

**Falkirk and District Access and Assessment Group
Minutes of Meeting 23rd April 2008
Forth Valley Sensory Centre
Camelon**

Attendees

Henry Sherlock (Chair)
Aileen Currie (Vice Chair)
Peter Rowe (Secretary)
Margaret Stevenson (Service User)
Margaret Watkin (Service User)
Keith Howie (Falkirk Council)
George Cross (Chair of the Macular Disease Support Group)
Gordon Wilson (Service User)
Billy Frame (Service User)

Apologies

Apologies for non attendance were received from:

Provost Pat Reid (Treasurer)
Christine Maroney (Service User)
Charlene Condecco (Forth Valley NHS)
Alistair Mitchell (Town Centre Management)
Caroline Nisbet (Forth Valley NHS)
Ross Burns (First Group Marketing and PR)
Pauline McGrellis (Falkirk Council HR Team)
Councillor John McLuckie
Councillor Cecile Meiklejohn

1. Introductions

All attendees introduced themselves, stating who they were and their role at the meeting.

2. Apologies

Apologies were read out of those unable to attend the meeting.

3. Minutes of Last Meeting Held 22nd February 2008

Members of the Group were still experiencing problems with receiving e-mailed material. The Secretary agreed to look in to this and as a precaution asked Group members to leave their current email addresses. The minutes of the meeting held on 22nd February 2008 were agreed by everyone in the Group that they bore a true reflection of the activities undertaken.

4. Revised Action Points

The outstanding Action Points were read out and the Group agreed on how they should be taken forward. Details regarding the up date of activities of the Group in the format of Action Points are contained in Annex A of these minutes.

5. Results And Comments On The Visually Impaired Town Centre Walk

It was unanimously agreed that the "Visually Impaired Town Centre Walk" had been a huge success and received some good publicity through the Falkirk Herald. George Cross, the new Chairman of the Macular Disease Support Group, congratulated the Group on its excellent efforts. It was agreed by the Group that other awareness sessions be planned for other impairments. It was agreed by the Group to offer such awareness to other local authorities and service providers.

6. Annual General Meeting

Due to circumstances, the Annual General Meeting has been delayed and is now planned for the 13th of June 2008. Anybody interested in putting themselves forward for any of the four office bearers positions i.e.

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

should do so in the first instance to the Secretary Mr Peter Rowe. Expressing the position or positions they would like to be considered for.

7. Date Of The Next Meeting

The date of the next meeting and AGM will be the 13th June 2008 at 1.30pm at the Forth Valley Sensory Centre, Camelon, Falkirk.

Annex A.

Falkirk Access Group Action Point Control Sheet (Reviewed and updated – February 2008)

OPEN ACTIONS

Action Point	Details	Ownership	Progress or Additional Comments
3	To set up a training package with the community access officer.	The Falkirk Access Group	Keith Howie pointed out that the only courses he had found was in the South of England. Keith has agreed to report back on the course to see if it may be suitable for the Group
5	Check to see if Cash Converters, Allison's the Florist, Outside tables and chairs at MacDonaldis and Matheson's in Cow Wynd have licensed agreements with the Council. Added in Motor Accessories shop at corner of Glebe St & Old Newmarket St.	Peter Rowe	Ongoing. Peter to clarify and get an update of the situation with Brian Cochrane.
6	To invite a parking representative at the same time as police to speak to the Group again as there are still issues regarding parking on pavements and in the pedestrian precincts.	Henry Sherlock and Pat Reid	Ongoing. No improvements so further action needs to take place. Henry to contact SDEF. Email sent to Keith Robertson SDEF on 26 Feb 2008. Agreed this needs to be moved forward and letters should be sent to relevant Ministers to raise the issue again. Pat

			agreed to take this forward.
15	To look into why ramps are not being offered or used at Larbert train station	Mr Patrick Nyamurundira from Scotrail	Mr Patrick Nyamuriundira advised that his team will be doing mystery shopping in Larbert and will feed the results back to the Group.
17	To raise issues regarding access to the Charlotte Dundas shopping centre (Grangemouth)	Peter Rowe	Secretary to find out if the lessee or the leaseholder are responsible for any adaptation's to the shops
21	To invite engineer back to meeting to discuss clear building line rulings.	Peter Rowe	Secretary to follow up with Brian Cochrane to clarify ruling.
24	Clarification on the new Entitlement Card for National Transport (Bus Pass)	Henry Sherlock	The response received is still not clear and not all points have been addressed. Chair to take this up with MSP and Minister of Transport again.
26	Set up a Rail Forum	Henry Sherlock	When the bus forum dates are known, we can invite Patrick Nyamuriundira, but he can only attend if he is available. However, all issues regarding rail travel can be emailed to Patrick.
28	To find out if there is information in alternative formats from Central Scotland Police.	Brenda Armstrong	Ongoing – Pauline McGrellis to speak to contact within the Police who may be able to provide further information.
29	To look at the possibility of a fast track for people who are terminally ill for parking places	Russell Steedman and Dave Anderson	Ongoing – no response regarding this query. Awaiting a committee report which will come to the Group for comments
30	To look into the parking space criteria that limits the application and space to the driver only. To consider people who have a carer who drives them as part of	Russell Steedman and Dave Anderson	Ongoing. Awaiting a committee report which will come to the Group for comments

	that continual care process.		
31	To look into the process and procedures regarding a yearly review of allocated parking bays. To find out if the bays are still required	Russell Steedman and Dave Anderson	Ongoing. Awaiting a committee report which will come to the Group for comments
32	To raise issues and conflict of issues regarding parking and access issues. If an applicant has mobility problems, surely the space should be specific to them and not for any blue badge user to use.	Henry Sherlock	Further clarification required from Development Services. Awaiting a committee report which will come to the Group for comments
34	To seek advice from the Scottish 'Executive regarding the classification of public transport for taxi's and hire cars	The Falkirk Access Group	Henry to follow up with Robert Watson (Development Services) regarding classifications. Email sent to Robert 26 Feb 2008.
36	To provide an audit on taxi drivers to see if they have been given training to carry disabled passengers.	Robert Watson	Ongoing – no update on progress. Henry to follow up with Robert Watson. Email sent to Robert 26 Feb 2008.
37	Criteria for bus pass.	Henry Sherlock	Ongoing. Henry to write to Cathie Peatie
38	Blind Walk for provost & councillors	Peter Rowe & Provost Pat Reid	Completed
39	Set up meeting with sports providers (and discussion regarding transport links).	Peter Rowe & Mel McEwen	Ongoing. George Cross agreed to take this forward with Peter on behalf of Mel McEwen.

40	Look at distributing a taxi driver information sheet	Keith Robertson & Peter Rowe	Ongoing.
41	Contact the council to see how the group could become more involved at the design stage.	Henry Sherlock & Peter Rowe	Ongoing. Henry and Peter to meet with Robin Millard on 15 th May 2008.
42	Develop a accessible shop certificate	Henry Sherlock & Alistair Mitchell	Ongoing. Further discussions required on this as there could be confusion regarding access audits etc. Need to discuss with Keith Robertson from SDEF and obtain a copy of the Perth scheme.
43	Clarification required regarding ruling for placing of wheelie bins on footpaths – should it be at the end of the kerb or building line. Clarification needed for households and refuse employees.	Falkirk Council Commercial Services	Pauline McGrellis to speak to Commercial Services for guidance regarding placing of wheelie bins.
44	Signage at bus station	Falkirk Access Group Ross Burns (First Bus)	The signs have been done and audio and Braille timetables being looked into. Awaiting management decision for the go ahead. Ross Burns to keep Group up to date.

CLOSED ACTIONS

Action Point	Details	Ownership	Date Cleared
1	To get a copy of the licence criteria from the engineers for the next meeting. This will be circulated with the minutes.	Peter Rowe	Cleared 28 th November 2005.
2	To speak to the Howgate management to see if the contrast colours on the entrance pillars to the Howgate can be improved.	Councillor Pat Reid Treasurer	Cleared September 2006
4	To contact the engineers to remove redundant poles for road signs.	Peter Rowe	Closed.
7	To go around some of the shops to see if they would be interested in any awareness training.	Henry Sherlock & Peter Rowe	Cleared May 2006
8	To invite the Town Centre Manager to speak to the Group at their next meeting.	The Falkirk Access Group	Cleared November 2006
9	To look in to the use of new technology to improve services to disabled people.	The Falkirk Access Group	Closed.
10	To invite a representative of the First Bus Company	Henry Sherlock	Cleared May 2006
11	To contact the rail operator to see if a representative could come to speak to the Group.	Mel McEwen	Cleared July 2006
12	To produce and circulate a revised spending plans taking in to account some of	Peter Rowe	Cleared September 2006

	the points raised by Robert Pickles of the SEDF.		
13	To meet with Brian Peat to explore and attempt to resolve the issues raised at meeting held on 25 January 2006.	Henry Sherlock, Peter Rowe, Any other Group member who wants to come along	Cleared May 2006
14	To write to the Royal Bank of Scotland regarding Access issues of third signatory and web site	Henry Sherlock	Closed, with no resolve.
16	To advise the Larbert Hospital health board of problems experienced with the car park	Not known	Closed November 2006. Met with Charlene Condecco from NHS Forth Valley.
18	To contact Acting Area Commander and request a representative to discuss parking on pavements	Henry Sherlock	Closed. Representatives from the police attend meetings and will move forward with issues.
19	Equality Scheme Survey Questionnaire to be completed and returned to Pauline McGrellis.	The Falkirk Access Group	Closed.
20	To affiliate with Living Streets Scotland regarding Parking on Pavements	Peter Rowe	Closed. Agreed at present not to progress with this option until the Group had taken forward with letters to the relevant Ministers in the first instance.
22	Issues surrounding Parking on Pavements	Sergeant Jim Devoy (Central Scotland Police)	Closed.

23	Consultation document on proposals for parking bays for the disabled	The Falkirk Access Group	Closed.
25	Central FM to highlight the dangers of parking on pavements	Henry Sherlock & Central Scotland Police	Closed.
27	To get a representative from licensing to a meeting	Peter Rowe	Closed.
33	To issue all members of the Group with the licensing board data produced at the January meeting	Robert Watson	Closed.
35	To arrange for members of the Group to attend the Licensing Board meetings to consult on access issues	Councillor Pat Reid After May 2007 due to elections	Closed.