

Royal Burgh of St Andrews Community Council

Agenda – November 2004

There will be a meeting of the community council at 7pm Monday 1st November in the Burgh Chambers of the Town Hall, Queen's Gardens. There will be a short break at about 8pm during which the 200 Club draw will be made.

(Copies of Agendas and Minutes of the Community Council are held at Fife Council's Local Office, St Mary's Place and the Town Library, Church Square. Those from late 1997 on are at <http://www.louisxiv.demon.co.uk/standrewscc/>)

1. Apologies

Bruce Ryan

2. Minutes of October 2004

Read for accuracy in matters of substance – harangue the secretary for minor errors (spelling etc) outwith the meeting.

3. Presentations

For anyone wishing to address the meeting on a matter relevant to St Andrews. Please contact the Secretary or Chair before the meeting. Priority will be given to those who have been invited to speak or have given advance notice.

3.1. St Andrews World Class Vision

Update on progress since the May 2003 presentation, and current aims.

3.2. Flooding at Kilrymont Road

Ken Sweeney

3.3. Any Other Presentations...

4. Fife Councillors

4.1. Frances Melville (West)

4.2. Sheila Black (South)

4.3. Bill Sangster (Central)

4.4. Jane Ann Liston (South East)

5. Planning Committee

5.1. Minutes

Appendix A: Meetings of 11 & 25 October.

5.2. Hospital / Health Centre

NHS Fife held a series of meetings with interested parties on 25th October, in advance of submitting an outline planning application for the Largo Road site. The community councils session was attended by Pete Lindsay, Ian Goudie, Bette Christie and Richard Douglas.

5.3. Market Street

Following a consultation workshop at the end of September those who attended are invited to a sketch design presentation for St Mary's Place, Market St and Union St. 5.45pm Thu 11 Nov, Burgh Chambers.

5.4. Draft Structure Plan

As mentioned by Cllr Frances Melville last month, Pamela Ewen, Team Leader (Strategy & Corporate Policy) Development Services informs us:

The Plan will be presented to the Environment and Development Committee and Area Committees during November for comment, and will go to Full Council for approval on 20th November 2004.

... The formal consultation period for the Plan will commence in early 2005, for a period of 8 weeks. Supplementary guidance on Affordable Housing and Design will also be published for consultation at this time, together with the draft St Andrews and East Fife Local Plan ...

5.5. New Path, The Scores

Appendix D: letter from Dr David Reid about a neighbour notification he has received from Transportation Services on a planning application on The Scores.

6. Matters Arising from Previous Meetings

6.1. St Andrews Community Council Election

Iain Grant suggests an election date of 4th March, with the notice published no later than 23rd January. Appendix E: timetable.

6.2. Phone Box Removals

Appendix F: amended objection

Appendix G: information from Ofcom

Late news: Bruce Crawford MSP sends a transcript of his motion to Parliament and associated speech which quotes us (though without attribution). He also forwards an Ofcom letter which covers much the same ground as Appendix G at first glance.

6.3. Any Other Matters Arising...

7. New Business

7.1. Recommended Dates for Local Holidays

Beth Flynn, Committee Administrator, Law & Admin writes:

... to obtain your comments/views on the process whereby Fife Council, through the East Area Services Committee, sets the recommended dates for local holidays in the East Fife area.

A view has been expressed that local holidays are no longer relevant in the East Fife area and the East Area Services Committee have asked me to obtain views from the bodies normally consulted when setting the recommended dates.

... It would be helpful if you could submit your comments to me by the end of November 2004.

Appendix H: Fife Council background paper on local holidays

7.2. Community Councils Issues

7.2.1. Community Council Working Group

Fife Council wishes to expand community council representation on this group (currently only one rep. from East Area). It meets quarterly, in Kirkcaldy, daytimes. It will be working on the Good Practice agreement, the complaints procedure and a 2005 community councils seminar, amongst other tasks. Expressions of interest by Wed 15 Dec.

7.2.2. Good Practice Agreement

A new document updating the 1998 edition will be sent out for formal review soon.

7.2.3. Complaints Procedure for Community Councils

Appendix I: Discussion paper. Response by Friday 4 Feb 2005.

7.2.4. Seminars

To discuss the two papers above and provide training in planning issues. East Area session is provisionally 7pm Thu 9 Dec, County Buildings, Cupar.

7.3. Trees at Crawford Gardens

Appendix J: a local resident has asked for the removal of two trees on public ground; our opinion is sought.

7.4. Rural Scotland

Also known as the Association for the Preservation of Rural Scotland (APRS). Annual subscription of £15 is due.

7.5. Raisin Sunday

21st November. Appendix K: information from Student Support Services

7.6. Farmers' Market

Sandy Edwards of Strathkinness High Road writes:

I see the farmers' market has once more been sidelined to a car-park. Why miss the opportunity of using Market St. as a market! (It would enhance what is a gridlocked building site with a lot of boring shops).

7.7. Planning System Consultation

Appendix L: information on a consultation on behalf of Scottish Executive.

7.8. Future of Shape of Schools

Appendix O: Fife Council invite us to join in a consultation on long term schools planning.

7.9. Local Health Plan 2004-5

Received.

7.10. Fife Health Council Annual Report 2003-4

Received.

7.11. SEPAView

Autumn 2004: Summer flooding; Employee Project at Allied Distillers; Is environmental legislation saving money or is it just red tape?; benefits of constructed wetlands in rural areas; Earthship Fife – environmentally efficient building made of recycled materials; Schools' environmental project; Pros and

cons of Real Nappies; 750 deaths in UK due to global warming; Recycling car crashbags; Good news for glaciers; environment in N Korea; Threat to Barents Sea; New corporate management team at SEPA; Recycle mobile phones; Wild Scotland; living wetlands; Battery recycling; Waste electronic and electrical equipment recycling from Aug 2005; Greening Scotland; SEPA survey ship Sir John Murray; Book reviews.

7.12. VONEF Newsletter

October 04: Convener retires; Funding sources news; Training; Wheels to work; Breast Cancer; Radio Forth awards; Sustainable Scotland 2004; Grievance and discipline procedures at work; Community Action for Energy; Breathing Space telephone helpline; Madras Community Dance School; Fife Beekeepers Association; Cupar Initiative for the Arts; VONEF: directors needed.

7.13. Environmental Services Newsletter

Autumn 2004: Private water supplies: Animal licensing; Working alone; Dumb dumpers; recording wildlife; busy as a bee; New food hygiene regulations; Paper recycling within Fife Council.

7.14. Police Community Team

Appendix N: St Andrews-related extracts of the October newsletter.

8. Reports from Officer Bearers

8.1. Chair

8.2. Treasurer

8.3. Secretary

8.3.1. Best Kept Town

[October 0.] Should a letter be written to Alistair Barnard and his team thanking them for the work which helped St Andrews win the title?

8.3.2. Fair Shares for Fife: Fife Constabulary

[September 7.2.] A letter was sent endorsing Fife Council's cross-party position on Police funding. A reply has been received: Appendix M.

8.3.3 St Andrews Day Holiday

A email letter of support was written to Dennis Canavan MSP and acknowledgement received.

8.3.4. Public Toilets

Appendix P: email to Environmental Services [October 4.2.1.]

8.3.5. Jamie Anderson tree

There is a planting ceremony at 12 noon, Thu 11 Nov at Pilmour House – can anyone take up my invitation?

9. Reports

9.1. From Committees

9.1.1. Recreation Committee

1. Appeal for members to volunteer time at our St Andrew's Week exhibition at Victory Memorial Hall. Dates November 27th to 30th. We are responsible for the photographs lent by the University over the four days.
2. Increase in prize money all sections to 1st £25 2nd £10 3rd £5.
3. New competition for Primary pupils in N E F Constituency. Design modern flag of St Andrew.
4. Look into ways of providing suitable flower containers for the War Memorial 2005.
5. Old folks Christmas treat 21st of December .

9.2. From Representatives

9.2.1. Fairtrade

Appendix P: report by Bruce Ryan.

9.2.2. RAF Leuchars Community Forum

The inaugural meeting was 12th October.

10. Any Other Competent Business

Please notify Chair of AOCB items before the start of the meeting or at the break. Hint: Given that the end of the meeting is often taken in something of a rush, unless items are urgent it might be better to submit them for next meeting's New Business.

Appendix A – Planning Committee Minutes

By Bruce Ryan

1. Community council planning committee meeting 11 October 2004

Present: Bette Christie, Richard Douglas, Ian Goudie (chair) Peter Lindsay, Bruce Ryan (apology from Penny Uprichard)

1.1. Notice of hospital planning application meeting

See full CC agenda

1.2. Planning applications

1.	Physics Department:	refurbishment of windows and wall.	PU to be asked to enquire about actual exterior changes. If she is unable to do this, then NC.
2.	5 Pipelands Farm Steading	extension to dwelling-house	NC
3.	Site adjacent to Boys' Brigade hall	erect 3-storey flats	Objection: use of a lot of pavement as effectively road/entry ramp and knock-on effects on bus stop and street-light Could houses be sited further back in plot to allow a different parking arrangement? (BMR) BMR to also ask what colour the roughcast coating is planned to be. Appendix B.
4.	43 Tom Morris Drive	extension to dwelling-house	NC
5.	1 Abbotsford Place	change of use to 6-person HMO	NC
6.	60 Bridge Street	change of use to 3-person HMO	NC
7.	Gatty Marine Laboratory	installation of 4.5 m tall gas tanks and smaller bikeshed	NC pending site visit
8.	Byre Theatre	install air conditioner and outlet	NC
9.	33 Claybraes	extension to dwelling-house, including dormer extension	NC
10.	78 South Street	externally illuminated hanging sign, change of use to retail shop unit	Objection PL. Appendix C.
11.	Swallowgate and Craigard	installation of entryphone system	NC
12.	18 Hamilton Avenue	extension and enclosure of verge	Objection because of annexation of public land (PU if possible)

1.3 AOB

IG/PL to write to Fife Council asking for new Transport Plan (which has been mentioned in passing) to be published. IG to check if it has been mentioned in writing.

2. Community Council Planning Committee Meeting 25 October 2004

Present: Bette Christie, Richard Douglas, Ian Goudie (chair) Peter Lindsay, Bruce Ryan (minutes)

Apologies: Penny Uprichard, George Davidson

2.1. Correspondence

Trees on open space at Crawford Gardens	NC pending site visit
Draft Structure plan to be presented to Fife Council in November	[Agenda 5.4]
Meeting re outline designs for Market Street in Burgh Chambers 11 November 17:45	
Notice of Scottish Civic Forum National Consultative Group on planning	[Appendix L]
4 Playfair Terrace (see planning meeting 13 September 2004)	An appeal against refusal of planning permission has been lodged
27 North Castle Street (see planning meeting 27 September 2004)	Planning application withdrawn

2.2. Planning applications

1.	Physics Department	(see planning meeting 11 October 2004) Clarification given: main feature is that about 7 metres of space under the 21-metre-long bridge between Physics and Maths will be used to create plant room	NC
2.	Pipelands Farm Cottage	extension to dwelling-house	NC
3.	20 The Scores	demolition of shed, extension (conservatory) to dwelling-house	NC
4.	40 Lade	new internal bathroom, hence new pipes on	NC

	Braes	rear elevation	
5.	Boy's Brigade Hall	external alteration to improve access (inc wheelchair ramp, refurbishment of Langlands Road gate)	NC
6.	10 Livingstone Crescent	extension to dwelling-house	NC
7.	1 Lawhead Road West	extension to dwelling-house	NC
8.	Bus Station renewal	taxi access and stances to be rearranged, brand-new modern bus station building, 4 modern-style stances	BMR to object, design, lack of out-of-hours shelter, environmental conditions due to glass wall, integration with the Area Transport Plan. Opportunity for good modern design not met.

Appendix B – Flats Adjacent Boys Brigade Hall

Objection on behalf of Planning Committee by Bruce Ryan

I write on behalf of St Andrews Community Council in connection with Planning application 04/03434/EFULL (Erect 3-storey (attic) block of 4 flatted dwellings, vehicular access and parking area (amended design))

We are pleased to see plans for disabled parking, appropriate ramps, off-street parking and that the building is planned to fit with local vernacular. We are interested to know what colour render is planned and hope it will fit with surrounding buildings.

However we are concerned with and object to the layout of the planned parking area. We object to the use of 6 car-widths of pavement as entry ramp – we believe this would excessively inconvenience and endanger pedestrians. For example, if a pedestrian was approaching from the north, he or she would not be able to see whether a car was about to move out from the south-most parking slot.

We suggest that the building is moved west a bit so that 3 cars can park in the north end of the parking area and a further 3 can park in the south end of the parking area. All parking would be parallel to Langlands Road. and the ramp could be reducing to a single car-width.

We also note that a single entry is in the interests of the residents of the proposed block. It would be easier to control who is parking there with a single entry point. The site is on the edge of the town centre parking overspill; the Community Council has received complaints about non-residents parking in Greenside Place earlier this year.

We believe that these amendments to the plan will obviate the need to relocate the bus-stop and lamp post. We do not believe that the occupants of 9, 11, 13 and 15 Langlands road will want the light suddenly be shining into their houses.

Appendix C – Former Children's Library

Objection on behalf of Planning Committee by Pete Lindsay

I write on behalf of the Royal Burgh of St Andrews Community Council planning committee to object to aspects of these proposals which we believe to be inappropriate to this particular listed building in its central St Andrews site.

1. Window & door frame colour

Black is not in keeping with the rest of the Town Hall.

2. Size of the advertising / display board

The board on the old (blocked) doorway to South Street is excessively large and intrusive, particularly given the colour – both need to be toned down. A smaller board of varnished wood would be more appropriate in this location.

3. Window sign.

The same concerns over size, colour and materials apply here.

4. PVC Lettering

In the heart of the conservation area, on the Town Hall, the use of PVC letters is particularly inappropriate. We much prefer the use of properly painted signs and lettering which have the advantage of not tending to shed individual letters.

5. Hanging sign

Positioning the hanging sign board on bare wall under the Town Hall clock seems unnecessarily intrusive; it would be better over the entrance door, or on the far side of it from the proposed position.

We could not tell from the plans where the power cable for the hanging sign's lighting runs. An external route across the wall will be too visually intrusive. We fear that an internal route, emerging through the wall, will leave a significant permanent scar on this prominent section of the building exterior when the sign is later moved or removed. The same concern also applies to the sign and lighting fixtures themselves.

6. Disabled Access

If there is no other provision for disabled access a bell or similar device should be installed low by the main door onto South Street, in a position for wheelchair users etc to use easily.

Appendix D – New Path, The Scores

Dr David Reid, Step Rock House, The Scores, St Andrews, KY16 9AT, writes about a planning application to “Create a new multi-use path with the installation of new bollards and signing” at The Scores

Re: A damaging and dangerous proposal:

Every year there seems to be a fresh assault on the beauty and ambience of the environment outside my house here. I enclose data that I have received about the latest assault on St.Andrews. It appears to be another most damaging “development”.

1. Danger to children:

As a one-time or former representative of the BPA or British Paediatric Association in respect to accidents, may I state my profound alarm at this proposal which is an “accident waiting to happen”.

Children will be tempted to use the new pathway to hurtle down the hill into traffic on Golf Place; the very danger inherent in this proposal is bound to bring into danger children who are on wheels of various types or descriptions.

2. Danger to adults:

Those enjoying a quiet rest around the Martyrs’ Monument will be disturbed by those who are likely to rush around on the new pathway.

3. Environmental damage:

The loss of more green grass and its replacement by some hard and unforgiving surface will be damaging to the local environment. Nearly half the small grass enclosure or “park” around the Martyrs’ Monument will be lost.

4. Contrary to regulations:

This “development” is contrary to regulations as it will not “enhance” this prime Conservation area with its listed buildings.

5. More light pollution:

I hope that the new bollards are not to be lighted? We do not need any more new signs and bollards. We have got enough light pollution already in this area which has lost much of its attractiveness from such acts of official vandalism in the last 50 years that this house has been my home.

6. Obscure:

Please could the Community Council find out (and tell me) something about this mysterious “St Andrews Town Centre Development Trust”. Has it got anything to do with the plans for South Street? Who is this Mr John Fletcher from Stirlingshire? Could the Council perhaps find out from him what is going on? Have you any knowledge of who or what is involved and who is paying for this?

7. Please object to this proposal:

The data enclosed is all I that I have managed to obtain. It is not in colour and it is not very clear about what is the nature and limits of this proposal – or who is paying for it. I would be much obliged if you could please do your best to (a) find out more about it and also (b) to please object to it.

Appendix E – Community Council Election Timetable

Item	Timescale	Possible date
Publication of Notice of Election	Not later than the 41st day before the day of election	23rd January
Delivery of nomination papers	Not later than 4.00 p.m. on the 28th day before the day of election	
Statement as to Persons Nominated.	Not later than 4.00 p.m. on the 23rd day before the day of election	
Delivery of Notice of Withdrawal	Not later than 4.00 p.m. on the 20th day before the day of election	
Notice in case of uncontested election and Notice of Poll in contested election	Not later than the sixth day before the day of election	
Polling		4th March

Appendix F – Phone Box Removals

1. Updated objection by Pete Lindsay

The community council has further considered the matter of call box removals at its October meeting.

In view of concerns raised at the meeting about the lack of 24 hour access and long term viability of alternatives to public call boxes in the centre of St Andrews, and the somewhat uneven process of consultation both last year and this, the Royal Burgh of St Andrews Community Council now extends its objection to the removal of call boxes to ALL those under threat in St Andrews; in the centre as well as the residential areas where we have already objected.

We do appreciate that perhaps not all of the call boxes in the town centre are needed now and respectfully suggest that fuller, genuine consultation with the wider public and local organisations would identify those that it would be best to keep to answer social and emergency needs.

For now, however, we object to the removal of any single call box in St Andrews including all those on the list below and any others that may be under consideration.

Phone Number	Address
01334 474830	Sandyhill Rd, St Andrews, KY16 8EG
01334 476082	Outside 43, South St, St Andrews, KY16 9QR
01334 476115	St Mary St, St Andrews, KY16 8AZ
01334 478653	Union St, St Andrews, Fife, KY16 9PH
01334 472880	Outside 113, Market St, St Andrews, KY16 9PE
01334 476381	Outside Post Office, South St, St Andrews, KY16 9UH
01334 476636	Junc Canongate, Largo Rd, St Andrews, KY16 8PJ
01334 477400	University Halls, Kennedy Gardens, St Andrews, KY16 9DL

Appendix G – Ofcom response

Email from Steven Parker, Ofcom Contact Centre

Subject: Ofcom Ref 2281205: Email to BT copied to Ofcom

Thank you for sending Ofcom a copy of your email of 17 October 2004 to BT about the removal of public payphones in the St Andrews area.

A statement and Direction was previously issued by the Office of Telecommunications (Ofcom) in July 2003, following a full public consultation, setting out:

- The procedures which BT and Kingston must comply with for the complete removal of public call boxes (PCBs) and call box services from a Site;
- The procedures which BT and Kingston must comply with for dealing with requests for new PCBs; and
- The requirement for BT and Kingston to offer cash payment facilities in PCBs.

“Site”, in relation to a PCB, is defined for the purposes of the Direction to mean any area within a walking distance of 100 metres from that PCB.

The statement and Direction can be accessed at:

http://www.ofcom.org.uk/static/archive/oftel/publications/eu_directives/2003/payp0703.pdf

Complete removal of public call boxes from a Site

BT and Kingston must not remove a PCB if this would result in the complete removal of PCBs from a Site, unless they have complied with certain requirements.

They must display a notice in a prominent place on the PCB which they propose to remove informing the public of the proposed change and setting out the period within which they can make representations (42 days) and to whom representations can be made.

Notice of their proposal must also be given to relevant public bodies setting out the nature and effect of the proposal and that objections may be made by the bodies to which the notice has been given.

The public bodies included in the Direction are:

- The local planning authority;
- The local Parish Council;
- The local Community Council; and
- In Northern Ireland, the local council and any appropriate local community groups.

They must not bring their proposal into effect if they have received any written objection to the proposal by any of the relevant public bodies within the 42 days period for representations. Any written objection given must state that it is an objection to the proposal and must provide reasons for the objection.

Requirement to offer cash payment facilities in public call boxes

Under the terms of the Direction, BT and Kingston must ensure that at least one PCB providing call box services at a Site shall offer cash payment facilities, except in the case of existing Sites consisting of a PCB which, for historical crime-related reasons, has already had the cash payment option removed.

Monitoring the provision of public call boxes

Ofcom monitors on a regular basis the provision of PCBs in the UK, including BT and Kingston's compliance with the terms of the Direction. For example, Ofcom receives reports from BT every quarter

setting out standard information such as the total number of PCBs, the number of PCBs removed and installed and the proportion of payphones accessible to users in wheelchairs and equipped with voice amplification. Ofcom also meet regularly with BT to discuss current issues relevant to the payphone business.

Appendix H – Local Holidays

Report by Harry Tait, Head of Law and Administration, to East Area Services Committee, 22nd September 2004

1 BACKGROUND

1.1 At their meeting held on 2nd June 2004, the East Area Services Committee considered a report dated 14th May 2004 by the Head of Law & Administration seeking approval of the recommended local holiday dates for the former Royal Burghs within the East Fife Area.

1.2 The Committee approved the recommended dates subject to two minor amendments and requested that a report be submitted to a future Committee meeting providing details of the rationale behind local holiday dates including historical information and traffic/parking arrangements. (Previous Minute reference, paragraph 169(b), 2004.EAS.56 refers)

2 HISTORY – GENERAL

2.1 There is a distinction between bank holidays and public or local holidays in Scotland. As the dates for bank holidays are set out in statute or are the subject of proclamation, it follows that they are the same across the whole of Scotland. Public or local holidays in Scotland however are determined by local authorities, based on local tradition and after consultation with local business interests. Some of these holidays had a statutory basis under the Factories Act 1961 but the relevant section of the Act was repealed in 1989.

2.2 It is a long tradition in Scotland for people to take advantage of the local holiday closures in their home areas to visit other parts of the country for the day. This tradition appears to be welcomed by retailers and providers of leisure activities as it offers extra trading opportunities that would be denied on a general holiday.

3 HISTORY – EAST FIFE AREA

3.1 Following re-organisation in 1975, the District Councils continued the practice of fixing holidays to avoid clashes of dates with their neighbours and to relate the dates of local holidays to public and bank holidays when necessary. This function was continued by Fife Council.

3.2 The holiday dates for Cupar, St Andrews and the former Burghs of the East Neuk are set after consultation with the local Merchants' Associations and Community Councils.

3.3 The recommended dates for any given year are normally approved by the East Area Services Committee at their meeting in June or July of the preceding year.

4. TOWN CENTRE PARKING ARRANGEMENTS

4.1 The majority of medium/large settlements in Fife have controlled town centre parking arrangements in place which have developed and expanded to meet demand over the years. Time limitations and charges are applied in designated off-street and on-street parking areas to help manage demand / turnover and the system is monitored by Car Park Attendants (off-street) and Traffic Wardens (on-street).

4.2 When the Car Parks Charging Orders were initially developed in Fife, the level of use of town centre car parks on Sundays and on local public holidays was generally much less than during the normal working week. For this reason, the Charging Orders only cover the specified operating hours from Monday – Saturday and exclude local public holidays. In that regard, the management regime and control of the parking spaces in the town centre car parks (off-street) and central on-street parking areas, as appropriate, is therefore effectively suspended for these days. This is the case throughout Fife.

4.3 However, car ownership and use has grown significantly in the last 20 years for all purposes including commuting, social and leisure, shopping, holidays, etc. Local holidays that coincide with wider public holidays such as May Day can generate significant holiday/tourist traffic in East Fife and St Andrews in particular proves to be a very popular destination for day trippers.

4.4 Experience in recent years has shown there to be great pressure on the car parking facilities in St Andrews with increased town centre traffic congestion and 'gridlock' at key junctions at busy times due to the lack of normal parking management controls.

5 RECOMMENDATIONS

5.1 It is recommended that Committee note the contents of this report.

Appendix I – Complaints Procedure

Background

In recent years the Council has received a relatively small number of complaints about the actions of Community Councils or Community Councillors. These allegations have included suggestions that CCs are not representing the views of their communities, alleged harassment over planning applications and allegations of racist behaviour. All of the examples given could have constituted breaches of the Scheme for Community Councils.

At present there is no formal way for such complaints to be heard. This is unsatisfactory to both the complainant, who has no way of ensuring that their complaint is heard, and also the Community Council

concerned since they have no chance to put their case.

The Council wishes to examine options for providing a formal structure to deal with complaints concerning alleged breaches of the Scheme for Community Councils and canvass the views of Community Councils on the issues arising.

The following is a suggested list of areas which require to be considered. However it is not to be regarded as exhaustive and the Council is keen to hear the views of Community Councils on any other relevant matters.

Issues

- What are your views on the need for a Complaints Procedure?
- Please describe circumstances in which a Complaints procedure would have been of assistance to your Community Council.

2 ISSUES FOR CONSIDERATION

(a) Process

A three stage process is envisaged.

- Stage 1 would require a complaint to be referred to the Community Council itself in the first instance.
- In the event that the complaint was not resolved satisfactorily by the Community Stage 2 would be a complaint to Fife Council.
- Stage 3 would be an appeal to an independent third party.

The scope of a complaints procedure would cover both the actions of a Community Council as a corporate body and of the activities of an individual Community Councillor.

Issues

- What sort of individual or organisation would be an appropriate third party?
- Could a Stage 1 complaint be referred to the Community Council through Fife Council?
- Would having to complain to a Community Council in the first instance deter some complainants? If so should complainants have the right in certain circumstances to complain straight to the Council?
- Should a Stage 2 complaint to Fife Council be considered by Councillors?

(b) Form of Complaint

Issues

- Should the complainant require to lodge the complaint in writing?
- If so, would a complaints form be desirable?

(c) Appeal

Any process will likely give the complainant the right to pursue the matter to the end of the process.

Issue

- Should Community Councils have an appeal against a complaint being upheld?

(d) Sanctions

At present there are no sanctions laid down which could be taken against any Community Council which breached the Scheme. Other Councils in Scotland use some of the following sanctions:

For Community Councils

- Letter of censure
- Withholding of all or part of annual grant
- Suspension of Community Council
- Dissolution of Community Council

For Community Councillors

- Letter of censure
- Suspension from Community Councillor
- Disqualification of Community Councillor

Issues

- In the event of a complaint being upheld and the process being exhausted, what sort

- of sanctions could be taken against Community Councils?
- Who should decide what level of sanctions should be implemented if a complaint is upheld?

Appendix J – Trees at Crawford Gardens

Martin Jeffcott, Parks Development Advisor, Community Services, writes:

Subject: Trees on Open Space.

I am writing to advise you about a request Fife Council has received to fell the two trees shown on the accompanying plan. *[shows two locations adjacent to the public footpath running behind the houses on the Crawford Gardens island – PL]*

Some years ago 2 rowan trees were planted as replacements for the maples which, it was agreed, would be removed when the rowans were well established. The reasons for the current request for removal are "The proper growth of these rowan trees is being restricted because of the bullying, overarching umbrage of the sycamore trees..." and "... the sycamores block light to our property, particularly early evening sunlight".

I have already agreed that it is the intention to remove one of the maples this financial year (probably No. 2), providing funds are available and there is no objection from other members of the community. However, I also pointed out that this is not a priority job i.e. the trees are not dangerous and also as the trees are to the north of the property concerned, the problem of shade is not so acute.

I'm aware that the trees have caused considerable annoyance to the writer for some years and agree that they are going to continue to grow larger and become more of a nuisance not only to the writer but possibly also to other householders in the vicinity.

If you have any comments regarding the removal or retention of these trees, I would be grateful if you would write to me at the address below within the next 10 working days.

Appendix K – Raisin Sunday

From Maggie Winton Support Worker Coordinator, Student Support Services, University of St Andrews.

... Raisin Weekend this year will fall on Sunday 21 November/Monday 22 November.

I would advise also that the University's Emergency and First Aid provisions on the Sunday will be run along the same lines as last year, namely:-

Our team of staff and volunteers will be based in the Mansefield (former Chaplaincy Centre). We have arranged for 3 teams from St Andrews Ambulance and are informing all the usual bodies such as the Memorial hospital, Health Centre etc.

For your information, our Team of staff and volunteers is being coordinated by Jamie Walker, our Assistant Director and Chaplain, with Steve Yorkstone, our SupNet Co-ordinator, and myself as backup. For any other information you may require, please contact Jamie on 013334 462865 or Steve or myself on 01334 462720.

Recent years have seen a slight decrease in the number of "casualties" from this event and it is our hope that this downward trend will continue this year.

Appendix L – Planning System Consultation

Forwarded by Scottish Civic Forum

National Consultative Group On Planning

I am writing to advise you of the second and third meetings of the National Consultative Group on Planning to be held in November and to invite you to attend one of them.

The Scottish Executive is committed to enhancing public involvement in planning as part of its wider agenda for planning modernising and reform. It published *Your Place, Your Plan*, a White Paper on Public Involvement in Planning, in March 2003. *Your Place, Your Plan* contained a commitment to establish a National Consultative Group covering a wide range of interests, as a means for people to put forward their views on planning. The first meeting was held in Glasgow in February and the further meetings are to be held at:

Sensations, Dundee – 15 November
Inshes Church, Inverness – 30 November

The meetings will start at about 10am (coffee will be available from 9.30am) and finish before 3pm. As before, these meetings will be chaired by the Forum. They will provide participants, ranging from community and amenity groups, local authorities and business interests, a forum to offer their views on planning, discuss topical issues, and share examples of good practice at national level. We hope that the meetings will be introduced by a Scottish Executive Minister responsible for planning. The introductions will be followed by workshops/demonstrations on a number of issues relating to public participation in planning including e-planning, mediation in planning, local planning (including local planning forums), neighbour notification and either Housing in the Countryside or Rural Diversification. The workshops will be run twice so you will have the opportunity to attend two of the workshops. Brief details of the workshops are attached.

A report of the proceedings of the Glasgow meeting can be found on the Information section of the

Scottish Executive's Planning website (<http://www.scotland.gov.uk/Topics/Planning-Building/Planning>)

Both venues are fully accessible and lunch will be provided. In some circumstances the Executive may be able to help with childcare costs or travel costs. Should you wish to attend either of these events, I would advise that spaces are limited. For further information (including a copy of the programme), a hard copy of the report of the first meeting or to book a place, contact Katrina Burns, Scottish Executive, Planning 1, Area 2H, Victoria Quay, Edinburgh EH6 6QQ on 0131 244 7064 or by e-mailing NCGplanning@scotland.gsi.gov.uk

Brief Details of NCG Workshops:

Mediation in Planning

The Scottish Executive considers that there may be merit in mediation in planning in the right circumstances. For example, there is scope for planning authorities to use mediation to reduce the range and number of objections in local plan inquiries. However, there are a number of key questions that need to be asked – how do you have an independent mediation service? How should it be funded? Is it the role of the Executive to provide guidance or should councils/the voluntary sector/professional mediators take this forward?

Local Planning (including local planning forums)

Local plans should set out detailed policies and specific proposals for the development and use of land that should guide most day-to-day decisions by planning authorities. The Executive is looking at how communities engage in formulating this plan. What techniques are useful? Are there things which hinder engagement? What role could a local planning forum have in this or other local planning issues?

Neighbour Notification

The Executive is considering proposals to change the way you are notified of planning issues in your area. What do you see as the current problems with keeping in touch with current planning issues? What lessons can be learnt from your experience?

Housing in the countryside

As a follow on to Designing Places (2001), PAN 36 on Housing in the Countryside is being revised to reinforce many of the key themes set out in the original PAN 36 (published in 1991) and to bring the advice up to date in line with the new design agenda. The intention is to create more opportunities for good quality rural housing which respects the Scottish landscape and building tradition. The advice should not, however, be seen as a constraint on architects and designers wishing to pursue innovative and carefully considered contemporary designs. In helping to turn the theory into reality, there are a number of key questions which need to be asked – should councils produce more design briefs and illustrate they type of quality they expect? Should there be more use of design statements by applicants? Are there key problems with over engineered roads for rural areas i.e. should the Executive provide guidance specific to rural roads?

Rural Diversification

There are different interpretations of rural diversification and of planning authorities' roles in achieving it. The Scottish Executive is preparing a Planning Advice Note (PAN), based on research and best practice across Scotland, to highlight how the planning system can assist with the diversification of our rural areas. What does the term 'rural diversification' mean to you? What role does the planning system have in supporting rural businesses? What considerations ensure that new development associated with rural businesses is both sustainable and sensitive to its surroundings?

Appendix M – Fair Share for Fife

Reply from Mrs Diane Morrison, Scottish Executive Justice Department, Police Division

Thank you for your email of 3 October, on behalf of The Royal Burgh of St Andrews Community Council, supporting Fife Councillors concerns about funding for Fife Constabulary. Cathy Jamieson, Minister for Justice, has asked me to reply.

A Working Group comprising of the Executive, the Association of Chief Police Officers in Scotland (ACPOS) and COSLA has carried out a comprehensive review of the allocation methodology used to distribute funding to the 8 Scottish Forces.

An interim report from the Working Group, submitted in late 2002, indicated that the allocations at that time merited adjustment and additional resources. As a result, an additional £1.3 million was added to the GAE allocation for Fife Constabulary by 2005-06.

The final report of the Police Grant Aided Expenditure (GAE) Working Group was published by Scottish Ministers on 12 October 2004. The Working Group recommended a new allocation methodology for police GAE which aims to ensure that the way funding is distributed is linked much more directly to the cost of policing each force. The new model is much more explicit and transparent and takes into account a range of factors including the population in each area, deprivation and the demands on forces.

The final report made clear that further adjustment was needed and recommended that this was achieved by "levelling up" the funding allocations for forces rather than by redistributing existing funding between forces. This means that no force will have its allocation cut as a result of the model. Further, the funding put in place for the Police Service in the most recent Spending Review will help to ensure that this levelling up can be achieved by no later than 2009-10. For Fife the extra amounts allocated for this purpose are £1.6m in 2005-06 rising to £2.4m in 2006-07 and £3.4m in 2007-08. Provision is in place to allow the balance to be found by 2009-10, subject to a final reconciliation at that time. Once the levelling up process is complete, subsequent allocations will then be made using the new formula.

Fife Constabulary also benefited from additional funding from the Executive in connection with a number

of recent developments including the cost of policing the port of Rosyth. One of the consequences of these increases is that the number of police officers in the force has risen from 855 in June 2001 to 988 in September 2004. It is, of course, for the Chief Constable to decide how to deploy those officers within Fife.

Appendix N – Police Community Team Newsletter November 2004

Edited highlights

Chief Supt. Maich

A few items to inform you about this month. Firstly, the national Safer Scotland campaign started on 11th October and will run until 3rd December. The campaign focuses on vandalism, drinking in public places and knife crime and Divisional staff are actively involved in addressing these issues. Also on going in Eastern Division is an enforcement initiative by Road Policing staff focussing on driver behaviour on the rural roads in the area. Marked and unmarked patrol cars are being used with considerable success as you may have seen from the media coverage. Finally, our recruitment drive to increase our Special Constables in the Division is starting to show dividends with two new Specials being sworn in the next two weeks.

Crime Statistics for October 2004. (Yearly total in brackets)

	Dom HB		Vandalism		Theft		BoP		Assault	
	Rep	Det	Rep	Det	Rep	Det	Rep	Det	Rep	Det
St Andrews	1(18)	0(14)	24(214)	3(43)	31(390)	0(75)	4(91)	4(71)	7(87)	3(34)

Notable Incidents / Detections

Four 'Travelling Shoplifters' have been detected for a number of thefts from shops in Cupar and St Andrews.

Operation Firefly – Youth Diversion update

Fife Constabulary have just finished another successful Operation Firefly, which is a joint initiative in conjunction with Fife Fire and Rescue Service and Community Education.

Operation Firefly is a five-day course, which runs twice a year during the school holidays. The course is designed for teenagers aged 15-17 years old, who have issues with self-esteem or who are unusually quiet at school. We also work with teenagers who are, or are on the verge of offending. The aim of the course is to teach them respect and increase their self-esteem.

The first day of the course was held at RAF Leuchars. There the teenagers were shown and allowed supervised use of the computerised firing range, and were also given the opportunity to use some of the major equipment on the base.

Two of the five days are spent with Fife Fire and Rescue Service. Their instructors taught the teenagers the basis of fire fighting. They also experience using breathing apparatus in realistic conditions, and learn about different types of fires.

One day was spent with Fife Police. Part of the day involved a visit to the court where they experience real-life cases. The opportunity was also given for role-play where the teenagers are dressed as police officers and learn how to deal with different day-to-day scenarios.

The last day was an activity day. St Andrews University gave us full use of their indoor sports hall and the teenagers were involved in several team sports.

These courses offer the teenagers involved some great experiences and life lessons. The teenagers come to us with various issues, and seem to leave with an air of confidence and self-belief. It shows that giving these teenagers an opportunity enables us and them to make a difference.

Funding

If your communities are looking for assistance for youth clubs, skate parks etc. please contact Inspector Jenks as per the contact sheet.

Current POP's – Updates

Problem Oriented Policing (POP) is about tackling problems, which give rise to repeat calls from the public and repeat attendance to these calls by the Police. We are looking at working with our partners in the community to provide long-term solutions to these problems allowing Police resources to become more proactive and intelligence led.

St Andrews POP

Problems with noise nuisance from Students accommodation in St Andrews will be tackled by partnership working. It is our intention to work with the landlords of these premises, the University and Locality Manager to ensure the residents of St Andrews can sleep in peace. The vast majority of residences are Houses of Multiple Occupation and require to be licensed by the Local Authority. We will be looking for Landlords to take a more proactive role in monitoring the behaviour of their tenants.

Appendix O – Future of Schools

From Roger Stewart, Head of Education, Fife Council to all Community Councils

Shaping the Future of Schools for Fife

Fife Council is consulting on the long term plan for shaping the future of schools right across the Kingdom.

The creation of a School Estate Strategy brings together, for the first time, comprehensive information about the size and condition of ageing school buildings and rising and falling rolls. It also examines the location of school age communities, the impact of new housing developments, and the changing requirements of schools to meet curricular and community demand.

Now, Fife. Council wants you to be part of shaping the future of schools for Fife.

I am writing to invite you to have your say on these issues by coming along to one of the public/parent consultation meetings outlined below.

Area	School	Date	Time
North East/St Andrews	Madras College Kilrymont Campus	Mon 22 November	6.30 p.m.

[other schools omitted – PL]

Detailed information and a questionnaire will be available soon on the Council's website www.fifedirect.org.uk

Appendix P – Public Toilets, St Andrews

From Pete Lindsay to Roy Stewart, Head of East Area Environmental Services (cc Fife Councillors)

Community Council is concerned that there has been insufficient public debate on the future of provision of public toilet facilities in St Andrews; we understand that decisions on the future of various toilets are to be made on the basis of discussions between councillors and officials on 29/10/04.

1. Urgency

The question of public toilet provision in St Andrews, though probably perennial, has been running since late 2000; our first intimation of a review was in December 2000. A report of the report reached us in November 2002. Since then it has hardly been a headline topic of urgent public consultation, though coming up at community council in summer and autumn 2003, until now we suddenly hear that decisions are imminent. To be fair, our Fife Councillors have mentioned that this was coming, but the feeling on community council has been that surely a public consultation phase would be included on so fundamental a council service? This email is in case that is not so.

2. Consultation

We wish to strongly suggest that any decisions be put off for a short period, perhaps no longer than the new year, while public consultation is undertaken. An advertisement placed in the local press asking for public comment on which toilets should be preserved and why, would be simple to do; the process could be completed before the end of the financial year if launched now. It would do much to rebut accusations of stealth closures and service cuts that might otherwise arise.

3. Community Council's main concerns

Whatever the response to that suggestion, community council has some points that we wish considered:

- there must be more public consultation on public toilet changes.
- alternative provision, for instance in public buildings, must be in place, advertised and signposted before removal of existing facilities.
- the West Port toilets in particular have received consistent support from community council, despite their condition, because of their convenient position for those going from the centre west or south to the residential areas or to Argyle St car parks. The bus station, sometimes suggested as an alternative, is somewhat out of the way for West Port routes even if it is rebuilt by 2006.

4. Issues raised with Community Council

Scanning quickly back through community council papers for the last five years other issues arising are: the poor facilities at the East and West Sands, and their irregular availability for visitors (particularly disabled visitors). The lack of the Langlands Road toilets has been commented upon, and provision in Cockshaugh Park has been a concern. Misuse of the Harbour toilets was an issue earlier in the year, but seems to be resolved (community council did not support outright closure at that time).

5. Individual comments:

A very quick poll of individual views of community council and members of the community shows:

- ongoing concern that operational toilets must not be closed before clearly signposted replacements are in place.
- support for the retention of Church Square and West Port first, then the Harbour.
- need for facilities, or at very least signs, near the Castle, as the both the Castle and Preservation Trust are reportedly asked for use of their (private) facilities, and the occupants of houses nearby asked for directions to toilets which are open.
- it has been suggested that the East Sands would be better served by the Leisure Centre toilets than the vandal-prone existing building.

Appendix Q – Fairtrade report

From Bruce Ryan

Fair Trade in St Andrews

I was delighted to learn that CC had made fair trade part of its policy before I joined CC. Now, a steering group has been set up to continue promotion of fair trade in St Andrews. The group's medium-term aim is to have St Andrews declared a 'fair trade town' by ensuring that St Andrews meets the following criteria (taken from <http://www.fairtrade.org.uk/>):

- The local council must pass a resolution supporting Fairtrade, and serve Fairtrade coffee and tea at its meetings and in offices and canteens.
- A range of fair trade products must be readily available in the area's shops and served in local cafés and catering establishments (targets are set in relation to population)
- Fairtrade products must be used by a number of local work places (estate agents, hairdressers etc) and community organisations (churches, schools etc)
- The steering group must attract popular support for the campaign.
- A local Fairtrade steering group must be convened to ensure continued commitment to Fairtrade Town status. Over 200 towns and cities are working towards this status.

Progress towards these 5 points is

- I will be delighted to help caterers for any community council-supported events (e.g. St Andrews Art & Photographic Exhibition) obtain Fairtrade products. We will work with St Andrews' Fife Councillors and local office managers to promote use of Fairtrade products in the Fife Council's local office.
- There are already more than enough outlets, both retail and catering, to fulfil the basic requirement for availability of Fairtrade products in the town.
- Only four local workplaces/organisations so far are known to use Fairtrade products: Scottish Information Commission, Hope Park Church, St Leonards Church, Quakers. Alldays' manager, Chris Donaghy, promotes workplace use.
- Media coverage so far includes 3 articles in the St Andrews Citizen, including two photos. These referred to Alice Curtis's presentation to the Community Council in April, the launch of the campaign in Alldays on September 8th and the Fairtrade Tasting Day on September 25th in which 11 shops and cafes took part. An article and photos will be in St Andrews in Focus in November.
- The steering group has a community councillor, a representative of local business, a member of the local Co-op members committee, a representative of a local church, and experienced fair trade campaigners.

Future efforts will include

- Distribution of Event (which has a large mention of Fairtrade) to University Library and Residences. We hope for 'working towards Fairtrade', then eventually 'St Andrews is a Fairtrade town' signs at entrances to St Andrews.
- We will create a local fair trade directory (hard copy and on-line) and lobby shops and other outlets to increase Fairtrade availability.
- We hope for a flagship employer to embrace Fairtrade: the obvious target is the University but we will also contact the Merchants' Association.
- Fairtrade Fortnight (1-13th March 2005) – a UK-wide event. Highlights of last year's Fairtrade fortnight include a tour of aspirant and actual Fairtrade town towns by producers from Nicaragua, the Windward Isles and Cameroon. Full details can be found at www.fairtrade.org.uk/get_involved_fortnight_highlights.htm There will be local events and I urge all community councillors and their friends, families and colleagues to support Fairtrade Fortnight

Correspondence

Post incoming

Date	from	subject
11/10/2004	NHS Fife	Local Health Plan 2004-5
11/10/2004	Development Services	Draft Structure Plan
11/10/2004	Chief Executive's Service	BT payphone removals
11/10/2004	Donald Macgregor	Toilets
11/10/2004	Margaret Squires	Toilets
11/10/2004	NHS Fife	St Andrews Hospital
12/10/2004	Law and Administration	Local Holiday Dates
13/10/2004	Environmental Services	Environmental Services Newsletter Aut 04
13/10/2004	Ironside Farrar	Town Centre Sketch Design presentation
13/10/2004	Scottish Civic Forum	Consultative Group on Planning
14/10/2004	Fife Health Council	Annual report 2003-4
15/10/2004	East Area Services Committee	Agenda 20/10
16/10/2004	RuralScotland	Subscription renewal
16/10/2004	Law and Administration	Planning Appeal – 4 Playfair Ter
16/10/2004	Law and Administration	Community Councils – various
19/10/2004	Links Trust	Jamie Anderson tree invite
20/10/2004	Education Service	Shaping the Future of Schools for Fife

20/10/2004	Community Services	Trees (Crawford Gardens)
26/10/2004	Osprey Co	Advt: signboards
27/10/2004	SEPA	SEPAView Aut 04
27/10/2004	VONEF	Newsletter Oct 04
28/10/2004	Dr David Reid	Path at The Scores
30/10/2004	Bruce Crawford MSP	Phone Boxes update