

Royal Burgh of St Andrews Community Council

Agenda September 1999

There will be a meeting of the Community Council at 7pm on Monday 6th September, in the Burgh Chamber, St Andrews Town Hall

0. Presentation of Medallion of Office 6.45pm

We hope to have all past chairs except (perhaps) Callum McLeod, while the late Patrick Moffett will be represented by his wife.

Meeting proper commences 7pm

1. Apologies for Absence

Received: Craig Buchanan, Helen Lawrie

2. Contributions from Members of the Public

(for anyone wishing to address the meeting on a matter relevant to St Andrews. Please contact the Secretary or Chair at or before the meeting.)

3. Minutes of the previous meetings

(Read for corrections of substance – harangue the secretary for minor (spelling etc) mistakes outside the meeting).

3.1. July

3.2. August special meeting

(These minutes were circulated in confidence to those attending the meeting).

Corrections received:

P2 1st bulleted para: 'The effect of judicial review is not to *reverse* a decision...' Menzies Campbell.

P4 para commencing Joe Peterson '...remove the cars *from the town centre*, restricting the size of lorries *as they are causing structural damage to historical buildings*, and to work in line...' Joe Peterson.

As the original requestor for part of the meeting to be held in private has indicated he is happy for the minute to be made public: Does the meeting agree to make the full minute of the August Special meeting public?

4. Matters Arising

4.1. Preessional Week

Students Association intends to circulate a letter to neighbours *etc*. More information from Assoc Pres Steve Durrant.

5. Reports

5.1. Chair

(see Appendix 4)

5.2. Treasurer

(See Appendix 3.1 Treasurer's Report)

5.3. Secretary

5.3.1. Craig Barrett has resigned

from council as, in a change of plan, he is now exiled to the deep south. This leaves us with a vacancy. Do we wish to fill it – we are "entitled" rather than required to do so – from the original list of candidates. In order of result that would be Barry Joss then John Landon. If neither is available we can co-opt members with full rights.

How does the meeting wish to proceed?

5.3.2. CC Trust Fund.

The original trust document has surfaced. Rather to the surprise of all involved, some of the trustee positions appear to be *ex officio* – Chair and Secretary of this council. A meeting will be arranged to sort out the fund and its trustees, and report back.

5.3.3. Revision of Constitution.

A revised and updated constitution was circulated to all members in August and has been on display to the public on the Community Council notice board and on the internet for more than the 21 days the old constitution requires for changes. The reason for the changes are (i) the old constitution did not meet the requirements of the current Fife Council Scheme for Community Councils, and (ii) to introduce some minor changes in wording to help the funding application for the bandstand repairs.

Proposal: That the Community Council adopts the revised constitution as circulated.
Proposer: Pete Lindsay, **Second:** Archie Strachan.

5.3.4. Revision of Standing Orders.

(see appendix 5)

5.3.5. Comments on Minuting procedures

(March 3.2) Advice received from Iain Grant of Fife Council regarding our queries on minuting procedures is that publication of draft minutes 'for approval' is quite normal practice, and adds that in the interests of public accountability they should be made available as soon as practical after the meeting.

5.3.6. Flags

Craig Buchanan is concerned that the flag at the West Port, though welcome, is the wrong colour – dark rather than light blue.

Town Hall flagpole is still empty.

5.3.7. WECAN

event: 'Our land and its peoples' 9th October. An event to explore what each of us can do to make Fife a better place for all its people. Topics: healthy local food; what to do with waste; gardening for wildlife; energy from the land; accessing the countryside; greening the kingdom. Speakers John Markland, Chris Smout, Robin Harper MSP, Canon Kenyon Wright. Phone 01337-858808

5.3.8. Fife Partnership – Creating a vision for 2010

Partnership comprises Fife Council, Fife Enterprise, Fife Health Board and Scottish Homes. This is a discussion paper asking for comments on priorities in Fife over the next decade. Discussion groups to be held in September, consultation runs to end October.

Do we wish to be involved?

5.3.9. Collection of Waste from Student Flats

– meeting on 10.30am Thursday 9/9/99 in the Supper Room, between the main letting agencies, University, SRC and various bits of Fife Council. We are invited to send a representative. Minutes from earlier meetings available.

Who will attend?

5.3.10 Red Cross

is undertaking a survey on Unmet Need/Local Needs Profile in St Andrews and will be contacting us.

Who should they contact

5.3.11. Coastal Communities Grants Scheme

Up to £5,000 for projects which enhance 'coastal communities and public enjoyment of the Scottish coast'. Closing date 26th November.

More correspondence in appendix 6

6. Committees

6.1. General Purposes

Meeting held 9th August to discuss the proposals of July 4.2. was poorly attended.

6.2. Golf

6.3. Finance

(see Appendix 3.2 Treasurer's report).

6.4. Millennium

(see Appendix 2: Millennium Report).

6.5. Planning

6.6. Publicity

6.7. Recreation

6.8. Youth

7. Fife Councillors

7.1. Frances Melville (West)

7.2. Sheila Hill (South)

7.3. Jane Hunter-Blair (Central)

7.4. Jane Ann Liston (South East)

Appendix 1 – Past Chairpersons of the Community Council

From Ken Fraser

- 77-79 Andrew Dawson
- 79-80 Clive Sneddon
- 80-82 Dennis Macdonald
- 82-86 Patrick Moffett
- 86 Stanley Reed
- 86-88 Donald Macgregor
- 88-92 Keith McCartney
- 92 Callum McLeod
- 92-93 Keith McCartney
- 93-96 Mary Freeborn
- 96-99 Donald Macgregor
- 99- Frank Riddell

Appendix 2 – Millennium Committee Report

Millennium Ceilidh

An application has been made, as previously requested, to the Common Good Fund for a guarantee of up to £1,500 in case of a deficit. However, it is hoped that this guarantee will not be called on.

Mr Marshall informed us in May that Fife Council was likely to charge for the Town Hall but that application might be made to them for a grant to refund this money. He then expected the Council to make a decision in June. However, he has recently informed us that the decision has not yet been made. At his suggestion the Convener has written to the Chief Executive urging a quick decision.

In view of the uncertainty of the financial arrangements, combined with the need to start selling tickets soon, the Committee agreed to print the tickets but not to sell any until the situation regarding the hall charge was clear.

Greyfriars Gardens ground.

A letter has been received from Fife Council declaring that they have no objection in principle to the Community Council acquiring the ground, although if we were successful, change of use would have to be applied for. (It was later added, verbally, that this application need not be made before the offer went in). In view of these developments, the Committee is proceeding to make an offer for the ground at the price recommended by the District Valuer. The July Community Council Meeting gave permission to do so. The offer will include a clause

stating that it is subject to the Council raising sufficient funds for the purchase.

Should the offer be successful, fund-raising efforts would have to begin immediately. It would also be necessary to decide whether the Council wished to maintain the ground itself or to lease it to the Fife Council.

Whyte-Melville Fountain.

It was agreed to suspend consideration of this matter until the outcome of the Greyfriars Garden offer became clear.

Group photographs.

The Convener recently saw at the Guernsey Folk Museum a display of photographs of local personalities produced to mark the Millennium. Inspired by this example, the Committee proposes that as many local organisations as possible be asked to commission group photographs (with names attached). This would be done at their own expense but they would recoup it by selling copies to their members. A set of these would then be collected in some suitable archive, thereby providing future generations with pictures of a representative sample of the St Andrews citizens of the year 2000.

Appendix 3 – Treasurer’s Report

1. State of Funds as at 31st August 1999:-

Administration Account	£4,215.96
General Account	£665.10
Millennium Account	£700.00
Youth Committee Account	£50.00
St Andrews Day Account	£365.39
Senior Citizen Xmas Party	£2244.33
Bandstand Concerts Account	£1,121.47
Upper Arlington Account	£216.41
Coat of Arms Account	£160.35
Total Balance	£9,739.01

2. Finance Committee Meeting

(with Mr Archie Muir in attendance)

The Committee discussed the scheme whereby the Council permits manufacturers to use the Council’s coat of arms on their products. The Committee recommended that this practice be continued meantime to see if the financial returns are worthwhile. However the ratification of Council is requested. The Committee also suggests the purchase of 100 ties embroidered with the coat of arms and ‘MILLENNIUM 2000’ (approximate cost £500) to be sold at a profit.

Appendix 4 – Chair’s Business

A4.1 Meeting with Fife Council’s Chief Executive

Minute of a Meeting between Mr Douglas Sinclair (CE Fife Council), Cllr Frances Melville, and Dr Frank Riddell (Chairman St A CC), 11:30, 22nd July, St Mary’s Place Council Office.

The purpose of the meeting was for Mr Sinclair to learn about the activities and organisation of the Community Council and for an exchange of views on current local issues.

1. Dr Riddell indicated that the Community Council (CC) took an active role in the affairs of the town and could probably take on board more activities should the Fife Council (FC) be minded to transfer certain responsibilities and provide adequate resources. For example the management of the Victory Memorial Hall or of Cockshaugh Park were the sorts of activities that the CC might be willing to undertake. Mr Sinclair agreed that such a transfer of responsibility could be desirable because of the ability of local management committees to take decisions in the knowledge of local needs and aspirations. He agreed that the transfer of such responsibilities might encourage more people to take an interest in CC elections and in CC affairs. He pointed out that such transfers would be in line with the recent McIntosh committee recommendations.

2. Dr Riddell asked Mr Sinclair to consider the introduction of postal ballots for Community Council elections as was current Practice in the Stirling Council area. Although there had been

a contested election for the CC last time the turn out was undesirably low. Greater credibility would be given to CCs if a higher % turnout could be achieved.

3. Dr Riddell introduced Mr Sinclair to the following CC initiatives as examples of CC activities:

- The Event sheet and its proposed expansion to include editorial content as well. It could be possible to include relevant FC information on such an expanded newsletter.
- The proposed notice board in Church Square. Its purpose would be primarily for CC publicity but it might also be available for appropriate FC notices.
- The Greyfriars Gardens initiative. (Later Mr Sinclair was shown the garden site at 1, Greyfriars Gardens.) Mr Sinclair encouraged the CC's initiative to acquire this land and to turn it into a park.
- The Senior Citizens' Christmas Treat.
- The Bandstand Concerts in summer.

4. Dr Riddell outlined the way in which the CC organised its committee structure and its decision making processes.

5. The major preoccupation of the CC was with its statutory role in the planning process. Dr Riddell emphasised that the opposition of the CC to the Kingask development arose from a desire to see planning decisions taken in line with agreed local planning policies. This had clearly not been the case in the Kingask decision. Other concerns surrounding the recent planning applications for golf-related developments near St Andrews were discussed and there was a frank exchange of views. Mr Sinclair accepted that the CC strongly felt that its concerns were legitimately based and he gave some indication of internal steps he was considering taking in FC to deal with some of the matters that had emerged.

6. Dr Riddell presented the CCs view that sustainable development in the north eastern part of Fife should involve development close to the main east coast railway line. The construction of a new high school and possibly a new health centre in the Newport Tayport, (Tay Bridgehead) area with a possible rail halt at Wormit would draw development pressures away from St Andrews as a 'Dundee dormitory.' The enormous pressures on Madras College were pointed out. Such initiatives would make the Tay bridgehead a much more attractive location for incomers. Mr Sinclair noted what had been said particularly with respect to the education system but pointed out that the limiting factor in such developments was the availability of capital to the FC.

The meeting ended at 12:00 noon.

(FGR 22/07/99)

A4.2. Gullane Community Council

A letter from the Chairman of Gullane area CC. It seems that they have been having some similar problems to ourselves.

'We are currently facing the third or fourth application for golf course development at Archerfield having just finished with one at Kilspindie. Our Council is so convinced that the planning procedures need to be looked at afresh that we are in the early stages of attempting to galvanise the Assn of Community Councils to speak on behalf of all CCs who are facing similar problems. Having asked CCs to take their place in the planning process it seems that our representations and those of your community are largely ignored. Additionally we are expected to make decisions on information that is incorrect, not necessarily to scale and constantly changing.'

I will reply asking to be associated with their approach subject to September's meeting agreeing.

Appendix 5 – Standing Orders Proposal

Note that Function and Powers of the Council, Membership, Method of Election, Election of Officers, Accounts, Alterations to the Constitution are all dealt with in the Constitution and the Scheme of Administration, which also contains a very short section on Procedure, confined to quorum, decisions by majority vote with Chairman having casting vote, disclosure of conflict of interest, and the statement that the business of the Council shall be organised in accordance with the Standing Orders of the Council.

Changes to the current Standing Orders, adopted Jan 97 (?) and confirmed September 98 (?) that have been discussed by the General Purposes committee (December 98) are marked in

italics. Since then I have discussed the matter of Fife Councillor's business with them and suggest the move to include them under Submissions from Members of the Public as they seem to fit more naturally with the form of the Police report which also sits here, than tagged on to the end of the meeting after committee reports. This suggested change has not been discussed by GP. It is underlined.

Pete Lindsay, Secretary

A. Meetings:

Meetings are held on the first Monday of every month except August and possibly January (depending on the New Year holidays).

They start at 7.00pm and finish by 9.30pm.

Any business not completed is carried forward to the next meeting.

Standing Orders may be suspended, if a proposal to do so is agreed by the meeting, so that business may be concluded.

If a meeting becomes inquorate, uncompleted business is similarly carried forward.

B. Agenda:

The agenda list is prepared by the Secretary in consultation with the Chairman.

Councillors wishing to have a specific agenda item included on the printed list should contact the Secretary at least 10 days before the meeting. (It is of course open to them to raise relevant business under AOCB).

Outline Agenda:

1. Apologies.

These should if possible be conveyed to the Chairman or Secretary before the meeting.

A register of attendance is passed round during the meeting for initialling.

2. Submissions by members of the public:

2.0

Any matter relating to the interests of St Andrews and its citizens may be raised at the start of the meeting subject to the prior agreement of the Chairman. Speakers should address the Council for no more than 6 minutes with a 10 minute period for questions.

The Council may decide under this item to invite guest speakers who have a particular expertise, for example a Police or Fife Council department representative.

2.1 Fife Councillors Business:

They attend to seek advice from the Community Council and to keep the Community Council informed of Fife Council business. Individual problems not of general relevance to St Andrews should be raised with appropriate Fife Councillors at their surgeries **NOT** in the meeting.

3. Minutes of previous meeting.

This item is for accuracy. The minutes should record decisions taken, summarise important information given, eg. by guest speakers or Fife Councillors, and note who is to take any action decided on – they are not a transcript of debate.

Only substantive matters of accuracy should be raised under this item – spelling mistakes *etc* can be raised with the Secretary outside the meeting.

4. Matters arising from the Minutes.

This item consists mainly of business which the previous meeting had continued for further discussion or for decision at the next meeting when further information would be to hand. It is not the intention to invite repetitions of debates already

held.

5. *New Business*

For new business raised in advance with the Secretary and included on the Agenda. This may come from any member of the Council (ie Comm. Cllr, nominated/co-opted or Fife Council members). The intention of this item is to allow new business to be taken early in the meeting while members are still (relatively) fresh.

Other, unnotified, new business will be taken under 9. Any Other Business except emergency business which can be raised by the permission of the meeting.

6. Officers' Reports

Includes correspondence to or from officers (Chair, Vices, Treasurer, Secretary) and other matters not arising under Items 4 & 5.

Routine circulars will be distributed to relevant committee chairpersons outside the meeting.

7. Matters raised by committees *etc.*

Committees are required by the Scheme to provide a written minute of all meetings.

This should be a short report indicating which matters are for noting only and which are for discussion or decision by the full Council.

(preferably these should be given to the Secretary in good time before the meeting so that they may be sent out with the other papers).

8. Any Other Competent Business

Any other matter not covered above and any new business not taken under section 5.

Note that this section usually is taken in a great rush at the end of the meeting. Members wishing to raise serious business here should consider whether it could not be better held over to next month's formal New Business.

C. Contributions to debate:

Councillors wishing to speak should so indicate by raising an arm. They must speak to the point, one at a time, addressing their remarks through the Chair, whose duty it is to keep discussion relevant and to progress business. Contributions should be as brief as possible. Councillors may normally speak only once on any particular matter, unless they are proposing or seconding a motion or amendment or summing up (in the case of a proposer of a motion). However supplementary input for clarification may be allowed at the Chair's discretion.

Where Councillors disagree on a matter, it must be put to the vote.

Voting rights: elected Councillors and the 3 Student Representatives have the right to vote; co-opted and nominated members (Merchants' Assn, Youth Committee) or *ex officio* members (Fife Councillors) do not.

Motions and amendments require a Proposer and a Secunder. The Proposer of the motion has the right to sum up immediately before the vote is taken. The order of voting is amendment, followed by motion.

If there is more than one conflicting amendment, the second amendment is taken against the first to determine the substantive amendment. Any further amendments are taken against each other in the same way. In each case the earlier of the two amendments is treated as the motion.

Voting is by show of hands, but may be taken by ballot if the Proposer of the motion or amendment so moves and the meeting agrees.

The Chairman of the meeting has a deliberative and also a casting vote in the event of an equal number of votes being cast for motion and amendment.

Appendix 6 – Correspondence

OS Map of our boundary

received from the Planning Service.

Scottish Natural Heritage

magazine covers: New Chair and board members; quality countryside, quality produce; funding the future of farming; natural assets; stewardship role-model; farming and wildlife advisory group; demonstrating the benefits of agriculture; selling crofting quality; conservation challenges of the 21st century; Grasslands; SNH open evening in Dunfermline.

Shaping Scotland's Parliament

– we have for distribution, courtesy of Ken Fraser, spare copies of the summary report of the Consultative steering group.

Trading Standards newsletter

Covers: modern markets: confident consumers; child safety week; student placement; garden safety; firework safety; scams; displays; advice services and contacts.

Healthwatch

Fife Health Council newsletter covers: Macmillan miles challenge; direct payments for flexible community care in Fife; befriending project; new Chairperson; help for families; the 'learning to overcome obstacles centre'; home start; glaucoma. There are spares for distribution.

Green Belts seminar

– organised by APRS for 9/9/99. £30 for APRS member organisations.

South Street problems.

Copy of a petition from various residents and businesses in the west end of South St to the Chief Constable, concerning vandalism and noise.

VONEF Newsletter

Charities/voluntary sector & VAT; Scottish Parliament legislation program; personal development awards; charitable donations decline; eye surgery support group; WRVS recruitment campaign; East Fife Women's Aid; voluntary workers and the minimum wage; befriending project; funding video; Awards for All/Scottish millennium festival; free computers for community centres/village halls; Fife Council funding for rural halls.

Byre Theatre Newsletter

building work; interview with the architects; appeal for funds to cover the overrun...

Training Consortium

newsletter: good practice seminars autumn program; equal opportunities; Glenrothes College professional development awards; a student's view of the PDA; training for volunteers.

In

Date	Who	What	Where
10/7/99	Community Services	Millennium bulbs	Mil – MM
10/7/99	Roads Service	Transportation Plan – pedestrian crossings	Plan – IG
10/7/99	Community Services	BestKept – final judging dates	F
12/7/99	Scot Nat Heritage	Magazine	F
14/7/99	Scot Off Justice Dept	Land Reform Proposals *3	F
15/7/99	Local Office	Change times for meeting	F
16/7/99	Millennium Beacon	Don't have to buy theirs	Mill – MM
19/7/99	Alan Macfarlane	Cyber Café & Golf (email)	F
19/7/99	Law & Admin	Fife Constabulary Insp's report	F
22/7/99	200 members of the public	Requisition of meeting	F
29/7/99	Law & Admin	Citizenship Commission cancelled	F

5/8/99	Fife Partnership	Vision for 2010	F
5/8/99	Trading Standards	Newsletter	F
5/8/99	Alison Hogge	Planning Questionnaire	F
5/8/99	Health Council	Newsletter	F
5/8/99	EA Local Services	Agenda 11 Aug	F
6/8/99	Craig Barrett	Resignation	F
6/8/99	Nan Taylor	Card re xmas sale	F
7/8/99	Planning Service	Ack comments on Cardinals Restaurant	F
8/8/99	Nan Taylor	Ack re Xmas Card Sale	F
10/8/99	Planning Service	Don't use email addr	F
10/8/99	VONEF	July newsletter	
10/8/99	Data Protection	reminder	F
11/8/99	Trading Standards	Information sheets – for event	F
12/8/99	<name withheld by request>	Re Policing, Vandalism in South St	F
13/8/99	Fife Council	Invoices re town hall, victory	Tres
16/8/99	Heather Walshaw	Charity Xmas card reply re Nan Taylor	F
17/8/99	Ken Fraser	List of Chairs of CC	F
17/8/99	APRS	Greenbelt Seminar 9 Sep, Glasgow	F
18/8/99	Community Services	Best Kept town result	Rec - KC
18/8/99	Fife Council	Invoice Town Hall May/June/July 99	Tres
22/8/99	Cosmos	Learning Centre opening	F
22/8/99	Menzies Campbell MP	comments on minutes	F
24/8/99	Social Work Service	Community Care Plan update	F
27/8/99	Scottish National Heritage	Tay & Eden estuary protection scheme	F
28/8/99	Law & Admin E	Collection of Waste	F
31/8/99	Training Dev Project	Newsletter	F
31/8/99	Byre Theatre	Newsletter	F
31/8/99	Red Cross	Local Services in Fife	F
31/8/99	Crown Estate Office	Coastal Communities grants	F
2/9/99	Fife Events & Promotions Svc	Questionnaire	F
3/9/99	APRS	Autumn newsletter	
4/9/99	Planning Service	Cardinal's Restaurant	Planning - IG
4/9/99	Fife Rural Partnership	Rural Mobility Confr	F

Out

	To	Subject:	
15/7/99	Publicity meeting	change date	Phone calls*7
22/7/99	Alan Macfarlane	reply	email
22/7/99	Scot Off Justice Dep	write me not KenF	fax
15/8/99	Menzies Campbell, Iain Smith	Thanks, copy of minute	2*letter
16/8/99	Peter Douglas, Dorothea Morrison	Thanks, copy of minute	1 post, 1 letter
31/8/99	Training Dev Proj	Correct Sec address	fax
31/8/99	Red Cross	correct Sec address	fax*2