Royal Burgh of St Andrews Community Council

Provisional Minutes – 7th December 2015

For Approval

1. Attendance

Community Councillors

Callum MacLeod, Howard Greenwell, Kyffin Roberts, Ian Goudie, Gordon Shepherd, Iain Munn, Izzy Corbin, Patrick Marks, Judith Harding, Chris Wallard, Henry Paul,

Students' Association Representatives

Clare Armstrong

Charlotte Andrew

Patrick Mathewson

Co-Opted

Niall Scott

Lindsey Adam

Fife Councillors

Dorothea Morrison, Brian Thomson, Frances Melville

Apologies - Keith McCartney, Ken Crichton, Zara Evans, Penny Uprichard

2. Minutes of Meeting – November 2015

The minutes were accepted as correct.

3. Presentations

3.1. Fair Trade Presentation by Mary Popple & Alice Curteis

Mary Popple, Chair of the local group started by giving a run down of where the campaign was in the local area at the present time. She started with the achievements of the group since their last presentation to the Community Council. She announced that this year the 30th November had been the 10th anniversary of St Andrews as a Fair Trade town. The group she explained was currently working on a renewal of the Fair Trade status, which was required every two years, or it would lapse. In addition the group had recently attended the Scottish Fair Trade Awards in Glasgow and had been awarded the title of Scottish Fair Trade Communities Campaign Group of the Year 2015. She mentioned that the group worked closely with the University Fair Trade Group and also closely with the R & A Organising Committee for the Open. It was the work with the latter that had led to their award because the R&A Organising Committee had agreed to make the Open Fair Trade for products such as coffee, tea and bananas. She quoted the statistics of the amount of tea and coffee drunk and the number of bananas eaten 125000 cups of tea and coffee and 12000 bananas. She felt that the Open organisers had embraced Fair Trade and had committed to all future Opens following the same policy. The Merchants Association had also endorsed the group again and were very keen that St Andrews would remain a Fair Trade town. In 2016 the group would be working with local Guest Houses and Hotels to improve the uptake within their group. They were also working with MSPs, the University Rector and the Scottish Fair Trade Forum to lobby on Trade Justice. The latter related to rebalancing the trade rules so as not to

disadvantage developing countries. She then announced that during the Fair Trade Fortnight in St Andrews in 2016 the Fair Trade flag would fly over the town hall.

She then acknowledged however that the group had real issues and concerns. The concerns were in relation to the role of Fife Council in helping the region maintain its Fair Trade status. She acknowledged the support from St Andrews Community Council but was concerned about problems in the commitment of Fife Council. She said that Fife Council had to be seen to support Fair Trade in specific ways otherwise status would be lost. She said that Fife Council had passed a resolution in support of Fair Trade several years ago and had also remained committed to using Fair Trade products in its premises. The problem lay in the requirement that the Council would have an officer or a Councillor who was the point of contact with responsibility for Fair Trade for all the towns in Fife. In 2008 a Fairtrade Forum had been set up to get Fair Trade status for Fife, which was part of the Fair Trade Nation initiative set up by the Scottish Government. Fife became a Fair Trade zone/Kingdom in 2011. Successful renewal of that status occurred in 2013, but she thought that Fife was likely to lose that status in the coming year. A major problem was the lack of Councillor involvement since 2013 or Fife Council involvement in the Fair Trade Forum since 2014. The Forum due to lack of support has gone into abeyance. She asked the Fife Councillors present to take away the group's concerns as St Andrews could lose its Fair Trade status and Fife would almost inevitably lose its status. A Councillor was needed to take on the responsibility of undertaking the role and an officer of the Council as well as a point of contact. She was concerned that the signs could come down from St Andrews unless action was taken.

Cllr Melville acknowledged that she didn't know what had happened since the change of the Council as she'd previously been involved in events related to Fair Trade. Cllr Melville said that she could take up the issue in the local area. Mary Popple in reply said that the local group had done enough to ensure that St Andrews would retain its status and they were keen to flag up the threat in the future for the town but more urgently for Fife and the Kingdom's status as nothing was happening at that level.

Mr Roberts asked about how the group was funded. Mary Popple replied that their group operated on a shoestring with occasional grants but their work was essentially totally voluntary.

Dr Goudie asked whether any Fife Councillor not just a member of the administration could take on the role? Mary Popple replied that any Fife Councillor would do for the role. She explained that the Council had to endorse the Fair Trade status of a town so without a Councillor it would be difficult for that status to be retained. She added that there were five criteria and at present the only problem lay with the requirement to have Fife Council endorsing the status of towns etc.

In reply to a question from Mr Mathewson, Student President, Mary Popple and Alice Curteis explained the way products were priced for products such as coffee and bananas. Fair Trade they explained set a stable price for commodities usually dominated by the vagaries of the open market and allowed a decent level of living for those in the Fair trade co-operatives.

4. Fife Councillor.

4.1. Frances Melville

4.1.1. HMOs and Moratorium

Cllr Melville reminded the meeting that there had been a decision last year to temporarily extend the moratorium. This would be until all relevant facts and figures could be put together for consideration by the Council Area Committee. For a range of reasons it has been decided that a full report won't be heard at the Area Committee until the spring of 2016. Mr Matheson asked whether there was any intention to involve the Students Association in the process? Cllr Melville reassured Mr Matheson that the process was looking at all private rented accommodation not just those occupied by students and also advised that any proposals to come out of the process would be subject to consultation. Mr Scott reminded the meeting that

there was also a standing group as a result of the St Andrews Town Commission on Housing and he thought that the issue could perhaps go to that group for consideration with additional involvements.

4.1.2. Traffic Restriction Orders

- 1. Lumsden Crescent this area close to Lawhead Primary has seen indiscriminate parking by parents to the inconvenience of local residents so there will be an order to reduce this problem.
- 2. North Street/South Street restrictions on certain locations identified as being problematic are also to take place Cllr Melville circulated a diagram of the changes proposed.

4.1.3. West Sands Management Issues

Cllr Melville reported that there were problems with a Council officer being able to progress some of the management issues and she wasn't certain where the Fife Countryside & Coastal Trust were with it.

4.2. Brian Thomson

4.2.1. Church Square Damaged Paving Problem

Cllr Thomson reported that there was a problem in Church Square with slabs cracking due to vehicles coming into the square and parking to offload their deliveries. Officers are to look at potentially resurfacing part of the area and progress a TRO to stop vehicles from using the area and using areas in South Street and Church Street on the road for offloading. This may require a bit of realigning of disabled parking in South Street near Trespass. He advised that businesses would have the option to object to the TRO so it could be a lengthy process before a change could be confirmed.

4.2.2. Hepburn Gardens - manhole

Cllr Thomson reported on a sunken manhole defect close to the junction with Buchanan Gardens, which he has reported

4.2.3. Bike Parking

This is to be discussed at the next Ward meeting. He had come across one of the Commonwealth Games bike parking stances on the North Haugh a picture of which he had posted on the CC Facebook page. He still thought there was scope to have one elsewhere in the town.

4.2.4. Parking along the Scores

The controversy about vehicles parking on the grassy areas along the Scores has been an issue recently. After some checking it was established that Fife Council didn't own the verge so couldn't enforce any parking restrictions. He had raised the issue with the contractors working in the area and had been assured something would happen but as there were several contractors a solution he acknowledged seemed less likely.

4.2.5. Tony Macaroni Restaurant – Bins Issue

There has been an issue with this restaurant blocking the pavement with its bins. Cllr Thomson raised the matter with Council Enforcement Officers. They discovered that the next-door restaurant wasn't storing its bins properly forcing Tony Macaroni to leave their bins out on the pavement. Council enforcement officers gave advice to the restaurants about managing their waste storage in a more appropriate and co-operative manner and now Prezzo have rearranged their bins to give Tony Macaroni their rightful area for storage. Cllr Thomson suggested that should CC members come across similar situations to flag them up to him to progress.

4.2.6. Marketgait Port Slab - Missing "T"

Cllr Thomson acknowledged CC Mr Munn for reporting that the text on the slab about the Marketgait was missing the letter "T". He reported that the missing letter was proving to be very problematic as there was difficulty in sourcing a letter in similar style. Apparently Scottish Enterprise had funded the original work but getting relevant information about the missing letter was not an easy process.

4.2.7. Kinnessburn Road Resurfacing Issue

Cllr Thomson reported on the resurfacing of the beginning of this road and how the contractors had surfaced the road around a parked car leaving an obvious area of old surface until the car was moved. Cllr Thomson reported that he was chasing up officers to determine whether they had any plans to finish the job.

4.4.8. BID St Andrews

Cllr Thomson reported on the progress in setting up the new Board of the BID organisation with 10 members out of a field of 11 candidates. There are to be two meetings before Xmas of the steering group and the new board. A post of manager will be advertised in the New Year.

4.4.9. Ladebraes Path

Mr Marks commented to Cllr Thomson about the deteriorating state of the path along the Ladebraes with area where tree roots were pushing up the pavement and making access difficult for wheelchair users. The path was also crumbling at the edges in place and a potential hazard to users. Mr Marks wondered if there were any other funding sources for repair and maintenance work? Cllr Thomson acknowledged that the path was becoming quite dangerous in places and would take up the issue with officers of Fife Council, but also acknowledged his uncertainty about how funding could be obtained. Closure of other sections might have to be considered. Mr Greenwell commented that the public would be very unhappy about any closure of sections.

4.3. Keith McCartney

4.3.1. Street Lights

Cllr McCartney reported that the following streetlights, which were not working, were reported for repair

Cairnsden Gardens – lighting column number 1, Canongate – lighting columns 32 and 33

City Road – lighting column number 10, Double Dykes Road – lighting column number 4

Langlands Road – lighting column number 8, Market Street – lighting column number 22

Nelson Street – lighting column number 1, The Shore – lighting columns 1, 2, 3 and 4

4.3.2. Illuminated Road Signs (Roundabouts)

Cllr McCartney reported that the lights above the signs for roundabouts at the locations listed below were not working and reported for repair (the road on which the sign/s are located is given in **bold**)

Bogward Road/Craigtoun Road/Melville Road – east of roundabout on south side of road.

Bogward Road/John Knox Road – east of roundabout on south side of road.

Canongate/Broomfaulds Road – east side of roundabout on south side of road.

Canongate/Drumcarrow Road – east side of road on south side of roundabout and west side of road on north side of roundabout.

Canongate/Learmonth Place – west side of roundabout on north side of road and east side of roundabout on south side of road.

City Road/Double Dykes Road/St Mary's Place – south side of roundabout on west side of road.

Craigtoun Road/Bogward Road/Melville Road – south side of roundabout on west side of road and north side of roundabout on east side of road.

Double Dykes Road /City Road/St Mary's Place – west side of roundabout on north side of road.

Drumcarrow Road/Canongate – west side of road at junction with Canongate.

John Knox Road/Largo Road/Hospital – west side of roundabout on north side of road.

John Knox Road/Morrison's Supermarket/Recycling Depot – west side of roundabout on north side of road.

Largo Road/John Knox Road – east side of road on north side of roundabout and west side of road on south side of roundabout.

St Mary's Place/City Road/Double Dykes Road – east side of roundabout on south side of road.

4.3.3. Illuminated Street Signs (Give Way)

Cllr McCartney reported that the light above the 'Give Way' sign on the west side of Greenside Place at its junction with Abbey Street was not working and reported for repair.

4.3.4. Illuminated Road Signs (Humps at 50 yards)

Cllr McCartney reported that the light above the 'Humps at 50 yards at the junction of the access road to Petheram Bridge Car Park and Double Dykes Road was reported for repair.

4.3.5. Pedestrian Crossing

Cllr McCartney reported that – the green light on the Cosmos side of the pedestrian crossing on Abbey Walk facing east was not working and reported for repair.

4.3.6. Potholes

Cllr McCartney reported that two potholes were reported on Maynard Road, one just outside the vehicular access to Canongate Primary School and the other beside the drain at the northwest end of this cul-de-sac. These were inspected on 3rd November. Two Cat. B works orders were issued and repairs actioned.

4.3.7. Bike Parking

Cllr McCartney reported that the proposed attendance of Council officers to discuss this issue at the Ward Meeting in November would now take place in December.

4.3.8. Trees

Cllr McCartney reported that the University has confirmed that it intends to replace both of the trees missing from the pavement at the east and west ends of the Students Association building. They were both affected by the recent building work being undertaken at the Students Association building but this is now coming to an end with the final landscaping works to the east courtyard due to be completed w.b 16/11/15. Once the need for the heavy machinery on site is dispensed with the University will arrange for replacement trees to be planted.

4.4. Dorothea Morrison

4.4.1. Missing Trees in South Street

Cllr Morrison reported on an issue raised the previous month about missing trees in South Street. She was alarmed by the discovery that when the trees went missing their location was just paved over. She met up with Lorraine Evans of Fife Council recently to discuss the issue

of replacing the trees. Lorraine had told her that she'd been to a conference at which a firm had described how it could move the cables for services in order to allow trees to grow after planting. She was concerned that South Street could lose its trees unless a solution was found to deal with the issues affecting trees in the current environment. Lorraine Evans said she'd check out on how the problem of replanting the trees could be done and report back to Cllr Morrison.

4.4.2. Tree Maintenance in Ladebraes

Cllr Morrison had also been working with officials including Ian Barbour of Fife Council on the issue of dangerous trees in the Ladebraes. Ian Barbour acknowledged that the council didn't have the budget to survey the condition of the trees regularly. Mr Roberts was concerned about the cutting of the tree maintenance budget and felt that it was dangerous and an accident waiting to happen. He assumed that the budget cut was affecting all of Fife not just the Ladebraes. Cllr Thomson commented that there had been some tree cutting between Newmill and Lawmill Gardens with cuttings left for public use. Cllr Morrison added that she'd walked the lower part of the path with Iain Barbour and a colleague and they'd talked about some pruning and maintenance in that area. She acknowledged that there would be a public outcry if other bits of the path were closed, as there would be no alternative route. Dr Shepherd commented that he agreed with Mr Roberts's comments about the dangers in the Ladebraes from trees not being maintained.

4.4.3. Dangerous Railings on the Scores

Cllr Morrison was still chasing up the issue of the dangerous railings on the Scores. Ian Barbour was supposed to get back to her on this matter.

4.4.4. Parking Problems on the Scores

Cllr Morrison also acknowledged that there were problems with identifying to whom the land on the Scores belonged. This made dealing with the parking more difficult. She acknowledged that solving the problem would be a difficult one to solve.

4.4.5. West Sands

Cllr Morrison briefly mentioned the ongoing issues on the West Sands, which Fife Council can't do anything about because the management is the responsibility of the Links Trust. The Fife Coastal & Countryside Trust have been involved in the discussions. She added that Fife Council was still responsible for maintenance of the public toilets and the road. Cllr Morrison had pointed out to Fife Council officers that the toilets were no longer fit for purpose. The Council she'd heard was going to hire two sets of top of the range portable public toilets in the coming year to act as a replacement for the old toilets. The Council can't afford to build a permanent replacement. An officer from Fife Council will attend the ward meeting of the local Councillors in January to give an update on Fife Council's part in the management of West Sands facilities. Dr Shepherd asked for clarification about the issues along the West Sands in relation to parking. Cllr Morrison confirmed that the main concern related to overnight parking by camper vans. She added that as Fife Council didn't manage the parking in the area there was nothing they could do about it legally. She didn't know what plans the Links Trust might have for the area in the coming year. Mrs Corbin said that a big part of the problem with overnight parking had arisen from campers reporting the area on a website as being a good location for a free overnight stay.

4.4.6. Church Square

Cllr Morrison also reported that there have been issues in Church Square because of HGVs parking on the paved area and cracking slabs. Fife Council Transportation was to be looking at what could replace the cracked slabs. There may in fact be a partnership between Fife Council and the Pilgrim Foundation. The latter had been looking at doing some work in Logie's Lane adjacent to Church Square and have since been in contact with Fife Council to discuss the partnership idea. Mr Greenwell asked if the vehicle banning on Church Square

would include hearses? Cllr Morrison replied that such vehicles as wedding and funeral ones would be allowed and it was only HGVs would be banned. She added that no sort of flagstone would take the weight of those bigger vehicles.

4.4.7. East Sands Toilets

Mr Marks asked Cllr Morrison if there was any chance that the East Sands toilets which he said were in a deplorable state for a major tourist destination could be included in fife Council's plans to bring in portable toilets if it couldn't afford to build a replacement facility? Cllr Morrison replied that unfortunately the budget being used couldn't stretch to doing the East Sands as well. She would be happy if someone else came up with the money!

5. Planning Committee

5.1. Planning Committee Report

In the absence of Miss Uprichard, Dr Goudie reported on recent Planning Committee meetings.

He reported that there had been three planning applications to which objections had been submitted. These related to 63 St Nicholas Street and to Marks & Spencer.

The committee had also discussed the Green Belt Alliance an umbrella organisation to coordinate issues around greenbelts in Scotland. The committee had written with a message of support to the organisation.

Miss Uprichard had attended the first meeting of the Fairmont Liaison Group and had found it a useful meting. She'd raised the issues of traffic through the town if the potential development went ahead.

The Scottish Government Planning Review response had been drafted and was due to be sent back soon before the deadline for submissions.

He reported that local Fife Councillors on the North East Fife Area Planning Committee had 10:5 for discontinuance, which in effect would mean removal of the pergola.

He also reported that Statutory Consultees was the subject of correspondence. The Planning Committee had been concerned about advice circulated to CCs around Fife.

He briefly commented that in relation to Fifeplan that Fife Council had been asked to supply information and there is to be a Hearing session on the 9/10th February 2016.

6. Matters Arising

6.1. Community Trust

It was agreed to go over developments in this matter in-camera at the end of the public meeting.

6.2. Proposals for a Minutes Secretary

Dr Shepherd suggested that in addition to doing the minutes for the main CC meeting he envisaged the secretary as also doing minutes for other committee meetings and undertaking other bits of work. In response Mr Greenwell expressed concern that the job was becoming an almost full time job. Dr Shepherd then proposed that the job could be a 2 hours per month taking of the CC main meeting minutes for £30. Mr Greenwell was sceptical that the minutes could be done in that timescale. Dr Shepherd replied that he'd sourced the figure from another Community Council in Stirling. Mr Marks commented that he'd be willing to give the idea a chance. He'd heard about another local group, St Andrews Sailing Club, which uses a student to, takes minutes and Mr Greenwell noted that the Preservation Trust had a similar

arrangement. Mr Marks was however uncertain given the nature of CC meetings how easy it would be to do the minutes justice. He viewed it as a challenge for anyone employed, as members didn't always use the microphones making hearing comments problematic at times.

Mr Roberts proposed that the job be tried for a six-month period. Mrs Corbin defended the secretary's work in relation to the minutes. Dr Goudie was concerned that for £30 it would be possible to find someone up to the task. He acknowledged that he'd originally had some sympathy for Dr Shepherd's idea and to have a briefer version of the minutes, but he felt that it wouldn't be possible to complete the minutes in the timescale suggested and minutes could be longer as well if the minutes secretary did a transcription. Mr McLeod reminded the meeting that Dr Shepherd had been aware of the difficulties for Mr Marks in producing the minutes more speedily due to his full time work commitments and that a minutes secretary could produce the minutes more speedily. Mr Greenwell asked Dr Shepherd if he had a formal proposal. Dr Shepherd proposed that the CC employ a minutes secretary for an initial 6 month period as suggested by Mr Roberts. Mr Roberts seconded the proposal. Mrs Corbin put forward an alternative proposal to keep the status quo as she had serious concerns about the cost and also felt that the secretary had done a sterling job over many years. Dr Goudie seconded Mrs Corbin's proposal. 5 CC members voted for Mrs Corbin's motion but 6 voted against the motion. 6 members voted for Dr Shepherd's motion and 5 voted against. Mr Greenwell confirmed the decision. Mr Mathewson agreed to alert students to the position to see if there is interest. The salary would be £30 per meeting with the minutes to be put together within one week. Mr Greenwell agreed to put together a job description. Dr Goudie expressed his reservations suggesting that the job description would have to be put together carefully and should emphasise a need for any applicant to have good knowledge of local issues.

6.3. Reports from Representatives

6.3.1. St Andrews Partnership

Mr Roberts reported on the AGM of the St Andrews Partnership at which the existing directors had been re-elected. He added that it would be challenging times for the Partnership with Scottish Enterprise who fund the body changing the way they distribute their funds. The new method of funding would be more project and tourism based.

7. Committee Reports

7.1 Recreation Committee

Dr Shepherd reported that he thought that the Beating of the Retreat and the Civic Reception went off very well. He then reminded members of the forthcoming Senior Citizens Treat and asked Mr Paul to report on the event organisation. Mr Paul reported that everything was in place for the event. He asked for an indication from members if they might be able to attend and assist on the day. He needed people in the morning to help set up tables etc and also help at the end of the day to clear up. He had 12 Madras pupils lined up to assist at the event as well. Mr Greenwell confirmed his availability and that of his wife and a friend. Further discussion about the event took place on issues such as entertainment. Mrs Harding reminded the meeting about the need to acknowledge the local businesses, which had contributed prizes in the raffle draw for the event. Mr Greenwell confirmed he'd mention these on the day of the event. He thanked Mrs Harding and Mrs Ashworth for their work in getting the prizes.

Dr Goudie later suggested that a way to assist the proposed Minutes Secretary would be to take a more rigorous approach over committee reports. He felt that if committees could be more timely with their reports it might mean less need to detail reports in the main minutes if members received reports before the main meeting.

Dr Goudie also suggested that if Fife Councillors could submit reports before the meeting that might shorten the amount of work for a minutes secretary. He also suggested that Fife

Councillors could perhaps be given a page on the CC website into which they could replace reports of activity. Cllr Morrison indicated that she didn't feel able to send in written reports due to pressure of work as a Councillor. Cllr Thomson agreed with Cllr Morrison and added that much of what he reported was updates on items previously discussed, so he didn't feel he could do a written report.

7.2. GP Meeting

No meeting.

7.3. 200 Club

1st Mr C Saunderson 2nd Mr Methven 3rd Dr Mills

7.4. Health, Education and Welfare Committee

Mrs Corbin reported she'd attended a presentation on Health & Social Care integration on 15th November. She said she'd try to feed back the main points at a later date.

7.5. Rail Sub Committee

Dr Goudie reminded members that he'd circulated reports of a quite positive meeting with Transport Scotland and said that there was to be a further meeting with Scotrail in January.

8. New Business

None

9. Reports from Office Bearers

9.1. Chair

Mr Greenwell reported he'd attended a Community Trust meeting mid November and had helped Planning Committee with projector issues.

9.2. Treasurer

Mr Munn reported that all bills had been paid up to date. He had spoken to Dr Goudie about getting a website folder in which to put financial statements for members access.

9.3 Secretary

9.3.1. Correspondence

See emails and items listed in appendix. Mr Marks also reported that he'd scanned letters received about licensing matters so that members could read these and comment via Mrs Corbin as appropriate.

10. Any Other Competent Business

No other public AOCB.