

## Royal Burgh of St Andrews Community Council Agenda – January 2005

There will be a meeting of the community council at 7pm Monday 10th January 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

### 2. Minutes of December 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. Scottish Civic Forum

Ben Young was, until recently, employed as a researcher for the SCF.

#### 3.2. Abolishing Prescription Charges

Tom E Jones to speak about the bill being presented to the Scottish Parliament in January, which proposes abolishing prescription charges in Scotland; the rationale behind the bill to the council; and asking for support in a letter to Iain Smith MSP asking him to promote the bill in parliament.

#### 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: 13/12/04

Appendix B: 20/12/04

### 6. Matters Arising from Previous Meetings

#### 6.1. Complaints Procedure

Appendix C: Outline notes in response to the questions raised by Fife Council in the draft consultation document (circulated to community councillors with the October 04 papers). Response deadline 4/2/05.

#### 6.2. Good Practice Agreement

Appendix D: Outline notes in response to the draft "Agreement" circulated last month [December 7.3]. Response deadline 4/2/05.

#### 6.4. Small Business/Industrial Premises

[December 3.1.] Appendix E: letter to Keith Winter, Head of Development Services, informing him of our concerns, and his reply.

#### 6.5. South Street Notice Board

[December 6.3] Following discussions with Fife Council Law & Admin and an on-site meeting (20/12) with Neil Brown of Law & Admin the plan is to move our notice board to the east end of the frontage of 78 South St, assuming the new occupiers of the premises are agreeable – PL.

#### 6.6. Area Transport Plan

[October 8.3.3.] Chris Bell, Lead Officer Local Transport Plan (East), gives date details:

The document will be presented at East Area Services Committee on 27 January 2005 seeking approval to consult with key stakeholders (all Community Councils, Business Associations, Residents Associations, etc, etc) between 1st February and 31st March 2005. There is also consultation planned on the Structure Plan, St Andrews & East Fife Local Plan and the Local Transport Strategy (LTS) during Feb, Mar, April time which we will link into, where possible – this will involve the general public.

The East Area Transport Plan is basically a technical appendix of the LTS along with ATPs for Central and West. All documents will be submitted to the Scottish Executive in early summer 2005.

## **6.7. Community Councils Seminar**

[December 6.2.] Pete Lindsay & Bruce Ryan attended and will report.

## **6.x. Any Other Matters Arising**

## **7. New Business**

### **7.1. St Andrews World Heritage Status**

Appendix F: Iain Smith MSP asks our position, and provides a link to UNESCO for further information on this scheme: <http://whc.unesco.org/pg.cfm>

### **7.2. St Andrews World Class**

Appendix G: Invitation from St Andrews World Class

Who will be our representative?

### **7.3. Building Schools for the Future**

Provisional: Chris Lesurf may wish to raise this, but is investigating whether it applies to Scotland.

### **7.4. Use of Arms**

Appendix H: Ken Cochrane asks to extend permission to use of our Arms on his multimedia cds. Proceeds to the Harbour Trust, Preservation Trust, etc.

### **7.5. Safe Space**

Is a charity which provides support and counselling for adult survivors of childhood sexual abuse and their families across East Fife. They have opened an office in Cupar and are offering information sessions on the work of the project. Crisis support 01383-626-716, general enquiries 01383-739-084, [safespace@btinternet.com](mailto:safespace@btinternet.com).

### **7.6. Pilgrim Care**

Reverend Marie-Louise Moffett, of Queen's Gardens, Chair of Pilgrim's Care ("Christian care for the Elderly of St Andrews and District") writes:

... to seek the Council's advice and support for our Charity's aim to provide high quality continuing care for the elderly locally. I enclose a leaflet outlining the history of Pilgrim Care from its inception to our current proposals to develop new facilities in collaboration with the Auchlochan Trust.

The Directors of Pilgrim Care, who are all members of St. Andrews churches, are eager to see the project make progress, and would therefore welcome an opportunity to present our ideas to the Community Council. We are concerned about the continuing needs of elderly people in the community and we wish to develop the Charity's aims in ways which are sympathetic to the Council's views on future Structure Plans for the St. Andrews area.

I should be pleased to know if there is suitable date and time when a group from Pilgrim Care could discuss our proposals with members of the Community Council.

### **7.7. Fife Coast & Countryside Trust**

Appendix I: Invite us to meetings on the Trust and the Fife Coastal Path. 7.30pm Tuesday 22 Feb, Madras College, Kirlymont Rd. They'd appreciate names of likely attendees. (December 7.2.3).

### **7.8. Special Uplift Charges**

Appendix J: details and reasoning from Fife Council.

### **7.9. Fife Council Events Strategy**

Appendix K: Fife Council are introducing an events strategy to raise quality of event provision and provide promotion across Fife. A copy of the information to Event Organisers and a draft event information form have been sent to us. Anyone involved in organising or publicising events should contact: Linda Thomson, Events Co-ordinator, Fife Council Community Services, Rothesay House, Glenrothes KY7 5LT for further details.

### **7.10. East Fife Women's Aid Report 2003-4**

Appendix L: foreword from the report.

### **7.11. Environmental Services Newsletter**

Winter 2004: Fife among top recyclers; Environmental action gets results; Does your house meet the tolerable standard; Working time regulations; Air quality; Strength to strength (kerbside collections for paper recycling); From sees to success; Kingdom FM at Dunfermline recycling centre; Health and Safety topic based inspections; Good food hygiene at Christmas; Fines for (dog) fouling; Food safety assurance; Cooksafe system; Food poisoning outbreak exercise. More information on most of these is at [www.fifedirect.org.uk/](http://www.fifedirect.org.uk/)

### **7.12. Scottish Water: Making It Clear**

This is describes as a leak investigation "Find & Fix" programme, expected to take 7 months and fix an estimated 1300 leaks in Fife (out of 17,550 in Scotland). An information leaflet on reasons why and effects

of the work, will be circulated to those in affected areas (example copy available). Further details of the programme from Susan Rowe, Scottish Water Business & Community Liaison, susan.rowe@scottishwater.co.uk, 01592-614098.

### 7.13. Fife Environment Trust

Annual Newsletter: effects of changes to the Landfill Tax Credit Scheme; Grants: analysis and review; Ladybank forest project; Anstruther Harbour pontoons; Biodiversity and conservation; Birnie / Gaddon Loch; Craigiehall Den footpath; Newburgh arts centre; Kirkcaldy Merchants House restoration; Fife eco-schools.

### 7.14. Strandline

Marine Conservation Society newsletter, winter 04: Flash floods pose pollution risk for bathers; Beachwatch 2004; Scottish Water fined for sewage pollution; Seal adoptions; Recycling. There are also inserts on: The Good Fish Guide (eating 'eco-friendly' fish); Adopt a Turtle project; Adopt a Beach – volunteer for, or organise, surveys and clean-ups.

### 7.15. Scottish Marine

Crown Estate winter 04 newsletter: Aqua-culture planning control consultation; Salmon safeguard measures; Marine briefing sheet; Marine stewardship fund; Northern Lighthouse Board; EU protected name (PGI) status for 'Scottish farmed salmon'; Environmental regulations web-site [www.netregs.gov.uk](http://www.netregs.gov.uk); Renewables update: Offshore wind & Wave and tidal; Shellfish Rent Review; Moorings rent review; Visit to Norwegian aqua-culture industry: regulation and other observations.

## 8. Reports from Office Bearers

### 8.1. Chair

### 8.2. Treasurer

### 8.3. Secretary

#### 8.3.1. Christmas Cards

Cards received will be circulated at the meeting.

Cards were sent to: Police, Local Office, Local Office Caretaker, Planning (Cupar), Law & Admin (Cupar), Dougie Miller, Rosemary Dewar & The Citizen, Community Services (Cupar), and a couple of others I've forgotten now.

#### 8.3.2. Thanks to Community Services

[November 8.3.1.] Thanks were sent, as last year, to Jim Hooton, Local Head of Community Services, for the flowers over the summer and the less obvious day to day work all year.

#### 8.3.3. To Do

Patras book (Dec 8.3.3.)

University observance of St Andrew's Day (Dec 10.4)

## 9. Reports

### 9.1. From Committees

### 9.2. From Representatives

## 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 Minutes 13 December 2004

*Minutes by Bruce Ryan*

### 1. Present:

Bette Christie, George Davidson, Richard Douglas, Ian Goudie (chair), Pete Lindsay, Bruce Ryan (minutes)

### 2. Correspondence/Information

#### 2.1 Freedom of Information Act

Comes into force on 1st January 2005. In Scotland, public bodies (which may include CCs [PL to ascertain]) will be obliged to provide any information they possess which has been requested, unless it will cost more than £600 (@ £15 per hour) to find it. This applies to all records (not just computer records) still in existence at the time the request is made. There are severe penalties for destroying information after it has been requested.

#### 2.2 UNESCO world heritage site

Committee opinion sought on Iain Smith MSP's letter about St Andrews becoming a UNESCO world heritage site. PL to forward URL of UNESCO web-site providing information on this scheme.

### 2.3 Market Street & St Mary's Place proposals.

Much discussion on these: the committee agreed to minute the following points:

#### Market Street

- The committee commended the proposed Caithness slab paving, so long as it is sufficiently angled for precipitation to run off adequately
- The majority of the committee favoured retention of cobbling in existing areas, especially if worn cobbles are replaced / renovated.
- The committee believes that road-crossing points (i.e not cobbled) will be needed
- The committee believes that markers of historic former buildings to be retained (or restored to correct positions where they are currently not historically accurate)
- The committee believes that any change to traffic flow should be trialled first (using cones, etc) before it is decided whether to make the change permanent
- The idea of a short avenue of trees marking the former tolbooth met with disapproval.
- If the whole area does become pedestrianised, then trees in the pedestrian area are acceptable to the committee.

#### St Mary's Place

- The committee firmly supports tarmac road surface from the edge of the southern pavement to the edge of the northern pavement. The proposed cobbled strips along each side of the road met with strong disapproval since they would trap bicycle, buggy, etc, wheels and reduce the width of available carriageway.
- The committee had no objection to more trees being planted or existing trees being replaced so long as this did not narrow the carriageway
- The committee commended the choice of Caithness slabs for the pavements
- The committee was concerned that the proposed permanent taxi stance would adversely affect traffic flow.
- However, the committee feels that these are fine details. An Area Transport Plan which assesses the traffic flows into, around and through St Andrews should be made first, and any changes to the traffic flows within St Andrews should be modelled on the needs discovered in the research to be undertaken for this ATP. Then decisions on the precise width of the roads, etc can be made.
- Also, any moves towards pedestrianisation could only be implemented on a rolling basis, (i.e. as alternative parking and traffic flow solutions are provided) and should be run initially on an experimental basis.

### 3. Planning applications

1	16 Hutcheson Court	change of use to 6-person HMO	NC
2	Kinburn Castle	change of use from dwelling-house to 2-person office	NC
3	72 Crawford Gardens	extension of front porch	NC
4	Kinkell House	erection of toilet block	NC
5	48 Allan Robertson Drive	open space to be enclosed into garden	OBJ (PU to be asked to write this)
6	57 Hepburn Gardens	extension to dwelling-house, including demolition of outbuilding and existing extension	NC
7	60 Hay Fleming Avenue	conservatory extension	NC
8	79 Bridge Street	erect 2-storey dwelling-house	IG to research Committee's previous responses to applications involving this piece of land and respond similarly
9	177-179 South Street	install retractable awning	NC
10	24 Fordyce Court	open space to be enclosed into domestic garden, extension to dwelling-house	OBJ (PU to be asked to write this)
11	79-81 Bridge Street	dwelling-house to become 6-person HMO	NC
12	West Port Court, Bridge Street	Flat 5 to become 3-person HMO Flat 6 to become 3-person HMO Flat 8 to become 4-person HMO Flat 9 to become 3-person HMO Flat 10 to become 3-person HMO Flat 11 to become 4-person HMO Flat 14 to become 3-person HMO	all NC
13	23 Allan Robertson Drive	erect garage	NC
14	47 South Street	dwelling-house to become 4-person	NC

		HMO	
15	35 Spottiswoode Gardens	conservatory and dormer extension	NC
16	1 Kennedy Gardens	install new gate piers and gate	NC
17	20 Brewster Place	install velux rooming lights	NC
18	17A Queens Gardens	dwelling-house to become 5-person HMO	NC
19	17 Queens Gardens	dwelling-house to become 3-person HMO	NC

**4. Date of next meeting:**

20 December (if meeting room available. PL/IG to ascertain)

**Appendix B – Planning Meeting – 20.12.04**

*Minutes by Penny Uprichard*

Present: I. Goudie P. Lindsay G. Davidson B. Christie P. Uprichard

1.	34 Lade Braes	extension to dwelling-house	N.C.
2.	Kinburn Castle, Scottish Information Commissioner	resurfacing of driveway and parking surface for disabled access	N.C.
3.	St. Andrews Hospital	general discussion of application	

**Appendix C – Complaints Procedure**

*Outline notes for a response, by Pete Lindsay*

*The complaints procedure is intended to regularise how complaints against community councils are handled. At present they are dealt with by one officer (in each area?) in Law & Admin as an administrative matter.*

*Community Council's original comments on the need for these procedures can be seen in February 2003 Agenda Appendix H. At that time we accepted the principle of appropriate review; an escalation/appeal procedure of two steps plus external arbiter; suggested an emphasis on conciliation rather than punishment.*

*Responses are to the specific Issues questions raised by Fife Council in the consultation draft of the complaints procedure.*

**1. Background**

- What are your views on the need for a Complaints Procedure?

*We accept the basic principle that community council actions should be subject to appropriate review.*

- Please describe circumstances in which a Complaints procedure would have been of assistance to your Community Council.

*[Do we have anything to mention here? I'm only aware of a couple of problems, which were resolved without a formal procedure – PL]*

**2a Process**

Stage 1: complaint to Community Council itself. If not resolved satisfactorily:

Stage 2: complaint to Fife Council

Stage 3: appeal to independent third party

- 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?
- Could a Stage 1 complaint be referred to the Community Council through Fife Council?

*Yes, of course complaining to the 'offending' CC might put someone off. If it makes a complainant happier to go to Fife Council who then pass it directly to the community council it does not change the principle of the first stage being reconsideration by a community council – it makes no difference how the complaint reaches community council.*

*A question that hasn't been considered yet is that of anonymous complaint. It seems likely that this would be one sort of complaint directed through Fife Council. Should community councils be obliged to respond to possibly mischief-making anonymous denunciations?*

*What sorts of complaint should be considered by the formal procedures? It was strongly suggested at the seminar that only matters of breaches of the Scheme and its conduct provisions should be valid complaints – specifically not decisions of a community council, to reduce opportunities for harassment of community councils over, say, planning objections.*

- Should a Stage 2 complaint to Fife Council be considered by Councillors?

*Probably, with heavy support from appropriate officials. Obviously the councillors should not represent the area of the community council nor the complainant. There is also an obvious area of difficulty if Fife Council itself is somehow involved.*

*[The seminar saw an interesting polarisation – some wanted Fife Councillors to have no part in Stage 2, other felt the same about officials! I'll be interested to hear what the meeting has to say on this – PL]*

- What sort of individual or organisation would be an appropriate third party?

*[There was quite a lot of discussion about this at the seminar. Everyone thought this was a good idea, but no obvious candidates for the rôle emerged. The Local Government Ombudsman was a popular suggestion, but the follies of CCs are probably outwith his remit. Other suggestions were to consult the ASCC and CoSLA for suggestions and accounts of practice elsewhere. -PL]*

## **2b Form of complaint**

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

*If a matter is formal enough to raise as a complaint it should be in writing. A form should be no more than guidance as to what information is required for a complaint and the advice to print or type the complaint for legibility.*

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

*Yes.*

*I'm disturbed the question is thought necessary. I am more disturbed that, the question having been put, complaints against individual community councillors and their individual right of appeal are not mentioned. If there is not an equal right of appeal I would have grave doubts about the validity of the complaints procedure. Indeed if a one-sided procedure were introduced I would have grave doubts about the wisdom of continuing as a community councillor.*

## **2d Sanctions**

- In the event of a complaint being upheld and the process being exhausted, what sort of sanctions could be taken against Community Councils?
- For community councils: censure / withholding grant / suspension / dissolution

*In our original response to the earliest proposals for a complaints procedure we suggested that a conciliation approach was to be preferred to a crime and punishment view of complaints. It is disappointing to see the latter view has prevailed. The problem with punishment is: who is actually punished?*

*It is difficult to see how withholding a grant, which will take effect in the next year (unless an immediate claw-back is implemented), or suspending a council, can be seen as having any other effect than punishing the community as much as the community council. Does a community deserve to suffer by its community council having insufficient funds to undertake activities and make grants for the benefit of the community? Does the community deserve to be unrepresented for a while if the incumbent community council is suspended?*

*For minor sins, perhaps more of omission than deliberate commission, advice and a gentle reminder would be appropriate: "Don't do that, do this!".*

*For serious or repeated infringements, a (written) warning: "Don't do that or you're out of here".*

*And for irredeemable lapses: dissolution "You ARE out of here" and immediate election for a replacement council, which probably requires disqualification for the ousted council though there are matters of justice to consider for any who objected to whatever course has brought this calamity about, so that the community is not punished by reduced representation, if it can be avoided.*

- For community councillors: censure / suspension / disqualification

*Again, I'd rather there was a lower level of guidance and conciliation before we go into punishment mode. As above I have some doubts about the benefit of suspension to the community or community council. Individual suspension would not affect larger community councils perhaps, but could be crippling to the smaller. If a community councillor cannot take part in community council for any extended period of time it should be open to the community council to fill the vacancy through the normal means, which really implies disqualification is preferable to suspension.*

- Who should decide what level of sanctions should be implemented if a complaint is upheld?

*— advice on this one please! – PL*

---

## **Appendix D – Good Practice Agreement**

*Outline points for a response, by Pete Lindsay.*

### **Good Practice Agreement Between Fife Council and Fife Community Councils**

*At the Seminar in December almost everyone who spoke regarded the title of the document as sounding rather too prescriptive, despite the para from the Introduction which states:*

There is provision for over 100 Community Councils covering all parts of Fife, all as diverse and individual as the communities they serve. Some will find parts of this agreement more relevant than others, it is not intended as a rule book but to offer a benchmark for best practice.

*[My emphasis] A number of other terms rather than agreement were suggested. Personally I'd go for "Guidelines" as better fit to the suggested purpose of the booklet.*

Community Councils will be invited to participate in the Council's decision making processes in a variety of ways; questionnaires, public meetings, joint working groups, Local Forums etc. as appropriate. Timescales will, as far as possible, be reasonable to allow Community Councils to participate and respond fully – six weeks notice will be given wherever possible. There may be occasions where Community Councils are asked to respond at short notice e.g. planning applications

*Welcome the target of six weeks notice, it will certainly help those community councils on monthly meeting cycles.*

A Consultation Diary will be available on the Fife Direct web-site giving information on Council consultation exercises including the issues to be consulted upon, the dates of the exercises, methods to be used and relevant contact numbers.

*While welcoming this in principle and recognising that the non-technical departments of Fife Council have no control over the state of the web site, a calendar hidden in the bowels of Fife Direct, accessible only by the correct search term incantation, won't be useful to many.*

*As a general point, which could be repeated at each mention of the Fife Direct web site: Fife Direct urgently needs some form of short links system or to use an external 3rd party system when giving URL references, e.g. <http://makeashorterlink.com/> so we are not faced with 3 and four line URLs when we ask Fife Council for direct links.*

### **Planning Applications**

All Community Councils will be sent a weekly list of all planning applications for the appropriate area. Community Councils should be given the option of receiving the weekly list by email if they so request.

*Given that Fife Councillors can already receive these by email there is no reason why CCs should not. It would be nice if Development Service (or more likely their software) would learn to use lower case rather than irritating-to-read blocks of upper case.*

*(Planning committee may want to comment on other points in this section.)*

### **Information and Resources**

#### **Information**

A list of the dates of Council Committee meetings will be sent to Community Councils annually

*A (short) URL for a meeting diary on Fife Direct would be useful for many.*

#### **Resources**

information on equipment available for hire or loan from Fife Council and other organisations, and details of how to access it, charges etc

*A request that we receive increasingly frequently is for projection equipment – perhaps something could be made available for each locality, if not each major meeting facility. While an overhead projector will probably do it is quite noticeable, these days, that "ordinary people" have computer facilities and presentation software such as Powerpoint or Keynote themselves and hope to be able to use it via computer-attached projectors rather than messing about with printing transparencies.*

#### **Communication and Responding to Community Councils**

Community Councils can use the Council's Comments, Complaints and Compliments Procedure as a route into the Council – information is available at all public contact points including local offices and is also available online at [www.fifedirect.org.uk](http://www.fifedirect.org.uk)

*While community councils are only to be blessed with a Complaints Procedure...*

A contact sheet detailing the addresses and telephone numbers of the Services referred to in this document is available at [www.fifedirect.org.uk](http://www.fifedirect.org.uk)

*Please give a direct URLs for such references, or guaranteed one hit keywords for searching for this and other material available through Fife Direct. Having to find the URL to give out will be Good Practice, ensuring the document is actually there.*

## **Appendix E – Small Business/Industrial Premises**

*To Keith Winter, Head of Development Services, Fife Council.*

While the community council appreciate that the question of small premises for business/light industrial use in St Andrews should be covered in the forthcoming Local Plan, and look forward to seeing the draft

for this and many other issues, I have been asked to pass on to Fife Council our current, urgent concern.

Small business premises are an issue that has crept up the agenda over the last two or three years, particularly since a well-meaning suggestion that the Bassaguard area should be turned over to housing (to meet another of St Andrews' problems, affordable housing) brought to our attention the lack of small business units in town. Since then several traditionally 'industrial' areas – former timber / woodworking businesses, garages and motor mechanics' premises, for example – have gone to (not particularly affordable) housing. Meanwhile Bassaguard languishes, as far as we can make out, for lack of funding or initiative or something, despite the efforts of Cllr Sheila Black. The Largo Road business site, undeveloped since the last local plan, is now subject to a planning application for a non-business use.

Only last month community council heard of a small business, run from the proprietor's home garage, that has grown from being little more than a hobby to the extent that he is now coming under pressure for running a business in a domestic property. Quite rightly so. But community council has a lot of sympathy for him as he has nowhere appropriate to go in St Andrews.

Community council feels that the matter of small Business/Industrial Premises in St Andrews is urgent, needing attention in a shorter timescale than the local plan and a more active, and perhaps more imaginative, approach to the problem from Fife Council.

*And his response*

Many thanks for your email on behalf of the Community Council relating to small business/industrial premises in St Andrews.

I very much appreciate the tone of your email and can confirm that this is an issue which Development Services is acutely aware of.

I have asked my colleague Robin Presswood, Development Manager (Business & Strategy) to look into the shortage of business land and premises in St Andrews as a matter of urgency. Robin takes responsibility for Local Plans and the Council's former Economic Development function including the provision of business land and property.

Having reviewed the current position, we are of the view that Bassaguard is inappropriate as a location for industrial and commercial premises, as it is located in a residential area, has very poor quality accommodation, and access for HGV's is extremely problematic.

The new consultation draft St Andrews and East Fife Local Plan will be published towards the end of February, and we are recommending to the Environment & Development Committee and the East Fife Area Development Committee that consultation take place on a new site for a business park aimed at the sort of businesses that you have identified. In addition it is proposed that a science park will be zoned as part of the University's western expansion.

In order to contribute financially to the provision of the Business Park, it is proposed that Bassaguard be re-zoned for residential use, with the hope that the capital receipt generated can help fund the creation of a Business Park.

I have asked Robin to prepare a draft report for submission to an appropriate committee once consultation on the draft Local Plan is concluded.

I would therefore imagine that a clear way forward for St Andrews can be agreed during 2005.

I know that you will be consulted as part of the St Andrews and East Fife Local Plan, but would be happy to arrange for a member of staff to meet you to discuss these matters in more detail if this would be helpful.

## Appendix F – World Class Heritage

*From Iain Smith MSP*

### St Andrews Heritage Status

You may be aware that a Member of the Scottish Parliament has submitted a Motion proposing that St Andrews should become a UNESCO World Heritage Site (see <http://whc.unesco.org/pg.cfm> for more information on World Heritage Site Status).

The full text of the Motion submitted to the Scottish Parliament ([www.scottish.parliament.uk](http://www.scottish.parliament.uk)) is as follows:

St Andrews World Heritage Site Status – That the Parliament supports a campaign to encourage the UK Government to obtain World Heritage Site status from UNESCO for St Andrews; recognises that St Andrews is the home of golf, the world's fastest-growing sport and that it is also the historic ecclesiastical capital of Scotland; believes that its cultural and educational contributions, in particular Scotland's oldest university, should be formally acknowledged; notes that St Andrews is regarded worldwide as unique, not only for its medieval town centre, but also for its captivating and award-winning natural features, and considers that the Scottish Executive should support St Andrews as an eminently-suitable Scottish candidate for the UK Tentative List.

I am unaware if the MSP consulted with you for your views about this issue before submitting the Motion but, before I decide whether to support it, I would be interested in any comments or concerns you may have about the implications of World Heritage Status and whether would you support this for St Andrews?

I feel it is important to register the opinions of relevant organisations over this issue and ensure that we have a proper consultation before any call or decision is made to change the status of St Andrews.

---

## Appendix G – St Andrews World Class

*From Mike Robinson, Head of Local Services, Fife Council*

Firstly, can I repeat our thanks for allowing St Andrews World Class to make a presentation at your meeting on 1st November. Lindsay and I found your comments interesting, stimulating and challenging!

You will recall that during the presentation we did ask you to consider how the Community Council would like to be involved in developing St Andrews World Class in the future, and I would formally like to extend an invitation for a representative to attend future meetings of the Project Group.

The next meeting is scheduled for Thursday, 13th January 2005 at 2pm at St Andrews Links Trust, Pilmour House, St Andrews.

If you wish any further information or would like to discuss this informally then I or one of my colleagues would be more than happy to provide further more detailed background information but, as indicated above, you are more than welcome to send a representative along, without commitment to all future meetings.

---

## Appendix H – Continued Use of Arms

*Kenneth Cochran writes*

In recent years the St Andrews Community Council has been kind enough to grant permission for me to use the new coat of arms on my website ([www.saint-andrews.co.uk](http://www.saint-andrews.co.uk)) and also on a multimedia CD-ROM of the town.

I'm pleased to say that the website has proved very popular and the multimedia CD-ROM has enjoyed modest world-wide distribution. Proceeds from the website's screen saver of the town have in the past year raised £126.23 towards the preservation of the harbour and the new harbour bridge, and a total of some 160 CD-ROMS have been donated to the St Andrews Preservation Trust where they sell for £8 each, with 100% of the proceeds being retained by the trust.

My plans for future multimedia developments involve an updated version of the CD-ROM and production of a video about St Andrews to be released on DVD in the late spring.

May I request further permission from the community council to continue to use the coat of arms in these productions also including the new video? Appropriate acknowledgement to the community council will of course be given.

---

## Appendix I – Coastal & Countryside Trust

*From Tim Havard, Project Officer Fife Coast & Countryside Trust.*

### Introducing the Fife Coast and Countryside Trust and The Fife Coastal Path

I am writing to explain a little about Fife Coast and Countryside Trust (FCCT) and to invite you to come along to one of our informal presentations about the Trust.

FCCT was set up in 2001 as a registered charity by Fife Council, Scottish Natural Heritage, Scottish Enterprise Fife and Kingdom of Fife Tourist Board.

The Trusts aim is to provide an innovative approach to the co-ordination, development and marketing of key areas of the Fife countryside. The Trusts first priority is the Coastal Fringe and in particular the Fife Coastal Path (FCP).

FCCT amongst other things is currently involved in delivering a number of European Union funded projects. One of these, the Nave Nortrail project, seeks to link coastal communities along the North Sea. We are in the process of gathering information, making contacts and building links in order to set up a Coastal Partnership, which will represent the communities and key agencies along the FCP.

In order to explain to the local coastal communities what the Trust is trying to achieve, we have arranged three presentations for February 22nd 23rd and for March 1st. We have tried to choose venues that are geographically disparate and at such dates and times to enable maximum attendance and accommodate the busy schedule of most individuals. The enclosed confirmation form contains details of venues and times. Please fill in the tear off section and return (in the self-addressed envelope) to FCCT, alternatively you can fax on 01333 592598.

We are looking forward to explaining to members of the Community Councils and other special interest groups, exactly what plans the Trust has for the FCP. Just as importantly, this allows us to hear what local communities see as their priorities for their section of the FCP. Together, we can discuss our common goals and explore how we can promote and develop the FCP in your community. Please find enclosed an information pack, which gives further information about the Trust. Should you require any further information, please do not hesitate to contact me on 01333-592429.

---

## Appendix J – Special Uplift Charges

*Letter from Fraser Thompson, Head of Environmental Services, to Community Council Chair Donald Macgregor.*

### Fife Council Waste Strategy – Charging For Special Uplifts

You may already be aware that Fife Council's Environment and Development Committee approved the introduction of a £10 charge for Special Uplifts of household waste from 1 January 2005. The Special Uplift service is provided for the collection of bulky household waste such as redundant furniture and

excess garden waste. The £10 charge applies to the first three requests in any one year rising to £40 for every request thereafter.

The decision of the Committee to implement this charge follows approval of a waste strategy designed to reduce the amount of waste dumped in landfill sites and to encourage waste reduction, reuse and recycling. Other examples of the strategy in action are the recently implemented kerbside collection services for paper and garden waste, improvements and additions to our network of Recycling Centres and the provision of new local Recycling Points. Whilst these actions have been successful in improving Fife's recycling performance from around 2% three years ago to around 25% for the first half of this year, they will not be enough to meet strict new landfill diversion targets demanded by European and national legislation.

To avoid the risk of financial penalties that could run into millions of pounds per year if we fail to meet the landfill diversion targets, members of the Environment and Development Committee recognised that more needed to be done. Action had to be taken to reduce demand for the Special Uplift service which has been growing at over 10% per year and which resulted in an estimated 12,000 tonnes of potentially reusable or recyclable waste being landfilled last year. The charging system being introduced in January is designed to encourage householders to take their bulky waste to one of our ten Recycling Centres where it will be accepted free of charge and where most of it will be set aside for reuse, recycling or composting.

We realise that the decision to charge for Special Uplifts may be unpopular but the Committee had to balance this against the risk of fines for exceeding landfill targets and an increasing difficulty in funding the ever-growing demand for the service.

A number of other landfill diversion projects are planned for next year. This includes the provision of a further 30,000 households with a kerbside green waste collection service, a trial for the weekly kerbside collection of mixed dry recyclates, and an options appraisal of the technologies available to treat mixed food and garden waste. Further initiatives will be rolled out in future years to ensure that the recent improvements in recycling performance are maintained and to reduce the risk of substantial penalties for failing to meet landfill diversion targets.

I hope you find this explanation of our waste strategy proposals for next year helpful but should you require further information please do not hesitate to contact your local Environmental Services office.

## Appendix K – Events Strategy

*From Linda Thomson, Events Co-ordinator, Fife Council Community Services*

### Fife Council Events Strategy

Events are an important part of the Fife economy and the provision of a varied and attractive calendar of well organised and promoted events can positively enhance the quality of life, impact on the local economy, promote civic pride and raise the profile of an area.

Fife Council is taking a pro-active role in developing a strategy that will benefit both the residents of and visitors to Fife. The Events Strategy will work towards raising the quality of event provision and provide a co-ordinated approach to the promotion of events in Fife.

The priorities are to:

- Provide a consistent approach for financial and 'in-kind' support to event organisers.
- Enhance existing events that demonstrate the potential to raise the profile of Fife.
- Attract national and international events into Fife.
- Produce a new comprehensive event listing publication.

### New Events Listing Publication

Fife Council is introducing a new events publication to promote Fife and in order to ensure this publication meets the needs and expectations of both event organisers and audiences, we are offering you the opportunity to shape the development of this publication. Your contribution will help inform how the final publication will look, the information it will contain, the layout and how often it is produced.

In addition, we would ask you to provide details of your event(s) to ensure we have updated information to include in the first publication (late spring 2005) and on the FifeDirect Website.

Your support with this request is very much appreciated and we look forward to working with event organisers in Fife to raise our profile both nationally and internationally.

## Appendix L – East Fife Women's Aid

*Foreword from the full report, by Carolyn Anderson*

2003/04 has been no less challenging and busy for the organisation than the previous year. Most of the pressures we find ourselves under are external pressures from changing legislation relevant to the service we provide and our legal status as an organisation, however, we carry on providing the best possible service to our users.

Projects have finished and some have continued. The Rural Outreach Project came to a close with a valuable report being made available to other organisations working in rural areas. The Follow-on Project received further funding to carry on the very valuable support for service users who move from refuge into the community.

Our refuge spaces remain filled and ongoing support is given to all service users who are resident in refuge. Our Children and Young People Service has grown and expanded from its fairly new start this

time last year.

We also have had changes in personnel, with some of our staff changing post within the organisation as well as new staff coming on board. These changes have included unpaid workers becoming paid workers as well as paid workers moving on to work outside the organisation, but remaining as unpaid workers with the organisation. This all shows the dedication that the members of East Fife Women's Aid have to carry on providing the best possible service for all women, children and young people fleeing domestic abuse who come to us for help.

---

## Correspondence

Date	from	subject
07/12/2004	Friends of the Botanics	December newsletter
10/12/2004	University	DRH Neighbourhood consult - note of 23/11
10/12/2004	Scot Exec Inquiry Reporters Unit	4 Playfair Ter appeal
11/12/2004	Elspeth Attwool MEP	Xmas greetings
11/12/2004	East Area Services Committee	Agenda 15/14
13/12/2004	Environmental Services	Newsletter winter 2004
13/12/2004	Police	Community Newsletter Dec 04
13/12/2004	Fife Environment Trust	Newsletter 2004
13/12/2004	Marine Conservation Society	Strandline Newsletter winter 04
13/12/2004	Crown Estate	Scottish Marine Newsletter winter 04
13/12/2004	Local office	Christmas Card
14/12/2004	Volunteer Centre Fife	Christmas Bulletin 2004
14/12/2004	Iain Smith MSP	St Andrews Heritage Status
15/12/2004	Safe Space	Support for survivors of child abuse
15/12/2004	Ken Cochran	Arms use
16/12/2004	Community Services	Events Organisers Consultation
16/12/2004	East Fife Women's Aid	Annual report 03/04
17/12/2004	Community Services	Event Organisers Consultation
20/12/2004	University	Xmas card
03/01/2005	Flora Selwyn	SAiF Jan/Feb 05
05/01/2005	Environmental Services	Special Uplift Charges
05/01/2005	World Class	CC Delegate
07/01/2005	Fife Coast & Countryside trust	Coastal Path etc
07/01/2005	Pilgrim Care	St Andrews proposals
08/01/2005	Chris Lesurf	Building Schools for the Future
14/01/2005	Scottish Water	Making It Clear - leaks
14/01/2005	Development Inquiry Reporters (ScotExec)	4 Playfair Terr planning appeal

---