

Royal Burgh of St Andrews Community Council Agenda – November 2006

There will be a meeting of the community council at 7pm Monday 6th November in the Burgh Chambers of the Town Hall, Queen's Gardens. There will be a short break at about 8pm. Please note that the meeting will be recorded to assist in preparation of the minutes.

(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 on line at <http://www.standrewscc.net/>)

1. Apologies

2. Minutes of October 2006

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

3. Presentations

3.1. Affordable Housing

David Robertson from Fife Council will speak on affordable housing.

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 of Planning Meetings

See Appendix D for meeting of 09/10/06.

5.2. Letter to Mr Ronnie Hinds re Action Plan

Appendix A.

5.3. Letters to Scottish Executive on draft PAN on Community Engagement

Appendix H.

6. Matters Arising from Previous Meetings

6.1. Update on Review of Alcohol-Free Zone By-laws

Letter from Helen MacKenzie advising that following consultation a report is being prepared for Policy & Resources Committee on 30 November. Most comments generally favour retention of by-laws where they already exist, albeit questions arise regarding their effectiveness and the perception of lack of enforcement.

6.2. Gonfannon

Appendix K: storage and loan to St Andrews Museum

6.3. Reports from representatives

6.3.1. Town and Gown Liaison Group

Donald Macgregor chaired a meeting of TGLG on Monday 30 Oct. Matters discussed included part of a draft Student Association document, one chapter of which, headed 'Outreach to the Wider World', discusses the development of town and gown relationships in a very positive way. See Appendix I. The Vice-Principal for External Relations, Mr Stephen Magee, has taken over as TGLG secretary.

6.4. St Andrew's Day Reception

The reception starts 6pm on Thursday 30 Nov and will be attended by the University Rector, Mr Simon Pepper, who has agreed to give a short address. Invitations are being or have been issued. An update on arrangements will be given at tonight's meeting. Help from 5pm onwards with setting up etc is requested – a sheet will be circulated.

Any Other Matters Arising...

7. Reports From Committees

7.1. General Purposes Committee

Appendix J: Minute of the Thursday 28 September meeting.

7.2. Recreation Committee

Appendix L.

7.2.1. 200 Club

Report and draw.

8. New Business

8.1. Community Council Vacancy

8.2. St Andrews Common Good Fund – St Andrews Aquarium

Appendix B.

8.3. Planning Advice Note – Planning, Environmental Protection and Regulation

Appendix E.

8.4. Planning Consultation Report – Public Participation in Environmental Impact Assessment

Appendix F.

8.5. Consultation Papers – Implementing the Water Environment and Water Services (Scotland) Act 2003

Appendix G.

8.6. The Association for the Protection of Rural Scotland

Renewal of Subscription.

8.7. Hospital – Meeting Invite

The Rotary Club of St Andrews which meets on the Wednesday 8 November, 1pm at the Golf Hotel, has invited members of the Community Council and Fife Councillors to hear the latest on the Hospital Project at which new information will apparently be unveiled.

8.8. Review of ENTRUST's corporate website and ENTRUST online

Questionnaire to aid ENTRUST in redeveloping and upgrading its website to provide an enhanced service to stakeholders. (The letter assumes we look at their website!)

8.9. Outreach to the Wider World

Appendix I: extract from the Student Association's Town/Gown Relations 10-Year Plan.

8.10. City Region Conference

Tuesday 5 December 2006. Conference being organised by Fife Council in conjunction with IDOX and BLCC about the move to strategic plans based on city regions in the new Planning Bill. The conference is designed to look at the relationship between cities and their regions. Community representatives are included in the list of those at whom this day is aimed. There is a cost, but whether we are eligible for a reduced rate the secretary hasn't had time to check. Ask the secretary for one of the application forms.

9. Reports from Office Bearers

9.1. Chair

9.1.1. Saltire Replacement – Town Hall

I have ordered, paid for and received a replacement 'four yard' saltire for the Town Hall. The cost was £102.21. The previous flag cost about the same (£104.56). I think we have to accept that flags are unlikely to last much more than a year.

9.2. Treasurer

9.3. Secretary

9.3.1. Correspondence

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 – University / Fife Council Action Plan

Letter to Ronnie Hinds, Chief Executive, Fife Council from Dr Goudie

I write on behalf of the Royal Burgh of St Andrews Community Council to express a number of concerns that have arisen in response to the Action Plan for 2006-07 associated with the Strategic Agreement between Fife Council and the University of St Andrews.

Our greatest concern is that the Action Plan is yet another example of Fife Council acting as though it is self-evident that the Finalised Structure Plan will be adopted in its present form. Earlier in the summer the Council adopted a Local Transport Strategy that is part and parcel of the Structure Plan strategy, and moved ahead with the Local Plan even though its parameters are not yet defined by the new Structure

Plan. In our view, actions of this nature show a lack of regard for due process and send out all the wrong signals. They suggest to the public that the formal process for the approval of the Structure Plan is but a charade, and that Fife Council has already reached some understanding behind the scenes with the Scottish Executive. If the Structure Plan is eventually endorsed substantially unchanged, it will only serve to increase public cynicism about the planning process. If, on the other hand, the Scottish Executive does not approve the Structure Plan, where does it leave this Strategic Agreement with the University? If, for instance, the Executive accepts the objections to the creation of a Strategic Development Area (SDA) in St Andrews, the agreement to explore the role of education within the SDA becomes meaningless. At best the approach that Fife Council is taking is highly discourteous to the hundreds of people who objected to the Structure Plan.

We would also question whether it is Fife Council's job to "ensure support for St Andrews University Estates Strategy in Structure and Local Plans". A later clause in the Action Plan implies that the University has not yet finalised its Estates Strategy, so Fife Council appears to be signing a blank cheque. Many clauses in the Action Plan are open to a variety of interpretations, and in this one it is not clear whose support is to be ensured. In the case of the Structure Plan, only the Scottish Executive's view now matters, so is the Agreement calling for joint lobbying? Even though the University plays a pivotal role in the life of the town, it scarcely seems proper for the Council to offer such an unconditional endorsement of the land use aspirations of one interest group. At Community Council meetings we hear repeatedly that our local members are given stern lectures on not appearing to prejudice their positions on planning applications. Yet in its zeal to promote development, Fife Council appears to be abandoning any pretence of impartiality in conducting its quasi-judicial planning role.

The transportation section of the Action Plan is a further matter of concern. We note the silence on the question of determining an alignment for a reinstated rail-link, or even the vaguely named St Andrews public transport route of the Finalised Structure Plan. This is a land use matter, which could, and should, be legitimately discussed with the University.

We were also disturbed to find that the opaque clause "St Andrews University Transport Forum meeting on improved linkages re 'connectedness' of St Andrews; focus on town centre issues" referred to the establishment of yet another umbrella organisation for the town. We understand that this body has already met twice. It is notable that the intended list of participants makes no mention of the elected local members of Fife Council, nor of Community Councillors. Increasingly the priorities for this town are being determined by the unelected members of Scottish Enterprise, who frequently hold the purse strings, by the rather arbitrary membership of St Andrews World Class, and now by another ad hoc forum. We note that the unelected officials of Fife Council have significant influence in, or with, all of these organisations. It is clear that the public would prefer the town's future strategy to be fixed not by increasingly inbred groupings of the unelected, but by those it can dismiss at the next election, should it so choose. Elected representatives are doubtless regarded as troublesome by permanent officials, but no good substitute for representative democracy has yet been found.

Appendix B – Letter about St Andrews Aquarium land sale

From Mike Melville, Fife Council Law & Administration, Cupar.

St Andrews Common Good Fund – St Andrews Aquarium

The Council has received a request from the operators of the above premises to purchase the premises from the Council.

The Aquarium is on Common Good property and therefore any capital receipt from the sale of the site would be credited to the St Andrews Common Good Fund.

For your information North East Fife District Council received a similar request from the previous operators of the site prior to Local Government Reorganisation in 1996 but decided at that time not to proceed with the sale. A factor in that decision was the retention of control over that particular area in a very prominent and important location within the town.

I would be grateful if you could consider the principle of the sale with respect to the Common Good Fund and let me know as soon as possible of your Community Council's views.

Appendix C – Correspondence

Date	from	Subject
17/10/06	Fife Council Law and Administration	East Fife Area Development Committee Meeting – 24th October – Agenda
03/10/06	The Association for the Protection of Rural Scotland	Annual Subscription reminder
06/10/06	Fife Council Law and Administration	St Andrews Common Good Fund – Applications Considered
10/10/06	Fife Council: Fifedirect.org.uk	Free Website offer
10/10/06	Fife Council Law and Administration	Update on Review of By-laws Prohibiting Consumption of Alcoholic Liquor in Designated Public Places.
October 2006	Planning Aid for Scotland	Autumn 2006 Newsletter and Information Sheet.
04/10/06	Fife Council Law and Administration	St Andrews Common Good Fund – St Andrews Aquarium
20/10/06	Scottish Executive –Environment Group – Water Division	Letter re Consultation Papers – Implementing the Water Environment and Water Services Act (Scotland) Act 2003

October 2006	Scottish Executive – Development Department	PAN – 51 – Planning, Environmental Protection and Regulation booklet
October 2006	Scottish Executive – Development Department	Consultation Report – Public Participation in Environmental Impact Assessment – October 2006
October 2006	Robert Acton Product Developments	BAGO Catalogue – Tools for Litter
October 2006	The Crown Estate	Scottish Marine News – Autumn 2006
31/10/06	Fife Council Development Services	City Region Conference 5 December 2006
25/09/06	Waterwatch Scotland	Customer Complaints Leaflets
02/11/06	Fife Council Museums	Letter re Royal Burgh of St Andrews Goufannon

Appendix D – Planning Committee – 9th October 2006

The University of St Andrews, 9 The Scores	Amendment to plan	No comment
157 South Street	Alter shop frontage	RD to object – Lack of natural materials and use of individual lettering
Ladies Lake, The Scores	Material Variation	No comment
24 Market Street	Internal and External Alterations	No comment

Appendix E – Planning Advice Note 51 – Planning, Environmental Protection and Regulation

The central purpose of this PAN is to support the existing policy on the role of the planning system in relation to the environmental protection regimes. This is expressed in SPP1 as: “Planning decisions should always be made on planning grounds and in the public interest. The planning system should not be used to secure objectives that are more properly achieved under other legislation. The grant of planning permission does not remove the need to seek other statutory consents nor does it imply that these consents will be forthcoming. Even where legal or administrative measures outwith the planning system may exist for controlling a particular activity, this can still be a consideration to which weight is given in reaching a planning decision. If a consideration is material in planning terms, it must be taken into account in reaching a decision. For example, the planning authority should have regard to the impact of a proposal on air or water quality although the regulation of emissions or discharges will fall to be dealt with under other legislation” (para 57 of SPP1)

This PAN also summarises the statutory responsibilities of the environmental protection bodies, as well as informing these bodies about the planning system. To minimise any overlap or duplication of controls it is essential that planning authorities and the protection agencies understand each other’s role and work together so that the controls are applied in a complementary way. This is important because many environmental protection decisions are based on quantitative standards whereas planning decisions have to take into account a much wider range of material considerations and the weight to be accorded to them. Details of the environmental protection regimes referred to in this PAN are summarised in the Annex. The regimes include:

1. Pollution Prevention and Control
2. Protection of the Water Environment
3. Drinking Water Quality – public and private water supplies
4. Contaminated Land
5. Radioactive Substances
6. Statutory Nuisance including Noise
7. Litter
8. Light
9. Local Air Quality Management
10. Environmental Noise

Appendix F – Consultation Report – Public Participation in Environmental Impact Assessment

You may recall that the Executive issued a consultation paper on 12th May 2005 seeking views on proposals for Implementing Article 3 of European Directive 2003/35/EC, known as the Public Participation Directive. A copy of the consultation paper can be viewed at www.scotland.gov.uk/Publications/2005/05/12110026/00285

A copy of the Executive’s consultation report *Public Participation in Environmental Impact Assessment* is attached. Copies of the submitted responses may be viewed at the Scottish Executive Library or on the Scottish Executive website – www.scotland.gov.uk/planning

This consultation report sets out the Executive’s response to the issues raised by the respondents.

Appendix G – Consultation Papers – Implementing the Water Environment and Water Services (Scotland) Act 2003 (WEWS)

1. Proposals For First Environmental Standards
2. Principles Of Objective-Setting In River Basin Planning

I'm writing to alert you that the Scottish Executive has just published two papers for consultation that may be of interest to you. The papers relate to two parts of our implementation of the Water Framework Directive in Scotland:

- the development and use of environmental standards to protect aquatic ecosystems; and
- the setting of appropriate environmental objectives through river basin management planning

Much of the surface water and groundwater in Scotland is in very good condition. Recent legislation in Scotland also provides an integrated framework to protect our water environment – particularly the Water Environment and Water Services (Scotland) Act 2003 which transposed the Water Framework Directive, and the Water Environment (Controlled Activities) Regulations 2005 (CAR), introduced earlier this year.

However, our water bodies are under pressure from a variety of uses. We need to ensure that water use is sustainable, in order to protect aquatic life, and to safeguard resources for use in the future. The framework provided by the WEWS Act and CAR will be vital in ensuring that we can protect the quality of our waters, and where necessary and practicable, improve the status of those that are under pressure.

The key mechanism for delivering improvements to the water environment will be river basin management planning. This process will identify which improvements to the water environment would be technically feasible and proportionate to make, how and when these improvements could be made and, therefore, the objectives we expect to achieve in the period covered by the River Basin Management Plan.

The Scottish Executive is currently developing policy on the development of environmental standards for the WFD and the process of setting objectives during basin planning. These processes are very closely related and so the Executive has issued papers setting out our proposals in the two areas at the same time. We hope that reading the papers together will provide a better picture of the river basin management planning process as a whole, and how we propose it will work in Scotland.

These papers were published on the Scottish Executive website on Wednesday 18th October. Copies of the two papers can be obtained from the website at <http://www.scotland.gov.uk/Publications/Recent> or by contacting the Water Division directly on 0131-244 0737. Consultation on both papers will close on 13th December. We would welcome your comments on any aspect of the two papers.

Appendix H – Letters to Scottish Executive on draft PAN on Community Engagement

Two responses by Penny Uprichard. NB PAN = Planning Advice Note from the Scottish Executive.

Draft PAN on Community Engagement – 1

As I said last week in the Kirkcaldy meeting, I find this PAN very disappointing, and I am concerned about its possible consequences.

SCENARIOS – these scenarios are obviously fictional, not from real life. They are all similar. Developers put in an application, a resident comments (the word 'objection' is not often used in this PAN), the developer makes a small adjustment to his application, and everyone is happy. The scenarios involve housing or large buildings. There is no mention of opposition to building in AGLVs, in prospective Green Belt or on the unbuild coast. In the scenario on p.12, the planning authority states that a Green Travel Plan is required. A week later the Travel Plan is submitted... this is not realistic. I have the impression that the authors of this PAN know little of the circumstances surrounding planning applications.

On p.15 the PAN states that communities can also expect that there will be an independent examination by SERU where there are outstanding objections to the development plan. Who will be responsible for notifying SERU? It also states that 'where consultation has been inadequate, the planning authority can be directed to remedy any failure'. Who will decide whether consultation has been inadequate and so direct the planning authority?

These matters are extremely important and the details should be much more specific.

DEVELOPMENT PLAN – there are frequent references to the development plan, but as far as I can see there is no description of this 'plan'. At the moment in Fife it consists of the Structure Plan and the Local Plan, but presumably this will change when the City Regions are installed. I think there should be an explanation of this matter.

P.5 refers to the Development Plan Scheme, the Participation Statement, the Main Issues Report, the Proposed Plan, and the Action Programme. This page might have been designed to confuse readers.

TEMPORARY STOP NOTICE – this is described on p.11. Once again there are no details of how the Stop Notice is achieved. I imagine that it will be instigated by Fife Council. They will be very unwilling to impose a Stop on developers. It will be difficult for residents to find out about breaches of the rules. I think this paragraph should be more specific.

EARLY ENGAGEMENT FOR COMMUNITIES – this is the matter about which I am most concerned. PAN 47 says that the Scottish Executive strongly discourages discussion between developers and communities about the merits of applications. This is a wise provision. I have only had one meeting, with others, with developers in the last ten years and it resulted in the developers telling people in the town that we agreed with them. During the St Andrews Bay departure hearing, developers said that the hotel would be in the Scottish Vernacular, and that it would be almost invisible from the town. These statements were not correct. The distrust of planning in St Andrews stems from this application, including its 'call-in' to Glenrothes. Many people who are interested in planning will not wish to engage with developers. Developers who are anxious to push their plans through are not concerned with the niceties of language and their words cannot be relied upon.

I do not see how developers' statements after such meetings can be accurately assessed, whether in the press or when talking to officials. I believe it is an undesirable arrangement. At the moment (for the Community Council), I receive copies of applications in the Conservation Area, plus large applications near St Andrews, and occasionally others if I ask for them. They are then discussed at Planning Committee meetings twice monthly. I find this process satisfactory. I have no wish to waste another evening, probably for at least two hours, listening to developers saying how wonderful their development is.

I wonder if the Scottish Executive has properly assessed this situation, which seems to arise from a wish to make everybody co-operate and be chummy. It will not work. Presumably attendance at such meetings would be voluntary, and I don't know many people who would want to attend. Developers are motivated by prospective profits and care little for historic towns or the environment.

At the moment we are informed through plans, the press, and questions to officials, who are helpful about answering queries. The biased information produced by developers would be superfluous and difficult to assess. Fife Council is encouraging developers to come forward, on the basis of the Local Plan having been passed by the Environment and Development Committee, and a number of developments are queuing up. I can see nothing in the PAN which will help St Andrews, which is already on the road to ruin because of the developments which are being pushed through, and the Green Belt which is inadequate.

LENGTH OF PAN – I think this PAN is too wordy and imprecise. One looks in vain for directions on which residents can rely to guide them through applications.

I am sorry to be so negative about this draft document. But St Andrews is in a desperate situation, with the Structure and Local plans Threatening it, and developers homing in from all directions. It is a historic town, which should be protected and enhanced. I can see nothing in the PAN, which will help us do that. Like the draft Plans it is developer led.

Draft PAN on Community Engagement – 2

I understand that the period for comments on this PAN has been extended to 22nd October – I hope this is correct.

When we spoke on the phone last week, I said that in my opinion it would be very difficult, under the draft PAN, for Community Councils to refuse meetings with developers. It would be particularly difficult for them to accept one meeting and refuse another. This would lead to friction and contentious articles in the papers.

I also asked you if you would be kind enough to see that my letter of 11th April 2006 is placed with the current responses.

You will have seen from this letter, and from Mr Jackson's response on behalf of the Green Belt Forum, some of the problems, which are associated with the planning process in Fife, and particularly St Andrews. I believe that these problems have long passed the point where the Scottish Executive can continue to say 'It is up to the local authority to decide'. In addition we have the distorted process for the Structure and Local Plans, which is affecting everyone in Fife.

To impose this draft PAN, with all its drawbacks, on top of the present situation here, would in my opinion lead to disaster.

Appendix I – Chapter 9 – Outreach to the Wider World

[(19 Nov 06) Now updated with original colour coding lost in the printed agenda.]

Goal: 'To develop an enhanced and sustainable relationship between the Students' Association, the student body and the Town.'

The student body represents a distinctive and significant proportion of the population of St Andrews, and these two factors have, on occasion, led to misunderstandings arising with local residents. The Students' Association can play a positive role in encouraging increased interaction between the 'town' and 'gown', and intends to act as a bridge in ensuring good relations between the two.

Aim: *'To improve communication channels between student and town bodies'*

Communication provides the most valuable tool for breaking down barriers, and building relationships. To develop a positive relationship between the 'town' and 'gown', dialogue between the two parties will be encouraged to be more frequent, diverse and open.

Aim: *'To encourage a greater amount of participation from students in town events, and visa versa'*

Developing the student body and local population into one sustainable community is best achieved through integration. One of the best ways of doing this is to ensure that the two groups are mixed together well, often and at all level.

Aim: *'To demonstrate to the local community that the student population are a special and integral part of St Andrews'*

To ensure that relations remain cordial, it is essential to demonstrate to the town that we care about St Andrews, and would like very much to contribute to its unique and special atmosphere.

Action Plan:

- Where possible, incorporate greater local representation onto more Students' Association committees, and promote further student representation onto town committees where appropriate (ongoing).
- Communicate on a weekly basis with the local press, and write articles promoting student success

- stories where possible (ongoing).
- Develop a Questionnaire to be distributed to the Town to be published in St Andrews in Focus to discover more accurately exactly what the local population want and expect from the student body (Spring 2007).
- Integrate societies into corresponding local groups with similar interests where it is appropriate and possible to do so (ongoing).
- Get students directly involved with the running of Town events such as the St Andrews Festival and StAnza at all levels (ongoing).
- Explore and develop the possibility of using the Students' Association building to provide entertainment for the local community during the summer months (by Summer 2008).
- Ensure that posters for 'town-gown' events produced by the Students' Association clearly indicate that the whole community is welcome (ongoing).
- Provide information and warning to the town where there could be potential conflicts – notably Raisin Weekend (ongoing).
- Create events specifically for the town in 'neutral venues', such as the Byre theatre (ongoing).
- Conduct visible projects which will have obvious benefits for the town – potential projects for further consideration include a Students' Parade, or the gardening of the area on the corner of St Mary's Place and Greyfriars Gardens (ongoing).

Goal: *To Promote to the World the successful and vibrant student community in St Andrews.*

The St Andrews student community is the most active student body in Scotland – and we would like to tell everybody about all of the wonderful things which we do. By doing so we will be promoting not only ourselves, but the entire University, thus helping it to develop its image as a 'World Class' centre of education.

Aim: *To encourage global interest in the goings on of the student body of St Andrews.*

By doing this, the Students' Association believes that it will develop a strong network through which it can derive benefits for many aspects of its various operations – such as sponsorship, advice and general support.

Action plan:

- To ensure the website www.yourunion.net is updated on as regular basis as is possible by members of staff, sabbaticals and the student body (ongoing).
- To develop an alumni programme to better inform past students across the world of our student activities, successes and, where appropriate, request funding (Beginning Spring 2007 and then ongoing).

APPENDIX J – General Purposes Meeting Report – 28th September

Present: P Uprichard, P Marks, P Lindsay, D Macgregor, C Tricker, I Goudie.

1. 200 Club

1.1. Mr Lindsay reported on the 200 Club state of play. He was up to date apart from a couple of cheques, with the other cheques in the post. The Club has around 100 paid up members.

1.2. Mr Lindsay requested that a resolution be passed by the committee to confirm that the RBS will continue to be the 200 Club's bank, with a change of signatories to himself and Mr Crichton.

1.3. Mr Lindsay reported that he had sorted out the necessary licensing to ensure that the 200 Club is running legally.

1.4. Mr Lindsay added that he did not plan to take on the running of the 200 Club for more than a limited term and hoped that someone would volunteer to take over by the next AGM.

2. Recording of Minutes

2.1. It was agreed that the recording of minutes by audio would be noted in the agenda for the Meeting. This would enable an accurate transcript of the meeting to be made by the secretary.

3. Alcohol Free Zone

3.1. It was agreed that the secretary should write that question of the Alcohol Free Zone had produced an evenly divided response, for and against, whenever discussed on community council.

4. Press Releases

4.1. The issue of press releases and their management was discussed by the meeting.

5. World Class

5.1. Ms Uprichard raised her concerns about this body and its intentions. The validity of this topic in the GP Committee was raised by Mr Lindsay and it was agreed that it was more appropriate for the Planning Committee or the whole Community Council.

6. St Andrew's Day Reception

6.1. The details of this event were discussed by the committee. Mr Macgregor was organising the logistics

of the event. Food, drink and who would be invited were discussed. It was agreed to try and source Fairtrade products for as much of the drink and nibbles, sourcing these via local outlets. Mr Macgregor would also liaise with Mr Crichton about the list of those who would be invited.

7. Art and Photographic Exhibition Reception

7.1. This will take place on the 29th November.

8. Hogmanay Ceilidh

8.1. Mr Crichton reported that this has been pretty much organised with the band, bar etc. The only major thing to organise was the raffle. Mrs Tricker mentioned that there was usually a display by local dancers at the interval. Mr Crichton to look at this possibility. He has also to sort out suitable food for the ceilidh.

9. State of Standing Orders

Mr Lindsay had recently attended a seminar for Community Councils, which had raised various issues relating to standing orders. He had seen an example of standing orders from Fife Council which had shown up deficiencies in St Andrews Community Council use of the standing orders. He cited the need for having a final copy of the approved minutes which hadn't been properly done for some years to his knowledge. The Scheme of Administration gave the guidance, which we should follow. Mr Lindsay suggested that we should have a final signed minute to be safe. Other areas that came up included our lack of a constitution. He felt that we should go over the materials available and sort out the matter. A constitution wasn't essential but would be useful for us as a local organisation as it would firm up issues such as the size of a quorum in the meeting.

Appendix K – Gofannon Loan and Storage

Letter from Gavin Grant, Curator, St Andrews Museum

I am writing to ask if Fife Council Museums can borrow the Gofannon which would be kept at St Andrews Museum when on loan. As I mentioned in my letter of 11th September, we would borrow the Gofannon for one year and re-new the loan on an annual basis if the Community Council are willing to extend the loan.

When the Gofannon is in the Museum we will display it at times. It will be kept in storage when not on show and if the Community Council needs to borrow it back we will be able to look it out for you (if you give us a few days notice).

I will contact Joe Peterson soon to arrange to borrow the Gofannon and we will look into displaying it later in November. It would be good to show it during St Andrew's week.

I will send a draft press release before we put it on display.

Thank you very much for the loan.

Appendix L – Recreation Committee Report

By Joe Peterson

1. Art / Photo Exhibition

The names of members who are able to help at the Art/Photo Exhibition should be added to the list that will circulate at the meeting. Reminder of dates and times: Thursday 30th Nov, Fri 1st, Sat 2nd, Sun 3rd Dec. 11am-5pm.

2. Young St Andrews Citizen of The Year

Nomination forms for the *Young St Andrews Citizen of the Year*, closing date 1st December, are available from Joe Peterson or at usual venues: Library / Tourist Board / Museum.

3. Alteration to St Andrews in Bloom Constitution

Revision to be agreed by Community Council:

Should St Andrews in Bloom disband all monies shall pass immediately to St Andrews Community Council to be used for floral enhancements within our Town.