

February 5th 2006

20A John Street
Penicuik EH26 8AB
Tel 01968 672706
email: ullahipkin@aol.com

Charles Galbraith
Head of Community Development
Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZP

Dear Mr Galbraith,

Advertising Penicuik Town Hall and improving its letting arrangements

Penicuik Community Development Trust wants to maintain and develop the Town Hall's place in the life of the town and we wish to work with Midlothian Council to achieve this. The Trust also welcomes Midlothian Council's Mission Statement to

" ... work with communities to achieve effective services ... ".

Having made regular bookings to use the Town Hall ourselves and having worked closely with other users, we have developed some ideas for exploiting the web to publicise the availability of the Town Hall better and to make the booking arrangements easier.

We trust that the prospect of community involvement in the services provided by Penicuik Town Hall is of interest to you. Accordingly, we request a meeting at your earliest convenience to look together at ways of making them more effective.

Yours sincerely

Roger Hipkin

Secretary, Penicuik Community Development Trust

Cc Chief Executive, Business and Performance Unit, Local Councillors.