



# LERWICK COMMUNITY COUNCIL

## CHAIRMAN

Mr Jim Anderson  
66 Breiwick Road  
Lerwick  
Shetland ZE1 0DB

Tel. 01595 693540 or 07803 342304  
Email: [chair@lerwickcc.org.uk](mailto:chair@lerwickcc.org.uk)

## CLERK

Mrs Marie Sandison  
Community Council Office  
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Shetland ZE1 0AN

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2 July 2014

Dear Sir/Madam

You are requested to attend a meeting of Lerwick Community Council to be held in the **Town Hall Chamber**, Town Hall, Lerwick at **7.00pm** on **Monday 7 July**.

The next meeting of Lerwick Community Council will be on Monday 1 September 2014.

Yours faithfully

*Marie Sandison*

Marie Sandison  
Clerk to the Council

## LCC Members Literature in Office

SIC – Economic Development Service – Shetland in Statistics 2013  
Shetland LEADER Programme – 2007-2013 (Electronic copy can be found at  
[www.shetlandleader.org/review](http://www.shetlandleader.org/review))

## **BUSINESS**

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 2 June 2014
4. Business arising from the minutes
5. Presentation – Shetland Islands Credit Union – Mr Martin Platt
6. Traffic Speeds Gilbertson & South Road and Crossing Point South Road.
7. Correspondence
  - 7.1 Dyke at Knab-Unsafe Area – Jonathan Duncan, Coastal & Flooding Engineer, SIC
  - 7.2 Silted Up Cattle Grid – Steve Scott, Regional Community Manager, Scottish Water
  - 7.3 Bare Ground-Shetland Skatepark – Kaye Williamson, Treasurer, Shetland Skatepark
  - 7.4 Hire of portaloos – Sylvia Halcrow, Joint Secretary, Cunningsburgh & District Ag. Society
  - 7.5 2014/065/PPF –Extend Opening, Boundary Wall, 12 Bank Lane – John Holden, SIC
  - 7.6 School Transport – Shona Thompson, Executive Manager, Schools
  - 7.7 Prioritisation of Future Road Improvement Schemes – Neil Hutcheson, Engineer, Roads, SIC
  - 7.8 Participatory Budgeting-Community Councils – James Gray, Executive Manager, Finance. SIC
  - 7.9 Lerwick Campsite-Brevik – Ralph Roberts, Chief Executive, NHS Shetland
8. Financial Reports
  - 8.1 Core Funding Financial Report as at 30 June 2014
  - 8.2 2013-14 CDF Financial Report as at 30 June 2014
  - 8.3 2014-15 CDF Financial Report as at 30 June 2014
9. Clerk Hours and Remuneration
10. Planning Applications for Approval
  - 10.1 2014/207/PPF – Upgrade Property – 69a Commercial Street, Lerwick – Mr Leslie Irvine
  - 10.2 2014/190/PPF – Construct Helipad & Access Road, South Lochside – Mr Trevor Smith
11. Any Other Business

**MONDAY 2 JUNE 2014**

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

**Members**

Ms K Fraser	Mr E Knight
Mr D Ristori	Mrs A Simpson
Mr A Johnston	Mr S Hay
Mr M Peterson	Mr A Carter
Mrs E Williamson	Mr J Anderson
Mr A Henry	

**Ex-Officio Councillors**

Cllr A Wishart

**In Attendance**

Mr Chris Walker, External Affairs Manager, Premier Oil  
Mr Bill Brazendale, HSE Manager, Solam Project  
Mrs K Semple, Clerk to the Council

**Chairman**

Mr J Anderson, Chairman to the Council presided.

06/14/01 **Circular**

The circular calling the meeting was held as read.

06/14/02 **Apologies for Absence**

Apologies for absence were received from Mr A Wenger, Ms A Westlake, Cllr M Bell, Cllr M Stout, Cllr P Campbell and Cllr C Smith

06/14/03 **Minutes**

The minutes of the meeting held on 5 May were approved on the motion of Ms K Fraser and seconded by Mr D Ristori.

06/14/04 **Business Arising from the Minutes**

Mrs A Simpson requested what progress had been made towards using Facebook as a tool to promote Lerwick Community Council.

It was agreed that uploading an abridged version of the LCC minutes and the Agenda onto Facebook would assist in raising the Council's profile.

06/14/05

**Premier Oil Activity – Mr Chris Walker, External Affairs Manager, Premier Oil & Mr Bill Brazendale, HSE Manager, Solam Project**

A short presentation was given to provide an overview concerning a large piece of equipment due to be brought into Lerwick harbour, early July.

The equipment, an empty 64 compartment Subsea Oil Storage Tank (SOST), will be brought into Lerwick harbour on a heavy transport vessel. The Tank, 45 x 45 x 25m, approximately the size of an eight storey building, will dominate the harbor; however the impact will be mostly visual with no effect on the air quality or water quality and sound levels will be in line with normal harbour noise.

For the first five days, the SOST will remain on the vessel; thereafter it will be moved into deeper water and floated off the vessel. Some work, lasting 3-4 days, will take place on the SOST prior to it being towed to site for bedding in.

Police Scotland have been advised of the proposed arrival of the SOST and had expressed no concerns.

Mr A Carter expressed his appreciation to Mr Walker and Mr Bill Brazendale for coming to the meeting to inform members of their proposals.

Mr Brazendale responded that they were pleased to have the opportunity to present and advised that Mr Walker could be contacted at any time, should further information be required.

Ms K Fraser enquired how the size of the SOST would appear compared to the Barge.

Mr Brazendale replied that it was not as long, but was wider and would initially be higher.

Mrs E Williamson noted that school children will likely be fascinated by the scheme and hoped that it would inspire school projects.

Mr D Ristori enquired as to the size of workforce required.

Mr Brazendale replied that it would necessitate the employment of a local service company of 20-25 people.

Cllr A Wishart thanked Mr Brazendale and Mr Walker for attending the meeting and providing their presentation.

The presentation concluded at 7.25pm.

06/14/06

**Draft Road Safety leaflet – Cycling in Shetland**

Ms Fraser stated that it was regretful that a draft of the leaflet was not available in time for the June meeting. However, she hoped that a draft could be circulated by the

middle of the week so that members' comments could be collated and discussed at the forthcoming meeting Road Safety Advisory Committee along with the draft leaflet.  
**(Action: Clerk of the Council)**

06/14/07

### **Correspondence**

#### **7.1 2014 117 PPF – Proposed New AHS - Cladding Material Percentages**

The Chairman proposed that provided the used of metal cladding was kept to a minimum, as noted in the letter, no objections should be raised with regard to the application.

Mr A Carter seconded the proposal.

**(Action: Clerk of the Council)**

#### **7.2 Temporary use of AHS Multicourt for Campsite – Ms S Thompson, Executive Manager, Schools**

As Ms Thompson had no difficulty agreeing to LCC's request in principal, Mr Carter suggested that a request could be made to for the use of the multicourt as a temporary campsite for another year.

The Chairman advised that the multicourt was one of the only areas in Shetland suitable for CBT tests or training and suggested that although there were other places, suitable for caravans, the same could not be said for CBT tests or training.

Cllr A Wishart agreed, advising that the Driving Standards Agency had threatened to pull out altogether, the area was the last piece of land suitable for the tests and critical for drivers.

The Chairman suggested that the area of land at the Knab, close to the Skatepark, would be more suitable for caravans and campervans and would not adversely impact on anyone else.

Mr E Knight enquired who owned the empty parks at Clickimin west.

The Chairman replied that the land was privately owned and was protected due to its close proximity, and to protect the vista, to Clickimin Broch.

Mr M Peterson noted that there was a large empty car park, with beautiful views, behind Brevik. He expressed dismay that the Clickimin Campsite had not been made available to campers this summer.

Mrs A Simpson requested that Shetland Health Board be written to and asked if consideration could be given to making the car park available to campers.

**(Action: Clerk of the Council)**

The Chairman suggested that Kenn Allan, SIC should be written to and enquiries made as to what areas could be made available, through the day, for temporary parking of caravan and campervans during the summer. He suggested a list of the possible areas identified by members during the meeting should be.

**(Action: Clerk of the Council)**

**7.3 Use of Undeveloped Land, Longland – Ms L Arcus, Secretary, Sound Community Association**

Noted

**7.4 2013/376/PPF – Planning Application Approved-Bankfield, Lower Sound – Mr J Holden, Team Leader, Development Management**

Noted

**7.5 2014/065/PPF – Planning Application Refused-12 Bank Lane, Extend opening in boundary wall and form vehicle access – Mr J Holden, Team Leader, Development Management**

Members agreed to the Chairman's proposal that Lerwick Community Council should reinforce its support of the application; the current vehicle access was a safety issue and off street parking should be supported.

**(Action Clerk to the Council)**

**7.6 CAB Update - Ms Dorothy Jamieson, Patient Advisor, Citizens Advice Bureau**

Noted

**The following item arrived too late to be included in the agenda but was brought to the meeting for discussion.**

**7.7 Ofgem's Response to the Shetland Intergrated Plan – Delay to Replace Power Station – Mr G Steel, Liaison Manager, SSE**

The Chairman asked the Clerk of the Council to circulate a copy of the letter to all members.

**(Action: Clerk of the Council)**

06/14/08 **To be approved - Unaudited Financial Accounts for Year End 31 March 2014**

Approved on the motion of Mrs A Simpson.

Seconded by Mr A Johnston.

**(Action: Clerk of the Council)**

06/14/09 **Community Development Fund 2014-2015**

**9.1 CDF Project 2014-15 – Notification of Funding Offer**

Noted

**(Action: Clerk of the Council)**

**9.2 CDF Distribution 2014-15 – Notification of Funding Offer**

Noted

**(Action: Clerk of the Council)**

06/14/10

**Financial Reports**

**10.1 Core Funding Financial Report as at 27 May 2014**

Noted

**10.2 2013-14 CDF Financial Report as at 27 May 2014**

Noted

**10.3 2014-15 CDF Financial Report as at 27 May 2014**

Noted

**(Action: Clerk of the Council)**

06/14/11

**Planning Applications for Approval**

**11.1 2014/048/PPF – Re-Consultation-Erect Dwellinghouse, North of Mavine Cottage, Lower Sound – Mr & Mrs S Paul**

Noted

**11.2 Comments from LCC – Planning Application 2014/048/PPF and Public Right of Way**

Noted

**11.3 2014/048/PPF and Public Right of Way - Mr G Burgess, GB Design Services Building Design**

Members approved that, as the Outdoor Access Officer had agreed to a solution to ensure that the development would not affect the right of way, the objection put forward by Lerwick Community Council should be removed.

**(Action: Clerk of the Council)**

**The following planning application arrived too late to be included in the agenda but was brought to the meeting for discussion.**

**11.4 2014/156/PPF – Erect two dwellinghouses, 36 Market Street – Mrs Caroline Miller**

Noted

**(Action: Clerk of the Council)**

06/14/12

**Lerwick Planning Applications – May 2014**

Noted

06/14/13

**Resignation/Recruitment of Clerk**

Members thanked the Clerk for her tenure and wished her well in her new position.

The Chairman informed members that they had received five applications and that he, and the Vice Chairman, proposed to conduct interviews at the weekend.

06/14/14

**Any Other Business**

**Dip in Road at Tesco Roundabout** - Mr D Ristori advised that a crater had formed on the road at the Tesco roundabout, where the road had been patched following work done by Scottish Water to repair a burst pipe.

The Chairman advised that Scottish Water had contacted SIC to carry out final reinstatement to the road and that they were programming in the works to minimise any further disruption to the public.

**Out of Service Traffic Lights** – Mr D Ristori expressed concern with regard to the non functioning traffic lights at Pelican Crossings.

He noted that increasing amounts of drivers were stopping to let people cross the road; the risk being that drivers in the other lane were not stopping, causing danger to the pedestrians.

The Chairman asked the Clerk of the Council to write to Mr D Coupe, Roads, SIC to request an update on whether the lights are to be repaired, replaced or removed.

**(Action: Clerk of the Council)**

Cllr A Wishart advised that, unfortunately, the proposal to replace Pelican Crossings with Zebra Crossings and introduce a 20mph speed, limit on the Esplanade, would not happen quickly due to lack of funding.

Cllr Wishart offered to voice the Council's concerns at the forthcoming meeting of the Environment and Transport Committee.

The Chairman thanked Cllr Wishart and accepted the offer.

**Skatepark** – Mr M Peterson noted his concern that it appeared as though the Skatepark had not been finished off properly, showing huge amounts of bare ground.

The Chairman asked the Clerk of the Council to write to Kaye Williamson, Shetland Skatepark Association, to enquire when the ground will be seeded.

**(Action: Clerk of the Council)**

**Portable Public Toilets** – Cllr A Wishart advised that he had been approached by a member of the public with the suggestion that the provision of a portable public toilet at Sands of Sound, during the summer, would be a great benefit to the community.

The Chairman asked the Clerk of the Council to seek a quote for the hiring and cleaning of a portable public toilet.

**(Action: Clerk of the Council)**

**Minority Status** – Mr E Knight enquired if any progress had been made with regard to finding out the requirements to claim minority status.

The Clerk replied that she was still waiting to hear back from the Scottish Government.



Mr Peterson advised that the Clerk should contact the department of the UK Government as noted on the papers her had provided, rather than the Scottish Government.

**(Action: Clerk of the Council)**

**Unsafe Area - Knab Dyke** - Mr Knight advised members that a length of the Knab Dyke, above the torpedo tubes and opposite the north lower corner of the graveyard was in a perilous state; the wall appeared to be dangerously sloping.

The Chairman asked the Clerk of the Council to write to Jonathan Duncan, Coastal Protection Officer, with regard to the concern.

**(Action: Clerk of the Council)**

**Police Visit** – Mr A Carter noted that it had been some considerable time since a representative from the Police force had attended a Lerwick Community Council meeting to give a report.

He suggested that it may be worthwhile to invite an Officer to attend a meeting to discuss the Police’s new operating procedures.

**(Action: Clerk of the Council)**

**Sheep Roaming Free** – Ms K Fraser informed members that escaped sheep on Staney Hill were once again an issue for residents in the area, and an animal welfare and road safety issue.

She added that the cattle grid was so silted up that sheep were able to simply walk across it.

The Chairman asked the Clerk of the Council to write to the landowner and Scottish Water requesting that they arrange for the clearing out of the cattle grid.

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

**Minute ends.**

MR J ANDERSON  
CHAIRMAN  
LERWICK COMMUNITY COUNCIL

**Chairman.....**

**Date.....**

## Clerk to Lerwick Community Council

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**From:** Jonathan.Duncan@shetland.gov.uk  
**Sent:** 06 June 2014 11:47  
**To:** clerk@lerwickcc.org.uk  
**Subject:** RE: 2014-050 Dyke at Knab - Unsafe Area

Hello Katrina, thank you for bringing this matter to our attention.

I have visited the site this morning with George Leask and surveyed the area of concern.

As the problem is directly linked to deterioration of the wall structure rather than erosion of the surrounding area I have spoken with Magnus Malcolmson who holds the budget for footpaths and walls around the Knab site. He will provide you with a formal response including any proposed action.

Please feel free to contact me if you have any further queries relating to erosion and/or flooding within your ward.

All the best,

Jonathan

Jonathan Duncan  
Coastal & Flooding Engineer



Shetland Islands Council

8 North Ness | Lerwick | Shetland | ZE1 0LZ

*Tel* +44 (0)1595 744124

*Email* [jonathan.a.duncan@shetland.gov.uk](mailto:jonathan.a.duncan@shetland.gov.uk)

*Web* <http://www.shetland.gov.uk/conservation/FloodingandCoastProtection.asp>

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**From:** Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]

**Sent:** 04 June 2014 16:48

**To:** Duncan Jonathan A@Development Service

**Subject:** 2014-050 Dyke at Knab - Unsafe Area

Dear Jonathan

### 2014-050 Dyke at Knab – Unsafe Area

I attach for your attention, a letter with regard to the above.

Regards

Katrina Semple  
Clerk  
Lerwick Community Council

Tel: 07818 266876

## Clerk to Lerwick Community Council

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**From:** Stephen Scott [Steve.Scott@scottishwater.co.uk]  
**Sent:** 05 June 2014 11:08  
**To:** Clerk to Lerwick Community Council  
**Subject:** RE: 2014-049 Silted Up Cattle Grid - Staney Hill

Thank you for your e-mail. I will pass this on to our Customer Services for action. Can I ask that with regard to future issues of this nature you contact SW on 0845 601 8855 which will ensure it is actioned as quickly as possible. This is not something I would necessarily deal with.  
I am correct in assuming that SW own this land?

Many thanks

Steve Scott  
Regional Community Manager

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**From:** Clerk to Lerwick Community Council [<mailto:clerk@lerwickcc.org.uk>]  
**Sent:** 04 June 2014 17:01  
**To:** Stephen Scott  
**Cc:** [info@gbamanderson.co.uk](mailto:info@gbamanderson.co.uk)  
**Subject:** 2014-049 Silted Up Cattle Grid - Staney Hill

Dear Mr Scott

### 2014-049 Silted Up Cattle Grid – Staney Hill

Please find attached for your attention, a letter with regard to the above.

Kind regards

Katrina Semple  
Clerk  
Lerwick Community council

Tel: 07818 266876



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14/03



**Chairperson**  
James Irvine  
Alex Nunn Thomson

**Secretary**  
Jenny Murray

**Treasurer**  
Kaye Williamson

18 Burgh Road  
Lerwick  
Shetland  
ZE1 0LB

RECEIVED  
14 JUN 2014

Item 7.3

Dear Sirs,

Regarding your query about the bare ground at the skatepark, this area was all seeded at the end of last year but the long spell of windy weather blew the topsoil and seed away, which was unfortunate.

The contractor has been given a snagging list of small issues which have to be resolved and this is one of those. We hope that they will arrange a sub-contractor to complete these works in the very near future. However, if they do not organise this we have a retention sum which we will use to carry out these works if this is necessary.

The Association would also like this to be completed as quickly as possible but we have to carry this out in the correct manner, therefore we have to wait until the contractor has had time to arrange for this work to be done. If they do not complete the works we will undertake it ourselves but for the seeding of grass it obviously needs to be at the right time of year.

As I say, we are also extremely keen to have this completed as quickly as possible but at the moment we are required to wait for the contractor to undertake the work.

I hope this clarifies the situation and I would like to reassure you that this area of land will be grassed over as soon as possible under the circumstances.

Yours Faithfully,

A handwritten signature in black ink, appearing to read "Kaye Williamson", is written over a horizontal line.

Kaye Williamson  
Treasurer

**Clerk to Lerwick Community Council**

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**From:** Sylvia.Halcrow@scotland.gsi.gov.uk  
**Sent:** 27 June 2014 09:02  
**To:** clerk@lerwickcc.org.uk  
**Subject:** hire of portaloos

Dear Katrina

I refer to your letter sent to Mavis Ross, Joint Secretary of the Cunningsburgh Show enquiring about hiring our Portaloos to situate at the Sands of Sound

Unfortunately due to prior bookings over the summer months we are unable to offer our unit for hire.

Regards

Sylvia Halcrow  
Joint Secretary  
Cunningsburgh & District Ag Society

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Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadaichte a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo le gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh, leig fios chun neach a sgaoil am post-d gun dàil.

Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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# Shetland Islands Council

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Executive Manager: Iain S McDiarmid  
**Director: Neil Grant**

Mrs Katrina Semple (Clerk)  
Lerwick Community Council  
Community Council Office  
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Lerwick  
Shetland  
ZE1 0AN

Planning  
**Development Services**  
8 North Ness Business Park  
Lerwick  
Shetland  
ZE1 0LZ

Telephone: 01595 744800  
Fax: 01595 744667  
[www.shetland.gov.uk](http://www.shetland.gov.uk)

If calling please ask for:  
Mr John Holden  
Team Leader - Development  
Management  
[john.holden@shetland.gov.uk](mailto:john.holden@shetland.gov.uk)  
Direct Dial: 01595 743898

Our Ref: 2014/065/PPF – LR17  
Your Ref: 2014-047/KS

Date: 24 June 2014

Dear Ms Semple

**The Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013**  
**Local Review Ref: 2014/065/PPF – LR17 - Extend opening in boundary wall and form vehicle access: 12 Bank Lane, Lerwick, Shetland, ZE1 0DT.**  
**Applicant: Mr & Mrs M Williamson**  
**Planning Application Ref: 2014/065/PPF**

I refer further to the review of the above case.

Under the terms of the Hearing Session Rules contained within Schedule 1 of The Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013, I hereby inform you that the Shetland Islands Council Local Review Body have determined that a public hearing session should be held to determine the review of the above case.

The matters which are to be considered at the public hearing session are: the decision in respect of the application to which the review relates, the Report of Handling and any documents referred to in that Report (including: the planning application form, and any supporting statement and additional information submitted, and consultation responses received prior to the refusal by an appointed officer of planning permission; the refused plans); the notice of review given in accordance with Regulation 9; all documents accompanying the notice of review in accordance

with Regulation 9(4); any representations or comments made under Regulation 10(4) or (6); and any 'hearing statement' served in relation to the review.

If it is your intention to be present or be represented by another person at the public hearing session it is appropriate in order to comply with Rule 1 of the Hearing Session Rules to inform the Local Review Body of that intention in writing to the: Shetland Islands Council Local Review Body c/o Planning Service, Development Services Department, 8 North Ness Business Park, Lerwick, Shetland, ZE1 0LZ within 14 days of the date of this notice.

It should be noted that the Local Review Body may proceed with the public hearing session in the absence of any person entitled to appear at the public hearing session.

As a person entitled to appear at the public hearing session you are entitled to call evidence, but it should be noted that the Local Review Body may refuse to permit – a) the giving or production of evidence; b) the cross-examination of persons giving evidence; or c) the presentation of any other matter, which it considers to be irrelevant or repetitious. Therefore if you intend to refer or rely on any documents when appearing other than representations or comments already made either before the refusal by an appointed person of planning permission, or under Regulation 10(4), you must within 14 days of the date of this notice send to: the Local Review Body; the applicant (Mr M Williamson, 12 Bank Lane, Lerwick, Shetland ZE1 0DT); and the Planning Service a 'hearing statement' comprising a written statement which outlines the case relating to the specified matters which you propose to put forward at the public hearing session, and includes: a list of documents (if any) which you intend to refer to or rely on; and a list of any other persons who are to speak at the public hearing session in respect of the case, and any matters which such persons are particularly to address and any relevant qualifications of such persons to do so.

Finally, I can confirm that you will receive a formal letter of invitation to the meeting of the Local Review Body at which the case will be reviewed in due course.

Yours sincerely

Team Leader – Development Management



Scanned

14/02

# Shetland Islands Council

RECEIVED

14 JUN 2014

Director of Children's Services: Helen Budge

Mrs Katrina Semple  
Community Council Office  
1 Stouts Court  
Lerwick  
Shetland  
ZE1 0AN

Children's Services Item 7.6  
Hayfield House  
Hayfield Lane  
Lerwick  
Shetland  
ZE1 0QD

Telephone: 01595 744000  
Fax: 01595 744010

If calling please ask for

Shona Thompson  
Direct Dial: 01595 74 3966

Date: 30 May 2014

Our Ref: ST/kk/T10-5/14/002  
Your Ref:

Dear Mrs Semple

## School Transport

As you will be aware, Shetland Islands Council approved the new bus network at its meeting on 12 May 2014. Contract award letters are in the process of being issued, with those new contracts coming into force on 18 August 2014.

These new contracts are predicated on the existing School Transport Policy which has been in force since 2007. I was asked to provide a short briefing for parents, and Parent Councils, which reminded them of the key points within that policy, along with some information as to how matters would be taken forward from here; I thought that it might be useful for Community Councils to receive the same information.

Essentially, the Policy states that the Education Scotland Act 1980 places a legal responsibility on Local Education Authorities to enable the attendance at school of children living beyond specified walking distances from their school. Walking distance is specified as two miles for pupils who have not reached their eighth birthday, and three miles for pupils aged eight years and over.

In Shetland, this is extended during winter months (October break to Spring Break), with the walking distance reduced to a mile-and-a-half for pupils of all ages.

Local Authorities are **not** required to provide 'door-to-door' transport. While transport is provided from as close to home as practicable, children may be expected to walk anything up to the legally specified walking distance to/from the transport pick up/drop off point. **Parents/carers are responsible for this part of the journey.**

The Shetland Islands Council does not provide free school transport for pupils who do not attend their catchment area school – the transport for those pupils is the responsibility of the parent/carer.

In implementing the School Transport Policy, Shetland Islands Council has tendered the contracts on the basis that transport operators will pick up children from designated pick up points; however, if a child lives along a school transport route, it will be possible to access



the bus at a convenient pick up point, subject to those points being assessed as safe for that purpose.

The Transport Planning Service has proposed a number of pick up/drop off points for all routes, many of which are used already. Road Safety Audits already exist for many of those routes. It is important to note that while there may be a change in this respect for some pupils, there will not be for a number of others.

Work is now being done to ensure proper risk assessments of all proposed pick up/drop off points are carried out before these are finalised and communicated as being the designated points. These risk assessments will be carried out by appropriately qualified, experienced members of Council staff. That work will be complete by 31 July 2014. Parents/carers of children entitled to school transport will then receive a communication from the Council which will clearly describe the designated pick up/drop off point for their child(ren), and the collection time. All of this will be carried out in conjunction with the transport operators.

Further, all children entitled to receive school transport will receive a bus pass to evidence their entitlement.

Education Authorities are required to offer any vacant seats on school transport to pupils who live on a route, but within walking distance of their school. All such requests are granted on the basis that should any child(ren) move into the area who are entitled to school transport, those seats may have to be relinquished.

Parents/carers of any children currently accessing vacant seats, or who wish to request access to a vacant seat, have been asked to put their requests in writing to me, by 31 July 2014, in order for that child to receive their bus pass, should the request be granted.

Should you have any queries in relation to the above, please do not hesitate to contact me.

Yours sincerely



Mrs Shona Thompson  
Executive Manager – Schools  
Shona.thompson@shetland.gov.uk



Scanned.

14/04

# Shetland Islands Council

Executive Manager: Dave Coupe  
Director: Maggie Sandison

RECEIVED  
14 JUN 2014

Item

Roads  
Infrastructure Services Department  
Gremista  
Lerwick  
Shetland  
ZE1 0PX

Item 7.7

Lerwick Community Council  
Per, Mrs Katrina Semple, Clerk  
Community Council Office  
1 Stouts Court  
Lerwick  
ZE1 0AN

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

If calling please ask for  
Neil Hutcheson  
Direct Dial: 01595 744882  
Email:  
neil.hutcheson@shetland.gov.uk

Our Ref: NH/SMG/R/B1/3  
Your Ref:

Date: 3<sup>rd</sup> June 2014

Dear Mrs Semple

## Prioritisation of Future Road Improvement Schemes

Please find enclosed a list of the road improvement schemes that have, over the years, been requested in your Community Council's area

There have been numerous requests from Community Councils and Council Members for road improvement works throughout Shetland. The list of these requests, which range from small low value works to large capital improvement schemes, currently numbers 121. In some cases the requests date back a number of years. The reasons they have not been progressed include lack of funding, lack of perceived benefit and other schemes taking precedence.

The Roads Service is often asked to provide updates on these schemes for which there is currently no funding under the Council's Medium Term Financial Plan. Therefore, it was deemed prudent to prioritise these schemes for such time as future funding may become available. The aim is to ensure that funding is targeted to achieve the best possible benefit for the road user and to provide a transparent system to better enable Roads Service to answer requests from Community Councils or the general public.

The method of prioritising these schemes was approved by the Environment & Transport Committee at their meeting on 11 March 2014. The method scores each scheme according to corporate and technical criteria. The former assesses how well a scheme meets the aims of the Council's Single Outcome Agreement and Corporate Plan. The latter includes scores for cost, safety, roads hierarchy, a Roads Service ranking and a Community Council ranking.

The cost score provides a measure of cost analysis by looking at likely scheme costs and the effect on future asset maintenance. The safety score provides a measure of safety improvement likely to be provided by the scheme. The Roads Hierarchy score provides a

measure of the importance of the road by looking at such factors as the Maintenance Hierarchy class, traffic volumes and population served. The Roads Service ranking allows Roads Engineers to apply their considerations on scheme importance. This differs from the technical score as it allows a subjective but professional view of scheme importance to be expressed.

The Community Council ranking allows Community Councils to apply their subjective thoughts and provide a local importance on rankings to the schemes in their geographic area. Therefore, I would appreciate it if your Council could consider the enclosed list and:


- highlight any scheme that they believe is no longer required;
- highlight any scheme that they believe should be added to the list; and
- apply their subjective scoring ( 1 for minimal positive impact to 5 for very significant positive impact) for each scheme for inclusion in the prioritisation method.

When all of Shetland's Community Councils have returned their lists, a master prioritised list will be compiled and circulated to Members and the Community Councils for their information. Please note that the listed schemes will not be programmed for construction in the near future. The intention of the list, as stated previously, is to prioritise the schemes so that when funding does become available it is targeted to achieve the best possible benefit for road users.

Dave Coupe the Executive Manager-Roads, or his representative, will be available to attend any Community Council meeting where the list is to be discussed. Please contact the Roads Service at the above address to arrange his attendance if your Council wishes a more detailed explanation of the prioritisation method.

In the meantime should you have any queries regarding this matter please contact Neil Hutcheson at the above direct dial number or e-mail address.

Yours sincerely



PP Executive Manager, Roads

[HL.06031402.doc]

Enc.

**Community Council Ranking**

Project			Road			Road Information				Community Council Ranking [1-5]
Location	Scheme Type	Description	Road	Section Code	Division	Section Type	Speed Limit	Community Council	Ward	
Lerwick	KERBING	Drop Kerbs, Pavement Gritter & Disabled Access (AS REQUIRED)	C0104	C0104-005/00	LWCK	SINGLE 2-LANE CARRIAGEWAY	30	LERWICK	LERWICK NORTH	
Esplanade 20MPH Zone, Lerwick	TRAFFIC MANAGEMENT	To address high number of vehicle/pedestrian accidents, possible replacement of Pelicans with Zebra crossings	A0969	A0969-040/00	LWCK	SINGLE 2-LANE CARRIAGEWAY	30	LERWICK	LERWICK NORTH	
A969 Commercial Road/King Harald St Junction Area	TRAFFIC MANAGEMENT	Re-align junction and improve parking at shops	A0969	A0969-060/00	LWCK	SINGLE 2-LANE CARRIAGEWAY	30	LERWICK	LERWICK NORTH	
A969 Church Road Parking Improvements	TRAFFIC MANAGEMENT	Formalise existing parking arrangements in conjunction with proposed 20 mph limit for Esplanade area)	A0969	A0969-030/00	LWCK	OFF STREET PARKING AREA	30	LERWICK	LERWICK SOUTH	
Westerloch Brae Traffic Calming	TRAFFIC CALMING	Inadequate road widths and pedestrian provision	X0103	X0103-090/00	LWCK	SINGLE 2-LANE CARRIAGEWAY	30	LERWICK	LERWICK SOUTH	
Lerwick, Charlotte Street	RECONSTRUCT	Reconstruction of carriageway and footpaths. Cars currently over-run stone flags and cause damage to same.	X0105	X0105-030	LWCK	SINGLE 2-LANE CARRIAGEWAY	30	LERWICK	LERWICK NORTH	
Hillhead Area, Lerwick	TRAFFIC MANAGEMENT	Replace damaged pedestrian barrier and possible parking improvements	C0105	C0105-010/05	LWCK	ONE WAY STREET	30	LERWICK	LERWICK NORTH	

## Clerk to Lerwick Community Council

---

**From:** masha.shearer@shetland.gov.uk  
**Sent:** 24 June 2014 11:30  
**To:** james.shepherd08@btinternet.com; joyceadamson@btinternet.com;  
 dcc.alison@btinternet.com; clerk@dunrossnesscc.shetland.co.uk; fetlarcc@yahoo.co.uk;  
 clerk@gqc-communitycouncil.co.uk; clerk@lerwickcc.org.uk; e.ganson@btinternet.com;  
 northmavenc@yaho.co.uk; Dougatwalls@yahoo.co.uk; laurena.fraser@btinternet.com;  
 sandwichcommcouncil@gmail.com; clerk@scalloway.net; marinatait@btinternet.com;  
 tww.communitycouncil@googlemail.com; josie\_mcmillan@hotmail.com;  
 kjamiesoncc@live.co.uk; clerk.ycc@gmail.com  
**Cc:** james.gray2@shetland.gov.uk; communications@shetland.gov.uk; ascc@shetland.org  
**Subject:** Participatory Budgeting - Community Councils  
**Importance:** High

To: Community Councils

Sent on behalf of James Gray, Executive Manager - Finance

Dear All

This summer the Council will embark on a series of roadshows to undertake participative budgeting with communities. The Council needs to decide upon £2.1m reductions for year 2015/16 and would appreciate communities' participation in its budget setting. An interactive computer model will be used for these public meetings to allow public participation.

The meetings will take place between 7pm and 9pm (Yell meeting will start at 8pm due to Ferries timetable) at a venue of Community Councils' choice on the evenings of:

Thursday 31st July –	Yell/Unst/Fetlar	8pm-9.30pm	(Yell, venue tbc)
Tuesday 5th August –	Lerwick	7pm-9pm	(Town Hall)
Monday 18th August –	Whalsay	7pm-9pm	(venue tbc)
Tuesday 19th August –	Brae	7pm-9pm	(venue tbc)
Wednesday 20th August –	Aith	7pm-9pm	(venue tbc)
Thursday 21st August –	Sandwick	7pm-9pm	(venue tbc)

**Please can you advise of your preference for venues by Thursday 26th June 12.00.** Please be advised that the venues will require to have a projector and a screen in order to operate the interactive computer model.

Councillors, Leader, Convener, Chief Executive, Council Directors and Executive Manager-Finance have all been invited to attend the meetings.

I look forward to hearing from you.

Kind Regards  
Masha

*Masha Shearer*

*PA to Executive Manager Finance, James C Gray  
and Executive Manager Governance & Law, Jan R Riise*

*Shetland Islands Council  
 8 North Ness Business Park  
 Lerwick  
 Shetland ZE1 0LZ  
 Tel: 01595 744593  
[masha.shearer@shetland.gov.uk](mailto:masha.shearer@shetland.gov.uk)*

**Shetland NHS Board**

**Board Headquarters**  
 Upper Floor Montfield  
 Burgh Road  
 LERWICK  
 Shetland ZE1 0LA

Telephone 01595 743060  
 Fax 01595 696727  
 www.shb.scot.nhs.uk



**RECEIVED**  
 30 JUN 2014

Mr Jim Anderson  
 c/o Community Council Office  
 1 Stouts Court  
 Lerwick  
 ZE1 0AN

Date 16<sup>th</sup> June 2014  
 Your Ref  
 Our Ref RR/CS

Enquiries to Ralph Roberts  
 Extension 3063  
 Direct Line 01595 743063  
 E-mail chelsea.stevens@nhs.net

Dear Jim Anderson

**Lerwick - Campsite**

Thank you for your letter of 3<sup>rd</sup> June 2014 regarding the availability of camping space within Lerwick, following the closure of the Clickimin Camp site.

As you are hopefully aware the long term plan for the Brevik site is for this to be sold by the Health Board and by the time of your next Community council meeting I would expect this to be formally on the market.

I hope you will therefore appreciate why we would prefer, at this stage, to keep the site clear so that we can ensure the site appears as attractive as possible to any potential buyer. This is important so that we maximise the return for the NHS and taxpayer.

I would also suggest there would be a number of practical issues such as availability of Sanitary and waste facilities that would make this more complicated than just allowing the odd vehicle to park on the site.

I hope you can appreciate the Board's position on this and I certainly hope that both a short and medium term solution is found to the campsite issue for Lerwick.

With best wishes

Yours sincerely

**Ralph Roberts**  
**CHIEF EXECUTIVE**

## LERWICK COMMUNITY COUNCIL

### Core Funding Financial Report as at 30 June 2014

	£	£
<b><u>INCOME</u></b>		
Balance as at 28 April 2014		6,966.86
SIC Core Funding Grant 2014-15		20,923.00
Sale of TH Guides		0.00
Sale of LCC Ties		0.00
		27,889.86
<b><u>EXPENDITURE</u></b>		
Office Costs	296.03	
Employment Costs	1,773.80	
Administration	131.58	
Chambers	0.00	
Accountancy	250.00	
Misc.	154.86	
Grants/Projects	303.62	
		2,909.89
		<b>24,979.97</b>
<b><u>REPRESENTED BY</u></b>		
Balance as at 13 June 2014		31,010.65
 <b><u>Indication of Free Funds:</u></b>		
Main Annual Running Costs Amended Forecast - £14,559.40		
Amended Costs Remaining	12,107.99	
Annual Grants and Projects Amended Forecast - £1,880.00		
Amended Payments Remaining	1,576.38	
 <b>Committed Funding:</b>		
Benches-Cunningham Way/Staney Hill installation costs	787.26	
Heritage Place Names Map - <i>Estimate</i>	3,000.00	
Renewal of damaged office floorcoverings	490.00	
Winter Festival Fireworks Display	1,000.00	
Stiles Project	850.00	
Road Safety Leaflet	551.40	
Large Print Shetland Directory	1,000.00	
Repair of office ceiling	200.00	
		21,563.03
<b>Estimated Free Funds</b>		<b>3,416.94</b>

## LERWICK COMMUNITY COUNCIL

### 2013-14 CDF Financial Report as at 30 June 2014

#### FUNDING FOR PROJECT

	£	£
<b><u>Funds Received</u></b>		
Balance at at 1 April 2013		0.00
CDF Grant Funding for Project 2013-14		1,000.00
		<u>1,000.00</u>
<b><u>Funds Awarded</u></b>		
Nil to date	0.00	
		0.00
		<u><u>1,000.00</u></u>
<b><u>Funds Committed</u></b>		
Lerwick Map Information Panel	1,000.00	
		1,000.00
<b>Estimated Free Funds</b>		<u><u>0.00</u></u>

#### FUNDING FOR DISTRIBUTION

	£	£
<b><u>Funds Received</u></b>		
Balance at at 1 April 2013		0.00
CDF Grant Funding For Distribution 2013-14		3,000.00
		<u>3,000.00</u>
<b><u>Funds Awarded</u></b>		
Junior Up Helly Aa - Boat Shed Ground Rent	78.04	
		78.04
		<u><u>2,921.96</u></u>
<b><u>Funds Committed</u></b>		
Living Lerwick - Christmas Festival	956.00	
Living Lerwick - Fair Isle Festival	1000.00	
		1,956.00
<b>Estimated Free Funds</b>		<u><u>965.96</u></u>

Close of '13-'14 Funding Offer - 28 August 2014



# LERWICK COMMUNITY COUNCIL

Item 8.3

## 2014-2015 CDF Financial Report as at 30 June 2014

### FUNDING FOR PROJECT

	£	£
<b><u>Funds Received</u></b>		
CDF Grant Funding for Project 2014-15		1,000.00
		<u>1,000.00</u>
<b><u>Funds Awarded</u></b>		
Nil to date	0.00	
		0.00
		<u>1,000.00</u>
<b>Funds Committed</b>		
Lerwick Map Information Panel	1,000.00	
		1,000.00
<b>Estimated Free Funds</b>		<u><u>0.00</u></u>

### FUNDING FOR DISTRIBUTION

	£	£
<b><u>Funds Received</u></b>		
CDF Grant Funding for Distribution 2014-15		3,000.00
		<u>3,000.00</u>
<b><u>Funds Awarded</u></b>		
Nil to date	0.00	
		0.00
		<u>3,000.00</u>
<b>Funds Committed</b>		
Nil to date	0.00	
		0.00
<b>Estimated Free Funds</b>		<u><u>3,000.00</u></u>

Close of '14-'15 Funding Offer - 31 March 2015



# Shetland Islands Council

Executive Manager: Iain S McDiarmid

**Director: Neil Grant**

Lerwick Community Council Clerk

Marie Sandison

Community Council Office

1 Stouts Court

Lerwick

ZE1 0AN

Planning

**Development Services**

8 North Ness Business Park

Lerwick

Shetland

ZE1 0LZ

Telephone: 01595 744293

[www.shetland.gov.uk](http://www.shetland.gov.uk)

If calling please ask for:

**Mrs Claire Summers**

**Support Officer - Development**

**Management**

Direct Dial:

**01595 744814**

Dear Sir/Madam,

Date: 26 June 2014

<b>Planning Ref:</b> 2014/207/PPF
<b>Proposal:</b> Re-point external walls; replace existing rainwater goods; replace external doors and; replace windows with timber sash and case look-a-like; re-slate roof including replacing velux rooflights; subdivision of the property into 3 units with installation of new fire doors and bathroom suits
<b>Address:</b> 69A Commercial Street, Lerwick, Shetland, ZE1 0AB
<b>Applicant:</b> Mr Leslie Irvine
<b>Date of Consultation:</b> 26 June 2014

This e-mail is a formal consultation under the Town and Country Planning (Scotland) Acts. All plans can be viewed on: <http://pa.shetland.gov.uk/online-applications/>

The consultation period is 14 days, but if you have any queries please contact Claire Summers, Support Officer on [planning.control@shetland.gov.uk](mailto:planning.control@shetland.gov.uk) or 01595 744814.

Consultation replies should be sent to: [planning.control@shetland.gov.uk](mailto:planning.control@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 [planning.control@shetland.gov.uk](mailto:planning.control@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

Executive Manager: Iain S McDiarmid

**Director: Neil Grant**

Lerwick Community Council Clerk  
Mrs Katrina Semple  
Community Council Office  
1 Stouts Court  
Lerwick  
ZE1 0AN

Planning

**Development Services**

8 North Ness Business Park  
Lerwick  
Shetland  
ZE1 0LZ

Telephone: 01595 744293

[www.shetland.gov.uk](http://www.shetland.gov.uk)

If calling please ask for:

**Mrs Claire Summers**

**Support Officer - Development  
Management**

Direct Dial:

**01595 744814**

Dear Sir/Madam,

Date: 23 June 2014

<b>Planning Ref:</b> 2014/190/PPF
<b>Proposal:</b> Construct helipad consisting of 10m diameter asphalt landing circle; construct 3.5m access road from South Lochside with a turning head
<b>Address:</b> South Lochside, Lerwick, Shetland, ZE1 0PJ
<b>Applicant:</b> Mr Trevor Smith
<b>Date of Consultation:</b> 23 June 2014

This e-mail is a formal consultation under the Town and Country Planning (Scotland) Acts. All plans can be viewed on: <http://pa.shetland.gov.uk/online-applications/>

The consultation period is 14 days, but if you have any queries please contact Claire Summers, Support Officer on [planning.control@shetland.gov.uk](mailto:planning.control@shetland.gov.uk) or 01595 744814.

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