

Royal Burgh of St Andrews Community Council Inaugural Meeting - Draft Minutes - December 2007

For approval

(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/>)

Chair: Cllr Frances Melville

1. Appointment of Chair

1.1. Proposal to split role of Chair

Dr Ian Goudie proposed a split of the role of Chair. He suggested that there should be a Convenor whose role would be more ceremonial. This would include attending official functions on behalf of the Community Council. The Chair would primarily chair the Community Council monthly meetings and other meetings of outside bodies as required. Dr Ian Goudie made a formal proposal, which was seconded. Mr Robert Fett proposed that the Chair be elected, but that the Convenor's post be discussed later when members had more of an idea about what they might be prepared to take on as roles. Mr Ken Crichton felt that this was not the correct way to deal with this issue, questioning whether by the end of the meeting members would be any more certain. Dr Ian Goudie supported Mr Crichton's concerns and explained how he viewed the benefit in electing the Convenor, followed by the Chair. Mr Malcolm Mitchell seconded Mr Rob Fett's proposal. Dr Ian Goudie's idea to split the role was accepted by 11:4 votes.

Convenor's Role created

1.2. Appointment of Convenor

Dr Goudie nominated Mr Ken Crichton. Ms Zoe Smith seconded him. There was no other candidate. Mr Crichton accepted the role.

Ken Crichton

1.3. Appointment of Chair

1. Mr Malcolm Mitchell was proposed by Mr Dave Finlay and seconded by Mr Patrick Marks.
2. Ms Zoe Smith was proposed by Mrs Marysia Denyer and seconded by Ms Karen Hutchench
3. Mr Rob Fett was proposed by Mrs Judith Harding and seconded by Mr Shaun Atkinson
4. Mr Dave Finlay was proposed by Dr Ian Goudie and seconded by Mr Lawrence Reed.

Mr Finlay decided to withdraw his candidature before the appointment was voted upon.

The three candidates gave a brief resume of why they would like to be Chair and some background relevant to the post

Result: Mr Mitchell 5, Mr Atkinson 5, and Ms Smith 8.

Ms Smith was duly elected as Chair of the Royal Burgh of St Andrews Community Council

Zoe Smith

2. Appointment of Vice-Chairs

2.1. Number of Vice-Chairs

The number of Vice-Chairs to be elected was discussed. Cllr Melville noted the suggestions that there had been 3 in the past, but 2 in the last Community Council. She sought the meeting's thoughts on the possible number. Mr Finlay suggested that we should just have the four candidates as Vice-Chairs. Mr Crichton objected to that idea and felt that 2 would be sufficient. There was general agreement that 2 might be sufficient.

2 Vice Chairs

2.2. Appointment of Vice-Chairs

1. Mr Ken Fraser was proposed by Mr Crichton and seconded by Dr Goudie
2. Dr Ian Goudie was proposed by Mrs Denyer and seconded by Mr Finlay.
3. Mr Malcolm Mitchell was proposed by Ms Harding and seconded by Mr Bain.
4. Mr Shaun Atkinson was proposed by Ms Dyer and seconded by Ms Harding.

The candidates gave brief resumes of their qualifications and experience for the posts before voting took place.

The result of the voting was as follows: Dr Ian Goudie 18, Mr Ken Fraser 8, Mr Shaun Atkinson 8 and Mr Malcolm Mitchell 3.

It was agreed to elect 3 Vice Chairs due to the tie for 2nd place.

**Mr K Fraser
Dr I Goudie
Mr S Atkinson**

3. Appointment of Secretary

Mr Patrick Marks was proposed as Secretary and was accepted unanimously by the meeting. He accepted the post.

Patrick Marks

4. Appointment of Treasurer

Mr Shaun Atkinson, seconded by Ms Coral Dyer, proposed Mr Rob Fett. He gave a summary of his qualifications. He was accepted unanimously.

Rob Fett

Mr Crichton asked Mr Fett about his availability throughout the year. Mr Fett acknowledged that he will probably miss two meetings in the summer, but could be contactable if urgently required to make a financial decision.

Ms Harding asked for more information about the funding of the Community Council. Mr Marks explained about the Annual Grant received from Fife Council, which was based on local population and was just over £3000 per annum. This could be spent on relevant Community Council expenses such as printing minutes, purchasing paper, ink and other material required in the running of the Community Council.

Ms Harding also asked about the Common Good Fund. Cllr Melville outlined the purpose of this fund, run by Fife Council from which payments may be made to local projects and organisations deemed to be eligible, a recent example being the Sea Cadets. Income she added came from a variety of sources, but mostly from the Lammas Market rents. Other bequests exist which give money regularly to the Byre Theatre but also other local organisations as requested. Mr Marks quoted from Community Council Procedures the necessary qualifications of the treasurer, and what was involved with the post.

Ms Zoe Smith took over the Chair

5. Any Other Competent Business

5.1. Co-options

5.1.1. Vacancies

It was noted that 3 vacancies still remained on the Community Council. Before the meeting the secretary had received two enquires. Mr Henry Paul (see last agenda) and Mr James Potton who had previously been co-opted on to the Community Council, but whose application had apparently arrived too late to be considered. There was some discussion about how best to proceed. Mr D'Ardenne asked that the fact that some had actively demonstrated their interest by attending the meeting should be noted. It was agreed that while the above was recognised, the vacancies would still have to be advertised, and any applicants considered at the January Meeting of the Community Council.

Chair to write to the St Andrews Citizen on this matter.

5.1.2. Other Co-options

Merchants Association - Ms Jude Innes is the current representative and it was accepted that she remain as representative.

Madras School - 2 students from Madras College are eligible to attend as co-opted members. Mr Paul undertook to appropriate the Rector of Madras College to look at this matter and find out if any students would like to attend.

Rector of Madras to be approached by Mr Paul on behalf of Community Council

5.2. Committees

Lists were passed round the meeting to allow members to say if they might be interested in becoming involved in joining committees. Some newer members requested information on the function of the committees before committing themselves to joining. Dr Goudie gave a brief explanation, and also advised that the Community Council web site gave details of the remit of the committees.

5.2.1. Health, Education and Welfare Committee

It was agreed to re-establish this committee.

5.3. Delegated Powers

See agenda - A further explanation was given of the idea of delegation as it affected the role and responsibilities of the committees.

It was agreed to continue with established practice in relation to active committees.

5.4. Representatives

A number of representatives to external bodies are appointed to speak on behalf of, and report back when necessary, to community council. These do not have to be considered tonight, but anyone interested should approach the secretary personally or in writing to indicate his or her desire to represent the Community Council. As this record may not be up to date, could members please contact the secretary, to say if they have made approaches to any of the listed organizations to become Community Council Representatives?

Representatives listed below can be changed:

- 200 Club Convenor - vacant
- Arms Convenor - vacant
- Common Good Fund -Ken Crichton, Patrick Marks
- Community Safety Panel - Ken Crichton, Mrs. Catherine Rowe
- Cosmos Management Committee - vacant
- East Sands Leisure Centre Advisory Group -
- Fairtrade Town Campaign - Patrick Marks

- Golfing Liaison -vacant
- Greenbelt Forum - Dr Ian Goudie, Dave Finlay, Patrick Marks
- Harbour Trust - Chair (ex Officio)
- htawara Trust - vacant
- RAF Leuchars Liaison group -vacant
- St Andrews in Bloom committee - vacant
- St Andrews Week committee - Ken Crichton
- St Andrews World Class (observer) - vacant

Royal Burgh of St Andrews Community Council - DRAFT Minutes – December 2007

For approval

1. Attendance

Community Councillors

Shaun Atkinson, Alex Bain, Ken Crichton, David Finlay, Ian Goudie, Fiona Harden, Zoe Smith, Laurence Reed, Patrick Marks, Judith Harding, Marysia Denyer, Robert Fett, Coral Dyer, Karen Hutchence, Malcolm Mitchell, Catherine Rowe

Students' Association Representatives

Tom D'Ardenne, Sarah McCusker, Matthew Guest

Nominated

Jude Innes

Fife Councillors

Robin Waterston, Dorothea Morrison, Frances Melville

Apologies

Bill Sangster, Ken Fraser

2. Minutes of November 2007 Meeting

Apart from two small factual errors relating to attendance, the minutes were accepted as correct.

3. Presentation

3.1. Presentation by Mr and Mrs Riddell and Mr Syme

The presentation by Mrs Riddell and Mr Syme related to problems in getting a rapid response from Fife Council about a problem of traffic management close to the Balnacarron Avenue exit on to Hepburn Gardens. The issue relates to the refurbishment work being done at Balnacarron Residential Home and the knock on effect of parking disruption. This has resulted in cars etc parked up to the road exit from Balnacarron Avenue creating a dangerous obstacle to cars exiting that road. Mr and Mrs Riddell and Mr Syme just wanted to draw the problem to be resolved quickly after trying for several weeks in getting a response from Fife Council. Cllr Morrison informed the meeting that she was aware of this problem and had been working to get it resolved. Cllr Melville expressed her surprise about the difficulty in getting a response. She quoted from an email from Gordon Hughes from Traffic Management, who had visited earlier in the day on Cllr Morrison's request. He appeared to believe that the police had received no complaints from local residents, and that traffic cones hadn't been viewed as appropriate. Dr Goudie wondered why cones hadn't been considered appropriate before a traffic management order was put into place. Cllr Melville agreed with Dr Goudie and cited a development in her area where cones had been put down near a building development. Cllr Morrison would continue to follow up on this matter with her fellow Councillors. Mr Syme and Mrs Riddell expressed their thanks at the progress already taking place and agreed to liaise with Cllr Morrison on the subject.

3.2. Sergeant Graham Kinmond

3.2.1. Balnacarron Home Parking Issue

Sgt Kinmond noted this problem and would liaise with Gordon Hughes to try to resolve it.

3.2.2. Raisin Weekend

Sgt Kinmond was about this event. He replied that it had gone relatively peacefully. There had been good co-ordination between police, university, student association and other relevant bodies to ensure that events didn't get out of hand. Police can hand out various penalties or warnings such as ASBO tickets and letters if necessary. Community Councillors complimented the police on their measures in parts of the town to manage anti social behaviour, such as alcohol free zones.

3.3. Points raised by Dr Ian Goudie outwith agenda

3.3.1. Thank you to Mr Ken Fraser, Retiring Chairman

Dr Goudie thought that the meeting should note its appreciation of Mr Ken Fraser, retiring Chairman. Mr Fraser had stepped into the role of Chairman when Mr Donald Macgregor had been elected to Fife Council. Dr Goudie thought that Mr Fraser had done a splendid job and this should be noted for the record.

3.3.2. Community Council Election Publicity

Dr Goudie was critical of the poor publicity with respect to the Community Council election. He wasn't certain where the division of the blame should lie, but felt that the lack of press publicity from Fife Council after the election, about who had been elected, would not help to increase public interest in the Community Council. Mrs Denyer commented on the need for the Community Council to become better known to St Andreans, partly so that local people would be aware of who to approach on issues. She cited the example of a local person who had approached her, but who would not have been willing to make a public presentation on the issue of concern. Ms Smith agreed that the Community Council did need to raise its profile. Mr Crichton mentioned that he'd asked Fife Council to send the secretary the information about candidates. Mr Marks added that he'd also asked Law and Admin for information, but so far hadn't received any of the candidate's statements. Mr Marks also added that he had written articles and given information to the local press prior to the closing date for nominations and these had been published as well as adverts from Fife Council. Ms Smith finally commented that in the end public perception might be eventually more about what we do than how we got elected.

4. Fife Councillors

4.1. Frances Melville

4.1.1. New Park Housing Application

Fife Council has turned down this application at the Area Planning Committee on a number of grounds, including no affordable housing, density, and design.

4.1.2. Recycling Points

There are to be additional recycling points in St Andrews. Apparently there is meant to be 1 recycling point for every 500 households according to the Fife Area Waste Plan. Various sites had been checked out for suitability. Possible sites showing positive interest include Lawhead and Canongate Primary Schools and East Sands Leisure Centre car park. Cllr Melville welcomed ideas for any other locations. Mr Mitchell commented on the quality of the service at the recycling centre beside Morrisons. On a related point Mr Finlay commented on the location of recycling containers below the bus station, which could cause some problems for traffic. He felt that one was sticking out into the road too far, and should be relocated closer to the pavement.

4.1.3. Market Street Future Plans Consultation

Mr Finlay asked about this matter, which had been mentioned by Cllr Waterston at the previous meeting with timescales for consultation mentioned, starting before the end of this year. Cllr Melville acknowledged that the timescale for consultation had fallen behind the schedule stated by Cllr Waterston and that the Community Council would still be a major consultee on possible plans.

4.2. Cllr Sangster

On holiday

4.3. Robin Waterston

Had to leave the meeting early.

4.4 Dorothea Morrison

4.4.1. Drainage Problems on Coastal Path

Cllr Morrison had followed up on Ms Smith's query about the drainage problem. Cllr Morrison had spoken to Gordon Moir about the drainage pipe, and he felt it had nothing to do with the Castle Course. Cllr Morrison has also had contact with the Ranger Service who will be checking the area as part of a broader look at coastal path management needs.

4.4.2. Taxis on Learmonth Place

Remains an ongoing problem, which she is dealing with, but was unable to give any more details.

4.4.3. Lighting in Viaduct Walk and Ladebraes and other areas.

Cllr Morrison had pushed for lighting problems in this area to be fixed. Ms Harding who had reported the problem added that the problems were still occurring with lights recently staying lit all day and not on at night. Mrs Denyer mentioned lack of lighting near her house in an access path beside the ambulance station, which could be off putting for any elderly person using it. She related an incident when she'd encountered two local youths hanging around the area. Ms Smith asked Cllr Morrison whether this was a matter better brought up at the local office. Cllr Morrison agreed that it could either be mentioned to the local office or brought up with the Councillors. Ms Hutchence asked about lighting in the area near the local office, which she felt wasn't very good.

4.4.4. Parking on Public Holidays

This has recently been discussed in Fife Council. Cllr Morrison and her colleagues had been trying to argue, that during national public holidays there should be free parking in St. Andrews. She felt that this could boost trade for local businesses, which have been suffering as a result of the disruption with the work in South Street.

4.4.5. Parking Charges

Ms Hutchence asked the Councillors views about parking charges. The recent history of the parking charges increases was explained by Ms Smith and Cllr Morrison. The local Councillors have been trying to get the charges reviewed, but explained that it is difficult to get support from other local Councillors.

There's appears to be difficulty in getting support, when the income derived from the charges is seen as benefiting other parts of North East Fife.

Ms Harding mentioned an anomaly in the assessment of residents like herself for parking permits. The eligibility for permits for residents who do not have private parking depends upon their address and Ms Harding while living close to the Ladebraes and on the edge of the town centre does not qualify, while nearby neighbours with a Ladebraes address were eligible. Cllr Morrison acknowledged this anomaly and it's unfairness and is taking up the issue with Fife Council. Cllr Morrison also touched upon the view that Fife Council sees parking charges as a revenue stream more than as a traffic management issue.

5. Planning Committee

5.1. Minutes of Planning Meetings - circulated in the meeting

Mr Finlay reported that 20 applications had been discussed, with most not requiring further comment. Some had not been discussed because of lack of information and at least two others are to be brought to the next planning meeting. The latter two are the C & L planning proposal for housing close to Morrisons and the 80-bed hotel proposal on the Kinkell Braes. The next planning meeting is on the 10th December at the local office in St Mary's Place.

6. Matters Arising From Previous Meetings

6.1. Old Tom Morris Centenary Celebrations - Appendix E

Mr Marks gave an update on this matter. Mr Morrow has indicated a desire for support to press relevant organisations to back his idea of a statue. Mr Marks asked if the Community Council would be prepared to consider a letter to other local organisations more able to support this idea with funds etc. Mr Finlay commented that there was currently a plaque on the R & A building. Mr Marks explained that the idea was more for a statue, a more visible commemoration. Cllr Melville commented on the existence of a plinth completed at the time of the improvements on the Bruce Embankment awaiting something, but she wasn't certain exactly what.

6.2. Bobby Jones 50th Anniversary of Freedom of Burgh - Appendix F

Mr Marks reported again on this request, and asked the Community Council for ideas on this request for support. Mr Finlay commented on the large amount of commercial involvement in the name of Bobby Jones, and cautioned the Council on any involvement until it was clearer on what was involved.

6.3. Reports from Representatives

No reports this month

7. From Committees

7.1. Recreation

7.1.1. New Membership of Recreation Committee

Mr Crichton asked how many Community Councillors had expressed an interest in the committee. Mr Marks reported that 5 names were on the list circulated. Mr Crichton reminded the meeting about the amount of work

7.1.2. Art & Photographic Exhibition & Competition

There was a brief report from Ms Smith who had attended the Exhibition & Competition. She had been impressed by the standards of the work on show.

7.2. General Purposes - see Appendix B

No comments

7.3. 200 Club

No draw. Mr Crichton explained the role of the administrator of the 200 Club and how the money was disbursed. Ms Smith asked that anyone interested should contact the secretary to discuss taking on the post.

7.4. Discussion about Remit of Committees

There was discussion about the remit of the various Community Council committees, and the external committees and organisations on which the Community Council has representation. New members expressed some concern about putting their names forward, until they knew what joining a committee or representing the Community Council on another organisation entailed in terms of commitment and how it might eat into personal and family time. Dr Goudie gave some brief explanations of the work of the Planning Committee. There was a suggestion from Mr D'Ardenne about a "Welcome Pack" to assist new members and a suggestion about a sheet to be distributed giving some more details about the remit of committees. Mr Marks agreed to look at what could be put together, but with the festive season and holidays approaching couldn't guarantee what he could produce by the next meeting.

8. New Business

8.1. Seminars on Planning Modernisation - Appendix D

For information - members were encouraged to apply personally if interested as the Scottish Government contact had indicated some flexibility in the final date for applications

8.2. Is Scotland a Developing Country? - Building a Culture of Sustainable Development -

see Appendix C

For information as 8.1.

8.3. Community Council Printer

For information. Mr Marks explained that the main problem is in relation to the size and how he'd fit it into his house. Mr Finlay asked if the printer would continue to be useful if there was a place to house it. He felt that the Community Council should have an office where there would be a printer and other facilities. Ms Smith suggested that it might not be the time to have any lengthy discussion about the printer, given the length of the meeting. Mr Marks agreed that it could possibly be discussed at a General Purposes Meeting.

9. Reports from Office Bearers

9.1. Chair

9.1.1. Retiring Chairman's Report

See Appendix G

9.1.2. Chair's Comment

Ms Smith had no formal report to give, but asked Community Councillors to remember that in joining the Community Council they were giving a commitment to working to better the Community. This would impinge upon everyone's time and if anyone was doubtful about being able to give enough time, they should seriously think about why they'd joined the Community Council. Mr D'Ardenne expressed his agreement with the remarks and reminded the meeting of the importance of their role as representatives of the community. He felt that important issue should be discussed. Mr Marks finally added that the room was booked from 18.30 - 22.00.

9.2. Treasurer

No report

9.3. Secretary

9.3.1. Timing of Agenda and issuing of agenda

Ms Rowe asked about the timing of the issuing of the agenda. She wondered if it would be possible to see it produced earlier. Mr Marks explained that in principle this was a good idea, but there were certain constraints, one of these being the need to include some meeting reports in the minutes, and the timing of these committee meetings could delay issuing the agenda/minutes. Mr Marks also mentioned the possibility of issuing the minutes and agenda electronically and passed round a sheet on which Community Councillors could put details of email contact addresses.

9.3.2. Date of Next Meeting

The secretary announced that he would not be able to attend the January meeting if it was on the 7th January, as he would just be returning from holiday. Minutes and agenda would have to be produced before 14th December and the agenda would be very basic in content. If anyone wanted to produce take the minutes in his absence he'd be happy to lend him or her the Community Council laptop. There was a suggestion that the meeting date could be changed if the Community Council wanted this to happen. A proposal was made to try to put the meeting to the Monday 14th January.

(The date will actually now be Tuesday 8th January as the room is not available on the 14th January.)

9.3.3. Correspondence

See Appendix A.

10. Any Other Competent Business

10.1. Name Badges

Mrs Denyer suggested that Community Councillors should have name badges.

To be checked out and reported at a later meeting by the secretary.
