

Royal Burgh of St Andrews Community Council Agenda – February 2006

There will be a meeting of the community council at 7pm Monday 6th February 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.standrewscc.net/standrewscc/>)

1. Apologies

2. Minutes of January 2006

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.

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 B: Minutes of 30 Jan; Canongate School 20mph zone response.

6. Matters Arising from Previous Meetings

6.1. Hospital Liaison Group

Appendix F: Letter from Dr Andrew Kilpatrick re December minute 9.1.1

6.2. Order of Business

– see appendix A: Suggestions by Pete Lindsay, for discussion.

6.3. What we can do to help Community Councils.

Appendix D: Pete Lindsay would particularly like comments on these questions from the discussion paper.

6.4. Community Council vacancy

6.5. Fireworks Survey

Appendix C: Response, for information.

7. New Business

7.1. Scottish Health Council

Sends a number of copies of SCH News and an invitation for individuals to become Local Advisory Council members in Fife – closing date is 3 March.

7.2. Reception for Visiting School Party

Mary Freeborn of the Loches Alliance asks if community council would host a reception for a party of Loches schoolchildren visiting St Leonards School? Loches always gives one for visiting St Andrews children, she says.

7.3. Police Community Team Report

Appendix E: extracts relevant to St Andrews.

Two additional items, circulated at the start of the meeting

7.4. Fife, Fire and Rescue Service

Presentation and Open Forum; see copy of letter circulated [Appendix G].

7.5. Community Planning Implementation Group

Letter re National Standards for Community Engagement Meetings see copy of letter circulated. [Appendix H]

8. Reports from Office Bearers

8.1. Chair

8.1.1. Upper Arlington Invite

Chair (or or a representative of the community council) is invited by Madras College to a dinner for the 7th exchange with Upper Arlington High School.

8.2. Treasurer

8.3. Secretary

8.3.1. Forthcoming presentations

March: Kinnessburn Road Flood Study – Fife Council Transportation Service, Derek Crowe, Area Transportation Manager, Mike Thorpe East Area Infrastructure Team Leader.

March: World Heritage proposal *and* St Andrews World Class – Patrick Laughlan

9. Reports

9.1. From Committees

9.1.1. Health Education & Welfare

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 – A Suggested Revised Agenda Order

From Pete Lindsay

A couple of months ago Joe Peterson suggested that Committee business be brought forward in the agenda, to encourage committees by giving them quality time rather than squeezing them in at the end of the meeting. Here's a possible agenda structure, for discussion, which meets that and makes one or two other changes and suggestions to either smooth the progress of the meeting, or make life easier for the minute takers, and generally tries to teach granny to suck eggs...

Executive Summary:

- Drop Apologies
- More active checks of progress in Matters Arising,
- Take representatives' reports in Matters Arising
- Move committees after Matters Arising, with individual headings
- New Business to include Any Other New Business

0. Special

No change: pre-meeting items such as awards, co-options etc. This won't normally appear on the agenda.

1. Apologies/Attendance

Drop. While taking apologies seems to be a bit of a traditional ritual for formal meetings, I do find myself asking what purpose it serves? We circulate an attendance sheet: people are either present and recorded there, or not. We make no use of the 'apologies' except perhaps to know not to delay the start of the meeting for someone – but we don't anyway. On the other hand I suppose it doesn't take that long, and gives people a few moments to settle down at the start of the normal meeting.

2. Approval of previous meeting's minutes

As present: For accuracy only.

3. Presentations

As present: From the public, invited speakers, etc.

4. Fife Councillors

As present: To raise/report matters of interest.

Some thoughts on this section:

Fife councillors should remember to set the items they mention in context; it is sometimes forgotten that community council only meets once a month and may not be current with things that have occupied the Fife councillors recent meetings with officials. A pause between items and stating the subject clearly would help listeners, particularly minute-takers, immensely. On the community council side there has been a drift back towards asking questions between a Fife councillor's individual items. This has a disruptive effect which I know has caused items to be forgotten. Clearly it is a different matter if the Fife councillor has asked for direct information, there and then, on a subject. It is also the case that sometimes requests for clarification are best in the immediate context of an item so it is up to community councillors to exercise restraint in raising a hand during the reports: for clarification only please.

In questions/discussion at the end of a report the chair needs to keep the contributions grouped on topic as much as possible just so a reasonably coherent debate/answer to any individual item can be made. It is particularly difficult for the minute taker(s) if questions jump about all over the topics a councillor has raised. Perhaps it would be helpful if the chair took questions/debate on the reports first, then took any to be raised with the Fife councillor.

Questions starting with “I don’t know which Cllr...” should be relegated to a general questions item (item 4.5) rather than being addressed to a random Fife Councillor.

A final thought on raising matters with the Fife councillors: it doesn’t have to wait for the monthly meeting, particularly if the matter is involved or urgent. It is a more effective use of meeting time if they don’t have to say “I’ll get back to you”. Raise your issues beforehand, tell them you’ll be raising it at community council, so they can have the answers ready.

5. Planning

As present. This is set relatively early for the practical reason that it can trigger long debates and is generally a bigger item than any of the other committees.

6. Matters Arising from Previous Meeting

Expand this to include reports from our representatives on external bodies, and reps: remember to let the sec/chair know beforehand, preferably in time for the agenda, if you have something to report. Or perhaps reps should be listed on the agenda paper and asked if they have a report; this would have the advantage of reminding us who our reps are, which has usually been forgotten a few months after they are appointed.

As well as asking for Any Other Matters Arising, Chair should go through the previous month’s minutes checking progress on flagged action points. This will serve to keep items we’ve agreed to deal with live by including them in this meeting’s minutes, until each item is formally disposed of by completion or agreed abandonment.

7. Reports from Committees

This is where I’d put the other committee business. But as well as bringing the business forward, as Joe Peterson suggested, I’d also suggest that the individual committees get a permanent agenda item. I used to do this, but let it slip as the committees declined in importance – in retrospect probably exacerbating that decline.

Committees should minute their meetings in writing (I think it is required by the FC Scheme) including who attended, but committee conveners should, in my opinion, be discouraged from reading out what is written already...

8. New Business

As present: new matters members, or the public, have asked to be put on the agenda, plus letters etc from outside bodies which seem worthy of note for information or discussion.

While I think that members should have any new business they wish to raise submitted to the secretary in time for inclusion on the agenda, too much creeps into AOCB where, at the end of the evening, it is seldom given the attention it deserves. Perhaps a final item of Any Other New Business (*cf* Any Other Matters Arising) should be included.

9. Office Bearers

Most OB’s items should probably be taken under items 6 Matters Arising or 8 New Business above, as most things are matters arising or new business. An initial thought was that perhaps this major heading should be abandoned, but on reflection there probably is a need for somewhere for the secretary and treasurer particularly to raise/report administrative items such as upcoming speakers and whether the community council is solvent.

10. AOCB

Perhaps the first item should be a last call for items people have forgotten to report elsewhere? Otherwise continue to encourage members only to raise items here:

- having informed the Chair before the meeting or at the break, and
- if it really, really does not fit elsewhere.

Appendix B – Planning Minutes

Planning minute 30/1/06

Present: Ian Goudie, Bette Christie, Richard Douglas, George Davidson, Pete Lindsay (minutes), Penny Uprichard

1.	8 Bruce St	install dormer		no comment (outwith conservation)
2.	74 Argyle St	Erect 2 storey attic dwelling on site of existing timber dwelling		no comment
3.	120 Hepburn Gardens	Alteration of dwelling house & enlarge windows		no comment

4.	15 Claybraes	Extension to dwelling house		no comment
5.	5 Gillespie Wynd	add conservatory		no comment
6.	9 The Scores	Alter stable building to Uni museum.	Query: loss of (disabled?) parking for neighbouring buildings (cited in past applications); historic wall part of streetscape; road safety re visitors dis/embarking in one way system.	-RD- object
7.	Grange House	Change of use to hotel + 12 timeshare house	premature; greenbelt; traffic; over intensive; staff busing; etc	-PU- object
8.	Purdie Building	Replace windows & louvres	no plans yet	
9.	Chattan Lodge, 6 Mavis Haugh	Replacement windows & extension		no comment
10.	John Knox Rd	Change of condition to allow 'shared equity' housing not assisted living		no comment
11.	118 North St	replace extension		no comment
12.	35a Bell St	change of use to 3 person HMO		no comment
13.	6 Balrymonth Court	change of use to BB		no comment

IG noted *Courier* phone calls re CC position on St Andrews Bay Hotel (Kingask) growth; he replied that CC has no comment to make, as no plans have been submitted to the planning system yet.

Canongate School 20mph Zone

Response by Pete Lindsay

Thank you for the plans and the opportunity to comment. The plan has been passed to planning committee of the community council; we would like to raise the following points:

The CC has supported 20 mph zones outside schools for some years. The part time 20 mph zone on Canongate mostly falls into this category so we support this.

In the wider area we're happy to see plans for anti-skid surfacing at various places around the school and in the wider residential area.

Having thought further on the matter of speed cushions since our response to proposals for the Langlands school area, the majority opinion is that these are not appropriate outside of the immediate school 20 mph zone. Elsewhere, initially we would prefer to see more warning / voluntary measures promoting speed reduction, such as rumble strips, or automatic "Slow Down" flashers. If these prove ineffective then a move to more physical measures or perhaps even speed cameras, which have been suggested at community council in a similar context, could be considered.

A problem with speed cushions that has been pointed out to us by someone likely to be affected, is that the cushions are very unfriendly to road users with back injuries, disproportionately slowing them as they inch across at the lowest possible speed to minimise jarring. Where the cushions are employed we hope they will be of the lowest effective profile in order to minimise this problem. We feel this issue reinforces the argument for employing cushions only where absolutely essential – around the school – while leaving alternative routes free of them and deploying other calming measures.

Does the omission of the various traffic calming roundabouts on the Canongate from the plans indicate they will be removed?

Appendix C – Bonfire Season Survey

Response by Pete Lindsay to survey circulated by Cllr Margaret Kennedy. (Draft answers were circulated by email and updated with comments before submission – PL)

Bonfire Season Survey

1. In your opinion how did this year's bonfire season compare with previous years in terms of disturbances or dangerous incidents as a result of the misuse of fireworks or bonfires?

Many more More The same Less A lot less

Less

(New year displays were much reduced this year)

2. Do you feel that the bonfire/fireworks events in your area were properly managed and held at a suitable time and place?

Yes No Don't know

Don't know:

(no one I've spoken to attended an organised event, so we can't comment) One response noted that

there seem to be more mini-displays

If no, please provide more details.

3. Have you experienced particular problems with the misuse of fireworks?

Yes No Don't know

No **particular** problems

(There is a degree of the 'normal' low-level nuisance misuse, but see 1 above)

If yes, please provide more details.

4. Have you experienced problems with illegal or unsupervised bonfires?

Yes No Don't know

None known to community council

If yes, please provide more details.

5. Are there other periods in the year when bonfires or fireworks are used inappropriately?

Yes No Don't know

Yes

If yes, please provide more details.

Concern was expressed at the numbers and effect of displays organised by the tourism/leisure/golf industries in and around St Andrews. Such displays seem rarely, or poorly, publicly notified. This can lead to distress amongst those who dislike sudden bangs and particularly to those who keep animals which react poorly to these. Without notice, no mitigating measures are possible.

A further comment received noted that displays can extend quite a few days on either side of the Nov 5 period for no obvious reason

6. Are you satisfied with the arrangements made by local shops to ensure that the sale of fireworks is controlled with suitable warnings and age restrictions in place?

Yes No Don't know

No

If no, how could this be improved?

Some fireworks were clearly being made available early (over a week before 5th Nov), though not as early as used to be the case.

On the other hand some outlets were felt to be over-zealous in their caution, by allowing purchase but not collection until inconveniently near the 5th.

7. Has the government got the balance right between the control of fireworks and bonfires, whilst allowing communities to celebrate the bonfire season?

Yes No Don't know

No; but that is a composite answer. Very broadly, younger people felt the controls are too strict, year round, while those wanting more controls were older. A majority though showed no strong feelings one way or the other.

Appendix D

What Can We Do To Help Community Councils Fulfil Their Role?

A Discussion Paper by the Scottish Executive

I circulated an outline of some answers to the questions posed in this document last month. Some questions I'd really like some CC opinions on, though – PL

Q 2.10 What can be done, either by community councils or local authorities, to encourage more people to put themselves forward to stand as community councillors?

A: Give CCs more power? Raise revenue? Take CCs (more) seriously as representatives.

*It isn't obvious perhaps from the questions below, but it seems to me that the first part of section three, covered by questions 1-3 below takes no account of community councillors being **elected** representatives of the community rather than reporting delegates, and seems to be hinting that community councillors should spend all their time in focus groups and conducting surveys as (unpaid) adjuncts to the local authority, and should have no opinions of their own.*

There is a major issue here; CCs are potentially much better informed through briefings by various organisations, information and documentation received and read, than perhaps the majority of the community. What, then, should community councils do if their conclusion, in possession of more facts, is different from the 'community' opinion? – PL.

Q 3.1 What methods do community councils use establish the views of the community they represent?

Q 3.2 To what extent can local authorities and other public bodies determine whether the views expressed by community councils are genuinely representative?

Q 3.3 Do you have any other general comments about how community councils can ensure that they

accurately represent the views of their communities?

Some easier questions

Q 3.4 Other than where there is a statutory duty to do so, how do community councils and local authorities decide which issues community councils should be consulted on or indeed be involved in the decision making process?

A: All issues affecting the community should be passed to CCs, but both CC and LA etc should understand that it will not always be possible to give more than a skeleton answer, if any at all.

Q 3.6 Are community councils suffering from consultation overload and if so, what can be done to reduce the burden on them?

Q 3.8 Views would be welcomed on whether there are any areas of activity e.g. all licensing applications whereby local authorities should be obliged to consult Community Councils? If yes, should these be formally specified or is this best left to local authorities to determine in consultation with their community councils?

Q 4.7 Do community councillors feel they have adequate knowledge, skills and training to carry out their function? If not, please elaborate.

Appendix E – Police Community Team – January (Extracts)

Superintendent Lawrie

Can I start by wishing all our readers a very happy New Year and to thank you for your support over the last year.

Prior to the Festive period, Eastern Division created a dedicated Vandalism Team. The team has been focused solely on tackling this type of crime. As a result of the teams successes I have decided to continue their role into January 2006 as part of A Time to Act Campaign.

As you will be aware Eastern Division has again suffered highly as a result of many serious road accidents. This is of great concern to me and road safety will again be a Key Principle of Fife Constabulary in the coming year. Along with the Road Policing Department and the Camera Enforcement Unit my officers will continue to target motorist through education and enforcement. The focus will be on driver behaviour, particularly on rural roads.

Community Policing will continue to be a major priority for the Division. Our Community Team will strive to be more pro-active targeting problem areas having a visible and effective impact. We will maintain our excellent partnership working through community councils, forums and other community bodies.

Sgt Garry Muir

In conjunction with the Fife Constabulary initiative 'A Time To 2 Act' officers from the beat and Eastern Division Community Team have been conducting extra patrols on Friday and Saturday nights throughout the Division. As part of this campaign many Street Warning letters have been issued to youths regarding their behaviour. On some occasions youths have also been charged with offences. Although we have been successful in reducing calls of anti-social behaviour we have a long way to go. The message of how dangerous drinking alcohol at such a young age and in such quantities does not seem to be getting through, especially at this cold time of year. We are still seizing large amounts from youngsters. I appreciate that youngsters will congregate in certain areas and I really don't have a problem with this, however drinking alcohol, rowdy behaviour and vandalism will not be tolerated. As you can see we have seized all types of alcohol from tonic wine, vodka, lager, cider and alcopops.

It is also very concerning that a large proportion of spirits have been sized. We will continue to use ASBO legislation to combat this type of conduct. On several occasions children have been taken to hospital and it is only a matter of time before someone is seriously injured.

Also during this campaign we have been carrying out surveillance operations on various off-licence premises. One proprietor along with the shop assistant have already been charged with selling alcohol to underage children. This case will be coming to court shortly. This should be a message to all off-licence holders to be vigilant at this time of year. The majority of premises do act responsibly and should be commended for the positive action they are taking in addressing this problem.

The Police will also be targeting older youths who are acting as agents and buying alcohol and passing it on to younger children. The campaign is going well and we have attained many of our objectives but it is clear that once this campaign finishes we must carry on with our local Action Plans to combat Anti-Social behaviour. This is a priority for Fife Constabulary.

There will also be two new community constables starting in January. PC John Dale will take up his position in Cupar. PC Dale is a very experienced officer who was involved in the protection of Prince William. He has also had previous experience with the community team. PC Stephen Hutcheon will be taking up his new role at St Andrews. PC Hutcheon has predominantly worked on the beat in St Andrews and has carried out several secondments. Both officers will be valuable assets to the team.

PC Mark Anderson – Community Safety officer

We begin this week by wishing you all a happy new year and hope that you all enjoyed a safe and secure year ahead. As always we will commence with some good news stories. A man from St Andrews has found himself the subject of a police report having been charged with stealing no less than four bicycles. All of the bikes were stolen in the St Andrews area with a number of them having been recovered.

Last week we received a call from a concerned resident in Colinsburgh. They stated that a man had knocked at his door purporting to be working for BT. When he was asked to provide identification the man left. However the caller in this instance had the initiative to contact a friend who also lived in the area and

discovered that they had also received a similar call.

It is worth bearing in mind that most callers to your house will be genuine, however on occasions there are 'visitors' who will attend with the sole purpose of tricking their way into your homes. Never accept an offer to carry out work from someone calling at your door. Always keep your door chain on and ask for identification. You should always consider getting two or three quotes, and use a reputable or recommended company. If a caller attends looking smart or official, again keep the chain on and ask for identification. Never take anyone for granted, and don't worry about keeping them at the door while you check them out. If you are ever in any doubt, please do not hesitate to contact us.

St Andrews

A resident in Montgomery Court, St Andrews contacted us last Monday morning to report that someone had sneaked into her home and had stolen some items of property. The incident took place shortly after midnight and if anyone saw or heard anything untoward they are urged to contact us as soon as possible.

With the hectic Yuletide Season becoming a distant memory our thoughts may now turn to summer holidays, warmer weather and bright summer evenings. Unfortunately we still have to get through our two most wintry months, January and February. In order that you can have something to look forward to, and indeed benefit from, PC Mark Anderson has arranged to hold a Woman's Safety Course at Cupar Police Station. The format will include five meetings with guest speakers from the Police, Fife Fire and Rescue, Road Safety, Institute of Advanced Motorists, First Aid, Domestic Abuse, Al Anon and there will even be a Self-Defence class from a Martial Arts instructor. The Course will begin on Thursday 26th January at 7pm and is free of charge. As well as receiving invaluable advice on the relevant subjects you will also be given literature, personal attack alarms and certificates upon completion of the course.

If you would like to attend or would like more information about this event please contact PC Mark Anderson, Community Safety Officer on 01334 418745

If you have any information about any of the crimes mentioned this week please contact us on our dedicated appeals phone line on 01592 251111, or by contacting Crimestoppers free on 0800 555111.

Wildlife Crime – Lights In The Sky

Over the past few weeks there have been several calls in relation to strange lights in the night sky near to Anstruther and Falkland. Despite looking upwards no alien beings could be found.

The most likely explanation for these lights has been put down to night poachers. Vehicles, not further described, have been seen parked on isolated roads in various locations within the Division using high-powered lamps to spot animals. The persons responsible are actively in pursuit of deer. They will use either rifles or dogs to take such game. Both these practices are illegal. If any such incident is seen a prompt call to the Police is required to allow us a chance to catch the perpetrators.

Any information about poachers or any wildlife crime should be reported. This can be done through Crime Stoppers, through the FCC or to one of the Wildlife and Environmental Officers within the Force.

Wildlife Talks

While touching on the subject of Wildlife crime it should be noted that P.C. Mike King, Howe of Fife, is one of the Wildlife Liaison Officers within the Force. He has been actively involved in investigating various crimes over the years. As a result Mike carries out talks to public bodies on this subject and has an interesting display of traps and photographs.

If any group is interested then do not hesitate to contact Mike at the Howe of Fife Office.

St Andrews

With the students returning after their Christmas break, St Andrews Community Team will be again checking for cyclists not using lights during darkness and contravening traffic laws. It must be highlighted however not all culprits are students. Remaining with pedal cycles, we will also be having another purge on abandoned cycles, through partnership working, both within the town and University grounds.

Following the success last year with the St Andrews Primary School banners, Strathkinness linked with Leuchars and Guardbridge Primary Schools have shown interest in a similar project for the start of the year, linking it with road safety.

Appendix F – Hospital Liaison Group

Letter from Dr Andrew Kilpatrick

We were concerned to read from the minutes of the December Community Council meeting that Stuart Holdsworth's recollection of discussions at our public reference group meeting held on 22.11.05 appeared to vary from our record of events. Our notes of the meeting were circulated to all those present within a few days (I attach a copy for your information). We would like to confirm that of the 16 people present, 5 were staff representatives of NHS Fife, while everyone else was a member of public, including our 4 new public representatives. We should add that our public representatives are unpaid volunteers who are giving their valuable time and effort freely to benefit the community, with the wholehearted support of the Project Management Team.

As you will see from the aforementioned notes, there was much discussion about how best to introduce an effective channel of communication between the St Andrews Project Management team and local organisations. It is hoped that this can be a two-way process whereby ideas and suggestions for the new St Andrews Hospital and Health Centre can be made known to the management team, and public organisations can be briefed on the project's progress.

All four of our public representatives have indicated their willingness to attend meetings of organisations such as the St Andrews Community Council, accompanied by members of the management team, to

answer any queries your members may have about the new facility. We would also welcome new ideas and thoughts about any aspect of the new building.

I would be grateful if you could let me know if the St Andrews Community Council would find a visit by our representatives useful. If this is the case, we would be grateful if you could contact Mairi Robertson, Project Admin Officer (contact details below) to arrange a mutually convenient date.

Notes from Meeting of the Public Reference Group

6.30 – 8.30 pm on 22 November 2005 in the Conference Room, Byre Theatre, St Andrews

1. The first part of the meeting comprised a presentation of the next steps in the procurement process – following the granting of Outline Planning permission – and the current work of the Project Team.
2. Following this, a slide presentation of the new Whitehills Health & Community Care Centre in Forfar was shown (copy attached). Project Staff visited this facility in August, and had found it extremely interesting. Although this hospital does not house GPs, it did give an indication of the type of facility and standard of finish we can expect to have in St Andrews.
3. The next part of the evening centred around the role of the public representatives and also the wider reference group.

Contacting Public Representatives

Discussed the best way of contacting the 4 public representatives. Agreed that in the first instance, any communication should be c/o Project Office:

Mairi Robertson – Project Admin Officer
 Project Office – St Andrews Hospital & Health Centre
 The Hayloft Office, Mount Melville House, Mount Melville, St Andrews, Fife KY16 8NT
 Tel 01334 477547
 Fax 01334 477473
 Email mairi.robertson@nhs.net

This information will also be included in the next issue of the Newsletter.

Ideas/Feedback from Local Organisations

Agreed that ideas and feedback from local organisations, eg community councils is needed as soon as possible. All 4 public reps are happy to address such groups, but requested a briefing pack of accurate/consistent information to refer to and also to hand out to those attending meetings. Ken Laurie (NHS Director of Strategic Change) indicated that he would be happy to provide support to the public reps. Information to be included in the briefing pack was discussed and the following suggestions made:

- PFI Flowchart (as handed out at meeting)
- Questionnaire(?)
- List of frequently asked Questions and Answers (Facts)
- Map of site – showing surrounding area/roads
- Contact details of Project Office

The 4 public representatives were asked by the Project Manager to email Mairi Robertson as soon as possible with their suggestions of items to be included in the briefing pack, following which a meeting at the Hayloft will be arranged to discuss in detail.

It was agreed that in terms of priority, St Andrews Community Council – and others in the area – should be addressed first. It was noted that St Andrews C/C meets on the 1st Monday of the month at 7pm (possibly 06.02.06 – noted that we will have to indicate in writing our request to be present.) Andy Kilpatrick happy to attend. Agreed that now that Outline Planning has been granted, issues regarding planning or the planning application will not be discussed at such meetings.

It was suggested that smaller community groups could perhaps attend the same meeting.

Clinical Model Paper

Andy Kilpatrick's Draft Clinical Model paper was distributed at the meeting. The reference group was asked to forward their comments/suggestions to Mairi Robertson at the Project Office. It is hoped that a further meeting can be arranged early in the New Year – perhaps Feb – to discuss in detail.

MFSR: 23.11.05

Appendix G – Fife Fire & Rescue

Letter from Fife Fire & Rescue Service, circulated at the meeting.

Presentation and Open Forum

Integrated Risk Management Planning (IRMP)

As you are aware, recent articles within the local newspapers have heightened the profile of Fire Service reform and modernisation, a key element for change is the way in which we will plan for, and respond to, emergencies on the basis of risk assessment and management.

Furthermore, the Fire Authority will move away from the traditional approach to standards of fire cover which uses outdated property based standards, to a flexible, locally determined risk managed approach which is intended to achieve outcomes that improve community safety.

Fife Fire and Rescue Service published their Integrated Risk Management Plan 2004 2009 in January 2005 and copies of this document were circulated to all Community Councils at that time. In order to

provide you with an opportunity to discuss the underpinning rationale relating to IRMP and issues arising from the document, I cordially invite both you and your Chairperson of the Community Council, or your nominated representatives to a Presentation and Open Forum, details are as follows:

Date: Wednesday, 15th February 2006

Time: 1900-2100 hours

Venue: Burgh Chambers, Town Hall, Queens Gardens, St Andrews

Appendix H: National Standards for Community Engagement

Circulated at the meeting

National Standards for Community Engagement

I am writing to let you know about a number of events planned to take forward the implementation of the National Standards for Community Engagement in Fife and to invite you and/or members of your organisation to participate in this programme.

The National Standards for Community Engagement are designed to help to develop and support better working relationships between communities and agencies delivering public services. They are a practical tool to help improve the experience of all participants involved in community engagement. The principles underpinning the standards help create a common set of ground rules that should be applied to "both sides" of the engagement process.

There has been a longstanding commitment to community engagement in Fife and there is evidence of good practice across all community planning partners. The commitment to community involvement is a central element within Fife's Community Plan. It has always been recognised that further development of the community planning process in Fife should include a greater focus on community involvement.

The sessions (both of which will follow the same format but will allow people a choice of venue and timing) will take place

9th February, 2006 from 9.30 a.m. - 1.30 p.m. at Old Manor Hotel, Lundin Links.

15th February, 2006 at 12.30 p.m. - 4.30 p.m. at Business Learning and Conference Centre, Lauder College, Dunfermline.

The sessions are aimed at a wide range of participants involved in Community Planning themes and structures such as heads of service, managers, practitioners and people from community organisations. The content of the session is designed to:

- provide information on work that has been done to date across Fife Partnership
- provide an introduction to the National Standards and support materials, demonstrating how they may be used as an assessment, planning and practice support tool
- encourage networking and learning
- have workshop sessions to take stock of key issues and needs in terms of community engagement.

There will be further sessions on 2, 3rd and 10th March. Please contact Susan Muir if you would like further details of these sessions.

Your organisation has been allocated 3 places for the February events. Participants should be people who have an interest/involvement in driving forward community engagement. Lunch will be provided, so I would be grateful if you could reply confirming names and numbers by Thursday, 2 February, 2006. A reply slip is enclosed.

If you need further information or assistance with transport or other needs, please contact Susan Muir, Fife Council on 01592-417851.

Correspondence

date	from	subject
Jan 06	Fairtrade St Andrews	Copy of Fairtrade Town Certificate
07/01/06	Fife Council Development Services	Supplementary Guidance on Affordable Housing – Booklet & letter
Nov/Dec 2005	MSP Letters to Keith McCartney	St Andrews Day Holiday – replies
25/01/06	Fife Council	National Standards for Community Engagement
27/01/06	Fife Fire and Rescue Service HQ	Presentation and Open Forum – Integrated Risk Management Planning – 15/02/06 St Andrews
21/02/06	Commission on Boundary Differences and Voting Systems	Inquiry into Boundaries, Voting and Representation in Scotland – Report – Summary and Full Report
Jan 2006	SEPA	SEPA View – Magazine of the Scottish Env't Protection Agency
Jan 2006	Postwatch	Postwatch Scotland – Magazine Winter 2006
Jan 2006	Dog's Trust	Poster about free Canine Care Card
Jan 2006	Fife Environment Trust	Newsletter No.6
29/01/06	Fife Constabulary	Letter re Discussion Forum at Burgh Chambers on Wed 8th February at 7.00 pm
28/01/06	Iain Smith MSP	Consultations on Community Councils and Call for

		Evidence on Planning Bill
29/01/06	Fife Council – Development Services	Letter – Fife Matters – The Finalised Fife Structure Plan – update on progress
10/01/06	Fife Constabulary	Eastern Division Community Newsletter – January 2006
19/01/06	St Andrews Hospital & Health Centre Development Project Team	Letter and request to come and give presentation to Community Council about project