



LERWICK COMMUNITY COUNCIL

www.lerwickcc.org

CHAIRMAN

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CLERK

Mrs Marie Sandison
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28th January 2016

Dear Sir/Madam,

You are requested to attend a meeting of Lerwick Community Council to be held in the **Town Hall Chamber**, Town Hall, Lerwick at **7pm** on **Monday 1 February 2016**.

The next meeting of Lerwick Community Council will be on Monday 7 March 2016.

Yours faithfully,

Marie Sandison

Marie Sandison
Clerk to the Council

LCC Members Literature in Office

BUSINESS

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 11 January 2016
4. Business arising from the minutes
5. Police Scotland January 2016 Report
6. Stewardship Scheme – In Attendance - Mr Chris Grant – Youth Development Worker
7. Correspondence
 - 7.1 Scotland Bill Briefing Note – Rt Hon David Mundell MP – Secretary of State for Scotland
 - 7.2 Surface Dressing, Re-surfacing and Reconstruction Programme 2016 – Roads Department
 - 7.3 Sustrans Community Links Fund 2016-17 – M. Duncan, External Funding Officer, SIC
 - 7.4 Scotland’s eplanning Service – Iain McDiarmid, Executive Manager, Planning Service, SIC
 - 7.5 Notice of By-Election – Anne Cogle, Depute Returning Officer, Gov & Law, SIC
 - 7.6 Scottish Community Council Website Relaunched
 - 7.7 digiCC Workshops – General Report – January 2016
<http://www.communitycouncils.scot/read-the-report-of-the-digital-engagement-workshops.html>
 - 7.8 Briefing Note - Employment Land Audit
 - 7.9 Sandveien Playpark – Magnus Malcolmson, Team Leader Leisure Facilities, SIC
 - 7.10 Hand dryer, Public Toilets Esplanade
 - 7.11 Street Light Scalloway Steps
8. Grant Applications
 - 8.1 Junior Up Helly Aa – Rent for ground print of Peerie Galley Shed – Ian Spence
9. Planning Applications
 - 9.1 2015/446/PPF – Change of use from retail to café/coffee shop -24 Commercial Street, Lerwick – Mr Malcolm David Arthur
 - 9.2 2015/463/PPF – Redevelopment of site for form staff accommodation for adjacent hotel together with improvements to existing access and provision of additional parking – former Judane Knitwear, Lerwick – Mr Robert Smith, Brudolff Hotels Group
 - 9.3 2016/015/PPF – To site a 40 foot container – Lerwick Fire Station, South Road, Lerwick, ZE1 0RJ – Mr Stephen Davies, Scottish Fire and Rescue Service

MONDAY 11 JANUARY 2016

At a meeting of LERWICK COMMUNITY COUNCIL held in Town Hall Chamber, Town Hall, Lerwick, at 7.00pm

Members

Mr J Anderson	Mr E Knight
Mrs A Simpson	Mr S Hay
Ms K Fraser	Mr W Spence
Mr D Ristori	Mr P Coleman
Mr A Wenger	Mr A Carter
Mr J Fraser	

Additional Co-opted Student Members

Miss S Sandison	Mr I Russell
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Ex-Officio Councillors

Cllr Wishart	Cllr P Campbell
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In Attendance

Chief Inspector Lindsay Tulloch, Police Scotland
Mr Dave Coupe, Executive Manager, Roads, SIC
Mrs M Sandison, Clerk to the Council

Chairman

Mr J Anderson, Chairman to the Council presided.

01/16/01

Circular

The circular calling the meeting was held as read.

01/16/02

Apologies for absence

Apologies for absence were received from M Peterson, Cllr Wills, Cllr Stout, Cllr Bell and Cllr Smith.

01/16/03

Minutes

The minutes of the meeting were approved by Mr D Ristori and seconded by Mr A Carter.

01/16/04

Business Arising from the Minutes

War Memorial

Mr Knight reported that he had been informed by Frank Brown from Shetland Amenity Trust that cleaning of the War Memorial was to be taken on by them.

Skatepark

Mr Anderson mentioned that Mrs Pat Christie had yet to meet with representatives of the group to look at safety issues, but had heard they felt the risk was not high. Design

of the gate met safety standards at the time. They would be willing to erect a sign telling folk to be careful when exiting the skatepark and wondered about funding from the community council for this.

Mr Anderson suggested awaiting the outcome of Mrs Christie meeting with them and sending pictures through to her that were taken by Mr Wenger showing straight through to road.

(Action: Clerk to the council)

01/16/05

Police Scotland December Report

Mr Anderson welcomed Chief Inspector Lindsay Tulloch to the meeting.

Inspector Tulloch reported that he was happy with the high detection rate of seventy five percent shown at the end of the year, second highest in Scotland. Concentration on drugs and road safety were still high on the list. Figures for the end of year had shown increased levels of drugs detection for both supply and possession. They plan to increase work on drugs with education in schools using the drugs dog. This was engaging for pupils and gave a strong message.

He informed members that 2016 priorities were to increase the number of pro-active approaches and more good cases would deter further offending. Another priority was Road Traffic there had been one fatality on the roads last year, a decrease in previous years. This had taken place in very unfortunate circumstances.

Inspector Tulloch mentioned that Ms Elaine Skinley from the roads department was working with schools to promote a positive message to discourage speeding. He said that the Police Report would be circulated and asked if anyone had any questions.

Mr Ristori queried about travelling drug dealers in staying in guesthouses.

Inspector Tulloch replied that folk were to be aware that individuals were using guesthouses in remote places and if they had any suspicions to report them. The aim was to enforce the drugs legislation.

Mr Fraser asked if Police Scotland were able to attribute the loss of support services such as CAB and Drugs Shetland to an increase in drug usage.

Inspector Tulloch replied that they were all about rehabilitation work, so nothing to do with an increase in drug use.

Mr Anderson enquired about the status on legal highs.

Inspector Tulloch replied that the Government had now made possession of some of these compounds illegal which makes possession of legal highs or New Psychoactive Substances (NPS) an offence. He went on to say that legal highs could not be considered legal if they are supplied or given to another person in the knowledge that they contained a substance which may endanger life. This would be considered reckless conduct.

Inspector Tulloch said that those manufacturing legal highs are aware of this and are making new chemical compounds to put into them which are not covered by current legislation. He confirmed that NPS are used in Shetland and they have seized quantities of it.

Mr Anderson thanked the Inspector for his attendance and invited him to stay.

01/16/06

Roads Department – Mr Dave Coupe, Executive Manager

Mr Anderson welcomed Mr Coupe to the meeting.

Mr Coupe mentioned the consultation was out for the proposed 20mph zone from the North Ness to the top of Church Road comprising of traffic calming measures. He stated the reason being, that the alternative of introducing a speed limit was difficult to enforce.

Mr Coupe informed members that the consultation ended on Friday of this week and following that they would look at any objections. In mid-spring they were to look at Pelican crossings, looking at reliability and alternative crossings. They were also aware of the need to look at the 30mph speed limit boundary on the South Brae, which had been brought up before. Also the speed limit on approach to the Sound Primary School which currently has a flashing sign. He asked if anyone had any questions.

Mr Anderson displayed the plan on screen showing the extent of the area for proposed 20mph zone.

Mr Carter commented that drivers were unhappy with speed calming measures. He enquired about the justification of use and the effect on safety figures. He asked to know how effective traffic calming would be and if no difference would they then be removed.

Mr Coupe replied that the accident rate was two per year on the Esplanade, a figure which was twice the national average. The need was to investigate and come up with a proposal. He outlined the plans and reasons for the traffic calming measures.

Mr Coupe said that it was unlikely they would be removed once they were in. He added that they were likely to reduce the statistics particularly in the town centre with parking and pedestrian accidents.

Mrs Simpson asked if the accidents had been caused by speeding cars.

Mr Coupe replied that there had been only one in nineteen. He said that the bulk of cars travelling in the area were already only travelling at 20mph and this would not interrupt peoples driving. He added that the traffic calming measures would ensure an element of self-policing.

Mrs Simpson queried the use of flashing lights at schools and wondered why this could not be done at the Esplanade.

Mr Coupe replied that these just operated on a part-time basis.

Mr Fraser thought that the measures were justified due to the volume of pedestrians in the main shopping area and that it was logical to extend the zone a few further yards to the roundabout at King Harold Street, to include the British Legion and Marlex.

Mr Coupe replied about what a recent accident study had contained and said they had no remit to go further.

Mr Carter asked about the safety figures and a review again in twelve months time. He thought that it was a lot of expensive disruption; remarking that it was taking a sledge hammer to crack a nut.

Mr Coupe responded that the two accidents last year were over the national average and the need to look at and address this.

Cllr Wishart enquired who would pay.

Mr Coupe said that the offer had been made for one hundred percent funding by Sustrans. He said this showed the level of interest the government had in the scheme.

Mr Anderson enquired as to whether any conditions were attached to the offer.

Mr Couple replied that funds needed to be spent by May.

Cllr Wishart said that he knew of only three people who were opposed and this was not high considering the population of Lerwick. There had been concern for cruise ships passengers, with a few near misses reported. He commented that one hundred percent funding was significant.

Cllr Campbell said he also heard from only one who was opposed and that this was very few out of seven to eight thousand folk.

Further discussion ensued on the reason for accidents with pedestrian error and drink reported. Vehicle speed was raised as always a way to reduce severity. Speed detection devices were mentioned with the difficulty of enforcement.

Mr Carter pointed out the outcry in Scalloway following the use of speed calming measures.

Mr Anderson responded that there was already a lot around Lerwick, observing their use on the North Road.

Mr Couple discussed the use of speed bumps and cushions and flat tables. He said that often when proposed they were opposed. He informed members about a German study in a retail area with the conclusion being, that yes it had a disruptive element during the construction, saying that this would be very limited here, but that most towns had found that businesses found that they did slightly better. He added that there was a need in a retail area to be pedestrian friendly.

Mr Anderson asked if anyone had any objection to the proposals.

No objection.

Mr Anderson enquired if the pelican crossing consultation was dependant on this scheme.

Mr Coupe replied that it was separate and not dependant.

Mr Carter commented that he would welcome a report on the effect of the measures in a year's time, as far as safety goes in the town.

Mr Coupe advised that he would, but the report would take a while.

Mr Fraser observed that he could understand what Mr Carter was looking it, but there was a need for pedestrians to feel safer and make use of the retail environment.

Brief discussion ensued about the plans to move the 30mph sign south on road?

Mr Anderson asked if anyone had any further questions for Mr Coupe tonight.

Mr Wenger pointed out that the pavement on one side of the new AHS roundabout was flooded in front of houses at Lochside, due to rain and lack of drainage.

Mr Coupe agreed that they would have a look into that.

Mr Wenger mentioned that he had already forwarded concern about the lamp stump at Gilbertson Road.

Chief Inspector Lindsay Tulloch left at 7.40pm.

Mr Anderson drew attention to agenda item 8.7.

01/16/8.7

Lighting Column Stump

Mr Anderson noted that they had been informed that this stump was to be replaced in early January as part of a wider programme for replacements in Lerwick.

Mr Coupe confirmed that a lot of columns were to be replaced, but due to limited funds they were now prioritising. A problem being that they needed good weather conditions to put men aloft for replacing the eight to ten metre columns. The main areas of risk were the crossing areas for pedestrian and vehicles and also the main 'A' roads.

Mr Wenger pointed out the danger of the small stumps and the safety concerns due to the cables particularly near the school.

Mr Coupe replied that it was unusual to cut them down that low but it was due to corrosion. He advised they were to be replaced, but the programme had been put back due to the weather conditions.

Mr Anderson thanked Mr Coupe for attending.

Mr Coupe left at 7.45pm.

01/16/07

Draft Primary Care Strategy for Consultation – Dr Sarah Taylor

Mr Carter commented that it was a fairly lengthy piece of work. One thing that stood out was the shortage of GP's in Lerwick, although overall figures were over the Scottish average.

He wondered if Shetland Health Board had given any thought to sponsoring young Shetlanders to study for a medical degree and return giving a certain amount of time to work in Lerwick. He suggested that this would be more cost effective than the use of locums and could be made as a comment on the consultation.

Mr Fraser thought there was a need to be careful with such a proposal due to someone feeling that after a few years it was not for them.

Mr Carter pointed out that it had been done before and he had himself seen three graduates come back to work in the Isles.

Mr Anderson agreed that they make that comment. He suggested that they also look at it from a different angle and perhaps the further use of Advance Nurse Practitioners who can take on more duties.

Mrs Simpson agreed with the suggestions and said that the community council should make both comments.

Mr Fraser mentioned the first years of studying were fairly general and most undergraduates were not yet sure of their area of speciality and would not be ready to be cohersed into General Practice.

Mr Hay said the principle should be raised as a valid comment. He raised the question on how community councils can make a corporate judgement on something as big as this.

Mr Anderson proposed that we respond with the collated statements that we can pull together from the community council.

Cllr Wishart said it was an interesting question to do with the fundamentals of democracy. He spoke about the council reading the report and debating it, with the outcome based on the majority. He pointed out that you could sponsor someone, such as seamen for ferries or pilots for air service you couldn't legally bind them to a contract.

Mr Hay mentioned the 'Golden Hello' offered in the past by the government when sponsoring physics and maths teachers.

Mr Anderson thanked everyone for their comments.

01/16/08

Correspondence

8.1 By-Election Timetable 2016

Mr Anderson reported the two vacancies and the forthcoming By-Election dates. He informed members about the recently resignation of Ms White. He asked members if they were aware of anyone who was keen and willing to pass their information to the either Anne Cogle or the clerk.

8.2 CDF Grant Scheme – Budget Update – Michael Duncan

Mr Anderson noted the letter from Mr Duncan pointing out that they were not in a position to confirm dates for CDF funding or confirmation of core funding. He informed members about the good news regarding the match funding offer from the Scottish Government and the hope to have ten thousand for the PB Pilot in May.

Mr Fraser volunteered as part of the working group for the Participatory Budgeting. Mr Anderson added that dates for the working group meetings would be arranged.

8.3 Fireworks Display Clear Up

Mr Anderson commented that the complaint was sent to the community council due to thinking that we had funded the event. He pointed out that organisers hadn't got the chance to clear up until a few days after, due to other commitments.

8.4 Skatepark Gate

Mr Wenger had taken photographs of the Skatepark exit onto the road. Mr Anderson suggested that we forward them onto Mrs Pat Christie. He suggested that the installation of a bollard in the middle of the exit might help.

(Action: Clerk to the council)

8.5 Waste Bin – Seafield - Mr W Spence

Mrs Simpson reported that the waste bin was installed the following day after the last meeting.

8.6 Grant Offer – Letter of thanks – Filsket Riding Club

Noted.

01/16/09

Financial and CDF Report

Mr Anderson pointed out that expenditure for the lighting at the Clickimin Broch was higher than anticipated, with unfortunately repairs increasing the budget. He asked if there were any further questions.

01/16/10

Planning Applications

Additional Item – Notice of Premises Licence

Teamore, Ground Floor, Viking Bus Station, Lerwick, ZE1 0LX

Mr Anderson advised members that the Licence application had just come in and they were looking to sell alcohol on the premises from Monday to Sunday 11am until 1am. He asked if there were any comments.

Cllr Campbell declared an interest as a member of the Licensing Board.

No objections.

10.1 2015/411/PPF – To improve an area of land currently used for the rough grazing of sheep. The land shall be levelled, drainage improved and top soil spread with grass seed to improve the grazing quality. Inert surplus excavated material from local constructions site shall be imported to level the site and create the industrial site areas.

Mr Anderson displayed the location plan. He was aware that no objections were recorded. He had heard that the Marts were not aware and there may be some concern as it was land used to graze sheep in between being sold and going on the boat.

Discussion ensued about the situation of the site and the close proximity of the proposed industrial units to an area with potential for future housing. The area also was identified on the flood risk management plan due to the Burn at Gremista. Concern was raised due to the nature of the inert materials and the area becoming a temporary landfill site.

Mr Anderson proposed that we write and make comments on the issue of drainage and the risk of flooding, the use as a landfill site and the potential for future housing developments.

Mr Coleman agreed to second the proposal and commented that he didn't think that it was a good use of the land.

(Action: Clerk to the council)

Additional Planning Item

2015/429/PPF – To erect shelter to external stairs – 173 Commercial Street, Lerwick – Boots UK

No objection.

01/16/11

Any Other Business

Popcorn Machine at Mareel

Mr Ristori reported that a group of folk had asked about the Mareel popcorn machine and what could be done to bring it back. Folk were not enjoying going to Mareel because of the noise due to the bags. He said staff were aware of the problem and he wondered if they could add support to get the popcorn machine back.

Mr Anderson replied that he thought the reason they were removed was because the fire alarms kept going off.

Mrs Simpson suggested that those who were complaining should write to the manager.

Sandveien Playpark

Mr Coleman enquired about the concern raised previously about the state of the play area at Sandveien.

The clerk informed members that the letter had been sent, but no response had been received.

Mr Anderson said that it might be due to the time of year and that we write again suggesting having it done before the Easter holidays as a possible target.

(Action: Clerk to the council)

Beanfeast after-party

Mr Fraser expressed his concern following the incident at a beanfeast after-party. He didn't want to discourage young people from having parties, but wondered if anything could be done to make them safe and prevent further incidents.

Miss Sandison responded that the boy who carried out the attack didn't attend Anderson High School and was a school leaver. She added that they couldn't stop school leavers from coming and if the incident hadn't have happened, it would have been a successful event.

Discussion ensued as to the availability of stewards for these events. Positive feedback has been received back from a similar event held in Walls.

Miss Sandison pointed out that people over eighteen had been in attendance. The hall committee were supposed to stay, but they had left. The premises had been left in a clean state and they had been pleased with that.

Mr Fraser asked if there was anything they could do.

Mr Anderson thought that the young people should be applauded for their actions. It was unfortunate that they had gone to the effort of organising a venue and had the occasion spoiled by a gate crasher.

Cllr Campbell remarked that it was the responsibility of the hall committee renting out the premises that have a duty of care. The onus was on them to have the event looked after to their satisfaction. He said there has to be a level of responsibility by the operators of the venue.

Cllr Wishart informed members that Billy Sandilands wanted to apologise for the disappointing quality from the projector. A different cable had been used.

Hand dryer

Mr Wenger asked about the hand dryer in the toilets at the Esplanade which had been mentioned at the last meeting.

The clerk informed members that no reply had been received.

Mr Anderson agreed that we chase them up.

(Action: Clerk to the council)

HNP

Mr Anderson said that Mr Peterson had asked that we raise the question of the HNP building on the SLAP site and asked if anyone had any comments to make.

It was suggested that due to strictly the commercial nature of the subject it would perhaps be out with the remit of the community council.

Cllr Campbell declared his interested as Chair of the governors of the Highlands and Islands University.

There being no further competent business the meeting concluded at 8.40pm.

Minute ends.

MR J ANDERSON
CHAIRMAN
LERWICK COMMUNITY COUNCIL

Chairman.....

Date.....



SCOTLAND OFFICE
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25 January 2016

Dear colleague,

With the expected passage of the Scotland Bill, 2016 promises to be an exciting year for communities across Scotland. In the months since the general election, I have had the pleasure of meeting councillors in almost all of Scotland's local authority areas to discuss the new devolution settlement the Bill will deliver. I know that Scotland's community councils have a wealth of knowledge of local issues affecting your areas and ideas about how to make a positive difference to people's lives in your areas.

Scotland Bill – more powers for Holyrood will mean changes for local government

The Scotland Bill delivers in full the legislation needed to implement the Smith Agreement, as Lord Smith of Kelvin himself has confirmed. With major new powers over tax and welfare being transferred from Westminster to Holyrood, changes are on the way which could have a big impact on the work of local government in Scotland.

The Scottish Parliament will see a huge increase in its accountability to the people of Scotland, giving new weight and potential to the powers it already has. The Scotland Bill gives the Scottish Parliament the opportunity to make important choices on tax, welfare, energy, transport and other matters, in addition to its existing responsibilities over areas including health and education.

As the political parties in Scotland compile their manifestos for May, those who are responsible for local government have an important responsibility. How these new powers are used will make a difference to the jobs you do and the people you represent and serve. I urge you to take an active part in this debate and put forward your own suggestions. I have enclosed some further information about the powers contained in the Bill, which I hope will be helpful as you make your voice heard in this debate.

Further devolution *within* Scotland – the next great debate

I do not think that devolution from Westminster should stop at Holyrood. Alongside the package of new powers which was agreed by the Smith Commission, Lord Smith of Kelvin made an important personal recommendation. He said:

“There is a strong desire to see the principle of devolution extended further, with the transfer of powers from Holyrood to local communities...The Scottish Government should work with the Parliament, civic Scotland and local authorities to set out ways in which local areas can benefit from the powers of the Scottish Parliament.”

The issue of further devolution within Scotland has been raised with me many times during my visits to local authorities across Scotland. Before Christmas, I made a speech in which I set out in detail my thoughts on this matter, which can be found here: <https://www.gov.uk/government/news/david-mundell-devolution-in-scotland-the-next-great-debate-speech>.

Scotland's burghs and counties need to make the case for the new powers they would like to see passed on to them. Community councils are closer to the communities they serve than any other elected body and I think they have a big role to play in Scotland's future. Giving more powers to Scotland's communities can help them to improve the lives of local people.

At the start of this crucial year for Scotland, these are important debates which I urge you to make your voice heard in.

A handwritten signature in black ink, appearing to read 'David Mundell', written in a cursive style.

**Rt Hon DAVID MUNDELL MP
SECRETARY OF STATE FOR SCOTLAND**



Scotland Bill Briefing Note

Local Government

Foreword by the Secretary of State for Scotland

The Scotland Bill delivers in full the legislative elements of the all-party Smith Commission Agreement and has been widely recognised as doing so – including by Lord Smith of Kelvin himself. The UK Government is delivering its commitment to the people of Scotland: a stronger Scottish Parliament in a strong United Kingdom.

The Bill sets out the new powers that are being transferred to the Scottish Parliament and the Scottish Government. In particular the Scotland Bill amends sections of the Scotland Act 1998 and rebalances the devolved and reserved responsibilities.

By devolving historic new powers, it will make the Scottish Parliament one of the most powerful devolved parliaments in the world. It includes the devolution of around £11 billion of income tax powers and £2.7 billion of welfare powers on 2014-15 figures. This represents a significant transfer of power which will increase the Scottish Parliament's responsibility and accountability to voters.

This balances the desire for more decisions to be taken in Scotland, closer to those they affect, whilst retaining the strength and security which comes from membership of the larger United Kingdom and which people voted for in the referendum.

Interested parties need to understand the scale of the changes that are coming. What is important now is how these new powers will be used for the benefit of people in Scotland.

I hope you will find the information in this booklet of use in understanding those powers more clearly.



The Rt Hon David Mundell MP
Secretary of State for Scotland

THE NEW DEVOLUTION SETTLEMENT

The Bill delivers on the UK Government's commitment to the people of Scotland, but it also brings a **better balance** to Scotland's devolution settlement and strengthens the Union as a result.

The Scottish Parliament was created with **extensive powers** - **today it has a budget of around £30 billion** - but with little responsibility for raising the funds it spends.

The Bill will give the Scottish Parliament **much greater tax raising powers**. From responsibility for raising **around 10%** of what it spends today, Holyrood will in future be responsible for raising **more than 50%** of what it **spends**.

The Scottish Parliament will be given unprecedented flexibilities on **income tax**: to set income tax rates and thresholds for earned income, including the ability to introduce new bands. This represents **around £11 billion** of income tax revenues.

The Scottish Government will also be assigned **VAT revenues** of around **£4.5 billion** per year. Assigning VAT to Scotland's budget will strengthen the financial responsibility of the Scottish Parliament and provide a real incentive to boost economic activity in Scotland.

All of these are **powerful levers** which the Scottish Parliament will be able to use to make important spending decisions, closer to the people affected by them. This lasting settlement for Scotland will provide for a **stronger, more vibrant and competitive Scottish economy** within the **UK's internal single market**.

These reforms have been designed to operate within existing tax systems and most businesses will not see a change. VAT will still be collected exactly as now. Income tax will continue to be collected by HMRC and most employers and employees operating PAYE will see no change in how they pay tax.

The Scottish Parliament will be responsible for raising more than 50% of what it spends

Devolution within Scotland

The question of **further devolution** within Scotland is one which Lord Smith of Kelvin discussed in the Smith Agreement. He said:

“There is a strong desire to see the principle of devolution extended further, with the transfer of powers from Holyrood to local communities... The Scottish Government should work with the Parliament, civic Scotland and local authorities to set out ways in which local areas can benefit from the powers of the Scottish Parliament.”

Any such transfer of powers from Holyrood to local communities will be the responsibility of the Scottish Parliament to implement. For example, the transfer of the management and revenue of the Crown Estate in Scotland to Scottish Ministers was envisaged by the Smith Agreement as a first step in devolution. The Bill will give the Scottish Ministers the ability to deliver the next step in that process.

The Scottish Parliament will be able to set income tax rates and thresholds for earned income - including the ability to set new bands

Income Tax

The Scottish Parliament will be able to **set income tax rates** and thresholds for earned income. This includes the ability to introduce **new bands** - including setting a **0% band** for the first category of non-saving income, effectively increasing the personal allowance for income tax payers in Scotland.

This gives Scotland **additional financial levers** on top of the Scottish Rate of Income Tax. It will also deliver greater accountability, allowing more decisions affecting Scotland to be made in Scotland.

Scotland will retain the receipts from the income tax on the earnings of Scottish tax payers. This represents a significant devolution of powers, with Scotland retaining around £11 billion of income tax receipts. This accounts for over **95% of income tax receipts** collected in Scotland. This gives Scotland greater fiscal accountability with incentives to increase employment and increase wage growth. The personal allowance, rates on dividends and savings incomes and reliefs from income tax will continue to be set by the UK Government - as agreed by all parties on the Smith Commission.

VAT

The **first ten percentage points** of the standard rate of **VAT** and the first 2.5 percentage points of the reduced rate of VAT will be assigned to the Scottish Government.

On the basis of current VAT rates that **represents approximately £4.5 billion**. Control over setting VAT rates isn't being devolved to the Scottish Parliament as EU VAT law does not allow for differential VAT rates within a Member State.

This power will link Scotland's share of VAT to economic activity in Scotland, providing incentives for the Scottish Government to promote growth and allowing it to reap the rewards.

Devolved Taxes

The Bill also makes changes to ensure that the power to charge tax on air passengers (currently known as **Air Passenger Duty** - APD) leaving Scottish airports will be devolved to the Scottish Parliament. It will switch off APD in Scotland and give the Scottish Government the power to charge its own tax on passengers departing from Scottish airports. The Scottish Government will be free to make its own arrangements with regard to the design and collection of any replacement tax.

Air Passenger Duty brought in approximately **£305 million** from Scotland in 2014-15, which is approximately 10% of the total UK revenue.

The **Aggregates Levy** (a tax on the commercial exploitation of aggregate) will be switched off in Scotland and the Scottish Government will be given the freedom to design and implementation any tax on the commercial exploitation of aggregate in Scotland. The Aggregates Levy brought in approximately **£50 million** from Scotland in 2014-15, which was approximately 15% of the total UK revenue. Oil and gas taxation, however, will remain reserved to the UK Parliament.

**Scotland will retain around
£11 billion of income tax
receipts - around 95% of
those collected here**

The Crown Estate

The Crown Estate consists of property owned by the Monarch in right of the Crown. It is not part of the private estate of Her Majesty The Queen. The Crown Estate in Scotland includes urban and rural estates, foreshore and seabed, and mineral and fishing rights.

The Bill provides for the transfer of the management and revenue of the existing Scottish functions of the Crown Estate Commissioners to the Scottish Government. **Revenue** from those assets will also be **transferred to the Scottish Government**. Crown Estate assets in Scotland, which will remain the property of the Monarch in right of the Crown, have a value of around £260 million.

The Bill **empowers the Scottish Parliament** to legislate about **further devolution** of the management of Crown Estate assets to local authority areas, as set out in the Smith Commission Agreement.

Equal Opportunities

The Bill will enable the Scottish Parliament to legislate for equal opportunities in relation to:

- **non-executive appointments to the boards of Scottish public bodies**, except where those bodies only exercise reserved functions; and
- **devolved functions of Scottish public bodies or cross-border bodies**, enabling it to supplement the provisions in the Equality Act 2010, without modifying the existing ones.

The provisions provide the Scottish Parliament with **broad powers**, providing it with flexibility to implement its future plans. This could **include the introduction of new equality protections and requirements** on public and cross-border bodies exercising devolved functions, and implement requirements for recruitment to the boards of public sector bodies, such as **gender quotas**.

The Scottish Ministers will be able to commence provisions in the Equality Act 2010 requiring **Scottish public bodies**, with wholly or mainly devolved Scottish functions, to consider how their decisions might help **reduce social and economic equalities**.

The Scotland Bill contains a number of provisions relating to energy policy

Energy

The Scotland Bill contains a number of provisions relating to **energy policy**. These provide for: the **devolution of the licensing of onshore oil and gas extraction**; **powers to design and implement schemes relating to energy efficiency and fuel poverty**; and a consultative role for the Scottish Ministers in the design or re-design of **renewables support schemes**.

The Bill will also enable Scottish Ministers to take decisions on the safety of navigation for offshore **renewable energy installations in Scotland** and to take responsibility for ensuring that installations are removed at the end of their useful life.

The energy efficiency and fuel poverty provisions mean Scottish Ministers will be able to decide how the **Energy Company Obligation and Warm Home Discount Scheme** are designed and implemented in Scotland. These national programmes require energy suppliers to install energy saving measures in households and to support fuel-poor homes.

The Scottish Ministers will be able to develop rules on the **types of support offered in Scotland to households under supplier obligations** (e.g. replacement boilers or loft insulation), as well as the **types of households and/or areas eligible** (e.g. private properties, rural areas or low income areas) for support under these schemes. Responsibility for setting the way the money is raised (the scale, costs and apportionment of the obligations as well as the obligated parties) will remain reserved as set out in the Smith Commission Agreement.

Elections

The Bill devolves full powers in respect of **the administration and conduct of Scottish Parliamentary and local government elections in Scotland**, with the exception of certain specified subject-matters, to the Scottish Parliament.

The provisions also devolve many of the Electoral Commission's general functions and enforcement functions in relation to elections for membership of the Scottish Parliament. The establishment and constitution of the Electoral Commission remain reserved.

The Bill provides for the **Boundary Commission for Scotland's functions** in relation to reviewing Scottish Parliamentary boundaries to be transferred to the Local Government Boundary Commission for Scotland.

The welfare powers agreed by the Smith Commission mean the Scottish Government will be responsible for welfare spending around £2.7 billion

Welfare Powers

The **welfare powers**, agreed by the Smith Commission, and delivered by the Scotland Bill are significant. The Scottish Government will be responsible for **welfare spending worth around £2.7 billion** in 2014/15. The Scottish Government will have the power to tailor policy to local circumstances and needs across a wide number of benefits. It will have the **ability to take decisions** over how best to help a diverse range of people supported by the welfare system in Scotland – carers, disabled people, those living in social housing, and those struggling to find employment.

Under these new powers, the **Scottish Government will be able to create a tailored system for Scotland to operate alongside the continued work of the UK Government in providing strong, independent and vital support to all people across Great Britain**. Some benefits will be devolved entirely and, for reserved benefits such as Universal Credit, Tax Credits and Child Benefit, the Scottish Government will be able to make top-up payments.

The Bill will give the Scottish Parliament **the power to legislate to change a number of benefits currently claimed by people in Scotland**. These include Attendance Allowance, Disability Living Allowance, Personal Independence Payment, Carer's Allowance and others.

These powers, along with the **ability to create new benefits in areas of devolved responsibility** and make other discretionary payments to help with short-term needs of people not entitled to a reserved benefit, will give **unprecedented power and flexibility** to the Scottish Parliament to make welfare decisions which affect the lives of people in Scotland.

Employment Programmes

The powers being devolved in the Scotland Bill will give the Scottish Parliament the power to create employment programmes to support claimants at risk of long term unemployment and to support disabled people.

The Scottish Parliament will have the freedom to **create programmes** similar to those which the UK Government delivers in this area. The Scottish Government will be able to develop a tailored approach to support currently delivered through contracted programmes, including for some of the hardest to help. Those further from the labour market often require individualised support, and devolution in this area will help Scotland to achieve this where the support provided for claimants must be for at least a year.

Jobcentre Plus will remain part of the UK-wide organisation and continue to deliver its core services and offer schemes to help people find work or deliver skills.

Next Steps & Implementation

The UK Government will continue to discuss the implementation of these important powers with the Scottish Government and work with them to identify where skills and knowledge can be shared to maximise the effectiveness of the transfers of different powers.

The two Governments have already successfully ensured the smooth transfer, to time and budget, of tax powers to Holyrood enabling Land and Building Transfer Tax and Scottish Landfill Tax to commence in April last year – the first new Scottish taxes in over 300 years.

The Smith Agreement stated that the devolution of powers “should be accompanied by an **updated fiscal framework** for Scotland, consistent with the overall UK fiscal framework”. The framework will provide the tools and controls to support the operation of its new powers. It will be based on the principles set out in the Smith Agreement and agreed bilaterally between the UK Government, represented by HM Treasury, and the Scottish Government. Both parties are aiming to reach an agreement as soon as possible.

The Scottish Parliament will have the freedom to create employment programmes, allowing it to develop a tailored approach to support

POLICY BACKGROUND TIMELINE

18 September 2014 - Decisive referendum vote to remain part of the United Kingdom.

19 September 2014 - The Prime Minister establishes the cross-party Smith Commission to agree further powers to be devolved to the Scottish Parliament and the Scottish Ministers.

October 2014 - Members of the Commission receive thousands of submissions from stakeholders and civic Scotland.

27 November 2014 - The Smith Commission Agreement is agreed by all of Scotland's five main political parties.

22 January 2015 - The UK Government produce draft clauses and a command paper that indicated how the Agreement would be implemented.

February – May 2015 - During this period, the draft provisions underwent significant refinement ahead of introduction to Parliament in May 2015.

28 May 2015 - The Scotland Bill introduced to UK Parliament.

9 November 2015 - Bill receives unopposed Third Reading in House of Commons.

10 November 2015 - Bill begins passage in House of Lords.

2016 - The UK Government is working to achieve Royal Assent of the Bill ahead of the Scottish Parliamentary elections.



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Director: Maggie Sandison

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Per, Mrs Marie Sandison, Clerk
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If calling please ask for
Neil Hutcheson
Direct Dial: 01595 744882

Our Ref: NH/SMG/R/C4
Your Ref:

Date: 18th January 2016

Dear Mrs Sandison

Surface Dressing, Re-Surfacing and Reconstruction Programme 2016

I would like to make your Community Council aware of our proposals for surface dressing, surfacing overlays and carriageway reconstructions this financial year. We undertake to carry out surface dressing between May and August. A significant amount of patching and other preparation works are required again this year, ahead of the surface dressing, and the completion of these works will to a large extent dictate our programme.

I would also like to remind your Council of the traffic management procedures that will be in place. The surface dressing sites will all be covered by an enforceable 20 mph speed limit. In the past we only used an advisory 20 mph speed limit, which had limited success. We received numerous complaints from motorists suffering stone-chip damage from overtaking and/or oncoming traffic ignoring the advisory limit. The enforceable or mandatory limit has helped to prevent such incidents and the Police are able to assist where there is evidence of excessive speed through treated areas. The mandatory speed limits will remain in force until after final sweeping of loose chips has been completed i.e. a week after the application. We apologise for the inconvenience and increased travel times caused by the limits but these measures do minimise damage from stone-chips. They also prevent further disruption from repeat applications that may be required in treated areas damaged by speeding traffic.

Surface dressing is not a suitable treatment in all cases. Where a road surface has lost its shape, has extensive reinstatements following work by utility companies or has already been dressed several times the only option is to re-surface or overlay the road. This form of treatment restores evenness to a mis-shapen road and can, when of sufficient depth, strengthen a road's structure. Where a road has entirely lost its shape or is severely rutted then even an overlay may not be sufficient to remedy these faults. In these situations reconstruction of the carriageway may be needed to treat this structural failure of the road. The use of steel mesh reinforcement within the asphalt layers is an alternative to full reconstruction that can be used in rural areas, usually in roads that are founded on peat.

Please find attached maps showing lengths of the road network that have been identified as requiring an overlay of surfacing (highlighted in red) the application of a surface dressing (highlighted in green) or reconstruction (highlighted in blue). Where there are no maps for a particular area then there will be no treatment in that Community Council area in 2016.

Should your Council have any queries or wish to comment on the programmes please contact Neil Hutcheson at the above address.

Yours sincerely

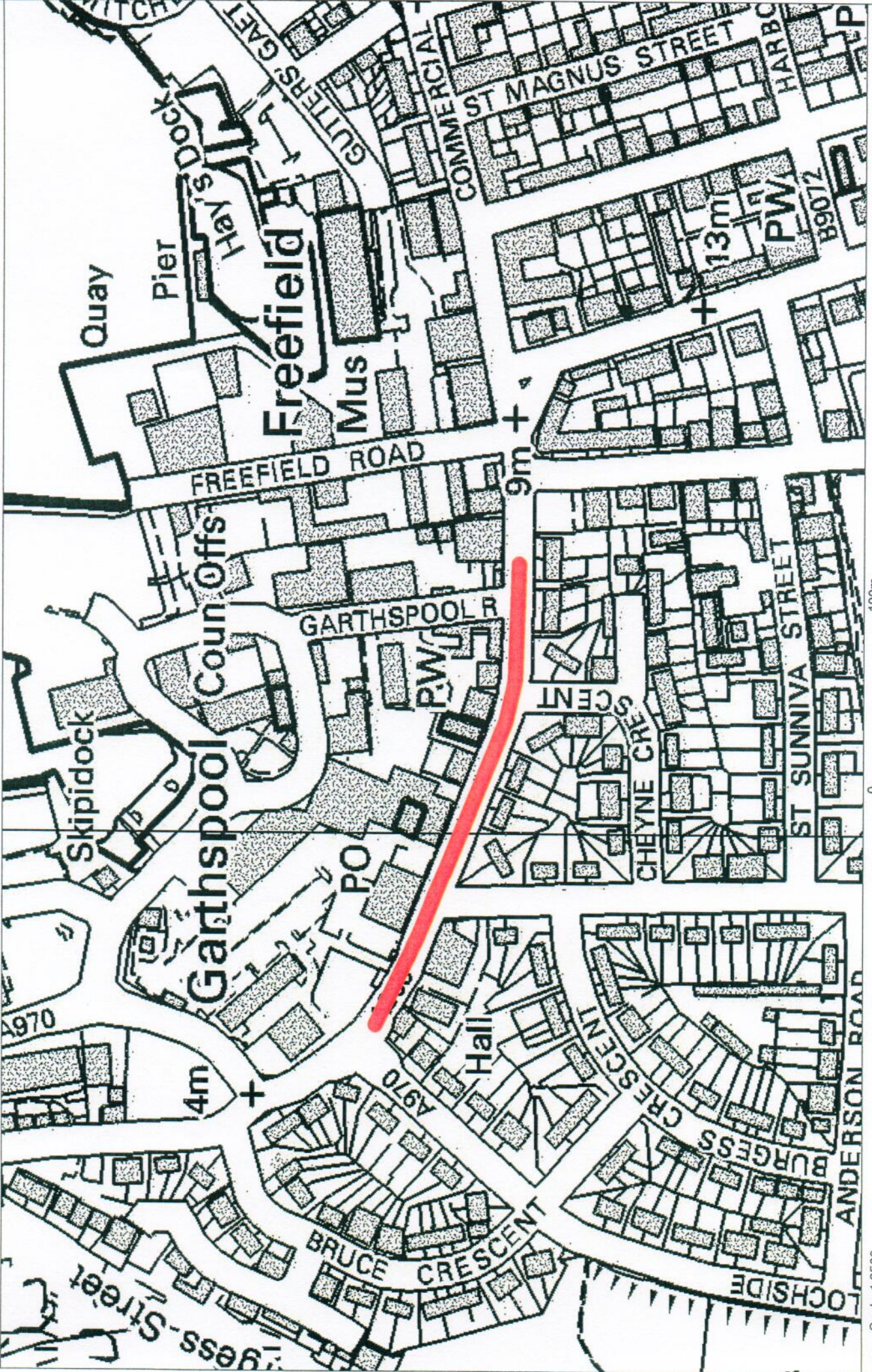
A handwritten signature in blue ink, appearing to read "David Lupton". The signature is fluid and cursive, with a large initial "D" and "L".

Executive Manager - Roads
[CCSurfacedressing2016.doc]

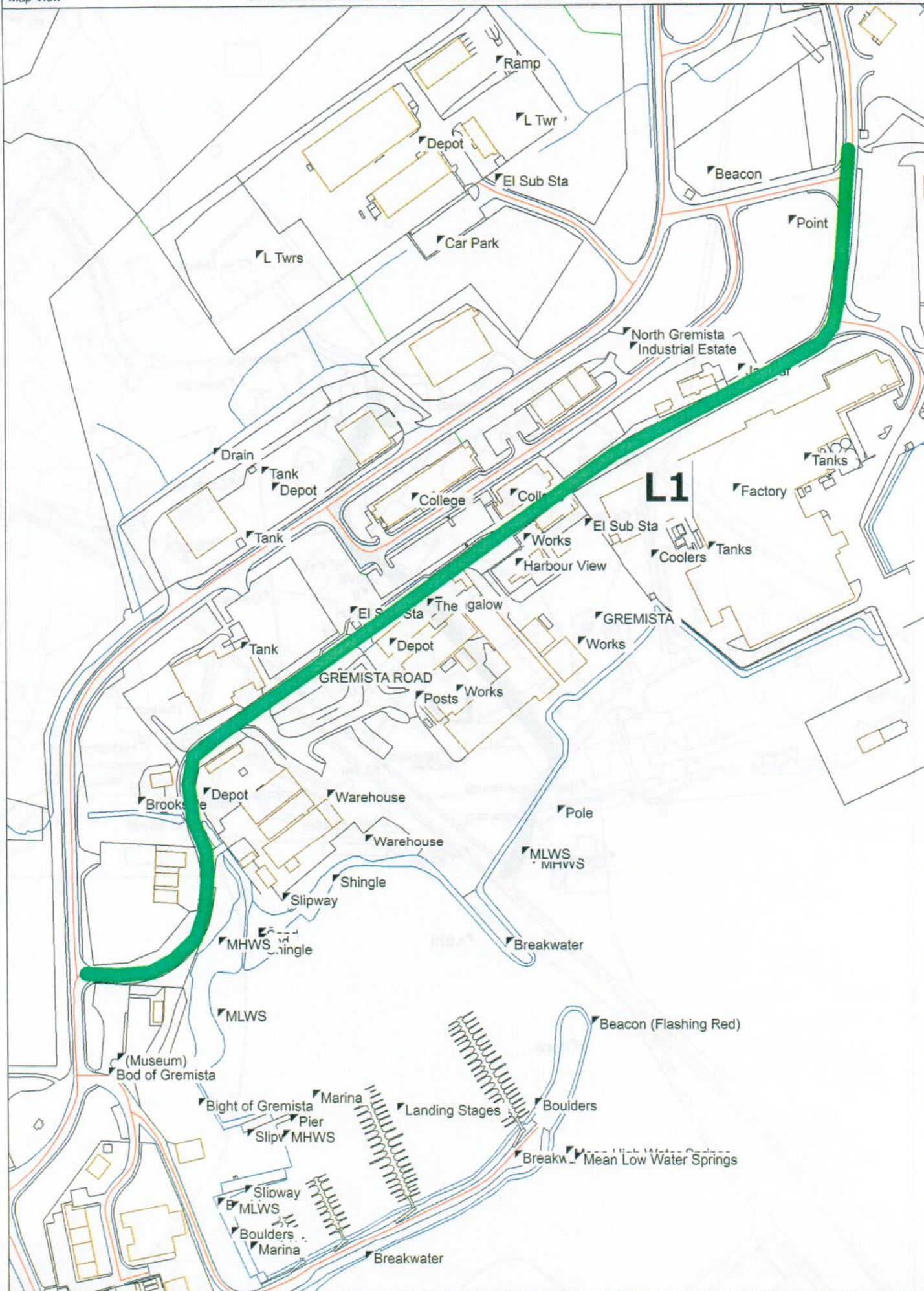
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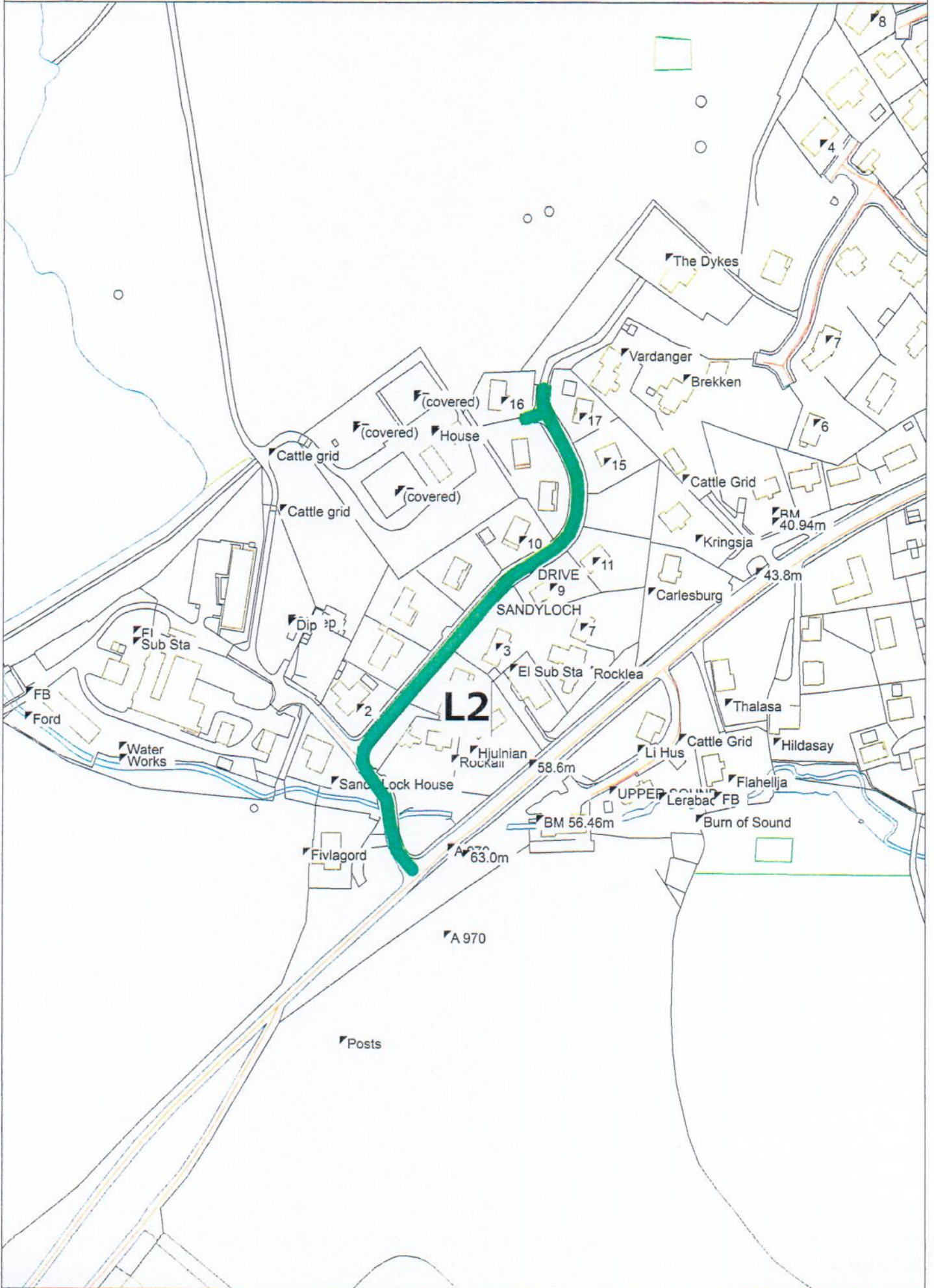
PROPOSED RE-SURFACING PROGRAMME 2016-2017 APPENDIX A

plan no	road section	location	location details/comments	length (m)
Lerwick, Bressay & Scalloway				
L1	A0969-060	A969 North Road (N Lochside to Garthspool)	Poor reinstatements requiring inlay	240
South Mainland				
S1	C0209-020	Levenwick Loop (South End)	Potholes in south end. Rutted. Overlay.	400
North Mainland				
N1	B9071-155	Laxo Terminal to Vidlin	Poor texture, profile and rutting. Overlay.	950
N2	A0968-010	A968 Collafirth Jcn (South) Overlay (TOTAL)	Rutted and poor profile due to TOTAL traffic.	580
N3	A0970-380	A970 Tagon Overlay (TOTAL)	Rutted, fretting and severe cracking	275
N4	B9076-030	B9076 Humps at Sellaness Overlay (TOTAL)	Poor longitudinal profile. Overlay.	80
N5	B9076-040	B9076 SVT to SGP Overlay (TOTAL)	Rutted, fretted, worn and previously patched.	330
West Mainland				
W1	C0304-100	Mid Walls Road (Elvister to Breibister)	Rutted and out of shape.	1,050
Central Mainland & Scalloway				
C1	A0970-310/320	A970 Girsta (Wadbister to Brunt Hamarsland)	Cracked, rutted and poor shape needs overlay	1,000
Yell				
Y1	C0502-110	East Yell Road (Hogalee to Vatsie)	Rutted and poor longitudinal profile	1,500
Unst				
U1	A0968-240	A968 Hagdale toward Brookpoint	Badly corrugated. Overlay	800

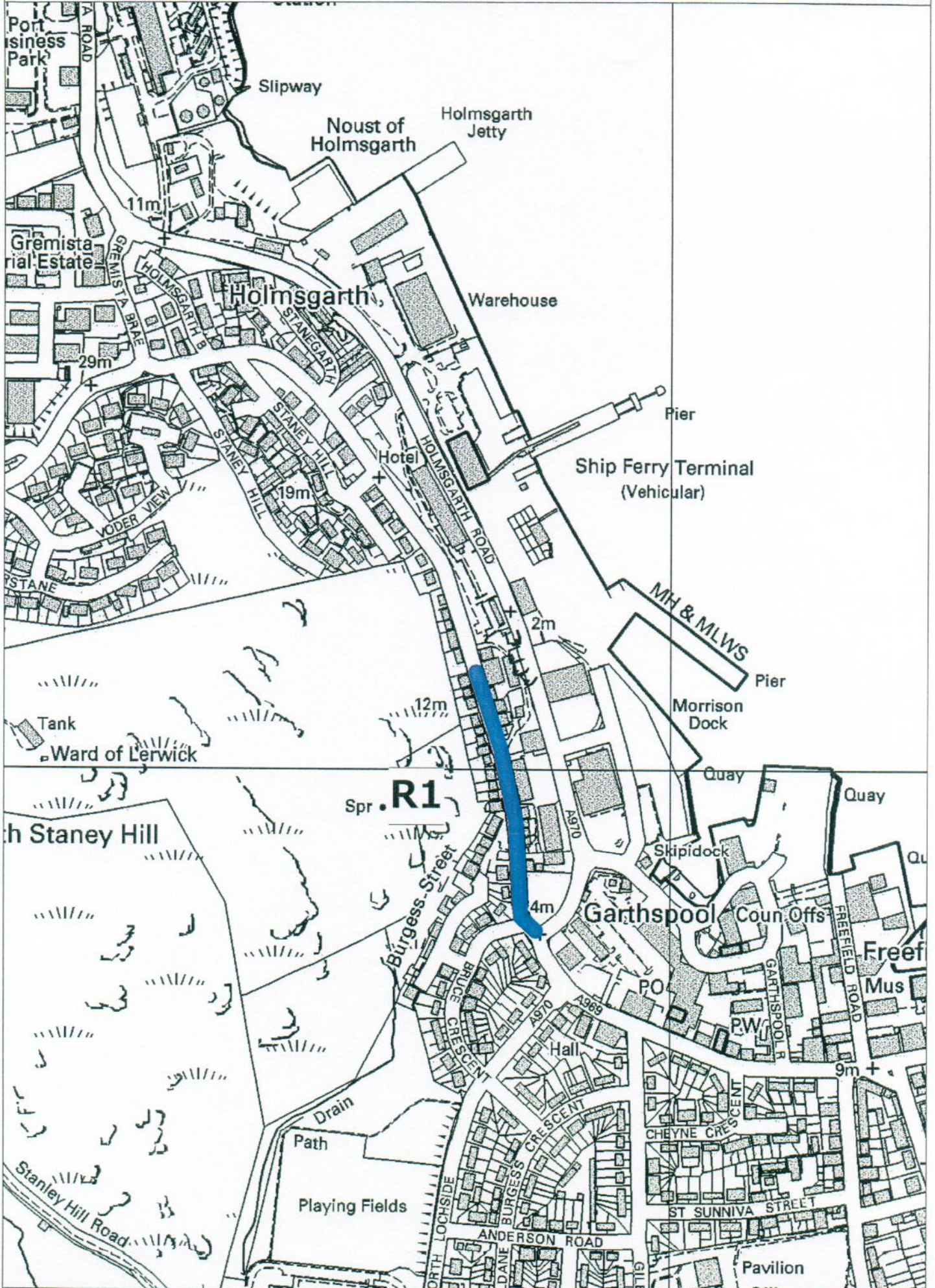


PROPOSED SURFACE DRESSING PROGRAMME			2016	APPENDIX B
plan no	road section	location	location details/comments	length (m)
South Mainland				
S1	A0970-070	Robin's Brae - Skelberry to Clumlie Jcn (Poor texture RCI)	Worn , fretted in places and heavily patched	3200
S2	A0970-120	A970 Sandwick at Waterworks	Small holes in existing dressing and wearing course	1245
S3	A0970-200	A970 Quarff (North Brae Only)	Poor surface texture	1050
S4	B9122-010	B9122 Skelberry Junction to Lunabister	Very poor surface texture	1500
S5	B9122-040	Bigton Top Road	Time Expired (more than 5 years since overlay)	660
S6	B9122-040	Bigton Straight Mile (North End)	Worn, poor surface texture	890
S7	C0202-060	Exnaboe Meadowfield (Time Expired)	Time Expired (more than 5 years since overlay)	800
S8	C0211-040	South Vaxter to Gord, Cunningsburgh	Poor surface texture	1700
S9	C0211-170	Gord to Greenmow, Cunningsburgh	Time Expired (more than 5 years since overlay)	370
S10	X0206-080	Fleck to Boddam Loop	Poor surface texture and time expired	1600
S11	X0211-030	North Brig to Gord, C'burgh (Time expired)	Time Expired (more than 5 years since overlay)	1000
S12	X0211-150	Greenmow (Time expired)	Time Expired (more than 5 years since overlay)	965
North Mainland				
N1	A0970-360	A970 Sandy Quarry to Petta Water	Poor surface texture, fretting, cracking and patched.	3050
N2	A0970-510	Eshanness Junction to Hillswick	Poor surface texture due to fatting up.	1100
N3	B9071-160	Skelberry Bend to Vidlin (Two Lane to North)	Poor surface texture and cracking	880
N4	B9079-10/20	B9079 Eela Water to Runnadale, Ollaberry	Small holes forming in surface in places.	1000
N5	X0404-045	Fiblister	Poor surface texture and cracking	720
N6	X0404-050	Eastness, Ollaberry	Starting to wear and fret. Needs patched.	560
N7	X0404-060	Kingland, Ollaberry	Starting to wear and fret.	350
N8	A0968-010	A968 Tagon to Hamars (TOTAL)	Poor surface texture. Worn.	1100
N9	A0968-020	A968 South of Scarvar Ayre to Grutin (TOTAL)	Poor surface texture. Worn.	2120
N10	A0970-430	A970 Innbanks to Mangaster Straight (TOTAL)	Poor surface texture. Worn.	1630
N11	B9076-010	B9076 Garriocks Garage to 40 MPH Signs, Brae (TOTAL)	Poor surface texture, badly fattted up.	300
N12	B9075-015	B9076 North of 40 MPH Signs, Brae (TOTAL)	Poor surface texture. Worn.	740
West Mainland				
W1	A0971-050/060	A971 South Whiteness Jcn to Cova	Poor surface texture and cracking	2670
W2	A0971-060	A971 Huxter, Weisdale	Poor surface texture	960
W3	A0971-080	A971 Weisdale Voe (Kergord Jcn to Scord)	Poor surface texture, worn with fatting up.	3060
W4	A0971-220	Bousta to Huxter Jcn (Fatted Up Area near Mill)	Poor surface texture	500
W5	A0971-161	A971 Pinhoulland to Pier Road Walls (Time Expired)	Time Expired (more than 5 years since overlay)	800
W6	C0302-010	Huxter Road, Sandness	Time Expired (more than 5 years since overlay)	1800
W7	C0309-050	South Whiteness (North End, Time Expired)	Time Expired (more than 5 years since overlay)	1250
W8	C0303-010	West Burrafirth Road, South End (Time Expired)	Time Expired (more than 5 years since overlay)	2100
Central Mainland				
C1	A0970-292	A970 Black Gaet Junction to Scord Bend	Worn surface, some fatting up and cracking.	640
C2	A0970-330	A970 Brunthamarsland to Bretto Bends	Poor surface texture, some cracking.	1000
C3	C0309-040	Stromfirth Brig	Time Expired (more than 5 years since overlay)	125
C4	X0215-080	Windy Grind to Veensgarth Roundabout	Worn and fretting small holes in places.	820
C5	X0309-030	Cuckron, Stromfirth	Time Expired (more than 5 years since overlay)	970
Yell				
Y1	A0968-150	A968 Sandwater to Gutcher	Polished and worn.	750
Y2	B9081-040	B9081 East Road at Burn of Otterswick	Short section between resurfaced lengths	125
Y3	X0502-040	Basta Road Type 1 Trial (DOUBLE)	Very poor condition, worst sections to get overlay.	400
Y4	X0502-070	North-a-Voe	Patched in places, some still to do then SD to seal.	2060
Y5	X0502-170	Clingrapark	Polished and worn.	130
Y6	X0503-050	Otterswick Road	Time Expired (more than 5 years since overlay)	580
Y7	X0503-060	Gossabrough	Polished and worn.	2200
Y8	X0503-097	Burravoe Pier Road	Poor condition, small potholes forming.	390
Y9	X0503-110	Hamnavoe	Poor surface texture and cracking	770
Y10	X0504-070	West Sandwick (South Junction to Gardins)	Poor surface texture and cracking	815
Y11	X0503-160	Kirkhouse, West Yell	Time Expired (more than 5 years since overlay)	240
Lerwick				
L1	X0101-030	Lower Gremista to Greenhead Rd, 6mm (Time Expired)	Time Expired (more than 5 years since overlay)	840
L2	X0103-155	Sandy Loch Drive, 6mm	Poor surface texture, seal patches near junction.	315





PROPOSED RECONSTRUCTION PROGRAMME		2016-2017	APPENDIX C	
plan no	road section	location	location details/comments	length (m)
Lerwick, Bressay & Scalloway				
R1	C0101-010/00	Old North Road (Phase 1)	Poor reinstatements, heavily patched, standing water and crazed throughout.	280
Central Mainland & Scalloway				
R2	A0970-292	A970 Scord Brae	Road is subsiding and uneven.	90
North Mainland				
R3	B9071-155	Laxo Terminal to Vidlin	Poor shape, cracked and edges breaking up.	1,100
Yell				
R4	C0504-040	Herra Road Phase 2	Rutted, cracked and very poor longitudinal profile	1,100
R5	C0502-110	East Yell Road at Lussetter	Very rutted and fatted up.	725



Sustrans is pleased to announce the launch of the 2016/17 Sustrans Community Links funding round, for cycling and walking infrastructure in Scotland. Sustrans and Transport Scotland are keen to see Local Authorities actively encouraging active travel and the delivery of Scottish Government cycling and walking aspirations through investment in the built environment.

Over the past 5 years communities across Scotland have benefited from over £40million in investment through the Community Links Programme. More than 500 cycling and walking schemes have been delivered with support from the fund, giving more people the opportunity to get around by foot or by bike. We hope that your council will make the most of the opportunity Community Links funding presents and match fund as many projects as possible.

The attached guide provides comprehensive information on the 2016/17 Community Links funding process, how to apply and how applications will be assessed. Sustrans encourages applications that reflect community demand for active travel projects across all sectors of society including health, housing, transport, environment, communities, education, regeneration and economic development. Though road safety and access officers have often led on applications in the past, Community Links funding can be accessed by any council department that can commit to delivering a project. Indeed, we would strongly encourage applications which work across different Council departments and deliver benefits across policy areas.

The deadline for applications to this year's fund is 12th February 2016.

If you would like to talk over your ideas, please contact the Community Links Team and we would be happy to help: email community.links@sustrans.org.uk or telephone 01313 469 784. You can obtain further information from our website at www.sustrans.org.uk/communitylinks

In the meantime, here are some examples of some of the projects we have been funding across Scotland:

- [East Dunbartonshire Council, The Bears Way Cycleway](#)
- [City of Edinburgh Council and Causey Development Trust, "The Causey"](#)
- [Falkirk Council, Bo'nness to Blackness Path](#)

We look forward to working with you!

Best regards,

The Community Links Team
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Edinburgh
EH12 5EZ
Tel: 0131 346 1384
Email: community.links@sustrans.org.uk

Sustrans makes smarter travel choices possible, desirable and inevitable. We're a leading UK charity enabling people to travel by foot, bike or public transport for more of the journeys we make every day. It's time we all began making smarter travel choices. Make your move and support Sustrans today. www.sustrans.org.uk

Project Justification: This section of the application is worth 66% of the overall score. Up to 10 marks are given for each Objective, up to a maximum of 100 marks.

Vision	Aims	Objectives: to increase the number of projects which [...]	Guidance notes (Some things you should consider in order to demonstrate that you are fulfilling the Objective)
By 2020, 10% of everyday journeys taken in Scotland will be by bike	Create infrastructure that encourages people to cycle, walk or use another active travel mode as their preferred mode of travel for everyday journeys	...result in an increased number of everyday journeys travelled by foot or by bicycle	<p>Note that up to 20 marks are available for fulfilment of this priority objective.</p> <p>Successful projects will be of a standard that will be suitable for people who do not already travel by bicycle (or travel actively) for everyday journeys to use it and will provide a direct, convenient and attractive active travel link between the places people live and the places people want to go. Please explain how your project does this.</p> <p>The need for signage - both directional and promotional - should be addressed within all applications for construction projects.</p> <p>Applicants should consider the needs of all users and pay due regard to accessibility for people with physical impairments or visual impairments</p>
		...prioritise active travel modes over and above other modes.	Community Links funded projects must be intended to result in a net increase of journeys made by active mode over trips made by motor vehicle.
	Meet the needs of communities – provide communities with the opportunity to shape their local environment and link the places people live in with the places they want to get to	...demonstrate strong local need, demand and involvement.	<p>How has the project addressed community demand for making walking and cycling easier?</p> <p>Please consider balancing the cost of your project against the relative health inequalities within your local authority. Applications for projects that directly address physical inactivity in areas of deprivation identified within the Scottish Index of Multiple Deprivation (SIMD), will be scored more highly.</p> <p>How have the community been involved in the development of the design? Have the community lead the project? If so please provide details.</p>
		...are accompanied with wide range of smarter measures which promote the individual project and active travel in general.	In order to achieve a modal shift from the car to walking and cycling for shorter journeys it is recognised that the Community Links programme needs to have complementary people focused measures (behaviour change and smarter measures). Partners are encouraged to combine measures that encourage use of the infrastructure delivered in these proposals and help to achieve more sustainable travel habits. Successful projects should have a comprehensive and innovative behaviour change strategy to coincide with the capital works.
		...contribute to an overarching smarter choices strategy (for the individual project or over a geographical area such as a town or a Local Authority area).	Projects which tie into or complement an ongoing smarter choices programme with dedicated funding towards behaviour change will be judged more favourably than stand-alone projects. Where you have submitted an application to Paths for All Smarter Choices funding, which complements your proposed Community Links project, please provide details.
	Encourage innovation – support partner organisations in raising the standard of infrastructure for walking and cycling in Scotland	...include new, innovative and imaginative concepts which exceed the accepted standards for road and street design.	Full marks will be given to those projects that use ideas, solutions or concepts that have not been previously used in Scotland that prioritise people wishing to travel by bicycle and other active travel modes or encourage use of the infrastructure delivered in these proposals. The aim here is to set useful precedents and create exemplar projects.
	Encourage placemaking which facilitates greater use of public space and higher levels of active travel	...include street design that facilitates greater use of public space and higher levels of active travel while reducing the dominance of motor transport.	Where projects involve remodelling of streetscape, they should follow the policies and guidance set out in <i>Designing Streets</i> ; the Scottish Government's policy statement for street design. <i>Designing Streets</i> emphasises place-making over systems focused upon the dominance of motor vehicles. Street user hierarchy should consider pedestrians first and private motor vehicles last. Street design should be inclusive, providing for all people regardless of age or ability.
	Create an enabling environment for active travel	...allow other initiatives, which make positive use of public space, to flourish.	Examples of 'enabling' projects include 20 mph speed limit areas, carriageway narrowing and filter permeability. Examples initiatives which make positive use of public space would be 'Playing Out Streets', Homezones, 'walking and cycling friendly roads' or Dutch style 'Cycle Streets'.
		...are identified in a local or regional cycling/active travel strategy and fit into a long term plan for the local authority area.	<p>Marks will be awarded where it has been demonstrated that the project fits into the local authority's wider strategy for cycling or active travel and the level of priority assigned to it. For instance:</p> <ul style="list-style-type: none"> • Does it form part of a local cycle network proposal? • Has it been identified as a high priority in a feasibility study to make a settlement more accessible by bicycle/on foot? • Is it identified as a regional priority in a Regional Transport Partnership or National Park cycling/active travel strategy?

Deliverability: This section of the application is worth 33% of the overall score. In addition, a mark of zero in any one of these fields will mean that the application is screened out or that further information is requested

Deliverability indicator	Criteria (Maximum of 50 Marks)
Certainty of match funding	Match funding is an essential component of the programme and can directly affect the deliverability of the project: <ul style="list-style-type: none"> · 0 marks - if no match funding has been identified · 5 mark - if the match funding has been applied for but not yet confirmed · 10 marks - if the match funding is secure and already in place
Required permissions (Landownership)	Has landowner(s) consent been granted to allow the project to be delivered? <ul style="list-style-type: none"> · Maximum of 10 marks available based upon how far consent/permissions have been progressed (Note: Design and feasibility projects will automatically score 10)
Required permissions (Planning permission)	Have necessary planning permissions been obtained to allow the project to be delivered? <ul style="list-style-type: none"> · Maximum of 10 marks available based upon how far consent/permissions have been progressed (Note: Design and feasibility projects will automatically score 10)
Required permissions (Others)	Have other necessary permissions been obtained to allow the project to be delivered (e.g. Traffic Regulation Orders, ecology surveys etc.)? <ul style="list-style-type: none"> · Maximum of 10 marks available based upon how far consent/permissions have been progressed (Note: Design and feasibility projects will automatically score 10)
Evidence of the design For all construction project applications, Sustrans requires sufficient supporting maps, feasibility studies, engineering plans, cross sections and technical drawings in order to properly review proposals.	<ul style="list-style-type: none"> · 0 marks – if no plans of the proposals are uploaded with the application · 5 marks – if a map only is uploaded with the application · 10 marks – if a map, cross section drawings and technical design drawings are uploaded with the application (Note: Design and feasibility projects will automatically score 10)

Community Links Guide 16/17

Essential Information for Applicants

November 2015



About Sustrans

Sustrans makes smarter travel choices possible, desirable and inevitable. We're a leading UK charity enabling people to travel by foot, bike or public transport for more of the journeys we make every day. We work with families, communities, policy-makers and partner organisations so that people are able to choose healthier, cleaner and cheaper journeys, with better places and spaces to move through and live in.

It's time we all began making smarter travel choices. Make your move and support Sustrans today.
www.sustrans.org.uk

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Front cover photo courtesy of Edinburgh Cycle Chic (www.edinburghcyclechic.wordpress.com)

A large print version of this document is available on request. Please call 0131 346 3019 or email andy.keba@sustrans.org.uk

Contents

1	Introduction	1
1.1	What is the Community Links Programme?.....	1
1.2	Who can apply?	1
1.3	What is eligible for funding?	2
1.4	How much funding is available?	2
1.5	When must the funding be spent?.....	2
1.6	What are the match funding requirements?.....	3
2	How to apply	4
2.1	The application process	4
2.2	Support during the application process	4
2.3	Application timeline	4
2.4	Further guidance.....	5
3	How your application will be assessed	6
3.1	Assessment stages	6
3.2	Meeting the Aims of the programme	6
3.3	Demonstrating deliverability	6
4	How funding is awarded	7
4.1	Provisional Funding Award.....	7
4.2	Full Funding Award	7
5	Support during the project.....	7
6	Monitoring, reporting and grant claims	8
6.1	Monitoring	8
6.2	Reporting	8
6.3	Grant claims.....	8
7	Contact us.....	9
	Appendix A – The Community Links Criteria	A
	Appendix B – Suggested Community Links Projects	B

1 Introduction

1.1 What is the Community Links Programme?

Sustrans Scotland's Community Links Programme provides grant funding for the creation of infrastructure that enables more people to cycle and walk for everyday journeys. It has been running since 2010 and has funded over 500 projects to date. The programme is funded through the Transport Scotland Sustainable Transport team within the Scottish Government.

The Cycling Action Plan for Scotland¹ sets out a vision that "By 2020, 10% of everyday journeys taken in Scotland will be by bike". In order to achieve this ambitious vision, 19 actions are identified, one of which refers specifically to the need to "develop and maintain community links" (Action 4). Therefore, the Community Links Programme is a key component in the delivery of the Cycling Action Plan for Scotland.

The Aims of the Community Links Programme are to:

- Create infrastructure that encourages people to cycle, walk or use another active travel mode as their preferred mode of travel for **everyday journeys**
- Meet the needs of **communities** – provide communities with the opportunity to shape their local environment and link the places people live in with the places they want to get to
- Encourage **innovation** – support partner organisations in raising the standard of infrastructure for walking and cycling in Scotland
- Encourage **placemaking** which facilitates greater use of public space and higher levels of active travel
- Create an **enabling environment** for active travel

1.2 Who can apply?

Sustrans encourages applications from any organisation which can demonstrate that they are able to deliver and maintain the infrastructure for which they are applying.

Local Authorities are the principal delivery partners for Community Links projects as they can demonstrate a strong track record of delivering quality projects within the required time frame. However, other applicants – such as national parks, universities, trusts and larger charitable organisations – have all received funding in the past.

We would recommend that smaller community organisations work with their Local Authority to bid for Community Links funding. Well-constituted community organisations are sometimes able to bid for third party funding which is not available to Local Authorities and so a partnership approach is encouraged (see Section 1.6 of this guide). Sustrans' Community Links team are available to provide advice and guidance to anyone interested in submitting an application for funding.

¹ Transport Scotland (2013) *Cycling Action Plan for Scotland* Available at: <http://www.transportscotland.gov.uk/strategy-and-research/publications-and-consultations/cycling-action-plan-2013>

1.3 What is eligible for funding?

Sustrans will consider funding any project which contributes to the overall aims, and meets one or more objectives, of the programme. This is judged via the application process (see Section 3 of this guide). Community Links can fund pre-construction design, community engagement and feasibility work, construction work and post-construction project enhancements². We would encourage all potential applicants to read through the Community Links criteria carefully and to contact us if you are in any doubt – you'll find our details are in Section 5 of this guide.

Please note that Community Links funding **cannot** be used for projects which seek to deliver the following:

- X Facilities that are not designated for cyclists – e.g. footpaths / pavements less than 2.5m wide
- X Projects for which 50% match funding has not been identified
- X Projects with a design-life of less than 15 years
- X Paths constructed of non-sealed surfaces will only be considered in exceptional circumstances
- X Unprotected advisory cycle lanes as a stand-alone measure
- X Infrastructure that is primarily designed for sports use
- X Projects where there is either no evidence of community need/support or there are significant objections from within the community
- X Cycle parking as a standalone measure – cycle parking can be funded as part of a wider construction project but not on its own
- X Direct creation of new roads, car parks or projects which do not result in a net increase in journeys by foot or by bicycle
- X Routine maintenance of cycling and walking infrastructure
- X Projects involving inappropriate and excessive vegetation clearance or destruction of wildlife habitat
- X Projects involving inappropriate and excessive destruction of local amenities, such as playing fields
- X Active Travel Hubs
- X Public transport infrastructure projects where there is no active travel benefit

1.4 How much funding is available?

We anticipate that the Community Links programme will receive funding of a similar scale to previous years (£38 million from 2014/15 to 2015/16). Funding awards for individual projects usually range from around £10,000 to around £500,000. However, there is no limit on how much funding is available for a single organisation, or for a single project.

1.5 When must the funding be spent?

Each round of funding must be spent within a single financial year. Where a more ambitious project requires longer-term funding, we would encourage applicants to split the project up into attainable phases and complete each phase over concurrent years. The first phase of such projects may be feasibility or design work with the construction phases completed in the following years.

² A list of suggested projects is contained in Appendix B

1.6 What are the match funding requirements?

Community Links funding can provide up to 50% of project costs. The applicant must find the remaining costs from other sources. Projects can be match funded from any source within reason. Non-Local Authority applicants can consider funding from a range of sources including The Climate Challenge Fund, The Heritage Lottery Fund, Stations Community Regeneration Fund, charitable trusts and commercial partners. As outlined in section 1.2 of this guide, we would recommend that smaller community organisations pool their resources with a Local Authority.

Local Authority applicants often use Cycling Walking Safer Streets (CWSS) as match funding. However, we would encourage applications with match funding from different departments such as Education, Outdoor Access, Health, Regeneration or Planning. Even if the contribution is not available as a cash fund, other matches such as materials or staff costs can be considered. Local Authorities should collaborate across departments so that the applications they submit are consistent and project planning and delivery is coordinated.

Dedicated cycling and walking facilities within large capital projects – such as new schools, hospitals, housing or commercial properties – can be used as match funding in order to make the new development more accessible by foot and by bicycle.

This is a single year funding programme; Sustrans will only accept match funding proposals from the 2016/17 financial year. Sustrans will not accept match funding arranged to be spent in future years (or in other financial years). Consult the Community Links team if you have any questions about your match funding (see Section 5 of this guide).

2 How to apply

2.1 The application process

To apply for Community Links funding use the online application form (<http://scotlandportal.sustrans.org.uk/>).

The application is split into three sections:

- **Section A: Outline** – the basic details of the project and the applicant
- **Section B: Justification** – how the project fits with the Aims of Community Links Programme (as detailed in Appendix A of this guide)
- **Section C: Deliverability** – the likelihood of the project being successfully delivered within the necessary budget and timescales

Your application will be assessed on how closely it meets the Objectives – under each of the Aims – of the Community Links Programme and on the deliverability of the proposed project (see Appendix A of this guide). Detailed information on how applications are evaluated is contained in Section 3 of this guide.

2.2 Support during the application process

While you are writing your application, Sustrans staff can offer advice on your proposed projects and eligibility. If you wish to discuss your proposals we can help talk through the options. We may be able to arrange a site visit with you to have a look over your proposals. If you are having any technical difficulties with the application portal itself, we will also be able to help – you'll find our details in Section 5 of this guide.

2.3 Application timeline

The timeline for applications is detailed in Table 1 below. After the initial round of funding has been allocated (April 2016) the application portal will remain open and able to accept submissions throughout the year. If further funding becomes available later in the year, additional projects will be drawn from those submitted. Such projects will still be assessed for quality and deliverability in the same way as those submitted in the initial round.

We would encourage you to engage with the Community Links Team on your applications throughout the process and to attend Raising the Standards Day³ if you can.

³ Raising the Standards Day is held by Sustrans every year around November. It is our opportunity to share best practice with partners from across the Community Links Programme. It is also an opportunity for peer-to-peer learning and knowledge sharing.

Table 1: Application timeline

Action	Date
Community Links Raising Standards Workshop	25 th November 2015
Community Links 2015/16 Criteria released	25th November 2015
Online application system available for use	5th January 2016
Application deadline for submissions	12th February 2016 @ 13:00hrs
Application review	From January to March 2016
Selection Panel	Between the 7th and 18th of March 2016
Funding decision	By 15th April 2016

2.4 Further guidance

There is a great deal of guidance available on design for cycling and walking infrastructure. As such, this list is not exhaustive but represents the basic information that may help an applicant when writing a good application. Once a project is awarded funding, the applicant will be required to ensure that all relevant standards and legislation are adhered to throughout.

- **Sustrans' Handbook for Cycle Friendly Design**⁴ – This document is part of a suite of technical design guidance on active travel being developed by Sustrans. The guidance aims to provide detailed technical advice on key issues around on and off highway cycle infrastructure whilst signposting users to this developing library of further resources. The Sustrans guidance library is largely web based and regularly updated with new examples including the latest innovative and experimental schemes.
- **Sustrans' Technical Information Notes**⁵ – these are available online and cover a range of practical issues that may be encountered when developing a project.
- **Designing Streets**⁶ – Designing Streets is the first policy statement in Scotland for street design and marks a change in the emphasis of guidance on street design towards place-making and away from a system focused upon the dominance of motor vehicles. It is an interesting and engaging document with many examples of good practice.
- **Town Centre Toolkit**⁷ – includes ideas and examples of how people and organisations can make their town centre more attractive, more active, and more accessible.

⁴ Sustrans (2014) *Handbook for Cycle Friendly Design* Available at: http://www.sustrans.org.uk/sites/default/files/images/files/Route-Design-Resources/Sustrans_handbook_for_cycle-friendly_design_11_04_14.pdf

⁵ Sustrans (various years) *Technical Information Notes* Available at: <http://www.sustrans.org.uk/our-services/infrastructure/route-design-resources/documents-and-drawings/key-reference-documents>

⁶ The Scottish Government (2010) *Designing Streets* Available at: <http://www.gov.scot/resource/doc/307126/0096540.pdf>

⁷ The Scottish Government (2015) *Town Centre Toolkit* Available at: http://www.scotlandstowns.org/town_centre_toolkit

3 How your application will be assessed

3.1 Assessment stages

Projects will be assessed against the Community Links Criteria (see Appendix A of this guide). Evaluation of each application takes place in the following stages:

1. **Screening** – All projects are expected to apply current design standards and guidance for walking and cycling and be suitable for use by the general public. Any projects which do not will be immediately screened out. Other, specific, issues which will immediately discount the project from Community Links funding are listed in Section 1.3 of this guide.
2. **Scoring** – Your application will be scored against the Aims of the Community Links Programme and on the deliverability of the proposed project (see Sections 3.2 and 3.3, below for details).
3. **Site Visit** – A Community Links Project officer may arrange for a site visit to discuss your proposals on the ground (if appropriate).
4. **Comparison** – Each project will be compared against all other applications. An applicant may be asked to indicate which of their projects is of highest priority if the programme is oversubscribed.
5. **Selection Panel** – Applicants for larger projects (more than £500k in total value should be prepared to present their proposals to a Selection Panel. The Selection Panel will be made up of Sustrans senior managers and key external stakeholders.

3.2 Meeting the Aims of the programme

When writing a Community Links application, it is important that you take time to read the criteria contained in Appendix A of this guide and to identify how your project will ultimately help us to meet the vision of 10% of every day journeys by bike. Responding each of the given Aims of the programme will help you to do this. The perfect Community Links project would address all the Aims of the programme, by fulfilling each of the measurable Objectives listed. However, it is recognised that some projects will be stronger in some areas than others and not all applications are expected to score highly under every one of the Aims. This section of the application is worth 66% of the overall score.

3.3 Demonstrating deliverability

It is essential that your project is delivered within the agreed financial timeline. The Community Links Programme does not have the ability to carry over funds from one financial year to the next. For this reason, the scores for the deliverability section of the application carry 33% of the overall score. In addition, a score of zero for any one of the deliverability indicators will mean that the application is screened out or that further information is requested.

4 How funding is awarded

4.1 Provisional Funding Award

Where the Funding Application includes a project design which has been judged by Sustrans to require further design input in order to ensure that the programme objectives are fulfilled, a Provisional Award may be allocated. A Provisional Award allows the applicant to progress design works, with input from Sustrans, up to a maximum of 10% of the overall budget applied for. Once the final project design has been agreed between the parties, Sustrans will issue a Funders Statement to the applicant. On receipt of the Funders Statement, the applicant may consider the project to have been allocated the Full Award. The timeline for developing the project design and receiving a Funders Statement will be provided by the applicant and agreed with Sustrans.

4.2 Full Funding Award

Where Sustrans is satisfied, based on the information provided within the funding application, that the project design is sufficiently advanced, that the project fulfils one or more of the programme objectives and that the project is of a suitably high quality, then a Full Award may be allocated. After this, the applicant may commence the project construction works and Sustrans role is to ensure that the quality of both materials and workmanship are in accordance with the design submitted. Funding applications for projects which are solely for design and feasibility and which meet the Community Links criteria may be automatically allocated the Full Award.

5 Support during the project

Once funding has been awarded, a Community Links Officer will be assigned to your project and will be your primary point of contact. They will contact you initially to let you know if your application has been successful, will help you establish a list of Key Milestones for your project and will organise regular site visits with you. It is your responsibility to keep your Community Links Officer up to date on your progress and to highlight any issues to them. Our primary interest is in the success of the project and we will help you to overcome any delivery issues if we can. It is therefore important to stay in touch with us.

6 Monitoring, reporting and grant claims

Accurate monitoring and evaluation enables a Community Links project to demonstrate whether it has achieved its specific aims and objectives to the funder. Monitoring data is used to demonstrate how Community Links projects are contributing towards national indicators set by Transport Scotland as outlined in Cycling Action Plan for Scotland Action 19.

6.1 Monitoring

Each year, Sustrans Research and Monitoring team survey a sample of Community Links Projects in order to report back on the outcomes of the programme. Monitoring data which tracks usage before and after infrastructure improvements has enabled Sustrans to show an increase in walking and cycling at Community Links project sites. It also demonstrates a number of social and economic benefits to local communities including return on investment. As well as being used to evidence usage at an individual site, this data may be used by Sustrans to contribute to wider analysis of cyclist and pedestrian levels across Scotland. Applicants are also encouraged to monitor the success of their own project and this can be done through automatic or manual counts of route users, collecting anecdotal feedback or surveys of users and beneficiaries. Applications which include detail on this will score more highly than those that do not.

6.2 Reporting

In order to make a grant claim to Sustrans, once projects are delivered, all applicants are required to submit a project report. Project reports must include details of the works undertaken, good quality before and after photographs and any community feedback that has been collected. Project reports should sum up the project and draw out any best practice which has been employed or any issues which were overcome. The project report presents an opportunity to highlight any innovation and may be used as an example for future applicants.

6.3 Grant claims

Community Links Grant claims are always paid in arrears, after the project has been completed and inspected. A grant claim form must be submitted for each project and this must contain evidence of spend up to the value being claimed from Sustrans. A separate grant claim form will need to be filled out for each individual project. All claims must be exclusive of VAT.

7 Contact us

If you have any questions about this guidance or need advice on a project that you think may be suitable for Community Links funding, please contact the team:

Email: community.links@sustrans.org.uk

Telephone: 0131 346 1384

Or come in and see us at:

Sustrans Scotland

Rosebery House

9 Haymarket Terrace

Edinburgh

EH12 5EZ

Pre-construction

We will consider applications that progress a scheme to the point of construction for following years, such as:

- Feasibility studies
- Cycling and Active Travel Strategies
- Cycling Network Strategies
- Community engagement to develop new projects
- Land negotiation and acquisition, planning process
- Design of the project including signage
- Baseline monitoring

Construction

Funding for new or improved infrastructure:

- Projects which result in routes of reasonable cycling or walking distances
- Formalising desire lines
- Upgrading and repair of existing surfaces
- Route destination signage
- Replacement of steps with ramps
- Reduction of gradients which do not comply with the Equality Act 2010
- Addition of wheeling ramps to steps
- On road cycle provision
- Installation of flush kerbs
- Provision of TOUCAN and Zebra crossings as part of the network and junction improvements
- Provision of raised table crossings
- Provision of appropriate bridges
- Removal of access controls or improving access controls to comply with the Equality Act 2010
- Provision of lighting on active travel routes
- Cycle parking as part of a wider scheme
- Enhancements to existing cycling and walking networks, including the National Cycle Network (NCN)
- Placemaking schemes that evidence future modal shift to cycling and other active travel modes
- Implementation of 20 mph speed limit areas

Note: For construction projects, all land negotiations and planning permissions should be complete or very well advanced at the time of application.

Post construction

The funding could also cover promotional aspects of current and previous Sustrans funded infrastructure projects, such as:

- Promotion and awareness raising such as mapping and the use of digital channels – which support a wider Community Links infrastructure project.
- Route destination signage. The signing (or upgrading of signing) of an existing route can also qualify as a Community Links project. The existing route does not have to be one previously funded by Sustrans.

- Installation and / or upgrade to monitoring equipment (data also to be supplied to Sustrans' Research & Monitoring Unit)
- Additionally, your match funding, but not Community Links funding, can be used for the following types of post construction activities:
 - Measures that help to ensure a legacy for your project
 - Ongoing monitoring such as Intercept Surveys, residents' and beneficiary surveys, or qualitative methods to capture perceptions and experience
 - Events and community engagement workshops

The above lists are to provide guidance only and do not necessarily exclude other proposals.

Hello Everyone

The new online Planning application web portal [ePlanning.scot](https://eplanning.scotland.gov.uk) is launching on the 13th January, information regarding what has changed and what you need to do to start using it is available at <https://eplanning.scotland.gov.uk/WAM/edevelopment.htm>

Note that this does not affect Planning applications submitted using paper forms, and relates only to electronic online applications submitted via the Scottish Government [ePlanning website](#)

If you have started or plan to start an online application before 13 January, you will still be able to complete and submit it via the ePlanning website in the normal way. You will need to ensure that you complete your submission by 17 March however. If you do not think that you will be able to submit your application before this date, we recommend that you create a new proposal on the new portal and re-start your application there.

From 13 January, you will no longer be able to create new proposals or add any new forms to an existing proposal. All new work must be carried out on the ePlanning.scot portal. User account details are not being transferred to the new portal, so all users will need to create a new account on ePlanning.scot before starting a new proposal.

Once the current portal is closed, all user account data will be deleted, but the ePlanning team will ensure that all forms that are submitted through this portal are received by the local authority.

If you feel you need any help during this changeover, please contact the Scottish Government ePlanning team on **0131 244 1450** or by email on eplanningsupport@gov.scot.

Also, we are looking at a proposed date for the next Developers Workshop to be held around 10 March, but still awaiting confirmation on the venue but will let you know as soon as possible.

Regards

Iain McDiarmid

Room 16 in Islesburgh has also been booked for 10 March for the next Developers Workshop so please let me know if there is anything you would like on the Agenda.

Scotland's ePlanning service is moving in January 2016

www.ePlanning.scot

- New ePlanning portal
- New expanding service
- Familiar user experience
- And a secure future for the ePlanning service

- Starting 13th January 2016



Featuring

- Online application submission
- Simple to use, consistent forms
- Swift delivery to your planning authority
- Saving you time and money every time you apply

What's new?

- New location plan service
- Increased time-saving functionality for planning authorities
- Phase 1 of an expanded online service, within the new eDevelopment.scot suite
- eBuilding Standards.scot coming Summer 2016
- Single registration across new portals



Planning.scot

Key Dates

13th January 2016: launch of ePlanning.scot

Dual running period - both services operating

17th March 2016: closure of eplanning.scotland.gov.uk

Transitional Arrangements

From 13th January 2016

ePlanning.scot

- All new applications/drafts created on this new portal
- Register on first use

ePlanning.scotland.gov.uk (*old portal*)

- Reduced service - existing drafts can still be completed and submitted
- Will be offline for about 1 hour to implement changes

17th March 2016

ePlanning.scotland.gov.uk

- portal closed - drafts need to be completed before this date

Contact Us

Single support centre
for both portals



0131 244 1450



eplanningsupport@gov.scot

Coming next: Summer 2016
Online applications for building warrants
and associated submissions

 Building
Standards.scot

 Development.scot



Returning Officer Jan-Robert Riise

Ms Marie Sandison
Community Council Office
Stouts Court
Lerwick
Shetland
ZE1 0AF

8 North Ness Business Park
Lerwick
Shetland
ZE1 0LZ

Telephone: 01595 744550
Fax: 01595 744585
returning.officer@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Anne Cogle
Direct Dial: 01595 744066

Our Ref: AC A7/4

Date: 13 January 2016

Dear Clerk,

Community Council By-Election 2016


I refer to the above and enclose the following information:

- (a) Copies of the By-Election Notice which will be published in the Shetland Times issue dated 15 January 2016. I should be pleased if you would arrange for this Notice to be displayed locally, within the Community Council area.
- (b) Nomination Packs. The information supplied in the Nomination Packs includes, Nomination Form, Nomination Form guidelines, Notice of By-Election, and ASCC Newsletter.

Please note that a copy of the electoral register for your community council area is not included. Nominees can call the Election Office on the number above to complete this part of the nomination paper. Alternatively, the electoral number will be completed on submission of the nomination paper.

Should you require any further copies of the Notices or Nomination packs, or require any information or assistance with regard to the election process, please do not hesitate to contact my office.

Yours sincerely


Anne Cogle
Depute Returning Officer

cc: ASCC

Enc.

SHETLAND ISLANDS AREA

NOTICE OF BY-ELECTION - COMMUNITY COUNCILS

A By-election is to be held for the return of Community Councillors from the electoral areas shown in the following table:

Community Council	Number of Vacancies
Bressay	2
Delting	4
Fetlar	1
Lerwick	2
Tingwall, Whiteness and Weisdale	5

1. Nomination papers completed and subscribed in accordance with the provisions of the local elections rules must be delivered to Shetland Islands Council, Governance and Law, 8 North Ness Business Park, Lerwick, Shetland ZE1 0LZ on any day after the date of this notice, but not later than **4 p.m. on Tuesday 16 February 2016**.
2. Forms of nomination and withdrawal may be obtained at the office appointed for the delivery of nominations. Contact details are given at the end of this notice. Nomination forms may also be obtained from the relevant Community Council Clerk.
3. In the event of a contest in any Community Council area, polling will be by way of postal ballot. In that event, details will be sent to electors in each area. Polling will be completed by 5 p.m. on Thursday 24 March 2016.
4. Electors and their proxies should take note that applications to vote by postal proxy or Electors wishing to have their ballot paper sent to a different address must apply to the Electoral Registration Officer, 20 Commercial Road, Lerwick, by 5 p.m. on Wednesday 9 March 2016 if they are to be effective for these elections.

Shetland Islands Council
Governance and Law
8 North Ness Business Park
Lerwick

Telephone: 01595 744066
e-mail: returning.officer@shetland.gov.uk

15 January 2016

JAN-ROBERT RIISE
Returning Officer

Dear all,

The Scottish Community Councils website (www.communitycouncils.scot) has been redesigned and relaunched. Could you please pass the following information to community councillors?

The redesign is the result of a wish to create an improved website for community councillors and for people interested in community council work to find up-to-date information and advice. The new website has a more inviting visual appearance and provides a clearer structure, which makes the site easier to navigate and the information more accessible to users.

The new site also introduces new features, such as:

- An improved community council location finder based on open data from the local authorities. The location finder will provide easy access to finding any Scottish community council, with all community council boundaries being available for the first time in a single online and searchable map. As an extra feature the map will also make it possible to see live Public Information Notices through data from tellmescotland.gov.uk. The application has been created especially by the Improvement Service's Spatial Information Programme.
- A dialogue area, where guest editors will be given a voice on community council issues. This area will be linked with the Knowledge Hub Community Council group and further discussion will be encouraged in the forum of this group
- An event calendar to highlight any events relevant to community councils.
- New channels to create networks for community councillors, including highlighting the CC twitter accounts, links and info about the Community Council Knowledge Hub group, a regular newsletter.
- A new well-defined link section for the site to provide a portal to other relevant organisations.

The new website is going to be a live and changing website and a central place for information for community councils. The site already has a variety of useful resources to help with anything from planning to community engagement, and onwards there will be an emphasis on creating even richer content with more showcases of the fantastic work being done by community councils across Scotland. In collaboration with community councillors and other organisations, we will create more online guidance and help for current community councillors with a focus on becoming a genuine portal for all community councillors in Scotland.

We welcome and appreciate all feedback. We want the website to be a resource community councillors will want to come back to, so please let us know if you find any errors, if there is anything you feel is missing, if there's anything you would like to see, or anything you feel could be made better. email me at lynn.sharp@improvementservice.org.uk

Kind Regards,

Lynn Sharp

Graduate Assistant – Knowledge Management

lynn.sharp@improvementservice.org.uk

Improvement Service

Tel: 01506 283827

Clerk to Lerwick Community Council

From: Corinne.Dalziel@shetland.gov.uk
Sent: 28 January 2016 09:54
To: CommunityCouncilClerks@shetland.gov.uk
Cc: catherine.hughson@shetland.org; anne.robertson@shetland.org
Subject: FW: digiCC workshop report
Attachments: digiCC workshops - General Report - January 2016.pdf

From: Ryan, Bruce [<mailto:B.Ryan@napier.ac.uk>]
Sent: 27 January 2016 14:51
Cc: Cruickshank, Peter; Kathleen.Glazik@gov.scot; Boesen, Kristoffer; Sharp, Lynn; Alistair Stoddart
Subject: digiCC workshop report

Dear all

[Peter, Kathleen, Kristoffer, Lynn, Alistair: FYI]

We've published the report on the '[digiCC' workshops held in October and November](#). We are very grateful to the South Ayrshire, Moray, Angus and Scottish Borders CCLOs and their colleagues for hosting these workshops, and to the Scottish Government, [the Improvement Service](#) and [the Democratic Society](#) for their support.

The report is attached to this email and is also on the new-look national website for community councils at <http://www.communitycouncils.scot/read-the-report-of-the-digital-engagement-workshops.html>, and in the KHub group for CCLOs library <https://khub.net/documents/5410368/0/2015+digiCC+workshops+report>.

Could you send this report on to your CCs, please? We will be very grateful for feedback from you and from your CCs, ideally via email to b.ryan@napier.ac.uk.

Edinburgh Napier University would be very happy to help individual or groups of LAs provide similar workshops for their CCs.

Many thanks

Peter Cruickshank and Bruce Ryan
Centre for Social Informatics, Edinburgh Napier University

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From: Kimberley.McNeillie@shetland.gov.uk
To: malcolm.bell@shetland.gov.uk; mark.burgess@shetland.gov.uk; peter.campbell@shetland.gov.uk;
gary.cleaver@shetland.gov.uk; convener@shetland.gov.uk; alastair.cooper@shetland.gov.uk;
steven.coutts@shetland.gov.uk; allison.duncan@shetland.gov.uk; billy.fox@shetland.gov.uk;
robert.henderson@shetland.gov.uk; andrea.manson@shetland.gov.uk; drew.ratter@shetland.gov.uk;
frank.robertson@shetland.gov.uk; gary.robinson@shetland.gov.uk; davie.sandison@shetland.gov.uk;
cecil.smith@shetland.gov.uk; george.smith@shetland.gov.uk; theo.smith@shetland.gov.uk;
michael.stout@shetland.gov.uk; amanda.westlake@shetland.gov.uk; allan.wishart@shetland.gov.uk;
vaila.wishart@shetland.gov.uk; CommunityCouncilClerks@shetland.gov.uk; Vaila.Simpson@shetland.gov.uk;
douglas.irvine@shetland.gov.uk; Anita.Jamieson@shetland.gov.uk; Irene.Peterson@shetland.gov.uk;
Michael.Craigie@shetland.gov.uk
Subject: Briefing Note - Employment Land Audit
Date: 14 January 2016 09:14:51
Attachments: [Employment Land Audit_060116.pdf](#)
[BR001 - Employment Land Audit Briefing Note.doc](#)

Good Morning,

Please see the attached briefing note and Employment Land Audit for information.

If you have any questions regarding this please do not hesitate to get in touch.

Kind Regards

Iain McDiarmid

Executive Manager – Planning

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Clerk to Lerwick Community Council

From: magnus.malcolmson@shetland.gov.uk
Sent: 19 January 2016 08:09
To: clerk@lerwickcc.org.uk
Subject: RE: Sandveien Playpark

Hi Marie,

I can confirm receipt of your letter.

I inspected the Sandveien play area recently and from a safety point of view the area is in acceptable condition. However, I do agree that work has to be done to clean the area up, especially with regards to the paint issue. I will add these works to the play area maintenance schedule and will see that it is undertaken in due course.

Many thanks

Magnus

Magnus Malcolmson
Team Leader - Leisure Facilities
Sport & Leisure Service, Shetland Islands Council
Hayfield House, Hayfield Lane
Lerwick, Shetland, ZE1 0QD

Tel 01595 744047
E-mail magnus.malcolmson@shetland.gov.uk
Web www.shetland.gov.uk/sport

From: Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]
Sent: 18 January 2016 21:01
To: Malcolmson Magnus@Sport & Leisure
Subject: Sandveien Playpark
Importance: High

Dear Mr Malcolmson,

Please find attached letter, for your attention.

Can I ask you to acknowledge receipt of this email and let me know if it requires forwarding to someone else.

Kind regards,
Marie

--

Marie Sandison
Clerk
Lerwick Community Council

Clerk to Lerwick Community Council

From: gino.abrew@shetland.gov.uk
Sent: 18 January 2016 11:06
To: clerk@lerwickcc.org.uk
Subject: Hand dryer in male toilet Victoria Pier

Dear Mrs Sandieson

Re: Hand dryer in male toilet Victoria Pier

Thank you for your letter dated 12 January 2016 regarding the above. A job order was raised on 19 June 2015 to replace the hand dryer units, but I believe there was some trouble in sourcing suitable replacements, this led to the time extending to an unacceptable time scale.

Our electrician has ordered new units, and they should be in our possession this week, and will be fitted soon after.

We can only apologise for the delay and will have your enquiry resolved as soon as possible.

Kind Regards
Gino Abrew

Building Maintenance Officer

Estates Operations - Building Services
Infrastructure Services Department
Shetland Islands Council
Gremista, Lerwick.
Shetland
ZE1 OPX
Tel : 01595 744112
Fax: 01595 744177
Mob: 07774810657
Email gino.abrew@shetland.gov.uk

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Executive Manager: Dave Coupe
Director: Maggie Sandison

Lerwick Community Council
Per, Mrs Marie Sandison, Clerk
Community Council Office
Stouts Court
Lerwick
ZE1 0AN

Roads
Infrastructure Services Department
Gremista
Lerwick
Shetland
ZE1 0PX

Telephone: 01595 744866
Fax: 01595 744869
roads@shetland.gov.uk
www.shetland.gov.uk

If calling please ask for
Shona Gair
Direct Dial: 01595 744866
Email:
shona.gair@shetland.gov.uk

Date: 7th January 2016

Our Ref: SG/AL
Your Ref:

Dear Mrs Sandison

Street Light at Scalloway Road Steps

I acknowledge receipt of your letter dated the 30th December 2015 regarding the above. It has been passed to Mervyn Smith who will reply to you shortly.

Yours sincerely

Executive Manager, Roads



LERWICK COMMUNITY COUNCIL

CHAIRMAN

Mr Jim Anderson
66 Breiwick Road
Lerwick, Shetland ZE1 0DB

Tel. 01595 693540 or 07803 342304
Email: chair@lerwickcc.org.uk

CLERK

Mrs Marie Sandison
Community Council Office
1 Stouts Court
Lerwick, Shetland ZE1 0AN

Tel. 01595 692447 or 07762017828
Email: clerk@lerwickcc.org.uk

APPLICATION FOR GRANT

Name of group/organisation: JUNIOR UP KELLY AA
Contact name & position held: IAN SPENCE (SECRETARY)
Address: 40 MURRAYSTON
..... LERWICK
Mobile & telephone numbers: 694476
Email address: a.spence@btinternet.com

Details of project: (This should include how the grant will be spent and what outcome(s) would be achieved should the grant be awarded)

RENT FOR GROUND FOOTPRINT OF
PIERIE GALLEY SHED

Type of organisation (e.g. voluntary / charitable): VOLUNTARY
Number of members in group/organisation: 100 and what percentage reside in Lerwick: 70
Number of residents in the Lerwick area likely to benefit from project - Adults: ALL Children: ALL

Current financial position of group/organisation: £413.59
Costs of proposed project: £81.07
Funding/grants received from other sources (e.g. fundraising):
.....
Grant requested from Lerwick Community Council: £81.07
Details of last grant received from Lerwick Community Council:
Date: MARCH 2015 Amount: £2000

CONDITIONS OF GRANT

- Established groups/organisations **must** submit a copy of their last audited accounts and a copy of their most recent bank statement.
- Applications from Shetland-wide groups will not be considered (except in exceptional circumstances).
- A new group/organisation may receive a small establishment grant.
- Applications should be made prior to project commencing, therefore no retrospective applications will be considered.
- Although grants will be approved in advance, no grant will be paid until the work is done and a receipted invoice is submitted to Lerwick Community Council.
- A written acknowledgement is required once you have received your grant.

IMPORTANT

Any funding offer made will be paid on a pro-rata basis and may be rescinded if funds are not claimed within 12 months of the offer letter date.

I (print name and position held): IAN SPENCE (SECRETARY)

of (group/organisation): JUNIOR U.P. HELLY AA

hereby apply to Lerwick Community Council for financial assistance towards the cost of the proposed project detailed on page one.

A copy of the last externally examined accounts and/or a copy of the most recent bank statement are enclosed.

(please tick appropriate box)

We have previously been through grant process with Shetland Islands Council (SIC) Education & Social Care Grants Unit and give permission for the Community Council to contact the SIC Grants Co-ordinator to confirm that we have the appropriate Child Protection Policy & Procedures in place.

We have not previously been through the grant process with SIC Education & Social Care Grants Unit and enclose a copy of our Child Protection Policy & Procedure. We give our permission for the Community Council to check with SIC Grants Co-ordinator to ensure the enclosed documents comply with Child Protection requirements.

Signed: 

Date: 13/1/16

For Official Use Only:

Date application received:

Date application approved: Minute reference:

Amount offered: Date grant paid: Cheque number:

Child Protection Criteria checked and approved by Community Council Clerk or her deputy

Name: Signed:

CHILD PROTECTION DETAILS

From 1st April 2010, if your organisation is applying for grant assistance from this scheme, and you provide services, activities or projects for young people up to the age of 18 years old, then you must comply with the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007 which supersedes the Protection of Children (Scotland) Act 2003. The PVG Act introduces a new concept of 'regulated work' which covers both children and protected adult (for information on regulated work with adults guidance material can be sourced on the following web link www.scotland.gov.uk/topics/people/young-people/children-families/pvglegislation). Individuals doing regulated work qualify to apply to become members of the PVG Scheme.

Your group must have policies and procedures in place that adequately cover child protection and welfare issues. The following questions will help your decision.

Q1a Does your group organise activities for children and young people under the age of 18?

Yes No

Q1b Does your group arrange activities attended by children and young people under the age of 18 and have staff or volunteers carrying out regulated work as defined in the PVG Act.

Yes No

If you answered **no** to both question 1a and 1b, go directly to signatory section

If you answered **yes** to either, or both, questions 1a or 1b, please complete questions 2, 3 and 4: (Please note that if you have answered yes to either, or both, questions 1a and 1b, your organisation MUST have ALL of the following policies and procedures in place in order to receive any grant assistance.)

Q2a Does your organisation have an approved Child Protection Policy?

Yes No

Q2b Does your organisation have an approved Child Protection Procedure?

Yes No

Q2c Does your organisation have an approved Equal Opportunities Policy?

Yes No

Q2d Does your organisation have an approved Code of Conduct for staff and volunteers?

Yes No

Q2e Does your organisation ensure that staff or volunteers doing regulated work are scheme members? Check?

Yes

No

Not Applicable

Q2f Does your organisation take reasonable steps not to appoint anyone who is unsuitable to work with children or who is disqualified from working with children?

Yes

No

Q3 How does your organisation access Scheme Membership Checks for its volunteers? Please tick one of the following options:

	(tick)
Voluntary Action Shetland (VAS)	<input checked="" type="checkbox"/>
National Governing Body	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>
Not Applicable (please let us know why. You should use the space below* to explain why your volunteers do not undertake Disclosure Checks)	<input type="checkbox"/>

Q4 Are you satisfied that your organisation complies with the requirements of the Protection of Vulnerable Groups (Scotland) Act?

Yes

No

Signatory Section

I declare the information I have given in this form is true and correct to the best of my knowledge.

Signature

Date ...17.1.14...

Print Name ...IAN SPENCE.....

For more information on Child Protection requirements please refer to the attached guidelines. You may also wish to contact your local Community Office for advice or refer to the Shetland Inter-agency Child Protection Procedures that are available through a link from the Childsafe Shetland website:

<http://www.shetland.gov.uk/childsafeshetland/>

*Please use the space below to provide us with any additional information



LERWICK PORT AUTHORITY

Albert Building, Lerwick,
Shetland ZE1 0LL
Tel: 01595 692991 Fax: 01595 693452
Email: info@lerwick-harbour.co.uk



Invoice

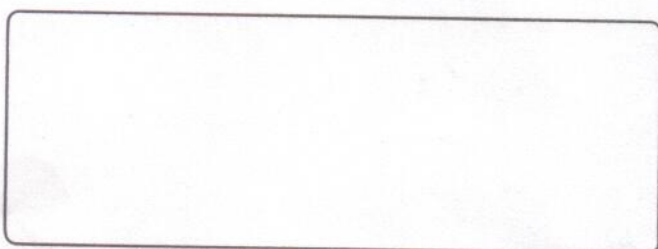
Page 1

Junior Up Helly Aa
C/o Ian Spence
40 Murrayston
LERWICK
Shetland
ZE1 0RE

Invoice	1600130
Date	11/01/2016
Order No	
Account No	JUNIOR01
VAT Registration No.	266 4726 34

Details

	Quantity	Unit Price	Net	VAT Rate	VAT
Rent - for the period 15 January 16 to 14 January 17 Ground for Peerie Galley Shed £67.56 per annum	1.000	67.56	67.56	20.0	13.51



Total Net Amount	67.56
Total VAT Amount	13.51
Invoice Total	£81.07

To pay by BACS or internet banking our details are: Bank of Scotland Sort Code 80-08-82 Account - 00506010
Please include your customer account number as reference for your payment.
You may also pay over the phone with most credit or debit cards.

Clerk to Lerwick Community Council

From: claire.summers@shetland.gov.uk on behalf of
development.management@shetland.gov.uk
Sent: 13 January 2016 10:03
To: foodsafety@shetland.gov.uk; clerk@lerwickcc.org.uk
Subject: Planning Consultation 2015/446/PPF

Dear Sir/Madam,

Planning Ref: 2015/446/PPF
Proposal: Change of use from retail shop to cafe/coffee shop
Address: 24 Commercial Road, Lerwick
Applicant: Malcolm David Arthur
Date of Consultation: 13 January 2016

This e-mail is a formal consultation under the Town and Country Planning (Scotland) Acts. All plans can be viewed on:

<http://pa.shetland.gov.uk/online-applications/>

The consultation period is 14 days, but if you have any queries please contact Claire Summers, Support Officer on development.management@shetland.gov.uk or 01595 744814.

Consultation replies should be sent to: development.management@shetland.gov.uk.

We appreciate that it may not always be possible to give a full response within the 14 days. If this is the case, please email development.management@shetland.gov.uk to indicate your continuing interest in the proposal.

If there are any problems with the e-consultation process, please get in touch.

Iain McDiarmid
Executive Manager - Planning Service
Shetland Islands Council
8 North Ness Business Park
Lerwick
ZE1 0LZ

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Clerk to Lerwick Community Council

From: claire.summers@shetland.gov.uk on behalf of
development.management@shetland.gov.uk
Sent: 13 January 2016 10:52
To: Planning.Flooding.Drainage.Coastal@shetland.gov.uk; roads.traffic@shetland.gov.uk;
clerk@lerwickcc.org.uk; don.eplanning@scottishwater.co.uk
Subject: Planning Consultation 2015/463/PPF

Dear Sir/Madam,

Planning Ref: 2015/463/PPF
Proposal: Redevelopment of site to form staff accommodation for adjacent hotel, together with improvements to existing access and provision of additional parking
Address: Former Judane Knitwear, Lerwick
Applicant: Mr Robert Smith, Brudolff Hotels Group
Date of Consultation: 13 January 2016

This e-mail is a formal consultation under the Town and Country Planning (Scotland) Acts. All plans can be viewed on:

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Iain McDiarmid
Executive Manager - Planning Service
Shetland Islands Council
8 North Ness Business Park
Lerwick
ZE1 0LZ

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Clerk to Lerwick Community Council

From: development.management@shetland.gov.uk
Sent: 18 January 2016 15:08
To: foodsafety@shetland.gov.uk; clerk@lerwickcc.org.uk
Subject: Planning Consultation 2016/015/PPF

Dear Sir/Madam,

Planning Ref: 2016/015/PPF
Proposal: To Site a 40 Foot container
Address: Lerwick Fire Station, South Road, Lerwick, ZE1 0RJ
Applicant: Mr Stephen Davies, Scottish Fire and Rescue Service
Date of Consultation: 18 Jan 2016

This e-mail is a formal consultation under the Town and Country Planning (Scotland) Acts. All plans can be viewed on:

<http://pa.shetland.gov.uk/online-applications/>

The consultation period is 14 days, but if you have any queries please contact Marion Bryant, Support Officer on development.management@shetland.gov.uk or 01595 744864.

Consultation replies should be sent to: development.management@shetland.gov.uk.

We appreciate that it may not always be possible to give a full response within the 14 days. If this is the case, please email development.management@shetland.gov.uk to indicate your continuing interest in the proposal.

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Iain McDiarmid
Executive Manager - Planning Service
Shetland Islands Council
8 North Ness Business Park
Lerwick
ZE1 0LZ

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