

Monthly Agenda – July 2008

There will be a meeting of the community council at 7pm Monday 7th July 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. The meeting is audio-recorded to assist the secretary in producing 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/>)

0. St Andrews Pilgrim Badge Presentation to Lori Grimshaw @ 18.30

1. Apologies

2. Minutes of June 2008

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

3. Presentations

3.1. Madras Archive Project 2008 - update

4. Fife Councillors

4.1. Frances Melville

4.2. Bill Sangster

4.3. Robin Waterston

4.4. Dorothea Morrison

5. Planning Committee

5.1. Planning Committee Reports –see Appendices B, C & E

6. Matters Arising from Previous Meetings

6.1. St Andrews Community Hospital Travel Plan

6.2. Beach Clean – Report

6.3. Involvement in Xmas Celebrations – update?

6.4. Data Protection Act – Compliance – Update

6.5. MUSA Funding

6.6. Reports from Representatives

6.7. Any Other Matters Arising.

7. From Committees

7.1. Recreation

7.2. General Purposes

7.3. 200 Club

7.4. Health, Education & Welfare Committee

8. New Business

8.1. Review of Common Good Grant Procedures – Appendix D

8.2. Fife Children's Panel Advisory Committee - Vacancies

8.3. St Andrews West Sands - Green Exercise Programme – see Appendix F.

8.4. Request for Use of Coat of Arms

8.5. Community Councillor Training

9. Reports from Office Bearers

9.1. Chair

9.2. Treasurer

9.3. Secretary

9.3.1. Correspondence – Appendix A.

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 Correspondence

20/06/08	Tyco Electronics	Letter about Proposed installation of Telecommunications Base Station at Langlands Road
June 2008	Fife Council	Departure from Development Plan Meeting Agenda – 26 th July 2008 – 18.30 @ Madras College re Hotel proposal at Kinkell Braes.
19/06/08	Fife Children's Panel Advisory Committee	Letter about vacancies for 2 sub-committee members
June 2008	Fife Council	Monitoring Form Community Grants Scheme
09/06/08	Fife Council – Performance and Organisational Support	Review of Common Good Grant Application Procedures
16/06/08	Fair Trade Vending Scotland	Email promoting the availability of these Fairtrade Products : www.fairtradevending.co.uk > www.fairtradevending.co.uk
18/06/08	william.dove@nhs.net	Minutes of Travel Planning Group 6 th June – St Andrews Community Hospital
23/06/08	Margot.Bowman@fife.gov.uk	NOTICE BOARD at Tom Morris Drive St Andrews – email enquiring about what happened to the notice board
June 2008	Fife Council Development Services	Who Does What: A Guide to Development Services – poster with names and roles of staff.

Appendix B. Planning Committee Report – 26/05/08

Planning Notes from Meeting 26th May 2008

08/01455/EFULL Thresher Group

Repainting of shop front at 144 Market Street, St Andrew - Alison Waite DELEGATED
Paintwork already completed prior to planning permission

08/01038/EADV Post Office Ltd

Display of one non-illuminated projecting sign at 92 South Street St Andrews - Alison Waite DELEGATED
Comment – Sign already erected prior to planning permission

08/01410/EADV Pizza Express Restaurants

Advertisement consent for display of one non-illuminated projecting sign at 3 Logies Lane St Andrews
Alison Waite DELEGATED
No Comment

08/01290/EADV University Of St Andrews

Advertisement consent for the erection of non-illuminated free-standing signage at The Coach House 9 The Scores St Andrews- Julie Robertson DELEGATED
Objection – No plans provided, and the sign is non-traditional and is also seems to be fixed to the gate

08/01411/ELBC Pizza Express Restaurants

Listed building consent for display of advertisement at 3 Logies Lane St Andrews - Alison Waite DELEGATED

No Comment

08/01101/EFULL Mr And Mrs A Curwen
Installation of replacement windows at 4 Johnston Court St Andrews - Sharon Dorward DELEGATED

Objection: Non-traditional materials used within a conservation area

08/01325/ECLE Hamish Lahoar
Certificate of lawfulness (existing) for HMO at 43C South Street St Andrews - Alison Waite DELEGATED
No Comment

08/01375/EFULL Mr And Mrs Watson
Erection of Conservatory to side elevation of dwellinghouse at 1 Kyle Gardens St Andrews - Sharon Dorward
DELEGATED No Comment

08/01181/EFULL Mr And Mrs Johnston
Installation of 12 replacement windows at 36 Argyle Street St Andrews - Sharon Dorward DELEGATED

Objection: Non-traditional materials used within a conservation area

08/01290/EADV – Coach House, Scores
Objection to the size - non traditional material used for the sign fixed prominently on the gates facing onto the scores Scores

APPENDIX C Planning Minutes – 09. 06. 08

Planning Notes from Meeting 9th June 2008

[08/01464/EFULL](#) Mr And Mrs N Mair
Replace existing doors and windows, construct access ramp and timber decking at Lawhead School House
Lawhead School Wynd, St Andrews - Julie Robertson DELEGATED
Objection – No Plans provided

[08/01541/EFULL](#) Andrew Lumsden (Vice President)
Madras Rugby Club, Station Road, St Andrews - Erection of extension to clubhouse at Madras Rugby
Clubhouse, Old Station Road, St Andrews - Alison Waite DELEGATED
Objection – No Plans provided

[08/01471/EFULL](#) Mr And Mrs Blackburn

External alterations to building including replacement windows and door, formation of roof terrace and glass
ballustrade and design amendment to 06/03314/EFULL at 47 North Castle Street St Andrews
Julie Robertson – DEL No Comment

[08/01215/EFULL](#) Mr Laurie Crane
Partial demolition and replacement of outhouse (including re-roofing and replacement window) and erection
of glazed canopy to rear of dwelling at 138 North Street St Andrews - Julie Robertson DELEGATED
No Comment

[08/01455/EFULL](#) Thresher Group
Repainting of shop front at 144 Market Street St Andrews - Alison Waite DELEGATED
No Comment

[08/01589/EFULL](#) Louise Cooper
Installation of window grilles (retrospective) refer 08/01309/ELBC at 1 Southgait Hall 118 South Street
St Andrews - Alison Waite DELEGATED
No Comment

[08/01585/EFULL](#) Mr And Mrs J Wilkie
Replacement of front door on 40B and 40E at 40B South Street St Andrews - Sharon Dorward DELEGATED
No Comment

[08/01309/ELBC](#) Louise Cooper
Listed building consent to install window grilles (retrospective) at 1 Southgait Hall 118 South Street St Andrews
28/05/2008 - Alison Waite
No Comment

[08/01106/EFULL](#) St Andrews Tennis Club

Alterations to tennis club pavilion including new window and patio door and erection of timber deck at Lawn Tennis Club, Doubledykes Road , St Andrews - Julie Robertson DELEGATED
No Comment completed prior to receiving application

[08/01418/EFULL](#) G1 Property Group

External alterations including renew main entrance, plant boxes, lighting and installation of projecting and non projecting signage at The Victoria 1A St Marys Place St Andrews - Alison Waite DELEGATED
No Comment

[08/01437/EFULL](#) Mr And Mrs Orr

Installation of replacement window at 9 Middleshade Road St Andrews - Sharon Dorward DELEGATED
No Comment

[08/01610/EFULL](#) Margaret Cocozza

Extension to rear of dwellinghouse, formation of rooflights and erection of double garage at Ledaig Kennedy Gardens St Andrews - Sharon Dorward DELEGATED

St Andrews Community Council Object to the planning application 08/01610/EFULL on the grounds that the property is within St Andrews conservation area and therefore the windows should be replaced with traditional materials. The address is in Kennedy Gardens therefore the access to the property should stay in Kennedy Gardens rather than moving it to Donaldson Gardens, which will confuse future generations. All the mature trees have already been lumbered without seeking planning permission.

[08/01600/EFULL](#) Mr Clark

Erection of single storey rear extension at 67 Boase Avenue St Andrews - Sharon Dorward DELEGATED
No Comment

Appendix D – Review of Common Good Grant Procedures

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REVIEW OF COMMON GOOD GRANTS PROCEDURES

1.0 Background

- 1.1 As part of a re-assessment of arrangements -in the Council's new decision making structure, and at the request of the West Fife Area Common Good Sub-Committee, the Common Good and Trust Funds Officers Working Group has undertaken a review of the procedures in relation to the administration of Common Good grants across Fife, including giving consideration to the use of delegated powers to deal with grant applications. The Working Group comprises officers from Performance & Organization Support, Finance & Resources and Asset: & Facilities Management Services.
- 1.2 A review of procedures was previously undertaken in 2003/04. This resulted in standardized application forms and consultation arrangements being implemented throughout Fife, and guidance notes for applicants being produced. Arrangements for the monitoring and evaluation of grants in excess of £1000, in accordance with the Council's Monitoring and Evaluation Framework, were also included in the revised procedures, bringing these grants in Line with other grants from the Council to voluntary organisations.

2.0 Discussion

- 2.1 Common Good Funds can be made up of a number of assets with the income being derived from property rentals, investment income and interest on the revenue balance. The funds held in each Common Good account vary with income ranging from around £100 to £110,000. In addition to providing grants for the benefit of the community, income is also used to maintain Common Good properties.
- 2.2 Decisions on applications for grants from Common Good Funds are currently taken by the appropriate Area Committee, or Sub-Committee (in West Fife), following consultation with Finance & Asset Management, to determine that funds are available; and Local Members and the Community Council (where established) on the merits of the application. The Council's Scheme of Delegation provides that "A Head of Service may determine applications for grant which are received from individuals, voluntary bodies, agencies or businesses in those cases where the sum applied for is less than £5,000 and the Council already has in place agreed criteria and assessment systems relating to the type of grant applied for. An annual report detailing such expenditure must be submitted to the relevant Committee".
- 2.3 The Council has in place an approved set of criteria against which applications are assessed. These are:
 1. the capital base of a Common Good Fund in real terms should be maintained.
 2. no applications for running costs on a recurring basis should be approved.
 3. no grants for individuals for personal benefit should be approved.
 4. Common Good Fund grants should normally meet a maximum of 50% of the costs of any project.

There is, however, provision for Committee to award a grant contrary to the above principles in exceptional circumstances.

- 2.4. It is considered that the current consultation arrangements with Local Elected Members and the Community Council work well and should continue. This consultation process could form the basis for determining the use of delegated powers, which would only be exercised in circumstances where the Local Members and Community Council (where established) are in agreement on whether an award of grant should be made and on the level of such a grant. In circumstances where agreement is not reached, the appropriate Area Committee, or Sub-Committee in the case of West Fife, would be requested to consider and determine the application.

3.0. **Monitoring and Evaluation**

- 3.1. Applications require to be submitted on the appropriate form and external organisations require to submit appropriate accounts and a copy of their constitution.
- 3.2. Grants will be administered in accordance with the Council's Standard Monitoring Framework. This involves recipients of grants from £1,000 to £10,000 completing a monitoring form, and a link officer being appointed to recipients of grants in excess of £10,000
- 3.3. Any grants awarded under delegated powers will be recorded and reported back to Committee in accordance with the Scheme of Delegation.

4.0 **Resource and Policy Implications**

- 4.1 There are no identified resource or policy implications.

5.0 **Consultation**

- 5.1 Community Councils with an interest in Common Good Funds have been consulted on the proposals. Comments are included in the appendix to this report.
- 5.2 Area Committee Chairs have been consulted on the proposals and their comments are also included in the appendix.

6.0 **Recommendations**

6.1 It is recommended that –

- (a) it be delegated to the Head of Performance & Organisational Support to determine applications for Common Good Grants up to a maximum of £5,000 where the Local Members and Community Council agree to an award and amount of a grant in accordance with the criteria set out in paragraph 2.3 above.
- (b) Application forms and guidance notes be updated to reflect the new decision making structures.

Appendix E: Planning Committee Minutes – 23rd June 2008

Planning Notes from Meeting 23th June 2008

[08/01477/EFULL](#) Criagtoun Meadows Holiday Park
Form 17 static holiday stances at Craigtoun Meadows Holiday Park, West Of St Andrews
Julie Robertson DELEGATED No Comment

[08/01505/EFULL](#) University Of St Andrews
Demolition of existing greenhouses and erection of storage building at Fuel Store, North Haugh
St Andrews
Alison Waite DELEGATED
Objection – St Andrews Community Council have concerns that there is no risk assessment included in the planning applications and therefore have concerns over the safety aspects of a fuel storage building being located within the proximity of several halls of residences and a major Chemistry building.

[08/01736/EFULL](#) Mr And Mrs Driver
Attic Conversion and Dormer
Extension at 12 Claybraes, St Andrews
Sharon Dorward DELEGATED No Comment

[08/01741/EFULL](#) Graeme Douglas Lowrie
Single storey extension to dwellinghouse at 18 Brewster Place St Andrews
Sharon Dorward DELEGATED No Comment

[08/01742/EFULL](#) Mrs J McCormack

Replacement window to first floor rear elevation. Paint exterior walls at 21 South Castle Street St Andrews

Sharon Dorward DELEGATED No Comment

[08/01745/EFULL](#) Mr And Mrs Whyte

Erection of Conservatory to side elevation of dwellinghouse at Braeriach East Grange Grange Road St Andrews

Sharon Dorward DELEGATED No comment

[08/01494/EFULL](#) Scottish Enterprise Fife

Alter car park/coach park, realign access road, improve footpaths, upgrade and form beach boardwalks and form dunes and grassland at West Sands West Sands Road St Andrews

Chris Smith DELEGATED No Comment

[08/01698/EFULL](#) Mr Atkinson

Extensions to dwellinghouse and erection of domestic garage at 9 Hallowhill St Andrews

Alison Waite DELEGATED No Comment

[08/01694/EFULL](#) Ms L Dick

Erection of car port and rear extension to dwellinghouse at East Loan Cottage St Andrews

Alison Waite DELEGATED No Comment

[08/01489/EOPP](#) Dr Alastair Dickson

Outline planning permission to erect 2 storey dwellinghouse at 2 Kilrymont Road St Andrews

Julie Robertson DELEGATED

Objection – St Andrews Community Council objects to this new build due to the lack of detailed access shown on the drawings and therefore the assumption is made that access will be via the school gate. If this is correct the council objects on the grounds safety of the school children and that access will be via private council access road.

[08/01664/EFULL](#) Tesco Stores Ltd

Installation of new steelwork and refrigeration plant at 138-140 Market Street St Andrews

Julie Robertson DELEGATED

[08/01570/EFULL](#) Mr And Mrs Thompson

Alteration and extension to dwellinghouse at 8 Lawhead Road East St Andrews

Sharon Dorward DEL

[08/01416/EEIA](#) - COASTAL PROTECTION WORKS (INCLUDING SAND RECHARGE AND DUNE REPLANTING) (EIA APPLICATION) Address: WEST SANDS ROAD ST ANDREWS FIFE

Appendix F. St Andrews West Sands - Green Exercise Programme

This year Fife Council, Community Services have launched a Green Exercise Program for West Sands Beach St Andrews. There are various activities within the program however one area of particular interest to you may be the Introduction to Beach Soccer Course.

This is a day long certificated course provided by England Beach Soccer that looks at all aspects of this up and coming sport. The programme is split between practical and course work sections. Participants will gain an understanding of the game, including its history, rules and regulations, how to play. The practical side gives all participants a chance to play beach soccer, learn the skills required and a chance to work on some tactics.

This course is approved by ILA Scotland. If you earn Â£18,000 or less a year and stay in Scotland you will qualify for funding towards this course. For an ILA Scotland application pack please call 0808 100 1090.

We have also arranged for a Beach Soccer Tournament to take place on the 17th August 08. Should you require any further information or you require a course or tournament application form please don't hesitate to contact me on 08451 55 55 ext 444981 / mobile 07940774065 or Email robbie.blyth@fife.gov.uk.