

# Royal Burgh of St Andrews Community Council

## Annual General Meeting Agenda – May 2009

The AGM will be held at 7pm Monday 4th May in the Burgh Chambers of the Town Hall, Queen's Gardens. It will be followed by the regular monthly meeting of the community council.

- 1. Apologies for Absence**
- 2. Minutes of the 2008 AGM**
- 3. Chair's Report**
- 4. Treasurer's Report**
- 5. Dates of Meetings 2009 – 2010**
- 6. Any Other Competent Business**
- 7. Election of Officers**

Candidates to be proposed and seconded at the meeting. If there is a contest the candidate or a supporter may speak briefly. A paper ballot is taken. Ties will be broken by a suitably random method.

- 7.1. Chair**
- 7.2. Vice-Chair(s)**
- 7.3. Treasurer**
- 7.4. Secretary**

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### Appendix 1 – Chair's Report 2008-09

In preparation for this years Chairmans report, I read last years. Last years was upbeat, organized and confident- I fear this years may be different.

The past year has been a difficult one for the community council, we struggle to maintain a full membership and those members we do have are often beset with illness, work and family pressures or just disinterest, frustratingly our two most recent meetings haven't even been quorate.

A lot of the behind the scenes work is still getting done but there is an air of indifference around the council that concerns me and I know it concerns some of you too.

I don't know what the answers are but I suggest we start looking for them soon.

The coming year has a lot to get excited about- the opening of our long-awaited hospital, a site identified for our new school, our collective efforts being recognised by the Britain in Bloom judges and maybe, just maybe, the finalized Structure Plan!

The community council must play its full and proper part in decisions that affect us all and we must continue to do the things we're good at. But we must also have some vision and make plans for the future. We cannot formulate this vision in isolation and we must engage with the people we represent and work alongside other representative organisations to achieve our shared ambitions.

We are members of a uniquely motivated and vociferous community and we cannot accept that our community council will have long-standing vacancies, full membership must be our first ambition and then we can do the rest.

Many of you are working hard for the community and I thank you and hope you will stay and continue. Some of you are experiencing health issues that prevent your fullest participation but I urge you to stay around in an advisory role as your experience is invaluable. Some of you have yet to fulfill your potential and I hope in the coming year you will find your niche.

Finally, thank you for tolerating me for a whole year and I'd like another if you'll have me.

ZOE

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## **Appendix 2**

### **Royal Burgh of St Andrews Community Council**

#### **Annual Statement of Accounts: 1<sup>st</sup> April 2008 – 31<sup>st</sup> March 2009**

To be circulated by the Treasurer separately – provisional accounts. Audited accounts to be presented on the evening by the treasurer.

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#### **Monthly Agenda – May 2008**

There will be a meeting of the community council following the AGM at 7pm Monday 5th May 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. An audio recording of the meeting will be made to assist the secretary in recording the minutes accurately.

*(Copies of Agendas and Minutes of the Community Council are held at Fife Council's Local Office, St Mary's Place and the Town Library, Church Square. Those from late 1997 on are at <http://www.louisxiv.demon.co.uk/standrewscc/>)*

#### **1. Apologies**

#### **2. Minutes of April 2009**

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

#### **3. Presentations**

#### **4. Fife Councillors**

##### **4.1. Frances Melville**

##### **4.2 Bill Sangster**

##### **4.3 Robin Waterston**

##### **4.4 Dorothea Morrison**

#### **5. Planning Committee**

## **6. Matters Arising from Previous Meetings**

### **6.1. Arms Convenor Update**

### **6.2. Climate Challenge Fund Update**

### **6.3. Reports from representatives**

## **7. From Committees**

### **7.1. Recreation**

### **7.2. General Purposes**

### **7.3. 200 Club & Draw**

### **7.4. Health, Education & Welfare Committee**

Mr Paul will give a short presentation on Madras College situation.

## **8. New Business**

### **8.1. Gumley Trophy 2009**

Letter from Jim Findlay, Head of Local Services about this annual Golf Competition played with City of Edinburgh Council on Thursday 23<sup>rd</sup> July 2009. There is an invite for two Community Council members with a current gold handicap to take part in this year's event. Contact person to confirm interest is [Catherine.Rankin@fife.gov.uk](mailto:Catherine.Rankin@fife.gov.uk), Mr Findlay's secretary or phone 0845155555 ext 450593.

### **8.2. Market Street Design Forum Meeting – 7/8 May**

Letter received to revive the design workshops which were held in 2008 to develop a scheme to enhance Market Street. Community Council representatives for each meeting have been nominated. For information.

### **8.3. Fife Constabulary Policing Plan 2009/10**

Booklet received – for information.

### **8.4. Recommended Local Holidays Report – see Appendix B**

For information

### **8.5. Scottish Government Model Scheme for Community Councils – Appendix C**

For information

### **8.6. Gas Mains Replacement Works**

See appendix D for information on affected areas.

### **8.7. School Closure (Scotland) Bill – Appendix E**

For information

### **8.8. ASCC National Development Officer – Appendix F**

For information

## 8.9. Seminar – Instilling Civic Pride in your Community through Environmental Improvements – Falkland Community Hall – 21/05/09

Invitation to attend a seminar that is being organised with the specific intention of encouraging communities to embrace environmental improvements by taking control of their local area and influencing it's development. Invitation for up to 3 persons to attend.

## 8.10. Invitation to St Andrews Partnership Meeting – Appendix H.

## 8.11. New Planning Bill – Presentation Offer.

## 9. Reports from Office Bearers

### 9.1. Chair

### 9.2. Treasurer

### 9.3. Secretary

#### 9.3.1. Correspondence – see 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.*

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### Appendix A:- Correspondence

17/04/09	Fife Council Local, Community and Housing Services	Letter from Jim Findlay about Gumley Trophy, a Golf Competition – see agenda
16/04/09	Ironside Farrar – Environmental Consultants	Letter re Market Street Public Realm Improvements and Invitation to attend a Design Forum Meeting on 7/8 May
April 2009	Fife Constabulary	Letter and booklet – Fife Constabulary's Policing Plan 2009/10 – can be seen on <a href="http://www.fife.police.uk">www.fife.police.uk</a>
02/04/09	Fife Council Democratic Services – Linda Purdie	Email about Recommended Local Holidays – see agenda
01/04/09	Fife Council Locality Manager Kate Hughes	Email requesting a financial contribution towards the Britain in Bloom Campaign on behalf of Stunning St Andrews
April 2009	Association of Scottish Community Councils	Email requesting views from Community Councils on the School Closure (Scotland) Bill to enable the ASCC to canvas politicians on CC views of this legislation. ASCC has been asked to give oral evidence to the Scottish Parliament Education Committee.
29/04/09	Fife Council Democratic Services Linda Purdie	Email with attachment containing final versions of a model scheme for Community Councils from Scottish Govt
29/04/09	Scottish Gas Networks PLC	Email detailing major gas mains replacement works in parts of St Andrews starting in May – forwarded by email to CC members.
14/04/09	Association of Scottish Community Councils	Email announcing appointment of Dr Nicola Welsh as its National Development Officer.
April 2009	Falkland in Bloom	Letter about seminar at Falkland

		Community Hall on 21 <sup>st</sup> May
08/04/09	BMA Scotland	Letter and booklet – General Practice in Scotland : the way ahead.
27/04/09	Patrick Loughlin	Email with invitation to 2 CC reps to attend meeting
29/04/09	Cllr Frances Melville	Email about Bill Lindsay, Team Leader (Local & Community Policy), offering to give a short presentation on the secondary and important legislation to the New Planning Bill

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## Appendix B. Recommended Local Holiday Dates

### PURPOSE

- 1.1 . The purpose of this report is to seek approval of a formula for setting those dates which Fife Council recommends as local holidays.

### BACKGROUND

- Following elections in May, 2007, the Area Committees have had responsibility for recommending local holiday dates. These dates (applicable to the former Royal Burghs only) have traditionally been set in consultation with local members, local business associations and Community Councils, the dates then agreed by the relevant Area Committees and published on FISH and Fife Direct.
- 2.2. Consultation responses have typically been few as there is no obligation on local businesses/employers to adhere to the recommended dates and with customers now expecting access to many services virtually 24 hours 7 days a week, considerably fewer organisations observe these local holidays than in the past.
- 2.3. During the consultation process for setting the 2009 dates, Kirkcaldy Area Committee agreed that the Executive Director (POS) and the Head of Education be asked to consider harmonising future school holidays and local holiday dates. (*Previous Minute Reference Paragraph. 179(3) of 2008.KAC.117 refers*).
- 2.4. This report suggests a formula which ensures that the recommended local holiday dates coincide with school holiday dates. A note of the actual dates would be published on Fish and Fife Direct annually and reported to Area Committees for information if required.

### 3. CONSULTATION

- 3.1. Relevant Community Councils, local Members and business organisations have been consulted on the proposed formula for determining recommended local holidays as detailed at 4.1 below and all those responding have indicated their agreement to the proposal. (*or otherwise .....*)

### 4. PROPOSED FORMULA

- 4.1. The following formula is proposed for 2010 onwards:-

Spring Holiday First Monday of school Easter Holiday

May Day set to coincide with May Public Holiday

Victoria Day First Monday in June

Summer Holiday First Monday of Trades Holiday (third Monday in July)

Autumn Holiday First Monday of school October Holiday

- 4.2 For 2010, this would mean the actual dates were:-

Spring Holiday Monday 5<sup>th</sup> April  
May Day Monday 3<sup>rd</sup> May  
Victoria Day Monday 7<sup>th</sup> June  
Summer Holiday Monday 19<sup>th</sup> July  
Autumn Holiday?

## 5. RECOMMENDATION

Members are asked to consider and approve the formula for determining recommended local holiday dates from 2010 onwards as detailed at 3.1 above.

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## Appendix C Scottish Government Model Scheme for Community Councils

Linda Purdie Team Leader, Democratic Services is working on annotating the current Fife Council CC Scheme to highlight where there are discrepancies between that and the Model Scheme, prior to commencing informal consultation with Community Councils. Copies of the Model Scheme have been emailed to CC members. You can return your views back to Linda Purdie when she starts her consultation.

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## Appendix D. Gas Mains Replacement Works

The affected areas are as follows:

1. Radernie Place area covering Radernie Place, Letham Place and Cairnhill Gardens. Planned start late April for 7 weeks
2. Buchanan Gardens area, covering part of Buchanan Gardens, Hepburn Gardens and Middleshade Road for 6 weeks
3. Kinkell Terrace area, covering all of Irvine Crescent and parts of Kinkell Terrace, Grange Road and Priestden Place – duration 12 weeks

Any problems contact the contractor Turriff Contractors on 01382 622204.

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## Appendix E School Closure (Scotland) Bill

The ASCC has been asked to give oral evidence to the Scottish Parliament Education Committee on this Bill. They are canvassing Community Councils before giving evidence.

The main purpose of the Bill is to strengthen the consultation process that local authorities undertake before closing a school. This would include a specific role for HMIE in the consultation process. The Bill also sets out specific factors that local authorities would take into account when seeking to close a rural school.. Finally, the a Bill would replace the current system, under which the permission of Scottish Ministers is needed for certain closures, with a power for ministers to call in a school closure decision in certain circumstances.

At Stage 1 of the bill process, the Committee is interested with the general principles of the Bill. The Committee is therefore interested to hear the views of individuals and organisations with an interest in, or personal experience of, local authority consultation on school closures. Examples of good or bad practice are welcomed.

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## Appendix F. Appointment of ASCC National Development Officer

The remit of Dr Nicola Welsh to this post will be wide and varied, including responsibility for the CC Empowerment Pilots underway, engagement with Community Councils all over Scotland and driving continued improvement in the work of the Association. She will begin work soon on developing a series of engagement and training events for Community Councils.

## Appendix G: Planning Committee Report

N.B Planning Meeting of Monday 20<sup>th</sup> April was cancelled due to the Easter Break and the unavailability of several Committee Members.

An Additional Meeting was held at Mrs C Rowe's house on Monday 20<sup>th</sup> April to discuss Planning Updates and Current Procedures regards the requesting of hard copies of plans, from Fife Council's Planning Department in Cupar.

Planning Applications – Date of Meeting: Monday 27th April 2009

Applications Week  
Ending 3rd April 2009 (3)

Ref No.	Address	Plans	Action
09/00164/ELBC	Garden Flat 1 Balfour Place St Andrews	LBC for internal alterations	No Comment
09/00586/EFULL	Top Flat 4 Church Street St Andrews	Subdivide to form two flats	No Comment
09/00574/EFULL	35 Bell Street St Andrews	Installation of awning to shop front	No Comment
Applications Week Ending 10th April 2009 (4)			
09/00705/EFULL	5 St Mary's Place St Andrews	Erection of a satellite dish	No Comment
09/00337/EFULL	24 South Street St Andrews	Installation of an extractor fan, repainting a door and window banding	No Comment
09/00340/ELBC	24 South Street St Andrews	LBC for external alterations	No Comment
09/00722/EFULL	15 Horseleys Park St Andrews	Alterations and extension to dwelling house	No Comment
Applications Week Ending 17th April 2009 (2)			
09/00413/EFULL	Flat 4 Crawford House 132 North Street St Andrews	Change of use of flatted dwelling to HMO (3 persons) and internal alterations	No Comment
09/00770/EFULL	8 Gourlay Wynd St Andrews	Sun room extension to the rear of dwelling house	No Comment

## Appendix H. Towards a new St Andrews Partnership body

As you may be aware, the St Andrews World Class Initiative, in its current incarnation, will be coming to an end this summer. In recent weeks, a great deal of consideration has been given to thinking about what type of successor organisation - if any - should take its place.

From the discussions which have taken place both within the current group and around the town, a clear consensus is emerging that some sort of a successor body is desirable and indeed necessary for St Andrews. The mood of the times locally is very much one of collaboration and working together.

Accordingly, consideration is now being given to setting up what at this stage is being named (as a working title) **The St Andrews Partnership**. The proposed Partnership would take forward the collaborative spirit of the St Andrews World Class Initiative but would seek to do so in an even more open, inclusive and participative manner. It would be led by local people, and would aim to introduce holistic and sustainable methods of looking after and promoting the town.

At this stage, we are interested in getting feedback from the local bodies which have a particular interest in the way in which St Andrews is portrayed and perceived around the world. We would like to hear your views on questions like: what sorts of actions should be prioritised? How do we get the balance right when thinking about the sometimes differing needs of residents, students and visitors? What sorts of people and groups should be invited to participate in the new partnership?

I am writing, therefore, to invite you to a meeting to further discuss this topic, which will be held at **The Jubilee Room, Rusack's Hotel, on Friday 15 May, commencing at 3.30pm and concluding around 5 pm.** Also being invited are representatives from the other local organisations listed at the foot of this letter.

All those attending will be sent further information prior to the meeting.

- (a) In addition to this main item of debate, I would like to make the most of having everyone together in one room to discuss two other specific matters: The development and promotion of a single portal website for St Andrews (a very basic trial version is currently online at [www.standrews.co.uk](http://www.standrews.co.uk)). Funding is available to develop this concept further if it is felt to be a good idea.
- (b) The prospect of St Andrews World Class (and/or any successor body) co-ordinating a collective St Andrews bid for the Scottish Government's Town Centre Regeneration Fund. Some information is currently available at [www.scotland.gov.uk/Topics/Built-Environment/regeneration/town-centres/tcrf/faqs](http://www.scotland.gov.uk/Topics/Built-Environment/regeneration/town-centres/tcrf/faqs) and more will be known by the time of the meeting. I would be interested to hear your views about the priorities for which we should be seeking funding.

I hope to see you on 15<sup>th</sup> May and if you and/or a colleague are able to attend (max 2 people per organisation) please let me know by phone or e-mail by **Friday 8 May.**

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