

Royal Burgh of St Andrews Community Council

Provisional Minutes – 2nd November 2015

For Approval

0. Application by Mr Henry Paul to be a Community Councillor

Mr Greenwell after the presentation on the Community Trust by Mr Paul advised the meeting that Mr Paul had applied to join the Community Council of which he'd been a member until the last CC election. Mr Munn asked Mr Paul why he'd left and wanted to join again. Mr Paul explained that a combination of factors had made him decide not to stand again including possible employment in Glasgow, but as that hadn't worked out and as he was concerned about the recent discussions about the Community Trust he thought he should join again. There were no objections to Mr Paul's application and he was welcomed back as a member.

1. Attendance

Community Councillors

Callum MacLeod, Zara Evans, Howard Greenwell, Kyffin Roberts, Ian Goudie, Penny Uprichard, Gordon Shepherd, Iain Munn, Izzy Corbin, Patrick Marks, Judith Harding, Ken Crichton.

Students' Association Representatives

Clare Armstrong
Charlotte Andrew
Patrick Mathewson

Co-Opted

Niall Scott

Fife Councillors

Dorothea Morrison, Brian Thomson

Apologies - Jonathan Bertulis-Fernandes, Keith McCartney, Harry Stewart, Frances Melville, Chris Wallard, Alicia Schultz

2. Minutes of Meeting – October 2015

The minutes were accepted as correct.

3. Presentations

3.1. Self Directed Support

Cara Fraser introduced herself as new SDS project coordinator for Enable Scotland. The project has come off the back of the new legislation, The Social Care Self Directed Support (Scotland) Act 2013, gives people more choice, control and flexibility over the care they receive. The new project which has been going for about 9 weeks offers free help and advice to people who have learning disabilities in the Fife area supporting them through a pathway so they can get more from their support whether that is at home, out in the community at school, college or work.

Cara described the four different ways that SDS can be offered following a referral to the Social Work Department which has the responsibility for assessing the applicant and helping

them decide the best pathway of support. Option one is where the user receives money into their bank account and can employ someone or use the money in other ways to support them.

Option two is where a broker manages the money but the user still has a say in how the money is spent. Option three is the traditional route of receiving services organised by the Social Work Department and option four is a bit of a mix and match. The project can also put them in touch with activities and groups in their local areas regardless of whether the user gets any SDS. Cara said that she was coordinator for the North East Fife.

Part of the project is raising awareness and looking at community linking and partnerships. There is a plan to have a pop-up shop and try and link local organisations and people with learning disabilities, their families and carers and make it easier for people to get involved in the community.

Mrs Harding wanted confirmation about the range of people who could be offered support. Cara replied that anyone getting support could be eligible including those with mental illness, the elderly and carers. Cara added that they would also signpost people to other organisations with SDS projects for other user groups if her Project didn't cover a person's needs within their category of interest.

Mr Greenwell asked Cara if there was a specific call to action for the Community Council? Cara replied that there wasn't a specific role for the CC but if members knew useful contacts she would find that helpful in her work.

Mr Greenwell asked how people would get in contact with her with requests or information? Cara said she'd leave some leaflets or people could go on to the ENABLE Scotland website or email her at sdsfife@enable.org.uk.

Mrs Corbin was a bit concerned that ENABLE might be doubling up on the work of another organisation. Cara replied that ENABLE was aware that other organisations were doing SDS for their user groups. She said that ENABLE was trying to open the communication between organisations so that people could be signposted to the organisation suiting their needs rather than doubling up. ENABLE she added worked on a referral basis rather than seeking people out.

Mr Crichton asked if people with a visual impairment would be eligible for SDS? Cara replied that people with a visual impairment would be eligible and she'd been at events at which charities and organisations dealing with visual impairment had attended. If she had a referral from someone whose visual impairment was more of an issue than their learning disability she'd refer them to an organisation dealing with visual impairment if appropriate.

3.2. CC Coat of Arms – Mr Paul and Mr Murphy

Mr Paul acted as spokesperson and introduced himself to the meeting reminding members of his past connection with the CC. He informed the meeting that he'd come to speak to the meeting, as he'd been concerned about recent press stories and what people were proposing to do. He made members aware of the difference between the CC Coat of Arms and the old Town Council Coat of Arms. He said that the latter, which became defunct in 1974 shouldn't be used, but was still being used on products available around St Andrews. The CC he added got no royalties or benefit from the use of the old Town Council Coat of Arms.

He said that the history of the CC Coat of Arms issue went back a long time with only some of the current CC members having been in office at the relevant times when the issue was alive. He gave some background, saying that the CC started trying to licence the use of the Coat of Arms from 1990 onwards. In 2002 the CC signed an agreement with a man from Edinburgh to licence the Coat of Arms. As the agreement didn't work out the CC decided to end it in 2008 and by the end of 2009 this was achieved. Mr Paul quoted a past Lord Lyon, which made it clear that Coat of Arms couldn't be licensed for another person to use commercially. After the cessation of the agreement it became clear that the Coat of arms was possibly being misused overseas. The Links Trust then assisted the CC in dealing with this misuse of the Coat of Arms. He acknowledged that the Links Trust involvement was as much

to protect their own commercial interests and the potential damage it could do to the St Andrews Golf brand as much as any other reason. The Links Trust asked the CC to stop commercially using its Coat of Arms and the CC then got into an agreement, which resulted in the setting up of the Community Trust. He described the agreement as a sort of “Not” agreement. He reminded the meeting as well that they were the only users of the CC Coat of Arms. Mr Paul compared the financial outcomes of the old CC commercial agreement and the money given to the Community Trust from the Links Trust. He said that most of the money received by the CC during the time of their agreement related to penalty clauses with the company trying to sell the use of the CC Coat of Arms and none of it went to good causes. In contrast he added the Community Trust in its few years of existence had given away £325000 to local groups eligible for its awards. The Trust receives between £50-£80000 annually from the Links Trust according to how well their own commercial outlets have done. He reminded the meeting of the criteria of the Community Trust for awarding local groups grants and quoted groups, which had received awards. He also detailed the make up of the trustees who meet three times a year to award the grants. Apart from the representatives of the CC, the Links Trust and Fife Councillors there are three other trustees from the local area who cannot be connected to the other bodies with trustees.

Mr Greenwell informed members that certain matters relating to the Community Trust would on this occasion be discussed later at the incamera session at the end of the main meeting.

Mr Shepherd asked about being able to use the CC logo on town signs as drivers enter St Andrews. Mr Paul didn't see a problem in that context.

Dr Goudie said that the meeting needed to be careful about terminology. He informed the meeting that the idea of a logo was separate to the Coat of Arms and had been part of a proposal in the 2010 agreements, but has never been progressed. Dr Goudie thought that the time for getting a logo organised was about to expire soon but sought confirmation from Mr Paul. Mr Paul confirmed Dr Goudie's recollection of the proposal, but wasn't certain about the time issue as he was no longer a trustee of the Community Trust. Mr Greenwell confirmed that in discussions he'd had more recently it had been confirmed that nothing had been done about the town logo but hadn't got any more detail about the situation.

Mr MacLeod asked for clarification as he thought that some folk were under the impression that the income for the Community Trust was generated from the Coat of Arms. Mr Paul reiterated his previous comments that there was an agreement not to market items with the CC Coat of Arms. Mr MacLeod wondered about the source of the income of the Community Trust? Mr Paul and Mr Greenwell explained how the Links Trust's commercial activities generated the donation it made to the Community Trust on an annual basis. Mr Macleod expressed his uncertainty about the relevance then of the Community Trust to the CC. Mr Paul reiterated that he'd felt a need to remind the meeting about the situation as there was a fear that the CC might try and go down the same road and try to licence the Coat of Arms.

Dr Goudie said that in broad terms the potential misuse of the CC Coat of Arms was likely to cost the Links Trust and it was in their interest to enter into this financial agreement to help bring matters under control and significantly benefiting groups in the town as a result. Dr Goudie asked Mr Paul in relation to his explanation about the way the Community Trust operated that its operation seemed to be a mixture of points that were laid down in the original articles plus various points that appear to have become the working rules of the Trust. He wondered if applicants to the Trust were aware of the additional rules? Mr Paul replied that the rules were both on the application form and on the home page of the Community Trust. He acknowledged that as a new Trust rules might have to be fine tuned to ensure that applications could be appropriately assessed and appropriate responses given to the applications. He cited an example of a Trust which had applied, but which wanted to use its grant to make money to give to Cancer Research. Mr Paul said that this was inappropriate and not in the spirit of the way money awarded was expected to be used. He also explained in more detail the types of projects approved and those not approved for a range of reasons. Grants were also for one off requests not for ongoing annual funding.

Mr Crichton gave a brief account of the early history of the negotiations, which he said led to the eventual proposal to set up a Trust. Mr Greenwell acknowledged that this was part of the history of the setting up of the Trust.

4. Fife Councillor.

4.1. Frances Melville

Apologies

4.2. Brian Thomson

4.2.1. Dangerous Trees in Ladebraes

Cllr Thomson in response to a question from Dr Shepherd confirmed that officers do tree checks in case action is needed. He added that reports to the Council of damaged trees were also welcome. Cllr Thomson confirmed that damaged or dangerous trees were all included under the same category for possible action when identified or notified.

4.2.2. Hepburn Gardens – Road Repairs

Cllr Thomson reported that the section of the road from the roundabout at the end of the Bogward Road and Lawhead Road East junction had finally been inspected by Council officials and marked for repair although the defects were not technically at a level requiring work. He hoped that the work would be done soon and that the stretch of road would at a later date be resurfaced like the Bogward Road. As full resurfacing can only be done in the summer he said that this would likely be done next summer. Dr Goudie pointed out the problems of the road surface in the area being damaged by water flow from both the Lawhead school direction and the Craigtoun Road. He suggested that the drainage of the low point near Little Carron could be improved to help reduce the damage to the road surface. Cllr Thomson in reply indicated that a blocked gully was a source of the flooding problem and recently Fife Council had been out with a special tanker to clear the gully.

At the opposite end of Hepburn Gardens close to the Cockshaugh Park entrance residents had raised concerns about road defects. Officials have however deemed the defects not at a level-warranting repair. There may be a chance that the stretch of Hepburn Gardens between Double Dykes Road and Buchanan Gardens will get resurfaced next summer, but this will depend upon a number of factors such as the budget.

4.2.3. Guthrie Place

Following concerns expressed by Mr Stewart about a number of matters relating to Guthrie Place Cllr Thomson had found out that Fife Council as it has a number of properties in the Close is looking at erecting a fence and gate to stop people getting in and causing a mess and anti-social behaviour. That plan will be subject to planning permission but Council officers are progressing the plan. On another part of the query Cllr Thomson had discovered that Starbucks have permission to store their bins as they have a rear door to their café.

4.2.4. Abbey Walk- New Council Houses

Cllr Thomson informed the meeting that the 29 two bed - roomed Council flats are near completion and the first tranche might be handed over this week and the remainder by December. He had visited and was impressed by the build and the design quality and thought that they were the most impressive affordable houses he'd seen. All the tenants to occupy the rented properties have been identified and are all from the Council list. The development will be known as Freeborn Court after Mrs Mary Freeborn a former member of the Community Council.

4.2.5. Cycling Signs - South Castle Street and east end of Market Street

Cllr Thomson responding to a query by Mr Stewart on the CC Facebook page about the signs indicating that cycling was permissible against the flow of traffic in these one-way streets.

Personally he didn't have an issue with the idea and added that the streets were generally quiet and should mainly be used as access for residents or businesses. However there had been a number of complaints so he'd asked about the signs and Council officers are making enquires to see if the signs have a correct status under the Highway Code. Until this is established the signs are to be covered.

4.2.6. Bike lights

This regular issue had been flagged up and Cllr Thomson acknowledged that the main culprits appeared to be students. Police Scotland had issued a press release saying that they were discussing the issue with relevant persons in the town. He acknowledged that he found it difficult to understand that all students using bikes couldn't afford a cheap set of lights and was open to suggestions from the student reps or Mr Scott on how to encourage the need for lights. Miss Armstrong mentioned that the Students Association was looking at a campaign in relation to bike lights. Cllr Thomson asked if the bike lights were being given out free? Miss Armstrong replied that they were giving out free reflectors but bike lights would be sold at a basic cost to students. Cllr Thomson thought he'd heard that there were free lights being given to students at Dundee University and would check on the details of how it was funded.

Mr Crichton felt that the police should fine bike light offenders. Cllr Thomson in reply indicated that due to the stretched resources of the police such action would be very sporadic.

Mr Greenwell acknowledged that the lights issue does come up every year and needed to be highlighted every year with new intakes of students.

4.2.7. "A" Boards

Miss Uprichard told the meeting that she'd put various questions to Cllr Thomson who'd sent the enquires to various officials for their responses. One of the issues on which she'd received replies was about "A" Boards. However the responses had not addressed the point she wanted to put to the CC for support. She was suggesting that "A" Boards should lean against the property they were advertising, but in contact with a Fife Council official it had been suggested that that would require a Fife-wide consultation. She thought that this was ridiculous and reminded the meeting that four years ago there had been unanimous agreement on a zero tolerance policy in relation to "A" Boards being inappropriately placed and this had been supported by all four local Fife Councillors. However Cllr Rowley who had visited the town to look at the issue had said there would be no zero tolerance policy. One of the recent replies she'd had from an official had indicated that such a policy would be unlikely, but she queried who decided such matters? She did however still want to pursue the idea of encouraging shops to lean "A" Boards against their premises and cited two local shops already taking up this idea.

Cllr Thomson in reply said that for a while after the zero tolerance policy there had been a time when there was a clamp down on poorly sited boards. However with pressures on funding there wasn't the money to pay for the extra staff required to police the policy. He thought that placing the boards against the properties was a good idea, but added that there was a problem with in St Andrews as some businesses were down closes so a board outside their premises would not be seen on the street. He wasn't certain how the idea would deal with that sort of situation apart from leaning the boards against another property.

Cllr Thomson wondered if it would be better to get the Council officers responsible along to speak to the CC? Miss Uprichard agreed that it might be a good idea to have officials along to discuss the matter.

4.4.8. Missing Bike Racks

Dr Goudie wondered if Cllr Thomson had any news on the missing bike racks? Cllr Thomson reported that the bike racks beside what is now Nardinis were moved across the road to near Madras College grounds but he was pushing for the ones by Nardinis to be reinstated as well.

The ones beside W.H. Smith would also be reinstated. Dr Goudie in reply said that he understood that the racks had been removed at the time of the Lammas Fair but there needed to be a better system to ensure they were reinstated after that event and not months later. Cllr Thomson acknowledged he'd forgotten about the ones removed due to the Lammas but would check about those. Mrs Adam had heard at a meeting about the Lammas that the racks by Sainsbury's which had been removed for the Lammas had been in a poor state but it was expected that they would still be replaced at that site.

4.3. Keith McCartney

4.3.1. Kinnessburn Road

Cllr McCartney reported that the Kinnesburn Road sign has been reported missing from its two support poles on the south side of the road by the fence at the BB Hall just before its junction with Langlands Road. A replacement has been requested and has been added to the next street nameplate order.

4.3.2. City Road

Cllr McCartney reported that the order to replace the missing pedestrian barriers on the northwest side of Hope Park roundabout which were removed some time ago following vehicular damage has not yet been issued due to other work taking priority. An order will be issued shortly and it is hoped that the work can be done before the end of the financial year.

4.3.3. Craigtoun Road (C65)

Cllr McCartney reported that Operations would seek to programme the surfacing work on the C65 at both the Q14 and Q15 junctions some time from late October onwards. In the meantime they will continue to monitor the 'No Road marking' signs at both junctions to ensure they remain visible to motorists.

4.3.4. St Mary's Place

Cllr McCartney reported that the new bike rack, which can accommodate ten bikes rather than the six accommodated by the previous rack, is now in place in the Area Office car park by the western entrance.

4.3.5. Argyle Street

Cllr McCartney reported that 'sucker' branches growing out of the trunks of the trees on the north side of Argyle Street have been removed. Similar work on the trees in South Street is expected to be carried out in October

4.3.6. Potholes

Cllr McCartney reported that potholes have been reported for inspection and repair as necessary in Petheram Bridge Car Park (Old Station), Canongate, Winram Place, Radernie Place and Lawmill Gardens.

Following inspection repairs were carried out at the following locations – Petheram Bridge (Old Station) Car Park, Canongate (in centre of road by utilities cover opposite lighting column number 8), Radernie Place (on east side of road outside houses numbers 4 and 6).

4.3.7. Market Street

Cllr McCartney reported that the possibility of obtaining a further three seats to be located to the west of the existing seats is being pursued.

4.3.8. Bike Racks

Cllr McCartney reported that the replacement of bike racks damaged by vehicles and removed (one outside Tesco, one outside WH Smith and three outside Sainsbury's) and of the six moved across South Street and relocated to the west of Blackfriar's Chapel from outside what is now Nardini's during building work is being pursued.

4.4. Dorothea Morrison

4.4.1. Pilgrim Foundation Booklet

Cllr Morrison had distributed booklets detailing the work of the Pilgrim Foundation to CC members at the beginning of the meeting. She said that she'd decided to do this following Dr Shepherd's query about why there were so many groups in town and the Pilgrim Foundation had wondered why they weren't included in the subsequent press articles on the discussion at the October meeting. She thought that members should be aware of the good work the Pilgrim Foundation did although it was smaller financially than the Community Trust.

4.4.2. HMOs in Kinnesbrook

Cllr Morrison had discovered that the applications had been refused under delegated powers. She added that there hadn't been a challenge to the decision as there could have been a request to review the decision but that hadn't taken place. She acknowledged that the situation was a complex one. The applicant had tried to claim that the properties weren't new build, yet they had only been finished in the summer. This made the likelihood of the properties being new build even less likely given that any alleged occupancy of the buildings could only have been for a few weeks. The applicants had also claimed that a particular planning policy H2 which said that HMOs couldn't be given in new builds wasn't relevant but Cllr Morrison was quite sure it was relevant. She acknowledged that the situation wasn't satisfactory at all.

4.4.3. Bike Signs – South Castle Street & east end of Market Street

Residents had also approached Cllr Morrison about this issue.

4.4.4. Condition of the Railings at the Castle/Cathedral

Cllr Morrison had followed up on the report from Mr Stewart about the poor condition of the railings between the castle and the cathedral. She had spoken to Iain Barbour of Fife Council and he has agreed to get the blacksmith to look at what needs replacing.

4.4.5. Trees in Ladebraes

Cllr Morrison has also been looking at the query from Dr Shepherd about the trees and possible dangers. She had spoken also to Iain Barbour on this subject and has arranged a site visit at the end of the week, which will include the lower path to see what can be done.

4.4.6. Parking on University Ground at the Scores

Cllr Morrison had also looked at parking on the Scores on University grounds with Iain Barbour. She said she'd had complaints over a number of years about this problem. Because the problem was on University ground he thought that there was nothing Fife Council could do.

4.4.7. Guthrie Place

Cllr Morrison had tried to get an idea of when there would be any action on the possible gates to try and reduce the problems in the Close but so far hadn't had a reply. She also commented on problems behind the bins with possible use as a place for drinking.

4.4.8. A Boards

Cllr Morrison thought that the problem had got very bad this past summer with the obstruction on the pavements creating problems especially for wheelchair users and families with buggies. Additional problems could include bins and outdoor tables and chairs leaving even less space for pedestrians. Cllr Morrison was planning to bring a motion to full Council to discuss and make decisions about A Board management.

4.4.9. Missing Trees

Cllr Morrison has had contact with a David Brown, a Fife Council officer about various missing trees in south Street and elsewhere and will be asking about plans to replace them at the next ward meeting.

4.4.10. Bins Problem

Mrs Adam asked about what could be done about bins in town. She thought that during the Open it appeared to be possible to keep most bins out of sight but now she felt that the bins seemed to have proliferated and were causing a variety of concerns/problems. She wondered what Fife Council should be doing to enforce proper management of the bins. Cllr. Morrison replied that she'd wondered if this was something the BID could take on and she was aware that Viv Collie had approached one of the officers on the matter. Mrs Adam wasn't certain that it was a role of the BID to do Fife Council's work. She thought that there should be a way for officials to enforce better management of bins by businesses. Miss Uprichard wanted a strong opinion to be voiced to officials about the state of the town.

4.4.11. Vic Café Flag and Sign

Mrs Corbin commented on an illuminated sign at the Victoria Café and a free standing flag they have erected in front of the Victoria Café. She thought that the sign was garish and was concerned about the flag.

5. Planning Committee

5.1. Planning Committee – Initial Comments

Miss Uprichard started her report by thanking Pat Mathewson, Student President for his offer of a regular meeting room in the revamped Students Association building. She also informed CC of the new laptop the purchase of which had been approved by the CC and now in use by the Planning Committee. At present the committee were sorting out connectivity issues but hoped that once these were resolved the committee would be able to view plans.

Miss Uprichard corrected the Chairman's estimate for the rental of the Cosmos Centre as £264 p.a. less than claimed at the previous meeting and an annual saving to the CC. Miss Uprichard added that she might at some stage want the approval of the CC to buy a projector for use if there were ongoing issues with equipment available at the Students Association. Miss Uprichard and Mr McLeod explained that the Student Association projector was an older model, which presented problems with the connecting leads, and the projected pictures when it worked were of mediocre quality. Mr Greenwell said that a cheap projector could be purchased for about £300. The committee would try again with the current set up and if this still proved problematic would report back to the CC for consideration for its own projector.

5.2. Planning Committee Report

Miss Uprichard reported that there had been two meetings in the past month with some 20 applications considered. It had been decided to object to five of the applications of which three were the HMO applications in the Kinnessburn in respect of recently built properties. She reported that the application for a variation of condition at Feddinch Mains had been withdrawn. The committee had sent a letter about the Westport pergola to the Fife Council Chief Executive and to Robin Presswood supporting the Ombudsman's decision. She acknowledged that the CC was a minor aggrieved party and reminded the meeting about some of the issues in this application such as the application being decided by a Fife Council planner before the CC consultation period had finished. There was also an error in the length of the consultation period as the CC should have been given 21 days as the application was in the conservation area and had only been given 14 days. The Ombudsman's report is to be discussed by the NE Fife Area Committee on the 11th November.

Miss Uprichard informed the meeting that she'd put in a response to the Fife Council survey – "Your Place, Your Views" which was seeking views ahead of a Scottish Government consultation on planning matters. She outlined the nature of the Scottish Government consultation. She thought that it would concentrate of speed and efficiency in the system. She added that there hadn't been an inquiry in St Andrews since 2010. She felt that there were

problems with the way Reporters would come to an inquiry, make a decision and then would issue their reports without the opportunity of the public to question their decision.

At the 2nd CC Planning meeting the issue of Statutory Consultees was discussed. She explained to the meeting the fact that CCs were statutory consultees if they applied within 7 working days of an application being published or if an application is likely to affect the amenity of a CC area. She made the meeting aware that letters received from Fife Council were not making the 7 working days clear only saying 7 days. In respect of the second condition she said that Fife Council was letting officials decide if an application would affect the amenity of an area, which she felt was a distortion of the meaning of that requirement. Recent correspondence she'd had from the Scottish Government had appeared to indicate that they would allow local authorities to interpret the legislation with respect to that second condition. She thought that Fife Council were therefore deliberately choosing to ignore the spirit of the requirements by letting officials decide if an application would affect an area's amenity. She acknowledged that legislation was often problematic in this sort of area.

Miss Uprichard then reported on planning application issues. The first related to the application for 3 HMOs in the Kinnessburn area, which were all part of a recent housing development. The owner had applied for all three properties to be HMOs but the Planning Department turned down the applications, as they didn't comply with policy H2. This policy states that only new builds specifically built as HMOs could be thus licensed, where as a new property not specifically built with that in mind wouldn't comply with the regulation. In an eventual reply to her enquires Planning in Fife Council said that if the owners could prove the buildings weren't new build they might be able to apply again to be reclassified as HMOs. However the time scale of the completion of the buildings and the subsequent application to be classified as HMOs made Miss Uprichard feel that this should be unlikely under the H2 policy.

Cllr Morrison had spoken to a Fife Council lawyer earlier in the day that had agreed that the timescale between completion and the application for HMO status was far too short to claim that these buildings could have been occupied. She thought that there should be guidance as to how long a new build flat could be complete before the owner could ask for HMO status. Cllr Morrison thought that a much longer period of several years would be more acceptable than just a couple of weeks. Miss Uprichard felt that the issue related as well to the fact that the buildings were designed as new build and not specifically to be useable as HMOs. She didn't feel that the timescale was the most important factor but the initial purpose behind the building of the properties. She added that she had written to officials on the issue of occupancy but hadn't received a reply. The Planning Committee was putting in an objection about the proposal for this change of use. She felt that there had been a lot of questions about the applications from why Fife Council had decided to allow a fresh application so soon after a previous refusal on the grounds that they had not been built as HMOs and also how the applicants could claim that they'd be granted HMO status in August 2015 when they hadn't at that stage been granted planning permission. She found the whole situation difficult to understand despite asking several Council officials who'd only given partial explanations. Cllr Morrison said that the fact that the CC had objected meant it would have to be a Committee decision.

Dr Shepherd queried why there was opposition to HMOs. Mr Greenwell informed him that 82% of properties in the conservation area were now HMOs and as a result of past concerns Fife Council had imposed a moratorium on further HMOs in that area. Miss Uprichard commented that the CC wasn't against HMOs as such but was against inappropriate development. There was concern about the way the increasing number of properties purchased by private landlords was making it difficult for families to buy properties in the town.

6. Matters Arising

6.1. Proposal to employ a Minutes Secretary

Dr Shepherd proposed that the CC should employ a minutes secretary as he claimed the secretary Mr Marks didn't have time to do it and that it was a lot of work. He had recently read about another CC wanting to employ a Minutes secretary. He added that if the CC wanted to take it as a proposal it could. Mrs Corbin thought that she'd prefer to have Mr Marks as secretary and felt that he did a sterling job on the minutes and had done so for several years. Mr Marks was asked for his views on the proposal. Mr Marks in response said that he was aware that other CCs did employ Minutes secretaries and that it was an option that was available should a CC decide to go down that route. Mr Marks said that he'd accept whatever decision the CC made. He acknowledged that it could be an onerous job at times and could take up quite a few hours when writing up the minutes, but added that that was perhaps his own fault in trying to be as comprehensive as possible and not thinking about becoming more rigorous about only writing up the minutes in a less detailed format. He said that if there was a satisfactory way to produce the minutes and for them to be an acceptable record he was happy to go with that possibility. He wasn't objecting to the possibility of having one less task! He finished by saying that it would have to be a democratic decision.

Miss Uprichard said that she supported Dr Shepherd's idea as she recognised that Mr Marks must have to spend a long time on writing up the minutes. She recognised that Mr Marks was recording much of the meeting verbatim and it was this, which was a lengthy task. She agreed that the minutes could be cut down considerably. She suggested that if someone could be found who could be paid an honorarium that might be an answer. Mrs Corbin also mentioned that a Minutes secretary would have to be paid. Mr McLeod asked about the possible cost, but Mr Greenwell indicated he had no idea.

Dr Goudie thought that people underestimated what Mr Marks brought to the table with his considerable experience involved in producing the minutes. He felt that there were potential dangers and that members would have to be alert to the quality and nature of shorter minutes produced by someone else employed for the task. Dr Goudie remembered a time when he'd been Chair and had to deal with a prospective legal action about one aspect of the minutes. He thought that such an occurrence could happen more often if there was a minute taker without the appropriate background.

Dr Shepherd was asked if he was proposing a motion. Dr Shepherd confirmed his intention and Miss Uprichard seconded him. Mrs Harding asked Dr Shepherd for his thoughts on the benefits of a Minutes secretary? Dr Shepherd replied that the benefits would be to have the minutes reproduced much more speedily after the meetings and he felt that it was all about communication. If there were any actions from the meeting more speedily produced minutes would in his view help to keep things moving.

Mr Greenwell wondered if the motion was for a voluntary post or a paid one? Mr Roberts suggested that it would be important to get an idea of the cost before making a final decision. He added that he'd support a proposal to investigate the possibility of employing a Minutes secretary rather than an outright decision at this time. Mr Paul advised that the Botanic paid someone but there were a lot less meetings. Mr Greenwell tried to propose leaving a vote until the following month when there would be more idea of the possible cost etc. Dr Shepherd said that as there had been a motion proposed and seconded there needed to be a vote this evening. Dr Shepherd insisted that the basic proposal was that the CC employ a Minutes Secretary despite concerns that the potential cost wasn't known. Mr McLeod suggested that there didn't need to be a vote about the motion unless there was a counter motion. After further discussion Dr Shepherd changed the proposal to request that the CC look into employing a Minutes secretary. Miss Uprichard seconded the proposal. There was no objection to this proposal.

Action: Dr Shepherd to look into the possibility of employing a Minutes secretary for the purpose of taking the minutes of the monthly meeting.

6.2. Update on Heartstart Monitor

Mr Paul gave an update on Dr Hamish Tait's attempt to have devices, which could be used in the event of a member of the public having a heart attack in the town. He reported that after a battle with Fife Planning one was now located by Trespass and there were four now in the town and it was hoped that one would be on a University building such as the Buchanan Building. Other locations include Market Street and at the Spar off Tom Morris Drive. Mrs Corbin informed Mr Paul that there was already one on the back of the Buchanan Building in North Street. Mrs Adam queried how the availability of the monitors would be publicised to businesses and the public? Mr Paul replied that Dr Tait would be running a publicity campaign once they were installed. He added that they were supposed to be very easy to use and could not be used inappropriately. They would only work if the monitor didn't sense a heartbeat. Mr Paul reassured Mrs Adam that there would be training for local shopkeepers. Miss Uprichard wondered about CC members getting training. Mr Paul thought that might be possible. Dr Shepherd said that while training to use a defibrillator was fine CPR was paramount. He viewed the defibrillator as an added extra and was concerned that defibrillators could distract people and not do CPR.

7. Committee Reports

7.1 Recreation Committee

Dr Shepherd reported on the recent CC Coffee morning which had made £26.51 profit. He proposed that there shouldn't be any more Coffee Mornings and that if the CC wanted exposure to the community a more innovative event should be considered. Miss Uprichard was reluctant to give up Coffee mornings and wondered what more could be done to make the idea more attractive to the public? Mr McLeod was concerned that the two mornings utilised by the CC had deprived other worthy local bodies of the opportunity to have their own Coffee mornings. Mr Roberts thought that it should be possible to do better and blamed a mixture of things such as a lack of publicity on the more recent poorly attended events. In previous years the CC had made between £200 & £300.

Dr Shepherd also announced that there would be a committee meeting soon to look at the organisation of the Old Folks Treat and the Civic Reception.

7.2. GP Meeting

No meeting.

7.3. 200 Club

1st no 138 Mrs G Joy

2nd no 59 Mr G Methven

3rd no 110 Mr D Mundie

7.4. Health, Education and Welfare Committee

Mrs Corbin reported that she was due to attend a meeting about the Health and Social Care integration which she said was a major change and would report back with her observations at the next meeting.

7.5. Rail Sub Committee

No report

8. New Business

8.1. Training for Community Councillors

Mr Marks commented that this email had included a survey form, which members could return to Fife Council to flag up their training needs. The form had a choice of possible

training, which Fife Council could set up if there was enough interest. Mr Marks added that CC members could reply individually to the email.

9. Reports from Office Bearers

9.1. Chair

1. Mr Greenwell reported on his attendance at the recent St Andrews Community Trust meeting at which ten awards totalling £20000 had been made. The meeting had also discussed the regular funding support of events run by the CC and he'd already had agreement in principle with the Links Trust and general agreement with the other trustees. He thought that there might be a way forward to get an award of £3-4000 pa to cover events such as the Bandstand Concerts and other events. There would be further discussion at next February's meeting to firm up the possibility.

He'd agreed with the Links Trust and with the Community Trust that the issue of the nominations committee and the thought of removing it was an issue for the Community Council to sort out. Here had been recognition that the Nominations Committee hadn't worked as it should have done and that there should be a look at what wasn't working and how any problems could be solved.

2. Mr Greenwell had also been discussing twinning arrangements for the formal event coming up with the Loches Alliance and Fife Council. There would be no additional cost to the CC for this event. There will be 37 representatives coming from Loches for the twinning events.

9.2. Treasurer

Mr Munn reported that he'd sent out the monthly statement by email to members. Mr Greenwell added that the Community Trust had awarded the Senior Citizens Treat £600. The St Andrews Welfare Trust has also given a grant of £400.

9.3 Secretary

9.3.1. Correspondence

See emails and items listed in appendix.

10. Any Other Competent Business

10.1. Community Council Notice Boards

Mrs Harding asked if the notice boards could be sorted out. She reminded the meeting that the one on the town hall wall needed the key from the town hall caretaker to open it and the other one by Trespass was she thought very out of date. Mr Roberts reminded the meeting that Mr Wallard had agreed to look after the notice board at Trespass and had the key for it although Mr Greenwell thought it could be opened without the key. Mr Roberts confirmed that the board could be locked but tended to seize up in the wintertime hence it might be left unlocked.

Action: Mr Greenwell to speak to Mr Wallard about noticeboard by Trespass

10.2. Remembrance Sunday

Mr McLeod asked about the arrangements for Remembrance Sunday. Mr Marks replied that he'd just received an email from the British Legion rep Mr MacLachlan asking for some idea of numbers from the CC who would be attending. Mr Marks added that he'd given the wreath to Mr Crichton. Mr Roberts explained the usual procedure for the day.