kiddie, Maryfield Community Police Team and Gillian Lamb, Dundee City Council Anti-Social Behaviour Team.

Key requests from break-out discussion groups were:

- Parking on pavements
- Potholes
- Uneven pavements
- Flexipave for tree roots
- Better lighting/CCTV
- Cobbles can be dangerous
- Crossings to favour pedestrians
- Need wider pavements

- LED is poor lighting: Kemback St, Morgan St, Back of Greens, back of foodbank, Baxter Park bad

Active Travel Workshop 21st May 2024

30 people attended a 1.5 hour evening public meeting in Arthurstone Library to discuss transport and travel issues in Stobswell. Presentation by James Mullen, Senior Manager (Sustainable Transport & Roads), Dundee City Council.

Key requests from break-out discussion groups were:

- Deal with potholes
- Parking on pavements
- Pedestrian crossing timings
- Get rid of HGVs
- Less pavement clutter for wheelers
- More car park spaces required
- Park and Ride outside Stobswell
- New Active Travel Routes in Baxter Park and Swannie Ponds are danger to pedestrians, young children, dog walkers, elderly. Should not take away green space

- Public transport priority over cyclists
- Placement of cycle storage consultation needed
- Cycle storage needed at Lidl
- Cycle maintenance columns for bike storage
- Adequate safe cycle lanes
- ALL roads 20mph
- School Streets at Morgan and Glebelands needed

Stobswell Family Fun Day 1st June 2024

Stobswell Forum ran an all-day survey quiz for children from the three local primary schools (Glebelands, Dens Road and Clepington) and local secondary school (Morgan Academy) using a chalk map of local places in Stobswell drawn on the school playground of Morgan Academy. Children were invited to "vote with their feet" for their favourite places in Stobswell by jumping on the relevant part of the map. Their feet positions were recorded by photograph and their favourite places were also recorded on a survey sheet. 69 children took part in the quiz.

Favourite places for children were:
1. Baxter Park – 16 votes
2.Swannie Ponds – 15 votes
3. Clepington Primary School – 9 votes
4. Equal – DISC and Showcase the Street – 4 votes each
5. Equal – Arthurstone Library and Kanzan Karate – 3 votes each

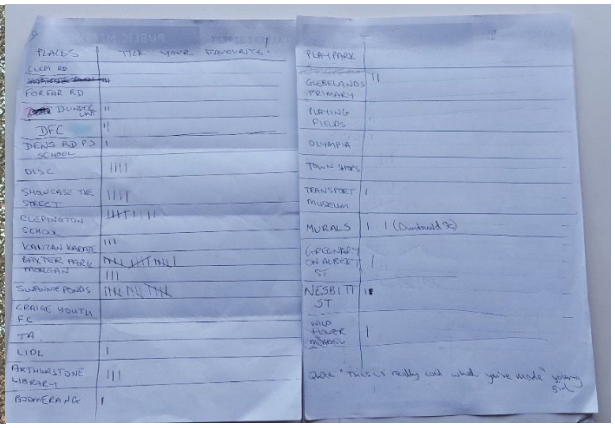
6. Equal – Dundee United, Dundee FC, Glebelands Primary, Murals Dundonald St -2 votes each
7. Equal – Dens Road Primary School, Lidl, Boomerang, Transport Museum, Greenery Albert St, Nesbitt Street, Wildflower meadows – 1 vote each
69 votes total











Stobswell Local Place Plan Vision and Structure Workshop 13th August 2024

15 people took part in the evening workshop held in Arthurstone Library as part of one of Stobswell Forum's monthly public meetings. Fionn Stevenson gave a presentation introducing a draft Vision Statement for discussion and improvement: "*To create a safe and thriving local neighbourhood for the people who live, work and visit Stobswell*". This was discussed in the whole group and refined.
The participants then broke out into four subgroups to discuss the potential structure of the Local Place Plan, including four potential themes and their position statements, which were refined during discussion and re-presented to the whole group. This helped to inform the development of the thematic structure and visioning for the Stobswell Local Place Plan.

Stobswell Local Place Plan Big Event 7th November 2024

Draft recommendations for the Stobswell Local Place Plan were prepared from the 21 previous local consultations that were analysed by Stobswell Forum. A public consultation on these took place at an open workshop held on November 7th 2024 in Arthurstone Library from 6.30pm – 8.30pm. This was promoted by 2000 flyers distributed to Stobswell Central households, 80 posters distributed to local businesses and public places, social media with 3,600 followers on Facebook, a Stobswell Forum e-bulletin reaching 350 people and a "human interest" article published in the local newspaper ahead of the event, and which also promoted it.

The event had the following format:
6.30pm - 6.45pm – presentation about the Draft Local Place Plan and Recommendations:
"Our vision for the future" by the Chair for the evening
6.55pm - Description of the participation event
7pm – 8.20pm – Discussion of, and voting on, draft recommendations
8.20pm – Closing comments by the Chair
8.30pm – Finish of event

There were four themes under which the draft recommendations were grouped:

- Services and Facilities
- Better Connections
- Community and Culture
- Quality homes for all

About 60 local people attended the event.

People helped themselves to food and drink, looked at each of the four information boards on each Local Place Plan theme with its draft recommendations, and socialized together.

Participants rotated, spending about 20 minutes in a facilitated discussion with eachother on each theme table and then adding their coloured dot sticker votes to the draft recommendations on each of four A1 sheets listing them. The coloured dots were Red for "disagree", Amber for "do not feel strongly either way about this" and Green for "agree".

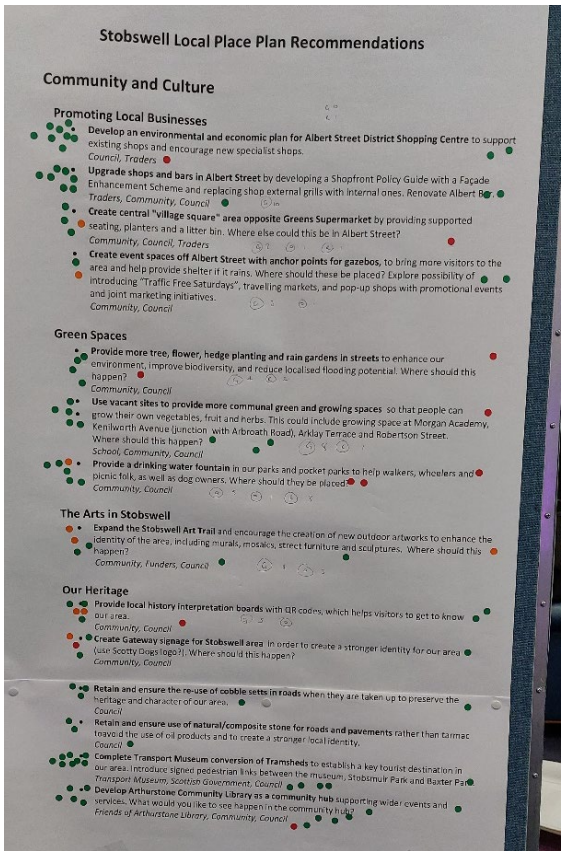




Participants also were given the opportunity to say what they thought of the recommendations by writing notes on Post-its and placing these on maps of the area placed on each theme table. Two volunteer facilitators from Stobswell Forum were at each theme table to help the discussion. Food and drink for the event were provided by four local traders and funded by Dundee City Council.



The photos below show the voting on the draft recommendations.



Stobswell Local Place Plan Recommendations

Community and Culture

Promoting Local Businesses

Develop an environmental and economic plan for Albert Street District Shopping Centre to support existing shops and encourage new specialist shops.
Council, Traders

Upgrade shops and bars in Albert Street by developing a Shopfront Policy Guide with a Façade Enhancement Scheme and replacing shop external grills with internal ones. Renovate Albert Pa
Traders, Community, Council

Create central "village square" area opposite Greens Supermarket by providing supported seating, planters and a litter bin. Where else could this be in Albert Street?
Community, Council, Traders

Create event spaces off Albert Street with anchor points for gazebos, to bring more visitors to the area and help provide shelter if it rains. Where should these be placed? Explore possibility of introducing "Traffic Free Saturdays", travelling markets, and pop-up shops with promotional events and joint marketing initiatives.
Community, Council

Green Spaces

Provide more tree, flower, hedge planting and rain gardens in streets to enhance our environment, improve biodiversity, and reduce localised flooding potential. Where should this happen?
Community, Council

Use vacant sites to provide more communal green and growing spaces so that people can grow their own vegetables, fruit and herbs. This could include growing space at Morgan Academy, Kenilworth Avenue (junction with Arbroath Road), Arklay Terrace and Robertson Street. Where should this happen?
School, Community, Council

Provide a drinking water fountain in our parks and pocket parks to help walkers, wheelers and picnic folk, as well as dog owners. Where should they be placed?
Community, Council

The Arts in Stobswell

Expand the Stobswell Art Trail and encourage the creation of new outdoor artworks to enhance the identity of the area, including murals, mosaics, street furniture and sculptures. Where should this happen?
Community, Funders, Council

Our Heritage

Provide local history interpretation boards with QR codes, which helps visitors to get to know our area.
Community, Council

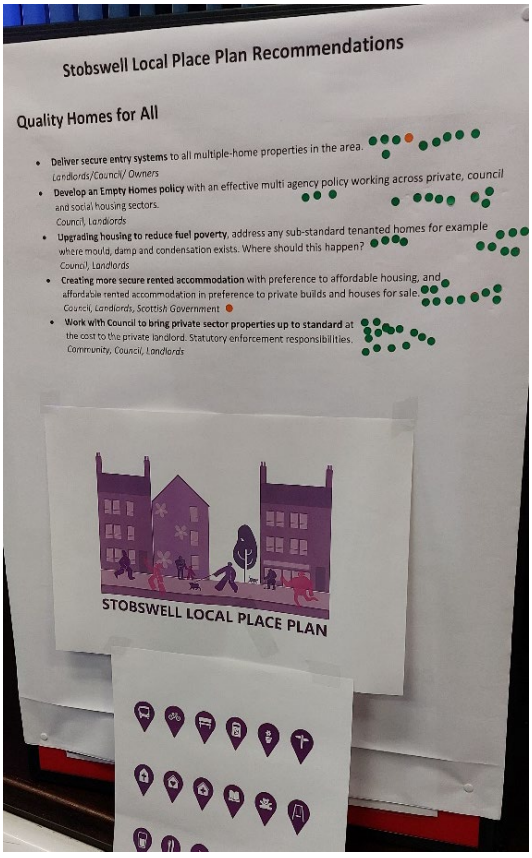
Create Gateway signage for Stobswell area in order to create a stronger identity for our area (use Scotty Dogs logo?). Where should this happen?
Community, Council

Retain and ensure the re-use of cobble setts in roads when they are taken up to preserve the heritage and character of our area.
Council

Retain and ensure use of natural/composite stone for roads and pavements rather than tarmac to avoid the use of oil products and to create a stronger local identity.
Council

Complete Transport Museum conversion of Tramsheds to establish a key tourist destination in our area. Introduce signed pedestrian links between the museum, Stobsmuir Park and Baxter Par
Transport Museum, Scottish Government, Council

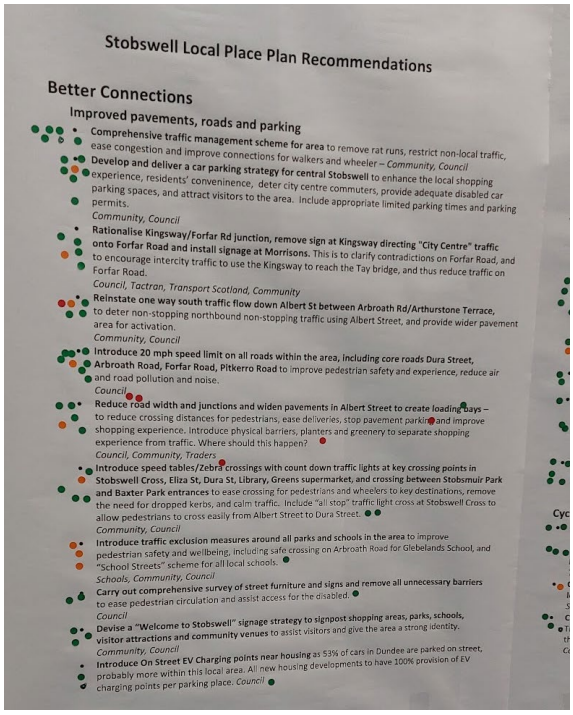
Develop Arthurstone Community Library as a community hub supporting wider events and services. What would you like to see happen in the community hub?
Friends of Arthurstone Library, Community, Council



Stobswell Local Place Plan Recommendations

Quality Homes for All

- **Deliver secure entry systems** to all multiple-home properties in the area.
  Landlords/Council/ Owners
- **Develop an Empty Homes policy** with an effective multi agency policy working across private, council and social housing sectors.
  Council, Landlords
- **Upgrading housing to reduce fuel poverty**, address any sub-standard tenanted homes for example where mould, damp and condensation exists. Where should this happen?
  Council, Landlords
- **Creating more secure rented accommodation** with preference to affordable housing, and affordable rented accommodation in preference to private builds and houses for sale.
  Council, Landlords, Scottish Government
- **Work with Council to bring private sector properties up to standard** at the cost to the private landlord. Statutory enforcement responsibilities.
  Community, Council, Landlords



Stobswell Local Place Plan Recommendations

Better Connections

Improved pavements, roads and parking

Comprehensive traffic management scheme for area to remove rat runs, restrict non-local traffic, ease congestion and improve connections for walkers and wheeler – *Community, Council*

Develop and deliver a car parking strategy for central Stobswell to enhance the local shopping experience, residents' conveninence, deter city centre commuters, provide adequate disabled car parking spaces, and attract visitors to the area. Include appropriate limited parking times and parking permits.
Community, Council

Rationalise Kingsway/Forfar Rd junction, remove sign at Kingsway directing "City Centre" traffic onto Forfar Road and install signage at Morrisons. This is to clarify contradictions on Forfar Road, and to encourage intercity traffic to use the Kingsway to reach the Tay bridge, and thus reduce traffic on Forfar Road.
Council, Tactran, Transport Scotland, Community

Reinstate one way south traffic flow down Albert St between Arbroath Rd/Arthurstone Terrace, to deter non-stopping northbound non-stopping traffic using Albert Street, and provide wider pavement area for activation.
Community, Council

Introduce 20 mph speed limit on all roads within the area, including core roads Dura Street, Arbroath Road, Forfar Road, Pitkerro Road to improve pedestrian safety and experience, reduce air and road pollution and noise.
Council

Reduce road width and junctions and widen pavements in Albert Street to create loading bays – to reduce crossing distances for pedestrians, ease deliveries, stop pavement parking and improve shopping experience. Introduce physical barriers, planters and greenery to separate shopping experience from traffic. Where should this happen?
Council, Community, Traders

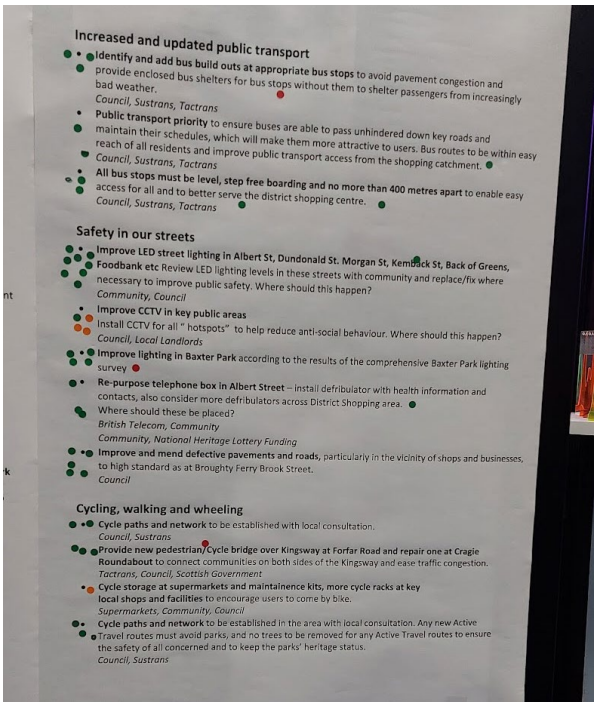
Introduce speed tables/Zebra crossings with count down traffic lights at key crossing points in Stobswell Cross, Eliza St, Dura St, Library, Greens supermarket, and crossing between Stobsmuir Park and Baxter Park entrances to ease crossing for pedestrians and wheelers to key destinations, remove the need for dropped kerbs, and calm traffic. Include "all stop" traffic light cross at Stobswell Cross to allow pedestrians to cross easily from Albert Street to Dura Street.
Community, Council

Introduce traffic exclusion measures around all parks and schools in the area to improve pedestrian safety and wellbeing, including safe crossing on Arbroath Road for Glebelands School, and "School Streets" scheme for all local schools.
Schools, Community, Council

Carry out comprehensive survey of street furniture and signs and remove all unnecessary barriers to ease pedestrian circulation and assist access for the disabled.
Council

Devise a "Welcome to Stobswell" signage strategy to signpost shopping areas, parks, schools, visitor attractions and community venues to assist visitors and give the area a strong identity.
Community, Council

Introduce On Street EV Charging points near housing as 53% of cars in Dundee are parked on street, probably more within this local area. All new housing developments to have 100% provision of EV charging points per parking place. *Council*



Increased and updated public transport

Identify and add bus build outs at appropriate bus stops to avoid pavement congestion and provide enclosed bus shelters for bus stops without them to shelter passengers from increasingly bad weather.
Council, Sustrans, Tactrans

Public transport priority to ensure buses are able to pass unhindered down key roads and maintain their schedules, which will make them more attractive to users. Bus routes to be within easy reach of all residents and improve public transport access from the shopping catchment.
Council, Sustrans, Tactrans

All bus stops must be level, step free boarding and no more than 400 metres apart to enable easy access for all and to better serve the district shopping centre.
Council, Sustrans, Tactrans

Safety in our streets

Improve LED street lighting in Albert St, Dundonald St. Morgan St, Kembuck St, Back of Greens, Foodbank etc Review LED lighting levels in these streets with community and replace/fix where necessary to improve public safety. Where should this happen?
Community, Council

Improve CCTV in key public areas
Install CCTV for all " hotspots" to help reduce anti-social behaviour. Where should this happen?
Council, Local Landlords

Improve lighting in Baxter Park according to the results of the comprehensive Baxter Park lighting survey

Re-purpose telephone box in Albert Street – install defribulator with health information and contacts, also consider more defribulators across District Shopping area.
Where should these be placed?
British Telecom, Community
Community, National Heritage Lottery Funding

Improve and mend defective pavements and roads, particularly in the vicinity of shops and businesses, to high standard as at Broughty Ferry Brook Street.
Council

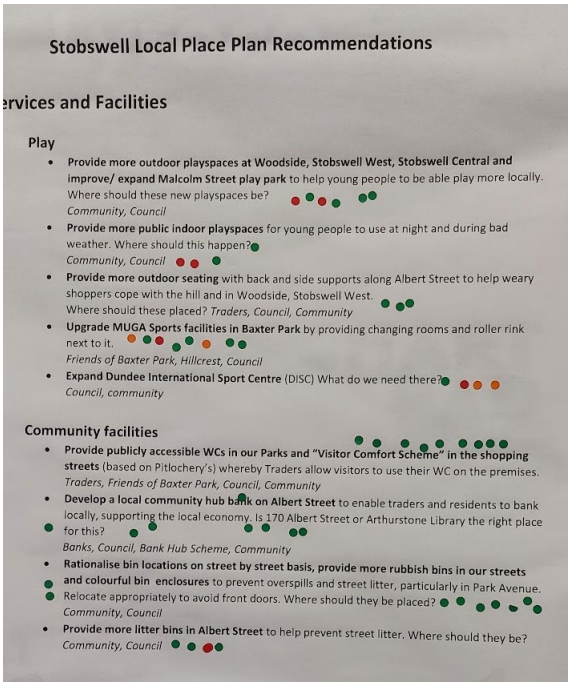
Cycling, walking and wheeling

Cycle paths and network to be established with local consultation.
Council, Sustrans

Provide new pedestrian/Cycle bridge over Kingsway at Forfar Road and repair one at Cragie Roundabout to connect communities on both sides of the Kingsway and ease traffic congestion.
Tactrans, Council, Scottish Government

Cycle storage at supermarkets and maintainence kits, more cycle racks at key local shops and facilities to encourage users to come by bike.
Supermarkets, Community, Council

Cycle paths and network to be established in the area with local consultation. Any new Active Travel routes must avoid parks, and no trees to be removed for any Active Travel routes to ensure the safety of all concerned and to keep the parks' heritage status.
Council, Sustrans



Stobswell Local Place Plan Recommendations

ervices and Facilities

Play

- **Provide more outdoor playspaces at Woodside, Stobswell West, Stobswell Central and improve/ expand Malcolm Street play park** to help young people to be able play more locally. Where should these new playspaces be?
  Community, Council
- **Provide more public indoor playspaces** for young people to use at night and during bad weather. Where should this happen?
  Community, Council
- **Provide more outdoor seating** with back and side supports along Albert Street to help weary shoppers cope with the hill and in Woodside, Stobswell West.
  Where should these placed? *Traders, Council, Community*
- **Upgrade MUGA Sports facilities in Baxter Park** by providing changing rooms and roller rink next to it.
  Friends of Baxter Park, Hillcrest, Council
- **Expand Dundee International Sport Centre** (DISC) What do we need there?
  Council, community

Community facilities

- **Provide publicly accessible WCs in our Parks and "Visitor Comfort Scheme" in the shopping streets** (based on Pitlochery's) whereby Traders allow visitors to use their WC on the premises.
  Traders, Friends of Baxter Park, Council, Community
- **Develop a local community hub bank on Albert Street** to enable traders and residents to bank locally, supporting the local economy. Is 170 Albert Street or Arthurstone Library the right place for this?
  Banks, Council, Bank Hub Scheme, Community
- **Rationalise bin locations on street by street basis, provide more rubbish bins in our streets and colourful bin enclosures** to prevent overspills and street litter, particularly in Park Avenue. Relocate appropriately to avoid front doors. Where should they be placed?
  Community, Council
- **Provide more litter bins in Albert Street** to help prevent street litter. Where should they be?
  Community, Council

Stobswell Forum public meeting 30th January 2024

It was unanimously agreed by all Stobswell Forum Trustees and public members present to proceed with the draft plan to the statutory consulation and final public consultation stage from 3rd February – 3rd March 2025.

Stobswell Draft Local Place Plan Survey 3rd February – 3rd March 2025

Stobswell Forum set up a public online portal containing the Draft Stobswell Local Place Plan and Statement of Support documents, A Question and Answers document, as well as four online survey sections related to all the proposals in each of the main sections in the Plan. The pubic were encouraged to vote "approve", "disapprove" or "neutral", and to provide up to 30 words of commentary, for each proposal. The online survey ran alongside the Statutory Consultation period from **Monday 3rd February to Monday 3rd March 2025.**

The online portal and surveys were placed in the Stobswell Forum website and publicized every few days through the Stobswell Forum Facebook site (3,600 followers) and the Stobswell Forum email list (350 registered). They were also circulated through numerous other council, schools and community organisations and networks in the local area. Paper copies of the Plan were lodged in Arthurstone Community Library, the Boomerang Community Centre, Dundee International Women's Centre and The Morgan Academy. It was made clear on all the announcements that anyone needing assistance with responding to the

consultation should contact Stobswell Forum, who would provide one-to-one assistance in person.

There were 34 responses for the Services and Facilities section, 35 for Better Connections, 30 for Community and Culture and 32 for Quality Homes. There were numerous comments made about the proposals in all sections, which have helped to refine the commentary in the final Local Place Plan proposals in the Proposals table at the end of the Plan document. There were, however, no new issues raised that might prevent proposals from happening, or which demanded new proposals. In general, there was overwhelming support for most of the proposals, as might be expected, given that the proposals were based on 21 previous consultations in the area over the last six years. The voting results of this final survey have been summarized below with key comments highlighted.

Services and Facilities

Play:

94% support more outdoor playspaces in Stobswell, providing they are well maintained with durable equipment.

100% support more public indoor play spaces, in consultation with young people and especially for the winter months

91% support providing more outdoor seating in streets and parks, providing this is monitored for anti-social behaviour

88% support upgrading MUGA in Baxter Park including changing rooms and roller rink, expand the 3G pitch for local teams, and provide toilets too.

94% support expanding DISC, including adult classes in the evenings, additional 3G pitch, gym expansion, social space for community, and good promotion of activities available.

Community Facilities:

97% support providing public toilets in parks and shops, with adequate maintenance. Baxter Park toilets need longer hours, often closed.

97% support developing a community banking hub on Albert Street or Arthurstone Library, which supports the cash economy in Stobswell. Maybe involve local firm NCR.

100% support rationalising euro bin locations on Stobswell's streets, providing good looking bin enclosures and more rubbish bins where needed. More recycling bins needed. More user education also needed.

97% support providing more litter bins on Albert Street, including more dog litter bins.

There was very strong support for all the proposals, particularly around providing additional playspaces, a banking hub, and providing public toilets. The strongest support was shown for providing more indoor public play spaces and improving the Euro bin situation on the streets of Stobswell. Concerns were voiced about the need for adequate maintenance of play spaces and to consult young people about what's needed for these.

Better Connections

Improved Pavements and Parking:

79% support developing a comprehensive traffic management scheme for Stobswell. Albert Street needs kerbside recycling facilities – only possible if less traffic and more room for this.

Trip hazards a concern. Too much traffic – need to avoid rat runs – emphasis should support pedestrians and wheelers.
60% support developing and delivering a car parking strategy for central Stobswell, with 31% neutral on this. Good car parking already exists. Parking permits needed for shop owners/workers. 2 hour max car parking to stop commuter parking, but commuters are also visitors.
88% support the rationalization of the Kingway/Forfar Road junction, with signage to direct traffic away from Albert Street, towards the city centre via Kingsway.
65% support the reinstatement of one-way south traffic flow down Albert Street between Arbroath Road and Arthurstone Terrace. 15% neutral. 20% against. Concerns about access and diverting traffic to Dura Street or Morgan Street. Bollards needed at Arbroath Road junction.
85% support making all roads 20 mph. Enforcement and traffic calming needed.
71% support a reduction in road widths and junctions to allow wider pavements in Albert Street. Pavement route from Gallacher Retail park up Princes Street to Albert Street is not very safe – needs more crossing points.
88% support speed tables/zebra crossing with count down lights at key crossing points in Stobswell.
Need a crossing between Stobsmuir Park and Baxter Park, especially when Transport Museum opens.
68% support traffic exclusion around all parks and schools in the area. 26% neutral. 6% against. Glebelands School situation is a priority. Try another entrance to Glebelands from Watson Street?
Signpost better routes to it. Education of parents needed too.
81% support a comprehensive survey of street furniture and signs to remove barriers for pedestrians and wheelers. More drop kerbs needed for all wheelers.
85% support the development of a "Welcome to Stobswell" signage strategy. Use lighting like Exchange Street, use local artists, tasteful templates for shop signage needed.
61% support introducing EV charging points near House near housing
with 30% neutral on this. Housing developments should be futureproofed by developments being required to incorporate these, measures taken to prevent commuters using these facilities and they should be provided in tenemental areas as well.

Increased and Updated Public Transport:
79% support additional bus build out and shelters, noting that existing shelters have been removed elsewhere due to vandalism. A ramp system at bus stops would avoid the need for build outs, solar panels on the roof would power the timetables, use of modern materials as alternatives to glass, possible introduction of QR codes for information.
79% support public transport priority, with a need for a long-term view and park-and-ride schemes with public transport links. There may be no room to put in priority bus lanes.
66% support all bus stops being level with step free boarding with 31% neutral on this.

Safety in our Streets:

Safety in our Streets:
71% support improved LED street lighting, with more lighting needed on side streets to increase the feeling of safety. This will encourage local people to spend more time within outdoor spaces.
82% support improved CCTV in key public areas to help reduce antisocial behaviour, and extend to Craigie Street including the car park at Kemback Street, Arbroath Road, and Morgan Street, where street workers stand.
73% support improved lighting in Baxter Park, with various comments about how the lighting should be handled sensitively in relation to wildlife, light pollution and heritage. New technologies could be used to ensure that the lights are motion activated and only switch on when folk pass and not go on all the time.
89% support repurposing the telephone box on Albert Street and installing a defibrillator, which must be maintained.
97% support improving and mending defective pavements and roads to a high standard, as in streets in Broughty Ferry.

Cycling and Wheeling:
72% support provision of a new pedestrian cycle bridge over the Kingsway at Forfar Road and repairing the one at Craigie roundabout with 22% neutral, noting that existing crossing times for pedestrians and wheelers are very long. The light controlled crossing to the west is good - a bridge may be expensive and can also be a barrier for people with disabilities. 59% support cycle storage at supermarkets with maintenance kits and more cycle racks at local shops to encourage bike use, with 31% neutral. Traffic and gradient is the barrier to cycling, not storage. Make use of disused coal/bin stores in tenemental areas for storage. 81% support establishing cycle paths and network with local consultation, whilst avoiding parks and trees to be protected. Better use to be made of wide pavements where they already exist eg Arbroath Road. Cycling on the road is dangerous as cars passed too close and fast.

There was very strong support for speed tables, zebra crossings and countdown lights at key crossing points, as well as for a rationalization of the Forfar Road/Kingsway junction, along with the re-use of the telephone box on Albert Street to provide a defribulator. The strongest support was shown for mending the roads and pavements to bring them up to a high standard. Concerns were voiced about CCTV surveillance, where is the footage to be stored, who has access to it and for how long, as well as maintenance issues for the defribrulator.

Community and Culture

Promoting Local Businesses:
86% support developing an environmental and economic plan for Albert Street District Shopping centre. More eating places wanted.
74% support upgrading shops and bar facades. Encourage smoking spaces at the back of the pubs, not on the pavement.
82% support creating a “village square” area opposite Greens Supermarket. Need to work with land owners.

81% support creating event spaces off Albert Street. Pedestrianise Albert Street, "Traffic Free Saturday", involve local church halls for events

Green Spaces:
86% support providing more greenery.
86% support using vacant sites and backcourts to provide communal green space. Maintenance needed.
71% support provision of public drinking fountains in parks.

Arts and Heritage:
83% support expansion of Stobswell Arts Trail
89% support Transport Museum conversion of Tramsheds. Combine Arts and Nature trails, connect to Museum. Better signage to museum and better transportation.
86% support development of Arthurstone Library into a Community Hub. More adult facilities/events in evenings – lots already for OAPs and Children.
86% support provision of local history interpretation boards. Link with Art and Natural trail. Maintenance needed for Mary Shelley steps, Baffin St.
76% support provision of gateway signage for Stobswell. Tasteful signage – not garish.
92% support retention and re-use of cobble setts in roads to preserve heritage.
85% support retention and re-use of natural/composite stone for roads and pavements.

There was very strong support for all the proposals related to supporting local businesses, providing green spaces and further improving the arts and heritage aspects of Stobswell. People are particularly keen to see a new plan developed for Albert Street District Shopping Centre to encourage greater diversity of businesses and eating places. The strongest support was shown for re-using cobble setts and seeing the new Transport Museum get built – it already has planning permission – ensuring that it is well connected with signage, walking trails and public transport.

Concerns were voiced about the need for ensured maintenance of green spaces. Less support was offered for public drinking fountains, gateway signage to Stobswell and the shops/bars façade scheme, although still strong.

Quality Homes for All

Empty Homes Policy:
83% of those who responded were strongly in favour of a multi-agency approach to the issue to reduce empty homes across private, social and council estates.

Upgrade Housing to Reduce Fuel Poverty:
90% of those who responded wanted to to see existing housing retrofitted to improve housing conditions and reduce fuel poverty. Avoid expensive electric heating. Compel landlords to keep their buildings in good repair. Better promotion of advice services needed.

90% of respondents supported the council working to refurbish existing private housing at the expense of the current owners. Create toolkits to help private tenants navigate their options.

94% of people who completed the survey wanted to see universal delivery of security entry systems. Need to negotiate with owner-occupiers, though.

Creation of more Secure Affordable Rented Accommodation:
83% of respondents wanted to see more affordable rented accommodation created in preference to more new private housing. Mixed tenure development is desirable, however.

There was very strong support for upgrading existing housing in the Stobswell Central area as a priority. The strongest support is for the provision of secure door entry systems for all. Concerns were voiced about how to negotiate housing upgrades, repairs work and the provision of secure door entry systems with owner occupiers. A well publicised private tenant toolkit was suggested to help tenants navigate the complex housing management system that exists.

Stobswell Forum has taken note of all commentary and the voting results related to all the consultation surveys, workshops and events described above. It has endeavored to include these where relevant in the Stobswell Local Place Plan as it sits alongside the new Dundee Local Development Plan. As the Local Place Plans are primarily related to physical land use, it has not been possible to consider all social and economic factors – these should be addressed by the wider Community Locality Plan for Maryfield that is delivered by Dundee City Council in conjunction with the local community.

Local Place Plan Guidance and legislation lays responsibility for the final content and form of the LPP on the Community Body (CB) preparing the plan, or those it has delegated responsibility to, as a group in a recognised representative role on behalf of the community. Stobswell Forum therefore has a duty to take a position on proposals where there may be disagreement within the community. Every effort has been taken to arrive at a reasonable position that tried to achieve win-win solutions where possible to navigate disagreement. We acknowledge, however, that the Local Authority is the final arbiter in these decisions, and that as part of the Development Plan Scheme there will be further opportunities for disagreement within the community to be expressed during the eventual 3-month consultation on the Proposed Plan.

Appendix Two
Statutory Information Notice and Consultation Records

The Statutory Consultation for the Draft Stobswell Local Place Plan was carried out in accordance with requirements set down in the Planning Circular 1/2022: Local Place Plans guidance. It ran from 3rd February – 3rd March 2025.

The following pages contain information and email correspondence about the Stobswell Draft Local Place Plan Information Notice period sent to:

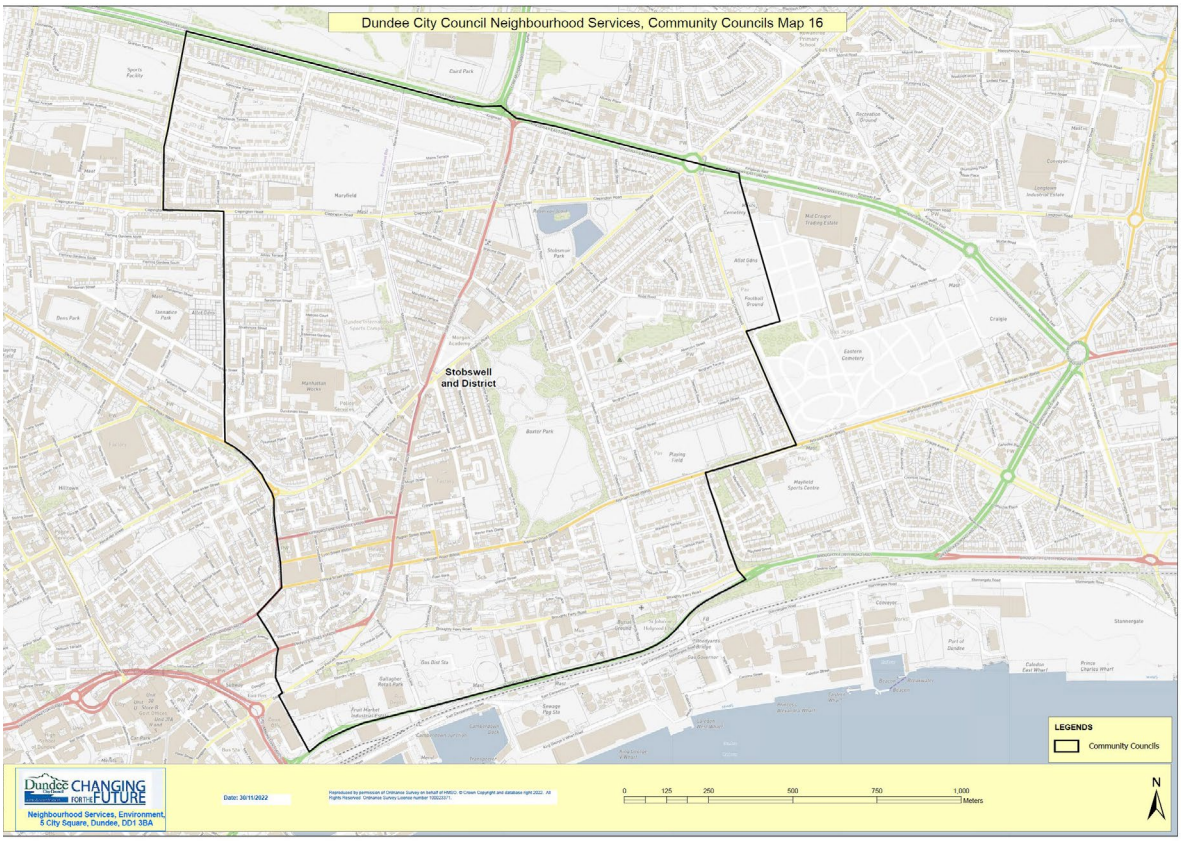
- surrounding community councils and community groups recognised as representative of their community council ward by Dundee City Council
- Local councillors

Stobswell Draft Local Place Plan 2025 Statutory Consultation

Information Notice to Local Councillors and Community Councils/NRS groups adjoining Maryfield Ward

The community of Stobswell in association with Stobswell Forum, as a recognised Neighbourhood Representative Structure (NRS) in Dundee, has produced a draft Stobswell Local Place Plan – Dundee's first one.

The Plan contains our Vision and Proposed Actions for the Stobswell Central area - a geographical area defined by Dundee City Council Map 16, as below.



It reflects our community aspirations and has been developed from significant previous community consultation over six years, culminating with extensive community engagement in 2024 to bring all the calls for action from these consultations together.

Our purposes in preparing this plan are:

- To guide planning policy and decision-making, public services and investment by Dundee Council, Community Planning Partners, the Scottish Government and other public agencies.
- To provide Stobswell Forum with a point of reference to respond to planning applications.
- To guide our own community action and resourcing, including prioritising future spend by Stobswell Forum and exploring its potential to have greater positive community impact.

- To support funding bids for initiatives referred to in the plan, whether they are led by the local community, public bodies or others.

The key proposals for this Plan include:

- An improved Albert Street District Shopping area
- A local traffic and car parking strategy
- Safer streets
- More greenery and art in Stobswell streets
- A community bank, and a community hub in Arthurstone Library
- Quality homes for all

This plan is now subject to a statutory 28 day consultation period with community councils/NRS adjoining Maryfield Ward and Maryfield Ward local Councillors. This period runs from Monday 3rd February to Monday 3rd March 2025.

We welcome your particular comments on the proposals in the Plan which can be read via this link and also attached in this correspondence. Can we please ask you not to complete the anonymous online public survey on this link, but to email your individual reply to info@stobswell.org.uk, confirming receipt of this consultation. If you have any other questions or requirements, please contact info@stobswell.org.uk

We look forward to hearing from you.

Colin Clements (Chair), Fionn Stevenson (Trustee, SLPP lead), Stobswell Forum

Stobswell Draft Local Place Plan 2025
Questions and Answers

Thank you for taking the time to fill out our survey. Please find below a short Q&A section anticipating any queries you may have.

What is the Information Notice period?
The Information Notice period is a statutory requirement for a minimum 28-day period where local councillors and community councils adjacent to the boundary of the Local Place Plan (LLP) have a chance to make representations about the draft LPP. We have taken the decision to go beyond this statutory requirement and use this period to also consult the whole community on the proposals that have been developed.

What will happen to the comments I submit?
All comments submitted as a citizen or from a community group will be read and assessed by the Stobswell Forum Working Group who will then decide how best to modify the draft proposals before final submission.
Once validated, the final submission will be placed on a public register which everyone can access.
Regardless of any changes that the Working Group makes in light of representations submitted through this survey, all responses submitted as part of this survey (including any comments that disagree or object to the proposals) will be submitted alongside the LPP for the planning authority to assess in full.
The final decision whether to include LPP proposals in local development planning are for Local Authority to decide. This will be done as part of the process of forming the next Dundee Local Development Plan, which is currently underway. Ultimately, it is for the Local Authority to decide up what weight to place on the representations and comments made by the community during this Information Notice period.

I want to comment on wider social issues, but don't see a way to do this?
Ideas and initiatives that are otherwise suitable for inclusion in a Community Action Plan but not related to development, land or buildings (or otherwise not controlled by the planning system) are being dealt with by the Maryfield Locality Community Plan 2022-2027. Examples might include staring a youth group, addressing litter issues, or dealing with drug use, none of which are controlled by the planning system.
To read more about the difference between a Local Place Plan and a Community Action Plan, please read the Overview section of the PAS Local Place Guide.

What is the timeline for this statutory consultation, and for final submission?
- The Information Notice period (statutory consultation) is required to last 28 days and will run from Monday 3rd February until Monday 3rd March 2025.
- After reviewing all responses, we aim to submit the final report for validation by the end of March 2025.

Will development proposals in the Local Place Plan actually be delivered?

Proposals for future development found in the LPP may still not be delivered even if they are included in the statutory Dundee Local Development Plan. Many other factors can influence delivery: legal ownership, feasibility, funding, wider economics, detailed design being just a few of these.
Additionally, many external factors (economics, climate change) could change over the proposed 10-year lifespan of the next Dundee Local Development Plan.

Who makes the final decision as to whether any of these proposals are accepted into the Local Development Plan?
In law, the local planning authority has the final say as to which of the proposals submitted in a LPP are included in the Dundee Local Development Plan. The planning authority must however give an explanation of why they have made these decisions and make that publicly available.
That explanation will likely be issued alongside the draft Proposed Plan for Dundee, when that is made public.

When will we find out whether the proposals in the Local Place Plan have been accepted for inclusion in the Dundee Local Development Plan?
When the Proposed Dundee Local Development Plan is placed before committee. The current timeframes for creating the Proposed Dundee Local Development Plan is here.

Will there be an opportunity to respond to the decisions made about the LPP proposals by the local planning authority?
Yes, there will be an opportunity to comment on the Proposed Dundee Local Development Plan during a 3-month consultation period that will occur once the Proposed Dundee Development Plan has been approved by committee.

Hang on, this document doesn't contain all the information that is required for a Local Place Plan to be validated by the Local Authority. How come?
All necessary information will be provided in this regard in the final submission to the local authority. We have not included it in this draft to reduce the amount of information that citizens need to absorb to be able to comment on the core proposals themselves.

Any remaining questions?
If your question is still not covered, please contact Stobswell Forum at the following email address: info@stobswell.or.uk

Thank you!

Draft Stobswell Local Place Plan - Statutory Consultation - please respond

Stobswell Local Place Plan Consultation
Search for all messages with label Stobswell Local Place Plan Consultation
Remove label Stobswell Local Place Plan Consultation from this conversation



Fionn Stevenson **<fionnstevenson7@gmail.com>** Sun 2 Feb, 12:16

to Georgia

Dear Georgia,

I am delighted to present to you, as one of our three local Councillors in Maryfield with the draft Stobswell Local Place Plan - Dundee's first one.

According to national legislation, we are required to consult all Community Councils and Neighbourhood Representatives Structures (NRS) adjoining Maryfield Ward, on our draft Plan for a 28 day period.

The Information Notice, Draft Plan, Appendices, and Question and Answers sheet are all attached for your information.

If you need any help to access the information attached here, or have any questions, please contact me in the first instance.

Please send any comments you have on the draft Plan to info@stobswell.org.uk by no later than **3rd March 2025**.

With best wishes
Fionn Stevenson
Stobswell Forum Trustee and Lead for Stobswell Local Place Plan

RE: Draft Stobswell Local Place Plan - Statutory Consultation - please respond by email by 3rd March

G

Georgia Cruickshank Thu 20 Feb, 11:32

to me

👍 **Georgia Cruickshank** reacted to your message:

From: Fionn Stevenson <fionnstevenson7@gmail.com>
Sent: Wednesday, February 19, 2025 6:02:15 PM
To: Georgia Cruickshank <georgia.cruickshank@dundeecity.gov.uk>
Subject: Re: Draft Stobswell Local Place Plan - Statutory Consultation - please respond by email by 3rd March

Dear Georgia

I hope you are well.

This is just a gentle reminder that we would appreciate a response to our proposals from your Community Council by no later than March 3rd - even if this is just an acknowledgement that you have received the Consultation documents.

As requested in the previously sent Statutory Information Notice :

"Can we please ask you not to complete the anonymous online public survey on this link, but to email your individual reply to info@stobswell.org.uk, confirming receipt of this consultation. If you have any other questions or requirements, please contact info@stobswell.org.uk"

It is important that we can separate Councillors comments from the public comment, to demonstrate that we have reached you, as required.

With kind regards and thanks
Fionn
Fionn Stevenson
Professor of Sustainable Design MA, PG Dip, PhD, FRIAS
m +44 (0)7968 792873 **linked in**

Draft Stobswell Local Place Plan - Statutory Consultation -please respond

Stobswell Local Place Plan Consultation
Search for all messages with label Stobswell Local Place Plan Consultation

Remove label Stobswell Local Place Plan Consultation from this conversation



Fionn Stevenson <fionnstevenson7@gmail.com> Mon 3 Feb, 08:00

to Ken

Dear Ken,

I am delighted to present to you, as one of our three local Councillors in Maryfield with the draft Stobswell Local Place Plan - Dundee's first one.

According to national legislation, we are required to consult all Community Councils and Neighbourhood Representatives Structures (NRS) adjoining Maryfield Ward, on our draft Plan for a 28 day period.

The Information Notice, Draft Plan, Appendices, and Question and Answers sheet are all attached for your information.

If you need any help to access the information attached here, or have any questions, please contact me in the first instance.

Please send any comments you have on the draft Plan to info@stobswell.org.uk by no later than **3rd March 2025**.

With best wishes
Fionn Stevenson
Stobswell Forum Trustee and Lead for Stobswell Local Place Plan

Fionn Stevenson
Professor of Sustainable Design MA, PG Dip, PhD, FRIAS
m +44 (0)7968 792873 **linked in**

Re: Draft Stobswell Local Place Plan - Statutory Consultation -please respond by email by 3rd March

K

Ken Lynn Mon 3 Mar, 22:56 (4 days ago)

to me

Hi Fionn

I've read through the place plan in more detail and it's laudable in its aims to improve the area for all. This is a useful document to have in place, being a kind of manifesto, if you like, for Stobswell. There are some areas in terms of the practical suggestions where I might need some persuading such as the removal of Northbound traffic on Albert Street for example. I would need to hear of any potential unintended consequences as a result of this but overall as I said it's all good stuff and well done for all the time you've spent on it.

There is only one small detail which I thought was incorrect, that being the reference to a façade improvement scheme in the 1980's. I believe this was actually around 2007 which is much more recent.

Regards

Ken

Draft Stobswell Local Place Plan - Statutory Consultation - please respond

Stobswell Local Place Plan Consultation
Search for all messages with label Stobswell Local Place Plan Consultation
Remove label Stobswell Local Place Plan Consultation from this conversation



Fionn Stevenson **<fionnstevenson7@gmail.com>** Mon 3 Feb, 08:00

to Lynne

Dear Lynne,

I am delighted to present to you, as one of our three local Councillors in Maryfield with the draft Stobswell Local Place Plan - Dundee's first one.

According to national legislation, we are required to consult all Community Councils and Neighbourhood Representatives Structures (NRS) adjoining Maryfield Ward, on our draft Plan for a 28 day period.

The Information Notice, Draft Plan, Appendices, and Question and Answers sheet are all attached for your information.

If you need any help to access the information attached here, or have any questions, please contact me in the first instance.

Please send any comments you have on the draft Plan to info@stobswell.org.uk by no later than **3rd March 2025**.

With best wishes
Fionn Stevenson
Stobswell Forum Trustee and Lead for Stobswell Local Place Plan

Fionn Stevenson
Professor of Sustainable Design MA, PG Dip, PhD, FRIAS
m +44 (0)7968 792873 **linked in**

Re: Draft Stobswell Local Place Plan - Statutory Consultation - please respond by email by March 3rd.

L

Lynne Short Mon 3 Mar, 10:22 (4 days ago)

to me

Received consultation

Sent from Outlook for Android

Draft Stobswell Local Place Plan - Statutory Consultation - please respond.

Stobswell Local Place Plan Consultation
Search for all messages with label Stobswell Local Place Plan Consultation
Remove label Stobswell Local Place Plan Consultation from this conversation



Fionn Stevenson <fionnstevenson7@gmail.com> Mon 3 Feb, 08:00

to murray

Dear Murray,

I am delighted to present Coldside Community Forum with the draft Stobswell Local Place Plan - Dundee's first one.

According to national legislation, we are required to consult all Community Councils and Neighbourhood Representatives Structures (NRS) adjoining Maryfield Ward, on our draft Plan for a 28 day period.

The Information Notice, Draft Plan, Appendices, and Question and Answers sheet are all attached for your information.

If you need any help to access the information attached here, or have any questions, please contact me in the first instance.

Please send any comments you have on the draft Plan to info@stobswell.org.uk by no later than **3rd March 2025**.

With best wishes
Fionn Stevenson
Stobswell Forum Trustee and Lead for Stobswell Local Place Plan

Fionn Stevenson
Professor of Sustainable Design MA, PG Dip, PhD, FRIAS
m +44 (0)7968 792873 **linked in**

Re: Draft Stobswell Local Place Plan - Statutory Consultation - closes 3rd March

m

murray webster Fri 28 Feb, 10:24 (7 days ago)

to me

Morning Fionn

Sorry for the delay in getting back to you. I was hoping that to have some response from members of Coldside Community Forum. No one has got back to me with comment.

So, I can confirm that Coldside Community Forum received the draft Stobswell Local Place Plan.

Good luck taking it forward.

Best wishes

Murray

Draft Stobswell Local Place Plan - Statutory Consultation - please respond

Stobswell Local Place Plan Consultation
Search for all messages with label Stobswell Local Place Plan Consultation
Remove label Stobswell Local Place Plan Consultation from this conversation



Fionn Stevenson **<fionnstevenson7@gmail.com>** Mon 3 Feb, 08:00

to chair_kcsp

Dear Chair of Kirkton Community Partnership,

I am delighted to present you with the draft Stobswell Local Place Plan - Dundee's first one.

According to national legislation, we are required to consult all Community Councils and Neighbourhood Representatives Structures (NRS) adjoining Maryfield Ward, on our draft Plan for a 28 day period.

The Information Notice, Draft Plan, Appendices, and Question and Answers sheet are all attached for your information.

If you need any help to access the information attached here, or have any questions, please contact me in the first instance.

Please send any comments you have on the draft Plan to info@stobswell.org.uk by no later than **3rd March 2025**.

With best wishes
Fionn Stevenson
Stobswell Forum Trustee and Lead for Stobswell Local Place Plan
Fionn Stevenson
Professor of Sustainable Design MA, PG Dip, PhD, FRIAS
m +44 (0)7968 792873 **linked in**

NO RESPONSE RECEIVED

Draft Stobswell Local Place Plan - Statutory Consultation - please respond

Stobswell Local Place Plan Consultation
Search for all messages with label Stobswell Local Place Plan Consultation
Remove label Stobswell Local Place Plan Consultation from this conversation



Fionn Stevenson **<fionnstevenson7@gmail.com>** Mon 3 Feb, 08:00

to Linlathen

Dear Jayne,

I am delighted to present Linlathen & Craigie Community Group with the draft Stobswell Local Place Plan - Dundee's first one.

According to national legislation, we are required to consult all Community Councils and Neighbourhood Representatives Structures (NRS) adjoining Maryfield Ward, on our draft Plan for a 28 day period.

The Information Notice, Draft Plan, Appendices, and Question and Answers sheet are all attached for your information.

If you need any help to access the information attached here, or have any questions, please contact me in the first instance.

Please send any comments you have on the draft Plan to info@stobswell.org.uk by no later than **3rd March 2025**.

With best wishes
Fionn Stevenson
Stobswell Forum Trustee and Lead for Stobswell Local Place Plan
Fionn Stevenson
Professor of Sustainable Design MA, PG Dip, PhD, FRIAS
m +44 (0)7968 792873 **linked in**

Re: Draft Stobswell Local Place Plan - Statutory Consultation - please respond by 3rd March

L

friendsoflinlathenandmidcraigie Thu 20 Feb, 07:44

to me

Hi Fionn

We can confirm that we have received the local place plan and think it is a great idea, clearly a lot of work has went into this! It would be great if we could implement something like this in every ward.

Good luck and all the best

Jayne

Draft Stobswell Local Place Plan - Statutory Consultation - please respond

Stobswell Local Place Plan Consultation
Search for all messages with label Stobswell Local Place Plan Consultation
Remove label Stobswell Local Place Plan Consultation from this conversation



Fionn Stevenson **<fionnstevenson7@gmail.com>** Mon 3 Feb, 08:00

Dear Secretary of City Centre and Harbour Community Council,

I am delighted to present to you with the draft Stobswell Local Place Plan - Dundee's first one.

According to national legislation, we are required to consult all Community Councils and Neighbourhood Representatives Structures (NRS) adjoining Maryfield Ward, on our draft Plan for a 28 day period.

The Information Notice, Draft Plan, Appendices, and Question and Answers sheet are all attached for your information.

If you need any help to access the information attached here, or have any questions, please contact me in the first instance.

Please send any comments you have on the draft Plan to info@stobswell.org.uk by no later than **3rd March 2025**.

With best wishes
Fionn Stevenson
Stobswell Forum Trustee and Lead for Stobswell Local Place Plan

Fionn Stevenson
Professor of Sustainable Design MA, PG Dip, PhD, FRIAS
m +44 (0)7968 792873 **linked in**

Re: Draft Stobswell Local Place Plan - Statutory Consultation - please respond today or Monday

p

planning

Mon 3 Mar, 13:39
(4 days ago)

to me

Hi Fionn,

Hope you're well.

Thank you for the opportunity to review your local place plan. The content of the plan is excellent and understandable, goals are clear and the contribution of the community evident.

I did notice a couple of more grammar/formatting points that did not change the meaning at all, however I would be glad (if it would be of use to you) to proof read it as someone who hasn't read it lots and lots but also understands the planning context- I know how repeated readings can make it all blur into one a bit! Absolutely no worries if you don't need this.

Kind regards,

Kosi, Planning Officer, City Centre and Harbour Community Council

Appendix Three
Confirmation of the Community Body's status

Stobswell Forum is a Scottish Charitable Incorporated Organisation (registration number SC051135). The Stobswell Forum constitution is available online.

This organisation qualifies as a Community Body by virtue of being recognized as a Neighbourhood Representative Structure (NRS) by Dundee City Council. It operates in place of a Community Council for the Maryfield Ward of Dundee.

https://www.dundeecity.gov.uk/service-area/neighbourhood-services/housing-construction-and-community-services/community-councils-and-community-groups

For details of the Community Councils and Neighbourhood Representative Structures operating in Dundee, contact: shoreterrace@dundeecity.gov.uk

CONSTITUTION OF STOBSWELL FORUM (SCIO)

1. Status of the Forum

The Forum is a Scottish Charitable Incorporated Forum (SCIO)

2. Scottish Principal Office The principal office of the Forum is The Arthurstone Community Library (First Floor Community Empowerment Team) Arthurstone Terrace Dundee, DD4 6RT, Scotland.

3. Name

The Group shall be known as Stobswell Forum SCIO (hereinafter referred to as (the Forum).

4. The Purposes of the Forum shall be: -

4.1 The advancement of citizenship and community development to promote for the benefit of everyone living, working and visiting Stobswell without distinction of political, religious, gender or disability and other opinions by associating with the Local Authority, voluntary organisations and local people, by working in common effort to advance social welfare and wellbeing with the object of improving the conditions for all of those living and visiting Stobswell.

We will do this by;

4.1.1 Supporting people and community groups to identify and articulate their needs, then take practical action to address those needs.

4.1.2 Encourage and support public involvement in the planning and development process.

4.1.3 Help to develop a community plan that identifies local needs and sets out a programme for addressing them

4.1.4 Build and maintaining partnerships between community groups, voluntary organisations and public sector bodies that contribute to local decision making

4.1.5 Deliver specific projects or targets that are part of an agreed community plan

4.2.Contribute to Urban regeneration by supporting action that will;

4.2.1 Improve the social, economic and physical quality of life of the whole community.

4.2.2 Improve housing standards specifically in those parts of the district which have high levels of multiple-deprivation

4.2.3 Maintain and improve accessibility to main transport routes

4.2.4 Improving recreational and sporting facilities across the district

4.2.5 Preserve buildings in the area which are of historic or architectural importance

4.2.6 Increase amenities and facilities for use by the public

4.2.7 Upgrade local streetscapes, other public areas and open spaces

4.2.8 Encourage and support the provision of public and street art

5. Powers

5.1 The Forum has power to act in any way calculated to further its purposes or is conducive to delivering an increase in wellbeing within Stobswell.

5.2 No part of the income or property of the Forum may be paid or transferred (directly or indirectly) to the Charity Trustees or Members of the Forum, either in the course of the Forums existence or on dissolution, except where this is done in direct furtherance of the Forums charitable purposes.

6. Employment

6.1 The Charity Trustees/Executive Committee shall have power to appoint and dismiss such employees of the Forum as it may from time to time determine.

6.2 No Charity Trustee shall be appointed to any salaried office of the Forum.

7. Liability of Members

7.1 The Charity Trustees and Members of the Forum will have no liability to pay any sums to help to meet the debts (or other liabilities) of the Forum if it is wound up; accordingly if the Forum is unable to meet its debts the members will not be held responsible unless they are in breach of their legal obligations as specified in clause 8.

8. Legal Duties

8.1 The Charity Trustees and Members have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.

9. General structure

The structure of the Forum consists of;

9.1 The Forum will consist of Members who have the right to attend Members Meetings (including any Annual General Meeting) and Executive Committee Meetings and have powers under the constitution; in particular the Members have the power to appoint fellow Members to serve on the Executive Committee as Charity Trustees and take decisions under the constitution including changes to the constitution itself.

9.2 The Executive Committee will hold regular meetings which will be open to all Members, and generally control the activities of the Forum, the Executive Committee as Charity Trustees are responsible for monitoring and controlling the day to day operations of the Forum.

10 Charity Trustees

10.1 The Members serving on the Executive Committee are referred to in this constitution as Charity Trustees.

11 Charity Trustees and Membership

11.1 Membership of the Forum shall be open to all persons aged 16 years and over.

11.2 There shall also be youth membership for those aged under 16 years, but they shall not be eligible to vote.

11.3 Becoming a Charity Trustee shall be open to all Members aged 16 and over.

11.4 A majority of Members serving as Charity Trustees on the Executive Committee must be resident within the Stobswell and District Community boundaries within the Maryfield Ward , as laid out in clause 11.5.

11.5 Stobswell and District Community Boundaries

The Forums boundaries are those laid out in the map of the local area which can be viewed on the Stobswell Forum SCIO website but are generally seen in the north from the Kingsway to East Dock St in the south and Old Craigie Road in the east to Dens Road in the west.

http://stobswell.org.uk/about-stobswell/

12. Membership Eligibility

12.1 Any individual aged 16 or over who wishes to further the objectives of the Forum and can subscribe to the rules contained in the written constitution of the Forum

12.2 Ward Councillors are eligible to become Members and Charity Trustees but will not have a vote at any Executive Committee, Members or Special Meeting.

12.3 Any individual who has been nominated for membership by an unincorporated body which wishes to further the objectives of the Forum and can subscribe to the rules contained in the written constitution of the Forum.

12.4 Any individual who has been nominated for membership by a corporate body which wishes to further the objectives of the Forum and can subscribe to the rules contained in the written constitution of the Forum.

12.5 The Charity Trustees/Executive Committee may at their discretion refuse to admit any person or body to membership after due consideration.

12.6 A right of appeal exists for any person who is refused membership, the appeal must be made within 7 days of the decision to refuse membership and be made in writing to the Chair of the Executive Committee who will consider the appeal and make their decision within 14 days of the appeal being made.

12.7 The Charity Trustees/Executive Committee will notify each applicant within 14 working days of its decision on whether application for membership has been successful.

13. Charity Trustee Eligibility

13.1 A person will not be eligible for election or appointment to become a Charity Trustee unless they are a Member of the Forum or are a representative of a unincorporated or corporate body that is a Member of the Forum.

14. Non Eligibility Charity Trustees and Members

14.1 Paid employees of the Forum are not eligible to become a Charity Trustees

14.2 A Member will not be eligible for election or appointment to be a Charity Trustee if they are disqualified from being a Charity Trustee under the Charities and Trustee Investment (Scotland) Act 2005.

14.3 Any person who wishes to become a Member must complete an application for membership. In the case of an application under paragraphs **12.2** and **12.3**, the application must also be signed by an appropriate office bearer of the body concerned which is nominating person for membership.

14.4 The Charity Trustees/Executive Committee may at their discretion refuse to admit any person or body to membership after due consideration

14.5 A right of appeal exists for any person who is refused membership, the appeal must be made within 7 days of the decision to refuse membership and be made in writing to the Chair of the Executive Committee who will consider the appeal and make their decision within 14 days of the appeal being made.

14.6 The Charity Trustees/Executive Committee will notify each applicant within 14 working days of its decision on whether application for membership has been successful.

15. Membership Subscription

15.1 The level of subscription is open to review subject to an appropriate resolution to an Executive Committee Meeting or by appropriate resolution to an Annual General Meeting.

16. Register of Members and Charity Trustees

The Forum will maintain a register of Members and Charity Trustees, setting out for each current Member and Charity Trustee:

16.1 Full contact details and relevant membership history

16.2 The Executive Committee will ensure that the register of Members is updated within 28 days of any notification change.

16.3 In the case of a member nominated under clauses **12.2** and **12.3** the name of the body which nominated them will be held on record

16.4 For each former member the Forum will maintain a record of membership f or six years.

17. Access to Members and Charity Trustee Register

17.1 The Members and Charity Trustees register exists to assist in the pursuit of the Forum's aims. It holds the contact details and membership history of The Members and Charity Trustees.

17.2 Individuals authorised to use the register are given access on a "need to know" basis.

17.3 This means that under normal circumstances only The Forum Chair, Vice Chair, Treasurer and Secretary will have access to the membership register to enable them to complete their day to day Forum duties.

17.4 If any other Charity Trustee or Member requires access to the members register to enable them to complete their duties The Charity Trustees must agree to this request prior to access being granted and then only release the information that is actually required to enable the duties to be carried out. A log will be kept of all additional agreed access requests to the members register by the Forum Secretary.

17.5 Any Member and Charity Trustee can request at any time to review their personal information held within the membership register and can subsequently ask that the information be deleted from the register. This may result in their membership being terminated.

18. Withdrawal from Membership or Charity Trustee

18.1 Any person who wishes to withdraw from Forum membership must give a written signed notice of withdrawal to the Forum or in the case of an unincorporated or corporate body a notice signed by an appropriate officer of that body. The person will cease to be a Member or Charity Trustee as from the date when the notice is received by the Forum.

19. Transfer of Membership

19.1 Membership of the Forum may not be transferred by a member.

19.2. An unincorporated or corporate body which has nominated an individual for membership may withdraw its nomination at any time by written notice to the Forum to that effect, signed by an appropriate office bearer of that body, on receipt of the notice by the Forum, the individual in question shall automatically cease to be a member of the Forum.

20. Re-registration of Members

The Charity Trustees/Executive Committee may at any time,

20.1 Issue notices to the members requiring them to confirm that they wish to remain as members of the Forum, and allowing them a period of 28 days to provide that confirmation to the Charity Trustees/Executive Committee.

20.2 If a member fails to provide confirmation to the Charity Trustees/Executive Committee (in writing or by e-mail) that they wish to remain as a member of the Forum before the expiry of the 28 day period referred to in clause 20.1 the Charity Trustees/Executive Committee may terminate the membership.

21. Termination of Membership

Any person, corporate or unincorporated body may have their membership terminated by way of a resolution passed by not less than two thirds of those present and voting at a Executive Committee Meeting, Members Meeting or AGM providing the following procedures have been observed: -

21.1.At least 21 days notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed termination

21.2 The member concerned will be entitled to be heard on the resolution at the Members Meeting at which the resolution is proposed.

21.3 Membership of the Forum will terminate on death

22. Decision-Making by the Members

In this constitution the expression ‘Meeting’ includes, except where inconsistent with any legal obligation:

22.1 A physical meeting

22.2 A video conference, an internet video facility or similar electronic method allowing simultaneous visual and audio participation

22.3 Telephone conferencing

22.4 Or a combination of any of the above methods contained in this clause

23. Members Meetings

23.1 The Charity Trustees must arrange a Meeting of Members (an Annual General Meeting or "AGM") within each calendar year.

23.2 The gap between one AGM and the next must not be longer than 15 months.

23.3 The business of each AGM must include, a report by the chair on the activities of the forum over the previous year and presentation of the annual accounts of the forum.

23.4 The business of each AGM must include, the election/re-election of The Charity Trustees to the Executive Committee

23.4.1 At the first Annual General Meeting all Charity Trustees shall retire from office and at every subsequent AGM one third of the current Charity Trustees will be subject to retire by rotation or if the number is not a multiple of three the number nearest to one third shall retire from office but may be re-elected by the Members.

23.4.2 The Charity Trustees to retire by rotation will be those who have served longest in office since their appointment and subsequent re-appointments, should there be more than one Charity Trustee due to retire that were appointed on the same day unless they otherwise agree it shall be determined by lot.

24. Special Members Meeting

24.1 The Charity Trustees have power to request the Executive Committee to arrange a Special Members Meeting at any time.

24.2 The Charity Trustees/Executive Committee must arrange a Special Members Meeting if they are requested to do so by a notice (which may take the form of two or more documents in the same terms, each signed by one or more members) by members who amount to 5% or more of the total membership of the Forum at the time.

24.3 The notice states the purposes for which the meeting is to be held

24.4 Those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.

24.5.If the Charity Trustees/Executive Committee receive a notice to hold a Special Members Meeting the date for the meeting which is arranged in accordance with the notice must not be later than 28 days from the date on which they received the notice.

25. **Notice of Members Meetings, AGM's and Special Members Meetings**

25.1 At least 14 clear days notice must be given of any AGM or any Special Members Meeting being called

25.2 The notice calling any Members meeting must specify in general terms what business is to be dealt with at the meeting

25.3 In the case of a resolution to alter the constitution, the proposed alterations must be set out in detailed terms in the meeting notice.

25.4 Notice of Members Meetings, AGM's and Special Members Meetings must be given to all Charity Trustees and Members but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.

25.6 Any notice which requires to be given to a member under this constitution must be sent by email to the member at the address last notified by them to the Forum or by post to members who do not have access to email.

26. Procedure at Members Meetings, AGM's and Special Members Meetings

26.1 No valid decisions can be taken at any Members meeting unless a quorum is present.

26.2 The quorum for a Members or Executive Committee Meeting is FIve. Five Members or Charity Trustees must be present or participating electronically or via tele-conferencing (see clause 22).

26.3 If a quorum is not present within 15 minutes after the time at which a Charity Trustee/Executive Committee or Members meeting was due to start or if

a quorum ceases to be present during a meeting the meeting cannot proceed or must stop and notice of a new meeting will require to be sent out, to deal with the business (or remaining business) which was intended to be conducted.The chair of the Forum should act as chairperson of each Charity Trustee or Members' Meeting

26.4 The chair of the Forum should act as a chairperson of each Charity Trustee or Members Meeting. If not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chair), the Charity Trustees or Members present at the meeting must elect (from among themselves) the person who will act as chair of that meeting.

27. Voting at Members Meetings, AGM's and Special Members Meetings

27.1 Every Member present at the meeting has one vote, which must be given personally or participating electronically or via tele-conferencing (see clause 22).

27.2 All decisions at Charity Trustee and Members Meetings will be made by majority vote, with the exception of the types of resolution that require a two thirds majority which must be put before a Members meeting

27.3 Ward Councillors who are Members cannot vote at any Members, AGM and Special Members Meeting.

27.3 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a Members' meeting

27.3.1 A resolution amending the constitution;

27.3.2 A resolution terminating a person's membership.

27.3.3 A resolution directing the Executive Committee to take any particular step (or directing the Executive Committee not to take any particular step).

2**7.3.4** A resolution approving the amalgamation of the Forum with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation.

27.3.5 A resolution to the effect that all of the Forum's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);

27.3.6 A resolution for the winding up or dissolution of the Forum.

28. Variation of Voting at a Members Meeting, AGM's and Special Members Meetings.

28.1 A resolution put to the vote at a Charity Trustee/Executive Committee or Members Meeting will be decided on a show of hands, unless the chair (or at least two other Charity Trustee or Members present at the meeting) ask for a secret ballot.

28.2 The chair will decide how any secret ballot is to be conducted, and they will declare the result of the ballot at the meeting.

28.3 Non Charity Trustee and Members, Ward Councillors and interested parties can take part in meetings, but shall not have a vote. They shall be known as Associate Members.

28.4 If there is an equal number of votes for and against any resolution, the chair of meeting will be entitled to a second (casting) vote

28.5 No objection may be raised as to the validity of any vote except at the meeting which the vote objected to is tendered and every vote not disallowed at

the meeting shall be valid, any such objection shall be referred to the chairperson of the meeting whose decision shall be final.

29. Written Resolutions by Members

29.1 A resolution agreed to in writing (or by e-mail) by members who amount to 5% or more of the total membership of the Forum at the time will be as valid as if it had been passed at a members' meeting; the date of the resolution will be taken to be the date on which the last member agreed to it.

30. Number of Charity Trustees, Maximum and Minimum

30.1 The Executive Committee shall consist of a maximum of Twenty One and. minimum of Five Charity Trustees, elected by and from the Members of the Forum.

30.1.1 At the first Annual General Meeting all Charity Trustees shall retire from office and at every subsequent AGM one third of the current Charity Trustees will be subject to retire by rotation or if the number is not a multiple of three the number nearest to one third shall retire from office but may be re-elected by the Members.

30.1.2 The Charity Trustees to retire by rotation will be those who have served longest in office since their appointment and subsequent re-appointments, should there be more than one Charity Trustee due to retire that were appointed on the same day unless they otherwise agree it shall be determined by lot.

30.2 Within the Twenty One Charity Trustees sitting on the Executive Committee two Charity Trustee positions will be reserved for senior pupils attending the Morgan Academy, these reserved Charity Trustee positions will have full voting rights. The pupils will be 16 years old and over and be nominated at the beginning of the school year to the Executive Committee.

31. Co-option of Charity Trustees

31.1 In the event of vacancies on the Executive Committee The Charity Trustees shall have the power to co-opt Members from the Forum to become Charity Trustees on the Executive Committee up to the maximum number of Twenty One. All co-opted Charity Trustees shall hold office only until the Annual General Meeting following their co-option.

32. Special or Standing Committees

32.1 The Charity Trustees/Executive Committee may appoint Special or Standing Committees or such groups as may be considered necessary and shall determine their terms of reference and powers, duration and composition. All acts and proceedings of such special or standing groups of standing committees or sub groups shall be reported back to the Charity Trustees/ Executive Committee on a basis decided by the Charity Trustees/Executive Committee.

33. Eligibility to become a Charity Trustee

33.1 A person shall not be eligible for election/appointment to become a Charity Trustee and serve on Executive Committee unless they are a Member of the Forum.

33.2 A person will not be eligible for election or appointment to be Charity Trustee and serve on the Executive Committee if they are

33.2.1 Disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005

33.2.2 An employee of the Forum

34. **Initial Charity Trustees**

34.1 The individuals who signed the Charity Trustee declaration forms which accompanied the application for incorporation of the Forum shall be deemed to have been appointed by the Members as Charity Trustees with effect from the date of incorporation of the Forum.

35. Election Re-election of Charity Trustees

35.1 At each AGM, the Members may elect any Member to become a Charity Trustee unless they are debarred from membership under clause 33 to be a Charity Trustee.

35.2 The Charity Trustees/Executive Committee may at any time appoint any Member to become a Charity Trustee (unless they are debarred from membership under clause 33 to be a Charity Trustee.

35.3 At the first Annual General Meeting all Charity Trustees shall retire from office and at every subsequent AGM one third of the current Charity Trustees will be subject to retire by rotation or if the number is not a multiple of three the number nearest to one third shall retire from office but may be re-elected by the Members.

35.4 The Charity Trustees to retire by rotation will be those who have served longest in office since their appointment and subsequent re-appointments, should there be more than one Charity Trustee due to retire that were appointed on the same day unless they otherwise agree it shall be determined by lot.

35.5 Within the Twenty One Charity Trustees sitting on the Executive Committee two Charity Trustee positions will be reserved for senior pupils attending the Morgan Academy, these reserved Charity Trustee positions will have full voting rights. The pupils will be 16 years old and over and be nominated at the beginning of the school year to the Executive Committee.

35.6 A Charity Trustee retiring at an AGM will be deemed to have been re-elected unless: -

35.6.1 They advise the Executive Committee prior to the conclusion of the AGM that they do not wish to be re-appointed as a charity trustee; or

35.6.2 An election process was held at the AGM and they were not among those elected/re-elected through that process; or

35.6.3 A resolution for the re-election of that Charity Trustee was put to the AGM and was not carried.

36. Termination of Office of Charity Trustees

Charity Trustee will automatically cease to hold office if

36.1 They become disqualified from being a Charity Trustee under the Charities and Trustee Investment (Scotland) Act 2005;

36.2 They become incapable for medical reasons of carrying out their duties as a Charity Trustee, but only if that has continued (or is expected to continue) for a period of more than six months;

36.3 They cease to be a Charity Trustee if they were nominated by a corporate body the corporate body which nominated them ceases to be a member of the Forum

36.4 They become an employee of the Forum

36.5 They give the Forum a notice of resignation in writing

36.6 They are absent without good reason in the opinion of the Charity Trustees/Executive Committee from more than three consecutive meetings of the Executive Committee - but only if the Charity Trustees resolves to remove them from office;

36.7 They are removed from office by resolution of the Charity Trustees on the grounds that they are considered to have been in serious or persistent breach of his/her duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or

36.8 They are removed from office by a resolution of the Members passed at a Members Meeting, AGM or Special Members Meeting

36.9 Office of Charity Trustees of the Forum will terminate on death

37. Register of Charity Trustees and Members

The Forum must maintain a register of Charity Trustees and Members, setting out for each current Charity Trustee and Member:

37.1 Full contact details and relevant membership history

37.2 The Forum will ensure that the register of Charity Trustees and Members is updated within 28 days of any notification change.

37.3 In the case of a Charity Trustee and Members nominated under clauses **12.2** and **12.3** the name of the body which nominated them will be held on record

37.4 For each former Charity Trustee and Member the Forum will maintain a record of membership for six years

38. Access to Charity Trustee and Members Register

38.1 The Charity Trustee and Member register exists to assist in the pursuit of the Forum's aims. It holds the contact details and membership history of The Charity Trustees and Members.

38.2 Individuals authorised to use the register are given access on a "need to know" basis.

38.3 This means that under normal circumstances only The Forum Chair, Vice Chair, Treasurer and Secretary will have access to the Charity Trustee and Member register to enable them to complete their day to day Forum duties.

38.4 If any other Charity Trustee or Member requires access to the members register to enable them to complete their duties the Forum must agree to this request prior to access being granted and them only release the information that is actually required to enable the duties to be carried out. A log will be kept of all additional agreed access requests to the members register by the Forum Secretary.

38.5 Any Charity Trustee and Member can request at any time to review their personal information held within the membership register and can subsequently ask that the information be deleted from the register, this may result in the membership being terminated

39. Office Bearers

39.1 The Forum at the Annual General Meeting, shall elect one of its number to be Chairperson of its meetings and may select one of its number to be Vice-Chairperson. All other office bearers to be elected at said meeting.

39.2 The Chairperson, Vice Chairperson, Secretary, Minute Secretary and Treasurer shall continue in office until their successors are elected.

39.3 If the Chairperson is absent from any meeting the Vice-Chairperson (if any) shall preside; otherwise the Members shall before any business is transacted, chose one of their number to preside the meeting

39.4 At the first Annual General Meeting all Charity Trustees (including Office Bearers) shall retire from office and at every subsequent AGM one third of the current Charity Trustees (including Office Bearers) will be subject to retire by rotation or if the number is not a multiple of three the number nearest to one third shall retire from office but may be re-elected by the Members.

39.5 The Charity Trustees (including Office Bearers) retire by rotation will be those who have served longest in office since their appointment and subsequent re-appointments, should there be more than one Charity Trustee due to retire that were appointed on the same day unless they otherwise agree it shall be determined by lot.

39.6 A person elected to any office will automatically cease to hold that office, If they cease to be a Charity Trustee or Member of the Forum.

39.7 A person elected to any office will automatically cease to hold that office, if they give to the Forum a notice of resignation from that office, confirmed in writing.

40. Powers of the Charity Trustees

40.1 Except where this constitution states otherwise, the Forum (and its assets and operations) will be managed by the Charity Trustees/Executive Committee, and the Charity Trustees may exercise all the powers of the Forum.

40.2 A meeting of the Charity Trustees/Executive Committee at which a quorum (of Five Charity Trustees) is present may exercise all powers exercisable by the Executive Committee

40.3 The Members may, by way of a resolution passed in compliance with clause **29** (requirement for two-thirds majority), direct the Executive Committee/ Charity Trustees to take any particular step or direct the Executive Committee/ Charity Trustees not to take any particular step; and the Executive Committee/ Charity Trustees shall give effect to any such direction accordingly.

41. General Rules Charity Trustees

41.1 Each of the Charity Trustees has a duty to act in the interests of the Forum they should,

41.1.1 Act in good faith to ensure that the Forum acts in a manner which is in accordance with its purposes

41.1.2 Act with care and diligence which it is reasonable to expect of a person who is managing the affairs of another person

41.1.3 In circumstances giving rise to the possibility of a conflict of interests between the Forum and any other party put the interests of the Forum before that of any other party.

41.1.4.A Charity Trustee must declare their interest at the outset of any discussion or meeting, they are allowed to contribute to the discussion but should not vote on any issues where they have a conflict of interest

41.1.5. Ensure that the Forum complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

41.2 All of the Charity Trustees must take such steps as are reasonably practicable for the purpose of ensuring.

41.2.1 That any breach of any of those duties by a Charity Trustee is corrected by the Charity Trustee concerned and not repeated

41.2.2 No Charity Trustee may serve as an employee (full time or part time) of the Forum; and no Charity Trustee may be given any remuneration by the Forum for carrying out their duties as a charity trustee.

41.3 The Charity Trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.

42. Decision Making by the Charity Trustees

42.1 Notice of Executive Committee meetings

42.1.1 Any Charity Trustee may call a meeting of the Executive Committee *or* ask the Secretary to call a meeting of the Executive Committee.

42.1.2 At least 7 days' notice must be given when calling an Executive Meeting unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.

43. Procedure at Executive Committee Meetings

43.1 No valid decisions can be taken at an Executive Committee meeting unless a quorum is present; the quorum for Executive Committee meetings is Five Charity Trustees, present in person or subject to clause **22.**

43.2 If at any time the number of Charity Trustees in office falls below the number stated as the quorum the remaining Charity Trustees will have power to fill the vacancies or call a Members Meeting, but will not be able to take any other valid decisions

43.3 The chair of the Forum should act as chairperson of each Executive Committee meeting

43.4 If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the Charity Trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.

43.5 Each Charity Trustee has one vote, which must be given personally.

43.6 All decisions at Executive Committee meetings will be made by majority vote.

43.7 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.

43.8 The Executive Committee may, at its discretion allow any person to attend and speak at a Executive Committee meeting notwithstanding that they are not a Charity Trustee, but on the basis that they can contribute to the discussion but not have a vote on any decision.

43.9 A Charity Trustee must declare their interest at the outset of any discussion or meeting, they are allowed to contribute to the discussion but should not vote on any issues where they have a conflict of interest.

44. Minutes of Meetings

44.1 The Charity Trustees/Executive Committee must ensure that proper minutes are kept in relation to all Executive Committee Meetings, Members Meetings, Special Members Meetings, AGM's, and Meetings of Sub-Committees.

44.2 The minutes to be kept for a period of six years and must include the names of those present (so far as possible).

44.3 The Charity Trustees/Executive Committee shall make available copies of the minutes to any Member of the Forum if requested.

44.4 The Charity Trustees/Executive Committee may exclude from any copy minutes made available any material which the Charity Trustees/Executive Committee considers should be kept confidential, on the grounds that allowing access to such material could cause prejudice to the interests of individuals, corporate/unincorporated bodies or the Forum or on the basis that the material contains reference to employee or other matters which it would be inappropriate to divulge.

45. ADMINISTRATION - Delegation to Sub-Committees

45.1 The Charity Trustees/Executive Committee may delegate any of their powers to Sub-Committees, a Sub-Committee must include at least one Charity Trustee, but other members of a Sub-Committee need not be Charity Trustees, but must be Members.

45.2 The Charity Trustees/Executive Committee may also delegate to the chair of the Forum (or the holder of any other post) such of their powers as they may consider appropriate.

45.3 When delegating powers The Charity Trustees/Executive Committee must set out appropriate conditions, which must include an obligation to report regularly to the Charity Trustees/Executive Committee.

45.4 Any delegation of powers may be revoked or altered by The Charity Trustees/ Executive Committee at any time.

45.5 The rules of procedure for each Sub-Committee and the provisions relating to membership of each Sub-Committee, shall be set by The Charity Trustees/ Executive Committee.

46. Operation of Accounts

46.1 The signatures of a minimum two out of a minimum of three signatories appointed by The Charity Trustees/Executive Committee will be required in relation to all operations (other than the lodging of funds) on the bank and any other accounts held by the organisation, at least one out of the two signatures must be the signature of a Charity Trustee.

46.2 Where the Forum uses electronic facilities for the operation of any bank or building society account the authorisations required for operations on that account must be consistent with the approach reflected in clause **46.1.**

47. Accounting Records and Annual Accounts

47.1 The Charity Trustees/Executive Committee must ensure that proper accounting records are kept in accordance with all applicable statutory requirements.

47.2 The Charity Trustees/Executive Committee must prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions (or if The Charity Trustees/Executive Committee

consider that an audit would be appropriate for some other reason), The Charity Trustees/Executive Committee should ensure that an audit of the accounts is carried out by a qualified auditor.

47.2.1 All monies raised by or on behalf of the Forum shall be applied to further the purpose of the Forum and for no other purpose.

47.2.2 The Treasurer shall keep proper accounts of the finance of the Forum and shall put monies not immediately required into a bank or other financial institution of the Forum's choice.

47.2.3 A qualified auditor who shall be appointed at the Annual General Meeting shall audit the Accounts at least once a year.

47.2.4 The Forum Accounts will make provision for a minimum level of Un-Restricted Reserves being no lower than £7,500 held at the bank. The Un-Restricted Reserves Policy should be reviewed on an annual basis and adjustments made to recognise any potential liabilities the Forum may face.

Miscellaneous

48. Dissolution

48.1 If the Forum is to be wound up or dissolved, the winding-up or dissolution process will be carried out in accordance with the procedures set out under the Charities and Trustee Investment (Scotland) Act 2005.

48.2 If The Charity Trustees/Executive Committee by two thirds majority decides at any time on the grounds of expense or otherwise it is necessary or advisable to dissolve the Forum it will call a meeting of the Forum Members giving not less than 21 days' notice (stating the terms of the resolution thereat) and this notice shall be posted in a conspicuous place or place in the neighbourhood and advertised in the local newspaper and social media.

48.3 If such a decision shall be confirmed by two thirds of those present or participating under clause **22** and voting at such a meeting The Charity Trustees/Executive Committee shall have the power to dispose of any assets held by or in the name of the Forum after consultation with any grant aiding organisations.

48.4 Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards purposes which the law regards as charitable for the benefit of the inhabitants of Stobswell and districts and transferred to a similar recognised charity with objects similar to the Forum as The Charity Trustees/Executive Committee may decide

49. Heritable Property

49.1 Any Heritable Property remaining after the satisfaction of any proper debts and liabilities shall be applied towards purposes which the law regards as charitable for the benefit of the inhabitants of Stobswell and districts and transferred to a similar recognised charity with objects similar to the Forum as The Charity Trustees/Executive Committee may decide

50. Alterations of the Constitution

50.1 Any proposal to alter this Constitution must be approved by two-thirds majority of the The Charity Trustees/Executive Committee or be supported by no less than 5% or more of the total membership of the Forum at the time and presented in writing in one or more documents in the same terms each signed

by one or more members not least than 21 days before the date of the proposed meeting.

50.2 A resolution to alter the Constitution shall not be effective unless notice of the meeting at which it is proposed shall have been given in terms of Clause 50.1 and it has been passed by a two thirds majority of those present or participating under clause **22** and entitled to vote at such a meeting.

Interpretation

References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -

a. any statutory provision which adds to, modifies or replaces that Act; and

b. any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph above.

In this constitution: -

"charity" means a body which is either a "Scottish charity" within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a "charity" within the meaning of section 1 of the Charities Act 2011, providing (in either case) that its objects are limited to charitable purposes;

"charitable purpose" means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

This Constitution was adopted as the Constitution of the Stobswell Forum at a meeting duly convened in the Arthurstone Community Library (Kemback Resource Centre, Kemback Street,) Arthurstone Terrace, Dundee, on Wednesday 11th August 2021.

This constitution was agreed and formally approved by OSCR on 22nd July 2021.

Signed ……..(Chairperson)

…….(Vice Chairperson)

.....(Secretary)

.....(Treasurer)

On behalf of the Committee of Trustees

by one or more members not least than 21 days before the date of the proposed meeting.

50.2 A resolution to alter the Constitution shall not be effective unless notice of the meeting at which it is proposed shall have been given in terms of Clause 50.1 and it has been passed by a two thirds majority of those present or participating under clause **22** and entitled to vote at such a meeting.

Interpretation

References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -

a. any statutory provision which adds to, modifies or replaces that Act; and

b. any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph above.

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"charitable purpose" means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

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.....(Vice Chairperson)

.....(Secretary)

.....(Treasurer)

On behalf of the Committee of Trustees

Appendix Four - Evidence of Stobswell Local Place Plan compliance with validation criteria

The following table lays out how and where this document meets the criteria for registration of our Local Place Plan:

	Registration requirement		Where found in document	Source in LPP Circular (2022)	Additional Information/Notes
1	A copy of the finalised Local Place Plan	✓			There are two submitted documents: Stobswell Local Place Plan, and a Statement of Community Support
2	Confirmation of the Community Body's status.	✓	Appendix 3	Paras 12-17; 61-65	SCIO registration: SC051135
3	Contact details for your organisation.	✓	At start of main LLP	Paras 37; 40	info@stobswell.org.uk
4	A map of the boundary of the Local Place Plan.	✓	p4	Paras 37; 41; 43	
5	Statement of your proposals as to the development or use of land or building.	✓	Local Place Plan Proposals Table (Ch8)	Paras 18-21; 41-45	
6	Additional maps with a numbered legend showing where proposals for development or use of land or buildings are located.	✓	Spread through whole document and clearly labelled in the Local Place Plan Proposals Table (Ch8)	Paras 41-45	
7	A statement explaining how the Local Place Plan has regard to the National Planning Framework, the existing Local Development Plan and any relevant Locality Plan covering your area.	✓	Local Place Plan Proposals Table (Ch8)	Paras 25-31; 68-69	
8	A statement explaining how the proposals in the LPP align with, or differ from, the relevant policies and development proposals in the document in '7' above, and why it considers that the Local Development Plan should be amended.	✓	Local Place Plan Proposals Table (Ch8)	Paras 32-35; 70	
Evidence of compliance with the requirements of 'Regulation 4', also known as the Information Notice requirements					

9	Before submission of your plan, make sure you have sent an Information Notice and copy of the proposed Local Place Plan to all relevant Ward Councillors serving your chosen area and all Community Councils next to your chosen area. (The period allowed for comments should be no less than 28 days).	✓	The information Notice period ran from ran from 3rd February – 3rd March 2025	Paras 54-58	
Additional information required.					
10	Records of when and to whom the Information Notice was sent.	✓	Appendix 2	Paras 49-53	
11	Evidence of level of community support for the Local Place Plan and how the Community Body reached that view.	✓	Appendix 1	Paras 71-73	
12	Copies of additional relevant documents as appropriate.		N/A	Paras 74-76	