



LERWICK COMMUNITY COUNCIL

www.lerwickcc.org

CHAIRMAN

Mr Jim Anderson
15 Twageos Road
Lerwick
Shetland ZE1 0BB

Tel. 01595 695648 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 07762 017828
Email: clerk@lerwickcc.org.uk

1st February 2017

Dear Sir/Madam,

You are requested to attend a meeting of Lerwick Community Council to be held in the **Solar House**, North Ness, Lerwick at **7pm** on **Monday 6 February 2017**.

The next meeting of Lerwick Community Council will be on Monday 6 March 2017.

Yours faithfully,

Marie Sandison

Marie Sandison
Clerk to the Council

LCC Members Literature in Office

None

BUSINESS

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 6 January 2017
4. Business arising from the minutes
5. Police Scotland Monthly Report
6. Correspondence
 - 6.1 Defibrillators – Michael Duncan and Defibrillator Information
 - 6.2 Street Lighting at Westerloch – Neil Hutcheson, Roads, SIC
 - 6.3 Painting Railings – Jim Leask, Support Worker, Bridges Project
 - 6.4 Earth Hour – Brian Ford, Historic Environment Scotland
 - 6.5 Lerwick War Memorial – Michael Duncan, Community Planning & Development, SIC
 - 6.6 Lerwick War Memorial – Guidance/Pre-application, War Memorial Trust
 - 6.7 Anderson High School Parent Council Agenda 7 February 2016
 - 6.8 Walking Event Follow-up – Jennifer Sjoberg
 - 6.9 Scottish Civic Trust My Place Awards – Andrew Sandison, Park Lane Community Garden
7. Finance
 - 7.1 Financial Report 30th January 2017
 - 7.2 Paths for All Remittance
 - 7.3 Invoice for Paint – Bank Lane Railings – Jim Leask, Bridges Project
8. Grant Applications
 - 8.1 Junior Up-Helly-Aa – Rent for ground for Peerie Galley Shed – Mr Ian Spence
9. Planning Applications
 - 9.1 2016-432-PPF Change of use to Class 6 and erect storage extension – Stronachs Body Repairs, Port Business Park, Lerwick, ZE1 0TW – Ocean Kinetics Ltd
 - 9.2 2016-436-PPF Change of use to class 10 Library – Old Museum & Library, Lower Hillhead, Lerwick, ZE1 0EL – Shetland Islands Council
10. Any Other Business

MONDAY 9 JANUARY 2017

At a meeting of LERWICK COMMUNITY COUNCIL held in Board Room, Solar House, North Ness, Lerwick, at 7.00pm

Members

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

Ex-Officio Councillors

Cllr A Wishart	Cllr M Bell
Cllr J Wills	Cllr P Campbell

Additional Co-opted Student Members

Mr Tommy Carroll

Additional Co-opted Members

Mrs M Hall	Mr B Johnston
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In Attendance

Mrs M Sandison, Clerk to the Council

Chairman

Mr J Anderson, Chairman to the Council presided.

01/17/01 **Circular**

The circular calling the meeting was held as read.

01/17/02 **Apologies for absence**

Apologies for absence were received from Mr D Ristori, Mr M Peterson, Cllr C Smith, Cllr M Stout and Miss E Thomson.

01/17/03 **Minutes**

The minutes of the meeting on 5th December 2016 were approved by Mrs A Simpson and Mr E Knight.

01/17/04 **Business Arising from the Minutes**

Mr Anderson informed members that Mr M Duncan and Mrs P Christie had been in attendance at the December meeting.

11/16/06 Item 1 Lerwick War Memorial

Mr Carter asked if there were any developments with the War Memorial.

Mr Anderson explained that Mr Duncan was waiting for a reply from assets or legal.

01/17/05

Police Scotland Monthly Report

Mr Anderson welcomed representatives from Police Scotland and asked them to introduce themselves.

PC Chris Hardwick and PC Oliver Cradock introduced themselves.

They advised that no new report was available since the end of November, so had no figures to bring to the meeting, but were happy to answer any questions.

Ms Fraser asked if anything interesting had been going on.

PC Hardwick mentioned the Drink Driving Campaign and domestic assault arrests.

Mr Anderson asked about events over Christmas and New Year.

PC Hardwick replied that it had been relatively quiet. They had made their presence known and were out and about speaking to folk.

Mr Wenger pointed out a silver Yaris car lying abandoned at the Black Gate about a week before Christmas and said that it was still there.

PC Hardwick said that they would make enquiries and look into it. If there had been a car incident, it would be normal for the person's car insurance company to look into it.

Cllr Wills reported seeing a headline proclaiming that drink related driving offences were up nationally over the Christmas and New Year season. He enquired if this was reflected in Shetland.

PC Hardwick couldn't say.

Mr Fraser mentioned an abandoned car in Harbour Street, just outside St Margaret's Church. He suggested that it had been there in excess of a year.

Mr Wenger thought that it had been only six months, as it had been at the Ness for sale and then appeared in Lerwick.

PC Hardwick said that they would make enquiries.

Mr Anderson thanked the Police representatives for coming along and looked forward to seeing the report when it was available.

PC Hardwick said that it would be forwarded on.

01/17/06

Correspondence

6.1 Call for Sites – Kimberley McNeillie – Development Plans, SIC

Mr Anderson asked if anybody had any sites they would like to list and forward onto the planning department.

Cllr mentioned the sites already spoken about such as Seafield and anywhere in the vicinity of Tesco.

Mr Carter mentioned the north end of North Lochside where the contractor for the new high school was currently situated. He said the contractor had to re-instate the site with no cost to the council and suggested that it be re-instated as a caravan site.

Ms Fraser suggested Hoofields following the removal of the chalets. The site was already set up with hard standing, fences around them and a block possibly suitable for a toilet. She thought it might be worth suggesting.

Mr Carter agreed as it was not too far from a shop.

Cllr Wills thought that perhaps a caravan site, especially for visitors, should be somewhere reasonably scenic, with shelter, views of the sea and amenities.

Mr Carter mentioned the land at Twageos after the Anderson High School moved.

Cllr Wills suggested a site between the Anderson High School and the Coastguard Station as there was quite a large area there.

Mr Anderson said that it was Bellvue and part of the Anderson High School site. He asked if members were happy with those four sites.

(Action: Clerk to the council)

6.2 Planning Permission Notification – Jill A Garriock – Planning Department, SIC

Mr Anderson noted the need to advertise now and for the applicant to pay the cost.

6.3 Bus Stop Markings/Pavement Safety Concern/Sign at Sound – Mr D Coupe, Roads, SIC

Mr Anderson informed members that plans were to re-instate the bus stop, although they were considering a decision to move it depending on visibility. They had arranged for the lighting stump at Allied Taxi's to be made safe and the new speed restrictions at the Sound Brae had been delayed, but hopefully would commence at the end of January.

Mr Wenger reported his near accident along Westerloch, where the road meets the start of the path. He said it was dark and he was running and nearly knocked into someone who was walking. He wondered why there was no street lamp and if there had been any objection from the residents.

Mr Anderson suggested that they could highlight this concern along Anderstown Brae when they consider replacement of the new columns.

Cllr Campbell informed members he understood the work would be starting this month on the street lights. He mentioned the start of work on the first phase extension to the path around Clickimin Loch, in the next few weeks.

Mr Anderson said that he was pleased to hear that and enquired if the extension was to cover the distance to the South Road.

Cllr Campbell acknowledged that it was.

(Action: Clerk to the council)

6.4 X-rays/Scans out of hours – Mrs Carolan – Director of Nursing & Acute Services, NHS

Mr Anderson noted the reply back informing them that the service was not running 24/7, but they did have somebody on call 24/7 for emergency purposes.

6.5 Untreated Sewage – George Leask

Mr Anderson declared an interest as an employee of Scottish Water and handover to Mrs Simpson.

Mrs Simpson had a letter from the Team Leader at Scottish Water who had spoken to Mr Leslie and explained the works that Scottish Water carried out. The letter confirmed that Mr Leslie was more than happy with the works that have been done to ensure that there is no risk of pollution to the environment within the area from their network.

Mr Leslie has been asked if he has any further concerns to deal directly with Scottish Water and if Lerwick Community Council has any further queries on this to contact Scottish Water.

Mrs Simpson commented that this hopefully seemed like a satisfactory conclusion.

6.6 LCC Representative for Anderson High School – Nicki Hamer, Clerk, Parent Council, Anderson High School

Mr Anderson noted the letter from Ms Hamer advising that any community council could ask to attend if there was a part agenda item or issue they would like to discuss or be involved with.

Mr Fraser remarked that was great and he was pleased with that response. However he asked about pre-notification of the agenda items so that they could make that judgement as to attend or not. He suggested contacting the clerk about distribution of the agenda to the various community council clerks for forwarding on to community councillors.

Mr Anderson said that they could ask them to do that and didn't see any problem with that.

Cllr Wills remarked that there were two councillor representatives on the parent council and he was one of them. He regularly attended and commented that the

agenda contained routine items. He suggested the quick way was to talk to the council representatives or by contacting the headteacher.

Mr Anderson said that he also was on the parent council and if Mr Fraser had anything to raise or a concern, it could be passed on to either Cllr Wills or Cllr Stephen Coutts or to himself, who would be happy to raise at the meeting.

Mr Fraser said his only concern was for the considerable change which would alter the whole dynamic of Lerwick, with the school moving from one side of town to the other. He felt that it would be prudent for the community council to keep themselves abreast of what was going on during that transition period and in order that, if they felt it appropriate they could have a relative input.

Cllr Wills mentioned that there were quite detailed plans for this.

Mr Anderson agreed that there would be a direct impact on the town, but the only concern he was thinking about in the short term, was for the young adults at the school and finding out what they were thinking. He asked Mr Carroll if he was aware of anything.

Mr Carroll said that there was not so much excitement in his year, as they were not going to be experiencing the transition.

Mr Anderson said that if there were any concerns to bring them up.
(Action: Clerk to the council)

6.7 CC Training & Support Needs – June Porter – Team Leader, Community Development

Mr Anderson noted the good level of replies coming from Lerwick and Gulberwick, Cunningsburgh & Quarff Community Councils and thanked those who had replied.

He asked if members were aware of any questions that had been missed off the questionnaire, or anything to ask about the training plans.

Mrs Simpson pointed out that they were asking what time would suit for training sessions.

Mr Anderson asked members when the training sessions would be easier to attend, evenings or weekends.

Members replied and agreed that evenings would be most suitable.
(Action: Clerk to the council)

6.8 Paths for All – Grant Offer – John Duffy, Senior Development Officer

Mr Anderson informed members that they had managed to be successful in securing grant funding for £450, for a sign on the old Staney Hill Road. They had asked the council for a draft sign to look at before and would have it installed before the end of the year.

Mr Carter asked what kind of a sign it would be.

Mr Anderson replied just a simple road sign pointing left to view point at Staney Hill, straight ahead to new Anderson High School and Clickimin Centre and right along Cunningham Way to Sandy Loch.

Ms Fraser suggested it could be two-side that folk over the hill could see it as well.

Mr Anderson said that it would probably double the cost, but they could ask Mr Scobie how much this would cost.

Ms Fraser pointed out the need for volunteer hours.

Mr Anderson mentioned his plans to take photographs.

(Action: Clerk to the Council)

6.9 Rotary Club for Shetland – Grant – Paul Bendix, Charitable Donations Treasurer

Mr Anderson noted the letter and grant of one hundred pounds towards the Christmas lunches. He remarked that we would send a note of thanks.

(Action: Clerk to the council)

6.10 Islesburgh Community Centre – Older Citizens Christmas Lunch – Neil Watt, Executive Manager, Sport & Leisure, SIC

Noted.

6.11 Scottish Civic Trust My Place Awards 2017 – Call for Nominations – John Pelan

Mr Anderson asked if members had any suggestions following the Christmas holidays.

Discussion ensued about possible projects and Park Lane Community Garden was mentioned under the category of landscape designs.

Cllr Wills agreed that although it was a temporary arrangement, it had transformed the site and thought it deserved to be recognised.

Mr Hay agreed, but thought the fact it had temporary planning permission, might make it difficult to sustain the nomination.

Mr Anderson suggested that they could still put an application in. He asked if members were happy to do that.

Members were in agreement about nominating Park Lane Community Garden for the My Place Award.

(Action: Clerk to the Council)

01/17/07

Finance

7.1 Core Funding Financial Report 4th January 2017

Noted.

Mr Fraser offered his services for painting the office ceiling and Mr Anderson said that they could discuss this later.

(Action: Mr Anderson)

01/17/08

Planning Applications

8.1 2016/417/PPF – To demolish existing glazed entrance link and form new entrance , central reception area and additional fitness gym, together with improvements to external access and landscaping – Clickimin Centre, North Lochside, Lerwick, Shetland ZE1 0PJ

Mr Anderson highlighted the current option to slip off children or anybody at the Lochside entrance and the necessity of having to walk around the swimming pool to enter the main door. He said that this would increase the amount of traffic coming and going at what was not a very good junction onto Lochside Road.

Mr Anderson mentioned previous discussions at the school, regarding the junction not being suited to an increase in traffic. He pointed out the new 60/40 pitch and now the planned two hundred and fifty square metre gymnasium, all of which would increase the custom, the footfall at Clickimin and the fact that they plan to move the front door is further pushing vehicles round the back and making more use of the junction. He proposed that they note concern for increased traffic movements at that junction.

Cllr Wills made a suggestion that they could have a pedestrian only entrance and footpath on the South side of the building.

Mr Fraser raised the point that following a concert or event all would have leave out the back entrance.

Mrs Simpson agreed with the issues raised and that they should bring to the attention of planning.

Mr Anderson said that they would write to planning.

(Action: Clerk to the council)

8.2 2016/425/PPF – To demolish existing buildings and construct three new two-three storey buildings containing in total 27 one bedroom flats -: Site between Union Street & Prince Alfred Street, King Harold Street, Lerwick, Shetland – Hjaltland Housing Association

Mr Anderson declared an interest as a member of Hjaltland Housing Association on behalf of Lerwick Community Council.

Cllr Wills enquired if any of the housing was sheltered accommodation.

Mr Anderson said that far as he was aware there was nothing specific, but he imagined that there would be level access on the ground floor, but not on the two upper storeys.

Ms Fraser commented that when looking at the papers on-line, traffic papers had lines of information about traffic, but no summary. She suggested that they could have presented the information a little better.

No objections.

(Action: Clerk to the council)

8.3 2016/426/CAC – Demolition in a Conservation Area – Site between Union Street & Prince Alfred Street, King Harold Street, Lerwick, Shetland – Hjaltland Housing Association

No objections.

(Action: Clerk to the Council)

01/17/09

Any Other Business

Bus Route along Lochside Drive

Mr Ristori had forwarded concerns about excessive use by buses along the Clickimin Road with two per journey or four per hour. He suggested looking at using the road once per journey and instead divert along King Harold Street.

Ms Fraser suggested that Mr Ristori had a point, but it was quite a complicated route to do in the time and any changes would need to be carefully thought out. It had taken a long time for people to get use to the new timetables. She suggested that if there was going to be other changes in general that were coming up, for example when the new school was finished or use of the old school site and the bus was to be re-routed, than that would be the time to make changes.

Mr Anderson agreed that when the school moves, it would change the dynamic of the town. He said that might be an opportunity to look at if the town service could be changed. He suggested that they could then look at the bigger picture.

Discussion took place on the current route of the buses.

(Action: Clerk to the council)

Access roads for graveyards – Unst Community Council

Mrs Simpson said that Lerwick had no unadopted roads.

Refugees

Mr Carter had read that Stornoway had taken in three refugee families and he wondered what the state of play was in Lerwick and if anything was happening with that.

Cllr Bell informed member that the situation was the same as it was since the start of the crisis. The council had made it clear to the Home Office that they were willing to bring families to Shetland and that had always been the case. He said that they had to recognise that it was no good if it just gave us a warm fuzzy feeling by taking a family in, it was about getting the right solution for the families involved.

He said that if that meant within five years of the scheme the Home Office decided to allocate to Shetland, then so be it. The cost of living here was higher than anywhere else, so they would need to look at that when it came down to payments. Another thing to keep in mind was the housing shortage that we have.

Cllr Bell said that these were very vulnerable people and needed to be within easy reach of support services and they were not necessarily going to be available here in Shetland. He personally didn't think that they would be first or second on the list, just because of where we are.

Mr Anderson could understand to a certain extent the situation, although happy for people to come here.

Cllr Wills added that the council were one of the first to volunteer and to take part in programs organised by COSLA. He had heard people ask what the council were doing and they must not like refugees. He stated that nothing could be further from the truth and the points that Cllr Bell had made were very valid.

He said that if you accepted a refugee on the payments made by this government, it would only cover about twenty eight percent of basic costs, if in Unst or Fetlar or somewhere the council has available housing. He said that the council would like to help, but it was not in their hands to decide as they did not yet have immigration control to Shetland.

Mrs Simpson commented that it would be interesting to find out how Stornoway had managed to do this.

Cllr Bell replied that majority of councils had offered, but some were in a better position than others in terms of location, for example central belt councils had support networks on their doorstep. He suggested that their pro-rata share would be only two or three individuals based on facilities available in Shetland. They were only in the first year of the five year scheme and the Home Office may well come forward with those who would be able to stay in Shetland.

Cllr Wills noted the excellent voluntary work going on within organisations in Shetland in helping to send supplies to Europe.

Building Budgets Meeting

Mr Arwed asked about the feedback from the Building Budgets meeting.

Mr Anderson said that they could ask. He thought that perhaps they were the first community councils to attend and they would be going around all the community councils before feeding back the information.

(Action: Clerk to the council)

Anderson High School Murals

Cllr Wills said many years ago, fifth and sixth year pupils at the Anderson Institute painted two murals, in panels for either side of the division between the hall and the dining room. Both were exceptional and done under the tutorage of Charles Forage.

He was concerned for them and grateful if the community council could write to the Education Department to ensure that these murals were preserved and displayed in some public building and looked after. He was hoping they could perhaps be incorporated within the new school.

(Action: ?)

Devolution of power to Community Councils

Cllr Wills wanted to offer his support and advice, acknowledging he had always been in favour of community councils having more powers. He didn't think there would be significant devolution from councils until community councils were 'bodies corporate' so that they could own property and employ staff.

He said the council were currently looking at the future of local government in Shetland and Scotland as a whole, as part of devolution settlement and part of the 'Our Islands Our Future' campaign and discussions for an 'Islands Bill' which was to come from the Scottish Government soon. Following discussions, he had proposed that they recommend community councils be given additional, legal and special powers, so they could be in a position to take on responsibilities that could be delegated by the council and councils in general.

Cllr Wills thought a lot of enthusiasm and talent lay within community councils, but they were frustrated and held back by practical difficulties, put out by local and government legislation. He suggested that this was a way forward and he wished to inform the community council this was happening and that there would be a consultation as part of the 'Our Islands Our Future' paper. He added that he hoped they would respond.

Mr Anderson thanked Cllr Wills for informing them.

Centralisation of Emergency Services

Mr Spence raised concern regarding the fire in Yell and Bressay fire crews called out to deal with it. He questioned if there was any way the community council could voice its opinion. He stated it was because of centralisation and was what the government was doing with everything. He said that this was just one mistake and it was just early days.

Mr Anderson said that they could write, but that once removed from Lerwick or Shetland, what odds it would make if it was in Inverness, Glasgow or Edinburgh.

Cllr Bell agreed with the centralisation point and agreed that having the control room in Dundee, Glasgow or Inverness was any less likely to make that mistake. He suggested what would be best was having a control room for all emergency services under one roof in Shetland.

Discussion ensued about the difference having been when control was removed from Shetland and the need for emergency services to have control within Shetland. Members agreed that they supported local MSP Tavish Scott following his concerns as voiced on local radio that evening.

Mr Anderson asked members who they should write to.

Mrs Simpson thought that they should write and support Mr Scott’s statement that he had made on Radio Shetland.

It was agreed that they write to the First Minister Nicola Sturgeon and copy in Cllr Alastair Cooper, Chairman of the Community Safety and Resilience Board, also with perhaps a joint letter coming from the Association of Community Councils.

(Action: Clerk to the Council)

Lane Gate between Kelly’s Opticians and Andersons

Mr Knight queried the steps between Kelly’s Opticians and Andersons and the gate which appeared to be permanently padlocked. He thought this might be a ‘right of way.’

Mr Anderson said he thought that the gate was supposed to be closed at midnight and opened at eight o’clock the next morning. He suggested they see what they could find out.

(Action: Clerk to the Council)

Older Citizens Christmas Lunch

Mr Anderson showed members some photographs taken at the Christmas dinner held at the Islesburgh Community Centre and thanked members for agreeing to contribute towards the event.

There being no further competent business the meeting concluded at 8.15pm.

Minute ends.

MR J ANDERSON
CHAIRMAN
LERWICK COMMUNITY COUNCIL

Chairman.....

Date.....

From: Michael.Duncan@shetland.gov.uk
To: CommunityCouncilClerks@shetland.gov.uk
Cc: Vaila.Simpson@shetland.gov.uk; june.porter@shetland.gov.uk; Roselyn.Fraser@shetland.gov.uk; patricia.christie@shetland.gov.uk; frances.browne@shetland.gov.uk; Elsa.Manson@shetland.gov.uk; emma.perring@shetland.gov.uk
Subject: Defibrillators
Date: 10 January 2017 13:16:47
Attachments: [Defibrillator_Information.doc](#)

Dear all,

I recently had a query from Bressay Community Council re the number and location of defibrillators in Shetland. BCC also asked for information on costs and whether or not there is an opportunity to work together with other location organisations to achieve efficiencies through bulk buying. As it is important information I have decided to circulate findings to you all.

Points to note. The attached list is known defibrillators but there will be others that are located throughout Shetland. These may have been arranged separately through community effort, private sector and/or other individuals. However hopefully this is a useful starting point for Community Councils to be aware of.

Also please note the cost attached is an indicative cost and may vary. It is my understanding that this sum is very competitive as it has been arranged through the national body "Lucky2Bhere" who have access to the equipment at a lower price. To buy it separately may cost more than this amount.

I hope you find this useful.

Best regards,

Michael D

Michael Duncan

External Funding Officer

Shetland Islands Council

Community Planning & Development

Solarhus

3 North Ness

Lerwick

Shetland

ZE1 0LZ

Tel: 01595 743828

Email: Michael.duncan@shetland.gov.uk

Facebook: www.facebook.com/shetland.community.hub

From: Michael.Duncan@shetland.gov.uk
To: CommunityCouncilClerks@shetland.gov.uk
Cc: Vaila.Simpson@shetland.gov.uk; june.porter@shetland.gov.uk; Roselyn.Fraser@shetland.gov.uk; patricia.christie@shetland.gov.uk; frances.browne@shetland.gov.uk; Elsa.Manson@shetland.gov.uk; emma.perring@shetland.gov.uk
Subject: RE: Defibrillators
Date: 12 January 2017 16:08:32
Attachments: [Defibrillator_Information.doc](#)

Dear all,

Further to my last email I have received a few queries in relation to training and sourcing replacement items. Therefore I have made further enquiries and updated this paper with additional information for you.

Please can you check the list of defibrillators in your location and let me know if there are others that you know of? I am happy to compile a central list and circulate again once everyone has replied.

I am sure you will agree it is important information to have available so it would be good to have this list as up to date and accurate as possible.

Many thanks,

Michael D

From: Duncan Michael@Comm Plan & Dev
Sent: 10 January 2017 13:14
To: Community Council Clerks
Cc: Simpson Vaila@Comm Plan & Dev; Porter June@Comm Plan & Dev; Fraser Roselyn@Comm Plan & Dev; Christie Patricia@Comm Plan & Dev; Browne Frances@Comm Plan & Dev; Manson Elsa@Comm Plan & Dev; Perring Emma@Comm Plan & Dev
Subject: Defibrillators

Dear all,

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Points to note. The attached list is known defibrillators but there will be others that are located throughout Shetland. These may have been arranged separately through community effort, private sector and/or other individuals. However hopefully this is a useful starting point for Community Councils to be aware of.

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Best regards,

Michael D

Michael Duncan

External Funding Officer

Shetland Islands Council

Community Planning & Development

Solarhus

3 North Ness

Lerwick

Shetland

ZE1 0LZ

Tel: 01595 743828

Email: Michael.duncan@shetland.gov.uk

Facebook: www.facebook.com/shetland.community.hub

Defibrillator Information

Costs

Lucky2BHere 'quote' an approximate cost £1,500 each. This cost is based on national procurement price so they would cost significantly more if organisations were buying them individually.

Defibrillators are purely given for a donation. No price is set so donations vary and can be above or below the cost price. However to date organisations in Shetland have tended to ask what the going rate is and have donated accordingly.

Locations

South Nesting Hall

Skeld Sail Loft at Skeld Marina

Fetlar Nurse's house

Sandwick Baking Company

Sandwick Fire Station

Aith Shop

Sandness Hall

Mainland's Shop, Dunrossness

Toab Shop, Virkie

Ness Engineering Office, Scatness

Sumburgh Airport

Ness Boating Club

Bigton Shop

Walls public toilets

Tingwall Hall

Tagon Stores, Voe

Cullivoe Hall

Foula

Scalloway, H Williamson & Son Shop, Main Street

Lerwick Boating Club

Delting Boating Club

Muckle Roe Hall

There is also a map available which can be used to zoom in and find out where some of the defibrillators are located on Shetland. See link below:

<http://www.lucky2bhere.org/live-aed-map/>

Please note this is not an all inclusive map – for example the only one listed for Lerwick is the Lerwick Port Authority but there are defibrillators located within Gilbert Bain hospital and Clickimin Leisure Complex. Hopefully in time the map will be updated.

Training & replacement parts

After Lucky2BHere reps have carried out initial training and delivered the defibrillator it is up to the local community or lead organisation to look after the defibrillator. The community/lead organisation are responsible for getting it installed (i.e. arrange for the case to be mounted/wired in place) and the defibrillator should be located in a publicly accessible place.

Please note each case has a small heater in them to keep the defibrillator dry. The community/lead organisation is also liable for checking the equipment, to meet ongoing running costs and for purchasing replacement pads & batteries. Replacement items should be purchased via Lucky2BHere.

The community/lead organisation is responsible for contacting local Lucky2BHere reps to request refresher training on 12-18 monthly basis. Each community/lead organisation should also appoint a named individual to look after the above tasks. Lucky2BHere reps can be contacted via the Shetland branch Facebook or NHS Shetland, who should be able to signpost you to a local rep.

You may also find useful information on the web link below:

<http://www.heartsafe.org.uk/Become-Heartsafe/Maintenance>

From: neil.hutcheson@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: RE: Street Lighting at Westerloch
Date: 26 January 2017 12:19:13

Marie,

A streetlight is to be installed here as part of the works to complete the footpath/cyclepath between the new AHS and Westerloch.

Cheers, Neil.

From: Clerk to Lerwick Community Council [mailto:clerk@lerwickcc.org.uk]
Sent: 26 January 2017 12:05
To: Hutcheson Neil@Roads Service
Cc: Coupe Dave@Roads Service
Subject: Street Lighting at Westerloch

Neil,

I've just realised I didn't followed up a comment made at the January meeting.

It was about the lack of a street light at the end of Westerloch Road, where it meets the start of the path around the Clickimin Broch.

One of our members reported a close encounter in the dark, they were running and someone was walking along.

They questioned why that area had no light and would like to see one installed.

If you can provide a reply before our next meeting that would be appreciated.

Regards,
Marie

--

Marie Sandison
Clerk
Lerwick Community Council

Tel: 07762 017828



This email has been checked for viruses by Avast antivirus software.
www.avast.com

From: james.leask@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: RE: Costs
Date: 30 January 2017 10:05:50

Thanks for that Marie,

James (the ex traffic warden) that works at Williamson's assured me that the one primer and one paint would be plenty.

The bottom half of the banisters in Bank Lane are painted already and in good condition, its just the top half that are in disrepair.

Cheers

Jim

-----Original Message-----

From: Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]
Sent: 30 January 2017 09:27
To: Leask James@Educ & Comm
Subject: RE: Costs

Hi Jim,

The purchase of paint was approved at a previous meeting and I've checked all with Jim.

He noticed you've only purchased one primer, so hopes that's ok.

I'll pop a cheque in the post made out to you.

Regards,
Marie

--

Marie Sandison
Clerk
Lerwick Community Council

-----Original Message-----

From: james.leask@shetland.gov.uk [<mailto:james.leask@shetland.gov.uk>]
Sent: 27 January 2017 12:09
To: clerk@lerwickcc.org.uk
Subject: Costs

Hi Marie,

This is the quote/reciept for the paint. I've checked our paint brush and scraper situation...and the cupboard is bare here. It seems the last ones to use brushes last year deemed them to be not worth keeping. Would it be ok to charge for those too? It was only £2.36 for 4 peerie brushes and 3.99 for two wire brushes and scrapers.

I have just purchased/paid for it myself, as there was only one tin of the primer left but James said that if this wasn't ok, then I could return it.

Let me know if you think this is ok. I can easily return it if it isn't. If it is fine, then is the attached ok as a receipt or do you need the original till receipt?

Many thanks

From: [Ford B \(Brian\)](#)
To: ["clerk@lerwickcc.org.uk"](mailto:clerk@lerwickcc.org.uk)
Subject: FW: Earth Hour 25 March 2017 Clickimin Broch
Date: 13 January 2017 10:48:46
Attachments: [image001.png](#)
[image002.png](#)
[image003.jpg](#)
[image004.png](#)
[image005.jpg](#)

As in previous years I would be grateful if arrangements could be made to switch off the floodlights at Clickimin Broch on 25 March between 2030hrs and 2130hrs as part of the Earth Hour 2017 programme.

Many Thanks

Brian Ford | Regional Tourism & Community Manager, North | Commercial and Tourism

Historic Environment Scotland | Àrainneachd Eachdraidheil Alba
Fort George, Near Ardersier, Inverness-shire, IV2 7TD
T: 01667 460208
M: 07766441869
E: brian.ford@hes.scot

www.historicenvironment.scot

*Historic Environment Scotland - Scottish Charity No. SC045925
Registered Address: Longmore House, Salisbury Place, Edinburgh, EH9 1SH*



Be part of Scotland's Year of History, Heritage and Archaeology 2017. Keep up to date by signing up for regular updates from [our blog](#), join the conversation on Twitter using the hashtag [#HHA2017](#) or visit our [website](#).

This e-mail does not form part of any contract unless specifically stated and is solely for the intended recipient. Please inform the sender if received in error.

From: Michael.Duncan@shetland.gov.uk
To: clerk@lerwickcc.org.uk; jim@filsket.me.uk
Cc: patricia.christie@shetland.gov.uk; Vaila.Simpson@shetland.gov.uk
Subject: Lerwick War Memorial - update
Date: 20 January 2017 13:17:51

Dear Marie, Jim

I refer to previous correspondence in connection with the above.

Following assistance from colleagues in the Council's Legal Service & Capital Programme Service I can confirm that neither Lerwick Community Council nor Shetland Islands Council own the Lerwick War Memorial at the Hillhead.

Please note in law landowners are under no obligation to maintain War Memorials or similar to a good standard. Shetland Islands Council has previously helped with one off maintenance costs of such structures and it has powers to maintain war memorials, but the Council too is under no obligation to do so.

I believe in the past some community groups and voluntary organisations have undertaken maintenance or cleaning costs for a local memorial. Where possible they applied to funding bodies such as the War Memorials Trust for assistance with costs. I have provided a link to their website below for information.

I hope you find this helpful.

Best regards,

Michael D

<http://www.warmemorials.org/>

Michael Duncan

External Funding Officer

Shetland Islands Council

Community Planning & Development

Solarhus

3 North Ness

Lerwick

Shetland

ZE1 0LZ

Tel: 01595 743828

Email: Michael.duncan@shetland.gov.uk

Facebook: www.facebook.com/shetland.community.hub

Grants Guidance Notes



War Memorials Trust

Registered Charity Number: 1062255

These Guidance Notes should be **read in conjunction** with the Application Form and the advice on [War Memorials Trust's website](#) about the grants process. The information is designed to support the applicant through the process and ensure you provide all the information required at each stage. These Guidance Notes may appear very detailed, and even over-complicated, but are designed to be read alongside the Application Form to help you ensure you are filling it in correctly.

You **must** answer all the questions, only writing 'not applicable' if the question is not relevant to your project. Failure to provide all the information needed will delay your application as War Memorials Trust will have to contact you to request this.

Before receiving your Application Form you should have completed a [Grants Pre-application form](#). You will have received advice from War Memorials Trust as to what may be eligible for support. Should your project have changed in any way since then you should either read the [What can and cannot be funded](#) document or [contact War Memorials Trust](#) to discuss. Failure to follow advice provided at pre-application stage is likely to lead to your application being delayed or rejected so contact the charity to [discuss](#) any issues or questions as you complete your Application Form.

Many of the further sources of information in these Guidance Notes are websites. Where appropriate we have also provided telephone numbers. These can change so [contact us](#) if you cannot access the information.

War Memorials Trust appreciates that often communities are enthusiastic to get projects and works completed. However, remember it is in the long-term interest of preserving your war memorial to ensure the works are done properly. As a conservation charity War Memorials Trust will assess all proposals based on best conservation practice to support that long-term objective.

Remember works **cannot be funded** if they have finished, already started or will start before a decision can be made.

Grant scheme supporters



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Guidance Notes

These Guidance Notes are intended to **assist** you in **answering** the questions in the Application Form and in **assembling** your quotes/tenders and supporting information. These Guidance Notes may appear very detailed, and even over-complicated, but are designed to be read alongside the Application Form to help you ensure you are filling it in correctly.

If you have a query that is not covered in these notes, you are unsure how to answer any of the questions on the form or you are finding these Guidance Notes too complicated [contact War Memorials Trust](#). Contact details can be found at the end of these Guidance Notes or by clicking the link. We encourage you to talk to us about any issues; it is better to deal with these as soon as possible.

How to input information

The Application Form is available electronically as a digital form or as a hard copy document which can be completed by hand. War Memorials Trust would prefer applications to be sent electronically as these are easier to process but will accept hard copies.

If you are completing the electronic form then you will need to enter data into the fields, some of which are restricted to certain lengths or formatting. Boxes will need to be checked by clicking on the box to indicate an answer; this will place an X in the box as a check mark. As you type data into the larger grey boxes they will expand to fit your text.

If you are completing the form by hand, then use **block capitals** and ensure all the information is presented clearly. Use all the space provided and add additional sheets of paper - clearly marked - if necessary.

If you have any problems using either type of form [contact War Memorials Trust](#).

Section 1: Who is applying for the grant?

We need to know about you as the applicant. We need the correct contact details so we can discuss your application with you and let you know the outcome.

If provided War Memorials Trust will use your email address to acknowledge your application, raise any initial questions and it will be the default means of correspondence for your grant application. Any formal offer, deferral or rejection letters will be sent to the postal address provided. We are aware emails occasionally appear in the 'junk' folder of inboxes so monitor this and if it occurs ensure you accept War Memorials Trust's email address as a safe address to prevent emails being missed.

1. Applicant's details

Complete the section with all relevant information:

- tell us who the organisation or individual making the application is
- provide the contact details for the main person dealing with the application

Section 2: About the war memorial

We need to know about the war memorial. It is important we understand what it is, whether it has any protection and its history to make informed decisions when assessing your application.

We all need to make sure that we are aware of the legal status of the memorial and that you have all relevant permissions in place. It is also important to understand the context of the memorial and the original decisions about the war memorial's design, features, inscriptions etc. made by those who erected it. Whilst these do not necessarily have to be followed it is important that the intentions and desires of earlier generations are understood, respected and used to inform decisions made about war memorials today and in the future.

2. Reference information

It is important for War Memorials Trust to be sure we have identified the right war memorial:

- a. confirm the War Memorials Trust **WM** reference number which will have been quoted on all correspondence and used in the response to your pre-application e.g. WM1000
- b. confirm that the War Memorials Online record has an up-to-date condition survey completed. www.warmemorialsonline.org.uk is seeking to create a greater understanding of the condition of war memorials and it is important that the condition of potential grant cases is known. You should ensure details of the memorial for which an application is being made are up-to-date. If you cannot do this, explain why. In previous correspondence War Memorials Trust will have highlighted the War Memorials Online reference number e.g. WMO123456
- c. if you are applying for a grant for a war memorial in Scotland you will also need to confirm that you have submitted details to Historic Environment Scotland Canmore, the online catalogue of the National Record of the Historic Environment www.historicenvironment.scot/archives-and-research/archives-and-collections/canmore-database

3. Name and location of the war memorial

Enter the name of the memorial and its address details.

You should also include a map of the war memorial showing its street location with your application. We need a map in order to precisely record the location of the memorial and to enable us to find it if a site visit is required before or after a grant.

If a memorial is located within a building then we do not require a map of its location within the building, but the building's location with information on internal location included in the address details e.g. 2nd Floor.

4. Briefly describe the appearance and setting of the war memorial

- a. You should provide a short summary of what the memorial looks like and its surroundings. Include information on the materials it is made from highlighting if it has any metal elements. For example,
- stone cross with lead lettering in the churchyard of St Mary's standing under trees alongside gravestones
 - granite stone of remembrance with polished granite surface for inscription with lettering carved into the stone. It is located at the roadside in a small garden in the middle of the village
 - brass plaque in the Nave of the Church of St Francis
 - timber bench located in the public park with a small metal plaque carrying a name

It is important to mention any metal elements on the memorial such as lead lettering, metal crosses, fixtures or fittings.

- b. You should confirm the wars or conflicts those commemorated by your war memorial participated in. This is likely to be shown by inscriptions or dates on the war memorial.
- c. You should confirm if any branches of the Armed Forces are referred to on the war memorial. In some cases, inscriptions include details of the service of those commemorated. For example, regiments or squadrons are listed, ranks are given etc. This can be useful background information for War Memorials Trust to be aware of.

5. Name of local planning authority (unitary, district, city or borough council or council area)

You should enter the name of the local planning authority. This will be the local authority or council which assess planning applications for the area in which the war memorial is located.

6. Do you know who owns / has responsibility for the memorial?

You should indicate which of the options describes your current position.

If you do not have legal responsibility for the memorial you **must** include a letter from the owner giving you permission to undertake this project and indicating their willingness to provide public access. If the owner will not give their permission, then it will not be possible to provide a grant.

If the ownership is unknown, you **must** include a statement explaining what steps you have taken to establish ownership. These could include checking with your local authority, carrying out local land registry searches and advertising in the local press.

Ownership of war memorials can be difficult to establish as the majority were funded by public subscription. However, there may have been a formal transfer of ownership or deeds for the memorial that establish the owner/custodian. This type of information is likely to be held locally. See War Memorials Trust's helpsheets on '[Ownership of war memorials](#)' and '[Researching the history of a war memorial](#)'.

7. Is the war memorial freely accessible to members of the public?

You should ensure that there is reasonable public access to the war memorial or that there will be after the project has been carried out. As public money may be used to support a Grant Offer it is important the public, especially any relatives of those commemorated, can visit and pay their respects.

Many war memorials are, because of their location, accessible at all times. Others are harder to access especially if located internally. As a minimum the memorial should be available to visit once a year. Other sources of funding may have other minimum requirements. For example, the [Memorial Grants Scheme](#), which can provide VAT relief for certain groups, will require a minimum of 30 hours public access a week.

Information on access should be added to [War Memorials Online](#) so people are aware. If the memorial is currently not accessible, explain how you will ensure you provide access if you receive a grant.

Questions 8 - 10

The following questions can require research and advice is provided about how to do this in each section. You may also be able to obtain further information from the Conservation Officer or Planning Officer at your local planning authority or [War Memorials Trust](#).

8. Is your war memorial a freestanding structure?

You should select whether your memorial is freestanding or not.

- a freestanding memorial is a self-supporting structure such as a cross, cenotaph or lychgate
- freestanding memorials are not fixed to another structure so a plaque attached to a wall, a window, or a clock on a tower would be considered non freestanding

9. Is the war memorial a functional building, part of another building or a financial asset to its owner?

If a war memorial falls into one of these categories, it will only be eligible for certain grant schemes. It does not impact upon the ability to obtain a grant it will just influence which grant scheme War Memorials Trust can assess your project under.

You should select yes, to ensure we appropriately consider your project, if your war memorial is a

- functional building e.g. a memorial hall, bridge or hospital
- part of another building e.g. a chapel within a larger church, an entrance foyer
- financial asset to its owner e.g. a memorial building which is rented out

10. Designation

a. Is the war memorial designated?

If a war memorial is designated it means it has been added to the statutory list which is managed by the relevant national heritage organisation. Consents may be required for certain works.

Each national heritage body is responsible for identifying sites of national importance and designating them to offer protection. The type of designation applied will depend on the type of heritage asset. Descriptions vary slightly between the national heritage bodies but for war memorials the commonest forms of designation are:

- Listed Building – buildings of architectural and historic interest
- Scheduled Monument – nationally important sites and monuments
- Registered landscape – parks, gardens and battlefields

You **must** tell us if your war memorial is designated so we can deal with the permissions discussed in Question 17. You should find out the reference number and the grade or category. If you do not know if your memorial is designated then in:

- UK: visit the gov.uk website for advice www.gov.uk/scheduled-monument-consent-england-scotland-wales
- England: visit the National Heritage List for England managed by Historic England www.historicengland.org.uk/listing/the-list
- Northern Ireland: visit the relevant databases managed by Department for Communities <https://www.communities-ni.gov.uk/services/buildings-database> or <https://www.communities-ni.gov.uk/articles/scheduled-monuments>
- Scotland: visit the Listed Buildings Search managed by Historic Environment Scotland <http://portal.historic-scotland.gov.uk/designations>
- Wales: visit Cadw's information at <http://cadw.gov.wales/historicenvironment/recordsv1/?lang=en>

Alternatively, there are other databases and records available online and your local planning authority should have details of listed buildings and monuments in the area.

b. Is the war memorial part of the fabric or curtilage of a listed building?

The curtilage of a building is often defined by the property boundary (although individual cases vary). Any war memorial which was within the curtilage of a listed building prior to 1st July 1948 is automatically included as part of the listing for the building unless specifically excluded. This means Listed Building Consent may be required.

For example, a cross in a churchyard may not be listed in its own right but if the church is listed it may be deemed to be part of the curtilage. Similarly, a marble plaque in a listed building is extremely unlikely to be listed in its own right but it may be seen as part of the main building and be assessed for listing as part of the fabric.

You can follow the links in question 8.a above to find out if the memorial is in or near a listed building and include this on your application. Your local planning authority can advise on this as it is their job to interpret the extent of curtilage/fabric.

11. Is the war memorial in a conservation area?

If a war memorial is in a conservation area, it means it is within an area designated as being of 'special historical and architectural interest, the character or appearance of which is desirable to preserve or enhance'. This means that certain works may be controlled and will require permission from the local authority.

If you do not know whether your memorial or site is in a conservation area, then in:

- UK: the gov.uk website has advice www.gov.uk/apply-work-home-conservation-area
- England: contact your local planning authority or for information on conservation areas visit the Historic England website <https://historicengland.org.uk/advice/hpg/has/conservation-areas/>
- Northern Ireland: visit NI direct www.nidirect.gov.uk/conservation-areas-and-advice
- Scotland: contact your local planning authority
- Wales: visit Cadw's information at <http://cadw.gov.wales/historicenvironment/help-advice-and-grants/makingchanges/conservation/?lang=en>

Your local planning authority can also advise on this.

12. Provide information on the history of the war memorial, including the name of its designer, sculptor and/or builder and its date of dedication

We need this information to understand the background and context of the memorial. It is important to have details of the name of the architect or designer, sculptor and builder of the memorial as well as its date of construction and dedication, if these are recorded. For example,

- it may have been designed by a prominent architect which could affect decisions about its treatment
- it may have used particular building skills or construction techniques of a particular time period which help us understand appropriate treatments

Often, historical information will support your application no matter how big or small the project is. For example,

- showing that inscriptions were originally painted and require re-painting as this has been lost
- confirming the type of stone the memorial is made from to ensure appropriate stone repairs or cleaning methods are used
- when re-instating missing elements, early photographs and original plans will provide a model for replica designs

You may be able to find

- original design drawings
- council/amenity association/church minutes discussing the planning or design of the memorial
- newspaper reports of the planning or unveiling
- historical photographs which are particularly useful for understanding the memorial over time

War Memorials Trust recognises it can be **difficult** to find information in some cases. You should **state all sources** searched, including online checks, even if they yield no information.

Sources of information or guidance may include

- your local community – members of the community are likely to have information and often the local media will be interested in a story and can perhaps encourage people to send you information
- your local library or research centre – may have copies of newspapers with details of unveiling or dedication services
- your local history or family history groups – may have information or volunteers willing to help you undertake some research
- War Memorials Trust's helpsheet on [Researching the history of a war memorial](#)
- War Memorials Online www.warmemorials.org.uk
- War Memorials Trust's links section highlighting local research projects www.warmemorials.org/links
- IWM's War Memorials Register www.iwm.org.uk/warmemorials
- Public Monuments and Sculpture Association www.pmsa.org.uk or 020 7490 5001
- Historic England Archive www.historicengland.org.uk/images-books/archive
- Historic Environment Scotland Canmore <https://canmore.org.uk>
- other websites for your area or with a particular research interest

13. Briefly describe any significant work carried out to the war memorial since it was built

We need to understand as much as possible about the history of the war memorial including any previous works undertaken to it. If you are aware of any works, include details. This can inform decisions we make about how to treat the war memorial. It is also helpful to know the costs of any previous work and how this was funded.

If you are unaware of any works, indicate what research you have done to find out about this. This information is likely to be held by the war memorial custodian/owner. It is important that you provide evidence to War Memorials Trust of your efforts to find out this information.

Section 3: Project proposal – what works do you want to do

14. Confirm you will submit good quality recent colour photographs of the war memorial

We need a **set of good quality recent colour photographs** of the war memorial, showing the war memorial in its wider setting, as a whole, each side or 'elevation' and close-ups of areas to be repaired or conserved.

We cannot visit every war memorial. Therefore, we will rely on the photographs you provide to assess your application. Applications submitted without good quality recent colour photographs will not be considered.

If you submitted photographs with your Grants Pre-application form you will be asked for more if they are needed. If you were not asked for anymore then we can treat those submitted as part of your application as long as they are no more than six months old. If the photographs sent with your Grants Pre-application form show the memorial more than six months ago you will need to send new photographs with your Application Form.

Remember, to give your application the greatest chance of success then you **must** to provide recent good quality colour photographs showing clearly what the problems are. We cannot offer a grant to works we cannot see so make sure every issue or problem you are looking to address is shown in the photographs you submit. For example, open joints, weathered inscriptions or cracks need to be photographed and shown to us. If an application is for reinstatement of any lost features, older photographs showing the original appearance of the memorial are vital; we cannot support reinstatement if there is no evidence of what was originally there.

It is also important to provide photographs of the whole memorial and its setting. See War Memorials Trust's [advice](#) on taking a good set of photographs and read our helpsheet on [Photographing war memorials](#).

Photographs can be sent on a CD, by email or as a hard copy ideally on photographic paper. Digital versions of photographs are preferred. Be aware War Memorials Trust cannot accept emails larger than 8MB so you may need to send photographs over more than one email. If you are sending hard copy photographs do not mark or write on the front of the photographs directly in any way or attach stickers. If you wish to do this, or if you think it will be helpful, then do so on an additional copy.

You should write the name of the copyright holder for each photograph clearly on the back.

When signing this Application Form, you will be giving War Memorials Trust and other organisations permission to use these photographs so if you are not the copyright holder ensure that you get their permission.

15. Briefly describe the background to your project? Why is it needed?

We are interested in what is driving your project. We do not decide applications according to the level of community support but the information can help us understand proposals better. Grants are given to necessary repair and conservation works and those war memorials in greatest need are given highest priority.

Provide brief details, for example, you, or your community/organisation, think:

- the condition of the memorial is Poor or Very bad and/or health and safety risks
- the names are getting hard to read
- a relevant anniversary feels like a good time to address the condition of this war memorial
- as a local resident recently lost their life in conflict and their family wish to add a name this is a good time to undertake wider conservation works

16. Provide a summary of the work you propose to carry out and explain why it is necessary

We need to know what you are looking to do. This question is your opportunity to explain what work you propose to carry out and explain why you think they should happen. As a conservation charity War Memorials Trust will expect any work proposed to be in-line with best conservation practice. You need to show that the works are the minimum necessary to resolve the problems you have identified and fit within the funding criteria for a grant see [What we can and cannot fund](#). Failure to provide an adequate project proposal will cause your application to be deferred or rejected.

You are not expected to write any technical information here as this should appear in the quotes/tenders or other documents such as architect's specification or conservation report.

If you wish to include fees for a conservation-accredited professional advisers (e.g. an architect, chartered architectural technologist or surveyor) explain what their role will be in the project and any reports/specifications they will produce.

You should ensure that any advice provided in response to your [Grants Pre-application form](#) has been taken on board – resubmitting inappropriate works which you have been advised were ineligible previously will lead to your application being rejected.

If you are unsure of any of the advice or guidance provided as a result of the feedback provided in response to your Grants Pre-application form then you should [discuss this with War Memorials Trust](#). You should also ensure you have read all correspondence and helpsheets and ensure your contractors understand that you need the works to follow best conservation practice.

17.If the war memorial is listed, scheduled, in a conservation area or within in a church you may need consent. Has this been obtained?

We need to know that works to be undertaken are legal and permitted. This relates to questions 8 – 10 above.

If you are unsure whether these consents are required, you should contact the local planning authority or the relevant church authority if the memorial is located in a church or churchyard.

If you have obtained consent you should include copies of documentation relating to permission for the proposed work (e.g. Listed Building Consent, Conservation Area Consent, Scheduled Monument Consent, Planning Permission, Faculty or other ecclesiastical permission) with your Application Form. The Church of England provides guidance on the Faculty process at www.churchcare.co.uk/churches/faculty-rules-2015.

You do not have to obtain the consents before making an application but you **must not** start works without them. If you already have the consents before making this application, it can help speed things along as War Memorials Trust is then aware that the proposed works can legally be undertaken. If consents are applied for after a Grant Offer this may delay your project.

Some projects will require the relevant statutory consents or guidance from your local authority, Diocesan Advisory Committee or equivalent to be submitted with your application. Such projects include, but are not exclusive to, relocation, electrification of bells, organs and clocks and alterations or additions to listed memorials. War Memorials Trust will seek to provide this advice at Grants Pre-application stage.

Section 4: Project costs

Finding a Contractor

Quotes or tenders **must** be obtained from independent contractors or conservators with specialist knowledge and experience of conservation projects.

If your project has a total project cost of over £10,000 (£20,000 in Scotland) you will need to have a conservation-accredited professional advisor involved.

War Memorials Trust has advice on finding contractors on its [website](#). You should ensure you read this in conjunction with the other advice on procurement to help you find a suitable individual or company to undertake works.

Comparable quotes or tenders

Quotes or tenders need to show **comparable works** so it is clear what works you are proposing to do. For example, a quote for works to clean a war memorial which is similar in price to a quote for works to sharpen and deepen the lettering would not be seen as comparable because the proposed works are completely different. We need to see comparable costs for the same type of work.

Quotes or tenders should also itemise the cost of each element of the work. For example, a quote to clean, re-point and sharpen and deepen lettering should show the price for each separate item separately along with a total price for the works.

For larger projects involving a conservation-accredited professional advisor they will draw up a specification of works for the project. A tender process will then be undertaken which will see all contractors tender against the same specification of works.

Project costs

As many of the grants awarded by War Memorials Trust involve public money (e.g. from government, local authorities etc.) it is essential that value for money can be clearly demonstrated and the processes used to select a contractor or conservator are non-discriminatory, transparent and proportional to the contract being offered. This is especially important where public money represents more than 50% of the total project costs as these are deemed 'subsidised contracts' which means that they are treated as if they were public contracts.

War Memorials Trust has provided extensive guidance on this and all applicants **must** read the relevant documentation as part of their application to ensure you are appointing contractors fairly.

In normal circumstances projects which cost:

- **under £5,000** anywhere in the UK will need **two comparable quotes** as explained in
 - [Procurement - Getting quotes and finding the right contractor or conservator](#)
 - [Appendix A: Total project cost less than £5,000 \(exc. VAT\)](#)

- **between £5,000 and £10,000** in England, Northern Ireland and Wales or **between £5,000 and £20,000** in Scotland will need **three comparable quotes** as explained in
 - [Procurement - Getting quotes and finding the right contractor or conservator](#)
 - [Appendix B: Total project cost between £5,000 and £10,000 \(£20,000 in Scotland\) \(exc. VAT\)](#)
- **over £10,000** in England, Northern Ireland and Wales or **over £20,000** in Scotland will need **three tenders** and the project will need to **involve a conservation-accredited professional advisor** as explained in
 - [Procurement - Getting quotes and finding the right contractor or conservator](#)
 - [Appendix C: Total project cost over £10,000 \(£20,000 in Scotland\) \(exc. VAT\)](#)

Multiple elements of a project

If your project involves multiple works and different contractors for different elements then you may wish to complete a version of Section 4 for each element of the project.

If you have an electronic version of the form you can save different copies and name them for the relevant part of the project e.g. Application Form and Application Form for metalwork. On the additional copies you only need to complete the sections relevant for the extra works.

If you are unsure how to deal with this [contact War Memorials Trust](#).

Free/Discounted/Voluntary materials or labour

Occasionally, war memorial projects may be offered free or voluntary labour or materials towards projects which can potentially reduce costs.

If you are submitting a grant application and one or more of your contractors has offered to undertake some of the works at a discounted or free rate or offered to provide materials more cheaply this can make comparable quotes more difficult. However, in order to enable assessment of such quotes or tenders:

- a proper quote or tender should be submitted
 - it should list all the itemised bits of work with the relevant price alongside with anything being provided free listed as £0
 - alternatively, if a reduction is being given on total price then the itemised list should be subtotaled and the final total price quoted should be the reduced price

This will ensure the actual cost of works is clear and the proposed reductions are obvious.

18. Provide below the details of your selection process, the comparable quotes or tenders for the proposed works and your preferred contractor

We need to

- understand how you have chosen your contractor
- see the details of the quotes or tenders
- see details of how you have fairly selected your preferred contractor.

You **must** confirm you have read the relevant advice for your project.

a. How did you select your contractor?

We need to know whether you chose your preferred contractor solely on Price or if you used a Price/Quality assessment. You will need to have decided which approach to take before you seek quotes/tenders and to have made this clear to contractors invited so that they have a fair chance to understand how you were making your decision.

For further information on how to select a contractor you should read War Memorials Trust's helpsheet [Procurement - Getting quotes and finding the right contractor or conservator](#) and the relevant Appendix depending on the cost of your project.

b. Is a conservation-accredited professional advisor involved in the project?

You will need to involve a conservation-accredited professional advisor if your project

- costs over £10,000 in England, Northern Ireland and Wales or over £20,000 in Scotland, or
- is unusual, complex or difficult and you and War Memorials Trust has agreed that professional advice would be beneficial

Where professional fees are expected to be under £1,000 one quote would be acceptable but we recommend that you get at least three quotes for professional services. This is to ensure best value for money and demonstrate that a competitive process was undertaken to select the appropriate adviser. Include a copy of any quotes with this application. [Contact War Memorials Trust](#) for further guidance.

If you wish to include the fees in your application, detail in question 16 what role the conservation-accredited professional adviser will have in the project and any reports or specifications they will be producing. If the application is successful and professional adviser fees are included in the Grant Offer, you will need to submit a copy of their invoice for this work when you come to claim the grant and provide evidence of their role, such as reports or certifying works.

Enter the details of the professional adviser and the proposed costs. The type of professional adviser **must** be relevant to the project and you can [contact War Memorials Trust](#) to discuss this.

i. Do you wish for these fees to be included as part of your project costs if they are eligible?

Confirm whether you wish these costs to be included as part of your project costs.

ii. **Confirm the conservation-accreditation is for the individual professional advisor working on your project**

It is important that the specific individual working on your project is conservation-accredited, not just their company. If you are working with an organisation it is not enough for the organisation to have some conservation-accredited staff if they will not be working on your project.

Use this box to confirm the individual working on your project is conservation-accredited.

iii. **Have you previously received a Professional Advice Grant via War Memorials Trust related to this war memorial?**

Confirm if you have previously received any funding from War Memorials Trust towards the costs of professional advice in relation to this war memorial. War Memorials Trust will not pay for the same advice twice so it is important to be aware whether previous funding has been provided.

c. **Details of all the comparable quotes and tenders obtained for works to the war memorial**

Enter the details of the quotes or tenders received. The [advice](#) at the beginning of this section explains how many quotes or tenders you need to provide.

Confirm you have included copies of these documents with your Application Form as War Memorials Trust will need to see these.

Fees from contractors for providing you with quotes are not eligible.

d. **State your preferred contractor**

Enter the name of your preferred contractor.

If you are selecting based only on Price this will be the cheapest contractor. If you are selecting using a Price/Quality assessment this will be the highest scoring contractor. See the details above on [Project Costs](#) or [contact War Memorials Trust](#) to discuss if you are unsure on this.

e. **Is VAT likely to be recoverable, zero-rated or covered by a separate grant on any part of the work?**

The grant schemes do not include VAT costs if they are otherwise covered. You will need to explain if you or the organisation you are applying for can reclaim the VAT or if it will not be charged or if it will be covered by a separate grant.

Work to existing fabric is usually subject to VAT. [The HM Revenue & Customs VAT Notice 708: buildings and construction](#) is a useful guide.

It is assumed

- all local authorities will be able to reclaim VAT unless the applicant explains otherwise (except for Community Councils in England or Scotland)
- charities and faith groups exempted from registering as charities (such as Parochial Church Councils) will apply to the [Memorials Grant Scheme](#) for a grant to cover the VAT
- all other groups will incur VAT unless otherwise stated

If you are later able to recover the VAT or receive a separate grant specifically for the VAT, you will have to repay the relevant amount of grant.

f. Any additional information relevant to project costs to be provided

Enter any further information you believe relevant to your application and its costs.

19. Have you applied to any other sources of funding for your project?

We need to know if you have any other funding in place for your project. A Grant Offer from us must not lead to you receiving more than 100% of project costs in total.

Select Yes or No and answer the further questions as relevant.

a. Give details of the funding body, the amount of grant you applied for and whether your application was successful

List any other funders applied to, how much you are requesting and the status of your current application.

If you are a registered charity or a faith group exempted from registering as a charity, include the Memorials Grant Scheme (see question 18.e regarding VAT recovery).

b. If you have not applied to any other sources of funding, or are not successful obtaining other funding, indicate how you propose to fund the project.

If you have an allocated budget for the war memorial enclose details. You should advise whether the project can proceed if funding is not forthcoming from this application. Be aware grants are offered at 'up to' certain levels and it cannot be guaranteed that any funding will be available.

c. Grant Offers are not paid until the applicant has submitted a Completion Report on the project and it has been assessed to ensure works have been undertaken in-line with best conservation practice. Should it be required are you able to cover the cost of paying for your project if payment is required before the grant payment has been issued?

War Memorials Trust will need to receive and assess your Completion Report to ensure works have been completed in-line with the Contract and Method Statement before a grant payment is made. The charity aims to do this within 3 weeks of having received a full Completion Report with all the required information. However, at busy times it can take longer.

As such you, and if applicable your organisation, should ensure you are aware of the payment terms for any works undertaken. No work should be contracted before you received a decision on your grant application. But once you started commissioning work contractors may seek deposits, staged payments especially if they have to purchase materials or other outlays.

In exceptional circumstances War Memorials Trust may consider staged payments for projects to groups for whom the costs of the project are significantly larger than their normal financial transactions and activity or those whose financial position does not allow them to carry such costs through to the completion of the project. This would need to be discussed with War Memorials Trust.

- d. For war memorials in England and Scotland check to confirm that no other funding for the project will be from Historic England, Historic Environment Scotland (or other Scottish Government sources)

Historic England, Historic Environment Scotland or the Scottish Government cannot fund a war memorial project from more than one funding stream so confirm you do not have any other funding from these sources.

20. How much of a grant are you asking for under this scheme?

You **must** enter a number, not a percentage or a form of words (e.g. as much as possible). Grants are normally only considered up to 75% of the eligible costs with the normal maximum grant being up to £30,000.

Occasionally larger grants may be possible but these are at the discretion of War Memorials Trust. All requests in this field should be based on up to 75% of eligible costs up to a maximum of £30,000 unless previously discussed with and agreed by War Memorials Trust.

For help on finding other sources of funding see War Memorials Trust's [Fundraising for war memorial projects](#) helpsheet.

Section 5: Promoting your project

21. Provide a short quote which describes what a grant would mean for your project

You should provide a short quote which may be used to promote your project if you receive a Grant Offer. This may be used as part of news releases to help promote both your project and the grant schemes.

For example,

- “Works will ensure our war memorial is fit to mark the end of the centenary of World War I”
- “Conserving our war memorial will ensure it is a place for villagers to pay their respects and remember the fallen”
- “Repairing our war memorial will bring the community together and allow us to explain to young people what it is and why it is important”

You should ensure the person whose name is provided in the ‘By’ field is aware they have been quoted if this is not you.

22. Do you intend to promote or publicise any grant offered?

It is useful to know if you plan to undertake any promotion or publicity around your project as War Memorials Trust may be able to assist with this.

23. Do you intend to hold a rededication service once the works being proposed are completed?

It is not necessary to hold a rededication service but if you do hold an event War Memorials Trust would appreciate receiving details. Further information on rededication services can be found on War Memorials Trust’s helpsheet [Dedication and rededication ceremonies](#).

24. Name and telephone number of your local newspaper

Enter the name and telephone number for your local newspaper.

War Memorials Trust publicises its grant work and local newspapers may want to speak with applicants. If you are not comfortable with this, make sure you tick the box.

Section 6: Supporting documents

This section has a checklist of supporting documents. It is very important you provide everything that is requested as any missing information will cause a delay in processing your application, and may affect your chances of being offered a grant. The details related to each element have appeared under the relevant question.

You should tick each option to confirm information is enclosed.

Section 7: Declaration

You **must** complete all the parts of this section. If any of the information is not completed the application cannot be accepted.

War Memorials Trust will need the Declaration to be **signed by hand**:

- if you are completing the Application Form electronically then you should print a copy of Section 7, sign it and either scan a signed version of the page and send via email with your completed Application Form as an additional document or post the page to War Memorials Trust
- if you are completing the Application Form by hand you should just sign Section 7

Signing the declaration means you have read and accept the statements below:

- Freedom of Information

Some of the grant scheme supporters are subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 which provide a general right of access to information. They may provide the information you have supplied and which we in turn may have provided to them in response to a request made under this legislation, subject to any exemptions which apply. They will consult with external parties as necessary prior to releasing information.

- Data Protection Act 1998

We will retain your personal details, along with the other information you have provided and information obtained from other sources, under the principles of the Data Protection Act 1998. We may disclose such data if we are required to by law.

War Memorials Trust contact details

If you have any questions about the application process, contact:

Email: grants@warmemorials.org

For telephone enquiries: 020 7233 7356 or
0300 123 0764

Website: www.warmemorials.org

Post: Conservation Team
War Memorials Trust
2nd Floor
42a Buckingham Palace Road
London
SW1W 0RE

Grants

Pre-application form



War Memorials Trust

Registered Charity Number: 1062255

Use this form to make an initial enquiry about funding. It is not a formal grant application but an enquiry form to enable WMT to assess if your project can be funded. Before completing the form please read the information on WMT's [website](http://www.warmemorials.org) to see if your project is the type which can be funded, the grant scheme [timeframes](#) and what is required for an application www.warmemorials.org/grants. **Only one memorial should be included per form.**

About the war memorial

Name: This should be the name of the war memorial. This could be the name of the village, church or specific group commemorated

WMT ref (if known, max 5 digits):
WM

Site: (e.g. name of building, road name, village green, church yard):

Town/Village:

County:

Country (select one as appropriate from drop-down list): Select from list

Type (select one as appropriate from drop-down list): Select from list

Form/shape (e.g. cross, obelisk, plaque, lychgate etc):

Outline of proposed works

Please be as specific as possible (e.g. re-cutting lettering, repairs, cleaning, adding names, re-pointing). General terms such as 'renovate' or 'restore' will make it difficult to provide you with accurate feedback. Please supply any relevant background information for example reports or quotes already received. Maximum 750 characters.

Estimated project cost

Please indicate the estimated project costs by checking a box. If your project can be funded then depending on the [total cost](#) you will need two or three quotes/tenders and involve a conservation-accredited professional advisor.

£1 - £5,000

£5,000 - £9,999

£10,000 - £39,999

£40,000+

Unknown

Desired project completion date.

Please enter a date (dd/mm/yyyy). Do not write 'as soon as possible':

--

Custodian/owner's details

Title and name:
Job title and organisation if appropriate:
Address:
Phone number:
Email (please note email will be used as the preferred form of contact unless otherwise indicated):

Enquirer's details (if different from above)

Title and name:
Job title and organisation if appropriate:
Address:
Phone number:
Email (please note email will be used as the preferred form of contact unless otherwise indicated):

Photographs

You **must** include good quality recent **colour** photographs with this form or email. The photographs should show the whole memorial as well as close-ups of the specific elements identified in the proposed works. Both digital and hard copies are accepted but **digital images are preferred**. Please provide the date taken and copyright holder for any photographs submitted. Be aware we cannot accept emails larger than 8MB so you may need to send photographs over several emails. Please check one of the following:

- Digital photographs emailed with application to grants@warmemorials.org
- Photographs to follow by email or by post
- Photographs included with postal application

Please submit this form by email or post to:

Email: grants@warmemorials.org

Telephone: 020 7233 7356 or 0300 123 0764

Conservation Team, War Memorials Trust, 42a Buckingham Palace Road, London, SW1W 0RE

WMT aims to acknowledge your form within one week of receipt and to provide advice on whether your project can be funded with six weeks.

**Anderson High School Parent Council
Tuesday 7 February 2017 - 5.30pm**

AGENDA

1. Welcome and introduction by Chairperson
2. Apologies of absence
3. Minutes of meeting 15 November 2016 *AHS 1216*
4. New AHS
(Trevor Smith (SIC Programme Manager) in attendance)
5. New 33 Period School Week and Head Teachers Report
6. Traffic Safety Around the School
7. Fundraising for new AHS outdoor space
8. Any Other Competent Business

DATE OF NEXT MEETING: Thursday 20 April 2017

From: Jennifer.Sjoberg@shetland.gov.uk
Subject: Walking event held on
Date: 10 January 2017 13:57:04
Attachments: [image003.jpg](#)
[WALKING EVENT FOR COMMUNITY GROUPS Bridge End follow up.doc](#)

Thanks for attending our walking event back in November and we hope you found it useful. Notes from the day are attached.

We are taking stock of the ideas and suggestions from the day and considering whether there is scope for a Leader co-operation project with communities on the theme of walking development. We are also aware that some of you who attended the day are taking forward your own ideas and initiatives which is great news.

If you are still keen to be involved in walking developments in Shetland and a possible Leader co-operation project, can you please email back? Just to say you want to be kept in touch.

Our event also got a mention in the Scottish Rural Network News -
<https://www.ruralnetwork.scot/news-and-events/news/shetland-leader-take-part-walking-and-food-events>

best regards

Jennifer Sjoberg

LEADER Development Officer Shetland
Economic Development
Solarhus, 3 North Ness Business Park
LERWICK
Shetland
ZE1 0LZ

Email: Jennifer.Sjoberg@Shetland.Gov.UK
Tel: 01595 744902

Check out the new Shetland LEADER website at <http://www.ShetlandLEADER.org>

logos (2)



SUMMARY OF WALKING EVENT FOR COMMUNITY GROUPS - SAT 19 NOV 2016, BRIDGEND HALL

Aim of the event:

1. To bring together community reps who are interested in walking as a development activity in their community/area (for social, economic, environmental benefit)
2. To share knowledge and good practice about walking developments in Shetland and further afield.
This will include:
 - an overview of Shetland's Core Path network and work to date
 - how to go about identifying walks in your community and getting these established as a recognised walk
 - promoting walks for locals and visitors and what sort of information to provide
 - identifying where infrastructure is needed e.g. stiles, signs, car parking etc.
 - organisations that can help with walking development and funding opportunities.
3. To inform the audience about Leader and how the programme could potentially help with walking projects in Shetland.
4. To inform the audience about Leader Co-operation projects and explore if there is interest in Shetland in being part of a Leader Co-operation project on the theme of walking.

Attendees

Beatrice Lowe	Bressay Heritage	Eileen Tait	Bigton Community shop
Andy Carter and Karen Fraser	Lerwick Community Council	Elsbeth Clark and Lucy Ward	Health Promotion
Eileen Mair	Nesting Health Walks	Kevin Serginson	SIC Outdoor Access
Helen Moncrieff	RSPB	John Duffy	Paths for All
Alison Foyster	Unst Legs	Steve Mathieson	Visit Scotland
Chas Hollis	Unst Walkers are Welcome	Sheila Tulloch and Jennifer Sjoberg	Shetland LEADER
Fiona Stirling	HIE	Juan Brown	SNH



Scottish Rural Development Programme

The European Agricultural Fund for Rural Development: **Europe investing in rural areas Programme**

1000	Registration/coffee	
1015	Welcome and Introductions / Overview of the day	Fiona Stirling Shetland Local Action Group Chair
1030	Shetland's Core Path Network	Kevin Serginson – Outdoor Access Officer
1050	Walking from a visitor perspective	Steve Mathieson – Visit Scotland <ul style="list-style-type: none"> • Promoting walks • What people are looking for • Benefits

1110	Coffee	
1125	The Walking Scene elsewhere – good practice examples from other communities across Scotland and Nationally	John Duffy, Paths for All
1155	Shetland’s Leader Programme and how it could help develop walking in Shetland, including the role of co-operation and transnational projects	Sheila Tulloch
1205	Shetland Map	Juan Brown SNH
1220	Thoughts so far/Q&A	
1230	Lunch	
1315	Walk the Walk	<p>Walk the Walk – Kevin Serginson</p> <p>Short action learning walk.</p> <p>Participants will have the chance to experience an example of route development and discuss improvements which could be made.</p> <ul style="list-style-type: none"> •
1420	Change over	
1430	Committee competent Talk the Talk	<p>Talk the Talk – John Duffy</p> <p>Facilitated workshop</p> <p>Participants will reflect on the morning’s presentations and then give their thoughts on specific questions.</p> <p>The key themes to consider are</p> <ul style="list-style-type: none"> • Infrastructure • Promotion and marketing • Business development opportunities • Interpretation including digital and social media and walk downloads; placenames • Skills and training
1530	Plenary and action planning	

What participants hoped to get from the event:

- Common shared vision
- Barriers to getting people out walking
- Bed in what we already have
- Find out what is going on in Shetland
- Network with Groups
- Buy into RSPB ‘Nature Prescription’ programme
- Prescribing nature
- Nature therapy via walking
- Core path Wester Quarff to Maywick
- How to develop walking in order to create a visitor attraction

- Identify barriers currently stopping people walking more
- Core path strategy – Rural perspective

IDEAS GENERATED/ISSUES

- Cross promotion between Lerwick & Kirkwall for visitors
- Local v tourist perspective
- How to get info to people before they get here
- Ideas of: what's going on
- Who's doing it
- How we can help each other
- Develop – The Viking Trail links with Norway and Shetland
- Common / Good signage
- Dog poo bins
- Signs info leaflets, stiles, toilets
- Public transport links expand
- Self led activities for families, bairns and adults
- Co-ordinated Shetland Wide walking initiatives / projects /advertising etc
- Shetland Walking leaflets
- Shetland Map
- Themed walks
- History
- Archaeology
- More geology
- Scenery
- Music – linked to specific places
- Metal detecting
- Trig points
- Marilyn's
- Geographic leaflets for walking
- Coordinating walks so the information is in one accessible place (not just an app)
- Info: grading, historical, viewpoints places to avoid, dog friendly beaches
- Bus access promotion

Questions following Kevin Serginson presentation

Are access routes on the Core path map?

Yes

How was it decided which paths should be the core paths?

A consultation was done a number of years ago with Community Councils followed by survey work to establish what work was required to make the paths accessible

Do the Core paths receive funding?

Yes, there is a small budget of £30,000 available to spend on core paths from the council. In addition to this there are other sources of funding which can be applied for.

Do we contact you (Kevin) if we notice a problem with a route?

Yes as any changes need to be made in agreement with the landowner

Who's responsibility would it be if it is dangerous?

If it is a Core path then it would be the council but if it has been developed by someone else then it would be their responsibility.

Discussion between Chas and Kevin as Unst has received funding for a path and agreements are in place but these need to be formalised and routed through Kevin.

Steve Mathieson gave a presentation on the walking in Shetland and Scotland discussing the types of people who come to Scotland, the value to the economy, what visitors like to see.

John Duffy gave a presentation on the work of Paths for All including examples of the projects undertaken elsewhere

Before lunch attendees were asked to write down an idea to take forward

- Develop walks in Unst
- A walk giving a view of Muckle Flugga
- Link Yell, Fetlar and Unst Walks
- Greater awareness of Unst as a walkers destination
- Walk integration on Yell and Unst
- Walk between Levenwick Campsite and Bigton Shop over the hill
- Unst needs a Bod or two
- Parking at Fethaland
- Coordinate walks in the north isles and disseminate this information
- Variations of difficulty from the same start point (Start Hubs) to encourage progression / regression
- Buy into RSPB 'Nature Prescription' programme

After lunch attendees had the opportunity to go on a short walk to look at a Core Path.

Talk the Talk

The group reviewed all of the post it notes (described above).

What was hoped to be achieved from the day and potential projects which could lead from the day. The group were split into two groups to discuss the following four questions

- How to deliver project
- What help would be required
- How to work together
- Any other projects

No definite conclusions were reached. However, the following summarises the main areas for developing walking projects, expressed by those participating in the day –

Potential projects for the future

- Nature prescriptions
- Managing information, avoiding duplication and making best use of resources
- Shetland Map

The following observations were also made -

- Need a cultural shift, people do have an expectation that someone else should do it for you
- Opportunity to involve volunteers, community groups and others e.g. Community pay back (community service), Moving On, Bridges Projects
- Funding could include Corporate involvement, Sponsorship

Project information/ Co-ordination could include -

- Focused information
- Local knowledge
- Co-operation between local groups, NHS, Core paths, Promote Shetland, Paths for All etc
- Map – Local awareness and transport links
- Walk leader training
- Walk groups (different grading levels)
- Local volunteers
- Network of activity

Agreement within the group that there needed to be a follow up event to discuss the information coordination and the different stages of this.

From: [Andrew Sandison](#)
To: [Clerk to Lerwick Community Council](#)
Subject: RE: Scottish Civic Trust - My Place Awards
Date: 26 January 2017 09:28:08

Marie,

Great. Many thanks for your support.

Regards

Andy Sandison
Park Lane Community Garden
M (44)07788114502

From: Clerk to Lerwick Community Council [mailto:clerk@lerwickcc.org.uk]
Sent: 25 January 2017 20:52
To: Andrew Sandison
Subject: Scottish Civic Trust - My Place Awards

Hi Andy,

Just to let you know the Lerwick Community Council nomination is now up on the website....so fingers crossed!

<http://www.myplaceawards.org.uk/galleries/2017-gallery-of-entries.aspx>

Thanks again for all the information and pictures.

Regards,
Marie

--

Marie Sandison
Clerk
Lerwick Community Council

Tel: 07762 017828



This email has been checked for viruses by Avast antivirus software.
www.avast.com

LERWICK COMMUNITY COUNCIL

Core Funding Financial Report as at 30 January 2017

<u>INCOME</u>	£	£
Balance at at 1 April 2016		10,419.24
SIC Core Funding Grant 2016-17		20,923.00
SIC Community Development Funds (Distribution & Project)'16/'17		4,000.00
SIC CC Participatory Budgeting PB Project		5,000.00
Morrison Construction - Donation to PB Project		300.00
Rotary Club of Shetland		100.00
Sale of Town Hall Guides		8.32
Paths for All Grant - Staney Hill Sign		472.00
		41,222.56

<u>EXPENDITURE</u>	£	£
Office Costs	3,096.96	
Employment Costs	7,968.00	
Administration	600.46	
Accountancy	0.00	
Misc.	35.00	
Grants/Projects	9,682.43	
CDF Distrib & Projects	800.00	
LOOT for LERWICK	10,437.20	
		32,620.05
		8,602.51

<u>REPRESENTED BY</u>	£
Bank Balance as at 30.01.17	8,192.25

Indication of Free Funds:

Main Annual Running Costs - Amended Forecast - £15,355.62	
Amended Budget Remaining	3,238.70
Annual Grants & Projects Amended Forecast £5,981.07	
Amended Budget Remaining	264.88

Committed Funding:

Paths for All - Staney Hill Sign	472.00
Living Lerwick - Hanging Christmas Lights	1,000.00
Filsket Riding Club (No longer required) CDF Distribution	600.00
Royal British Legion Lerwick Pipe Band	2,000.00
	7,575.58
Estimated Free Funds	616.67

Paths For All Partnership 2014 - 2017
Office 8, Forrester Lodge
Tullibody Road
Alloa
Clackmannanshire
FK10 2HU
Tel : 01259 218 888
Email : accounts@pathsforall.org.uk
VAT Reg No.

REMITTANCE ADVICE

Date	19/01/2017
Account Ref	LCC
Cheque No	(BACS)

Lerwick Community Council
Ground Floor
1 Stouts Court
LERWICK
Shetland
ZE1 0AN

NOTE: All values are shown in Pound Sterling

Date	Ref	Details	Debit	Credit
19/01/2017	16/17 CP321	16/17 CP321 Lerwick Community Council Grant		472.00

Amount Paid	
£	472.00

FRANK WILLIAMSON

30 North Road, Lerwick

Shetland, ZE1 0NT

Tel: 01595 693858

VAT No. 266 7818 14

SALE

Hammerite smooth black 750m	14.99
Coovar zinc phosphate grey	19.99
PWB4S 4row wire brush/scrap	3.99
R26B1 black handle brush 25 (4 @ 0.59)	2.36
Items: 7	Total: £41.33

VISA DEBIT **0067 £41.33

Order No 38355 27/01/2017 11:29

Net: 34.44 VAT*: 6.89

Your assistant was KARIS

Please keep receipt as proof of purchase

Thank you for your custom



2700000383551



LERWICK COMMUNITY COUNCIL

CHAIRMAN

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

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

CLERK

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

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

APPLICATION FOR GRANT

Name of group/organisation: JUNIOR V.P. HULLY AA

Contact name & position held: IAN SPENCE (SECRETARY)

Address: 40 MURRAYSTON

..... LERWICK

Mobile & telephone numbers: 694176

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 FOR PRERIE GALLEY SITED

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: £2427.90

Costs of proposed project: £22.12

Funding/grants received from other sources (e.g. fundraising):

Grant requested from Lerwick Community Council: £22.12

Details of last grant received from Lerwick Community Council:

Date: ~~12/1/12~~ 4/2/16 Amount: £21.07

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): SENIOR UP HILL 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: ...12...1...17..

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:

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

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 *IAN SPENCE* Date

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

Child Protection requirements - Guidelines

From 1 April 2010 any organisation seeking financial assistance from this grant aid scheme must comply with Child Protection requirements if they:

1. Organise activities for children and young people under the age of 18;

Or

2. Arrange activities attended by children and young people under the age of 18, and have staff or volunteers engaged in a 'childcare' position as defined in the Protection of Vulnerable Groups (Scotland) Act 2007*

If either of these conditions applies to your group, then you will need to ensure that you have in place **all** of the following: a Child Protection Policy and Child Protection Procedures; a Code of Conduct for staff and volunteers; an Equal Opportunities Policy.

Templates for these documents are available from the Education and Social Care Department or at www.shetland.gov.uk/childsafeshetland and must be approved and signed by committee members of your group. You must also carry out Scheme Membership checks for any individuals doing regulated work to ensure they are not barred.

* Staff or volunteers doing regulated work include those 'whose normal duties include caring for, training, supervising or being in sole charge of children' and would cover, for example:

- Instructors or coaches who work with children (even with other adults present)
- Adults who accompany children on visits (even if their own children are part of the group)
- Adults who supervise other people's children who are 'sitting out' of activities

Even if your group does not fall within this list, it might still be subject to the requirements of the Act. If this is the case, you may wish to seek further advice from either the Central Registered Body for Scotland (CRBS), who process Scheme Record checks for volunteers, on 01786 849777, or Disclosure Scotland on 0870 609 6006.

Contact details for local support on this subject and more information are available on the Child Safe Shetland website: www.shetland.gov.uk/childsafeshetland



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	1700141
Date	12/01/2017
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 17 to 14 January 18 Ground for Peerie Galley Shed £68.43 per annum	1.000	68.43	68.43	20.0	13.69

Total Net Amount	68.43
Total VAT Amount	13.69
Invoice Total	£82.12

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.

From: development.management@shetland.gov.uk
To: Planning.Flooding.Drainage.Coastal@shetland.gov.uk; roads.traffic@shetland.gov.uk;
clerk@lerwickcc.org.uk
Subject: Planning Consultation 2016/432/PPF
Date: 10 January 2017 09:15:51

Dear Sir/Madam,

Planning Ref: 2016/432/PPF
Proposal: Change of use to Class 6 and erect storage extension.
Address: Stronachs Body Repairs, Port Business Park, Lerwick, Shetland, ZE1 0TW
Applicant: Ocean Kinetics Ltd
Date of Consultation: 10 January 2017

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.

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

From: development.management@shetland.gov.uk
To: clerk@lerwickcc.org.uk
Subject: Planning Consultation 2016/436/PPF
Date: 11 January 2017 09:32:17

Dear Sir/Madam,

Planning Ref: 2016/436/PPF
Proposal: Change use to class 10 Library
Address: Old Museum And Library, Lower Hillhead, Lerwick, Shetland, ZE1 0EL
Applicant: Shetland Islands Council
Date of Consultation: 11 January 2017

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/>

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Iain McDiarmid

Executive Manager - Planning Service

Shetland Islands Council

8 North Ness Business Park

Lerwick

ZE1 0LZ