



LERWICK COMMUNITY COUNCIL

www.lerwickcc.org

CHAIRMAN

Mr Jim Anderson
66 Breiwick Road
Lerwick
Shetland ZE1 0DB

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

CLERK

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

Tel. 01595 692447 or 07762 017828
Email: clerk@lerwickcc.org.uk

30th June 2016

Dear Sir/Madam,

You are requested to attend a meeting of Lerwick Community Council to be held in the **Town Hall Chamber**, Town Hall, Lerwick at **7pm** on **Monday 4 July 2016**.

The next meeting of Lerwick Community Council will be on Monday 5 September 2016.

Yours faithfully,

Marie Sandison

Marie Sandison
Clerk to the Council

LCC Members Literature in Office

Voluntary Action Shetland – Annual Review 2015-2016

Scottish Natural Heritage – The Nature of Scotland – Spring/Summer 2016

BUSINESS

1. Hold the circular calling the meeting as read
2. Apologies for absence
3. Approve minutes of the meeting held 6 June 2016
4. Business arising from the minutes
5. Police Scotland Monthly Report
6. Bridges Project – In Attendance – Jim Leask – Bridges Support Worker, SIC
7. Citizens Advice Bureau – In Attendance – Karen Eunson, Bureau Manager and Dorothy Jamieson, Outreach Worker
8. Information Boards, Harrison Square
9. Correspondence
 - 9.1 Park Lane Gardens – Andy Sandison, Park Lane Community Gardens Group
 - 9.2 Scottish Heritage Angel Awards – Scottish Civic Trust
 - 9.3 Community Choices Fund – June Porter, Team Leader, Community Development, SIC
 - 9.4 Funding Opportunity – Ancient Monument Fund
 - 9.5 Funding Opportunity – Coastal Communities Fund
 - 9.6 Funding Opportunity – The Gordon & Edna Baxter Foundation
 - 9.7 Shetland Festival of Remembrance – Letter of thanks – Major John Taylor
10. Financial Reports
 - 10.1 Core Funding Financial Reports as at 29 June 2016
 - 10.2 End of year Accounts 2015-2016
 - 10.3 Main Annual Running Costs 2016-17 & Comparison Figures 2015-16
 - 10.4 Annual Grants and Projects 2016-17 & Comparison Figures 2015-16
 - 10.5 Grants & Projects 2016-17 & Comparison Figures 2015-16
11. Planning Applications
 - 11.1 2016/225/PPF - Change of use from store to staff accommodation on the first floor in association with business on ground floor; paint exterior of premises (retrospective application) - 11 Harbour Street, Lerwick, Shetland, ZE1 0LR - Monjur Iqbal
12. Any Other Business

MONDAY 6 JUNE 2016

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

Members

Mrs A Simpson
Mr A Johnston
Ms K Fraser
Mr P Coleman
Mr J Fraser
Mr Ian Russell

Mr E Knight
Mr M Peterson
Mr S Hay
Mr W Spence
Mr A Carter

Ex-Officio Councillors

Cllr M Bell
Cllr P Campbell

Cllr A Wishart
Cllr C Smith

In Attendance

Mr Neil Hutchison, Team Leader, Roads Department, SIC
Mrs M Sandison, Clerk to the Council

Chairman

Mrs Simpson, Vice Chairman to the Council presided.

06/16/01

Circular

The circular calling the meeting was held as read.

06/16/02

Apologies for absence

Apologies for absence were received from Mr D Ristori, Mr J Anderson, Mr A Wenger, Mr A Henry, Cllr J Wills and Cllr M Stout.

06/16/03

Minutes

The minutes of the meeting were approved by Mr J Fraser and seconded by Mr A Carter.

06/16/04

Business Arising from the Minutes

None.

06/16/05

Police Scotland Monthly Report

No report was available.

06/16/06

LOOT for LERWICK

Mrs Simpson informed members that the event had gone very well. Some positive comments had been received. A follow-up meeting had taken place and would help to ensure that it was even better next time.

Cllr Campbell commented that it had been very successful and most people he had spoken to had felt that it was a worthwhile morning. He thought that the community council should be congratulated on taking the initiative forward. He said that a significant number of people were there. He felt that in the future it would carry forward into a bigger response.

Mr Knight expressed his concern regarding Shetland wide groups benefiting. He said that most Shetland based groups were based in Lerwick.

Cllr Campbell stated that this would be made clear on the application form and if a Shetland wide organisation then an indication of Lerwick representation could be made.

Mr Knight asked about identifying voters and if were they all Lerwick residents.

Cllr Campbell reported that he had met someone who wasn't a Lerwick resident and had said that the organisation had encouraged their members to come along.

Mrs Simpson suggested that this was something that could be looked at for next time.

Mr Fraser remarked how frustrating it was that some people had only turned up purely for the voting and had not entering into the spirit of the event. He said it was about hearing the presentations and then making up your mind.

Mr Hay pointed out that a good number of people had turned up and the profile of the community council had been raised. He mentioned the follow-up meeting along with Delting and the potential for community councils combining for Shetland wide initiatives.

Mr Simpson agreed that there was plenty to look at and do better again the next time. The questionnaire was to be completed by the clerk.

(Action: Clerk to the council)

06/16/07

Shetland Charitable Trust

Mr Carter suggested that as a follow up the community council forward their comments to OSCR.

Mrs Simpson agreed that they could do and asked if everyone was happy to do that.

Mr Hay pointed out the Dr Ann Black mentioned discussions with key Charitable Trust stakeholders in what it does. He questioned the use of the word 'key' stakeholders and stated that were not all residents of Shetland stakeholders.

Mrs Simpson queried who the key stakeholders alluded to were and proposed that it was a question they could ask.

Cllr Wishart replied that he guessed it would be the organisations it supported such as Shetland Amenity Trust.

Mrs Simpson proposed that they go with Mr Carter's suggestion to follow up and give their views. She asked if there were any objections.

It was agreed to write to OSCR.

(Action: Clerk to the council)

06/16/08

Correspondence

8.1 Planning Application 2015/406/PPF – Mr & Mrs J Watt, 43 Fogralea, Lerwick

Cllr Campbell and Cllr Bell declared an interest as members of the planning board.

Mr Spence mentioned the planning meeting to be held tomorrow and expressed his concern that the community council wouldn't have a voice at this, but that residents would, following the community council's letter to planning.

Cllr Bell commented that his understanding was that the community council's correspondence had been taken as an objection.

Discussion ensued over the community council's letter to planning and the concerns expressed on behalf of the local resident's objection to the plans. It was decided to discuss this item later on in the agenda.

Mrs Simpson advised moving on the next agenda item and welcomed Roads representative Mr Neil Hutcheson to the meeting.

8.2 Letter from Mrs Christine Sinclair & Mrs Jolene Tindall – Speeding concerns

Mr Hutcheson detailed the requirements necessary when requests for new speed limits were made. He mentioned that accidents and incidents were first looked at. Speed hadn't been an issue with any noted incidents.

He addressed the concerns regarding Gilbertson Road and reported that the 30mph speed limit was the approximate speed for the area and most drivers were fairly good drivers. He pointed out that the 20mph area at the south end of Gilbertson Road wasn't working too well. They had looked at this with the Police and possible low cost measures to bring that speed down.

Mr Hutcheson posed the question of what was the appropriate speed for that road and if they should be looking at 20mph for the whole road. The Scottish Government's limit was 20mph outside schools, but it was quite rare when not associated with a school.

Mr Simpson mentioned the use of flashing lights at Scalloway Road and the speeding at the south end.

Mr Hutcheson replied that the solution maybe a permanent 20mph zone and along Hayfield Lane.

Mrs Simpson asked if anyone had any comments to make.

Mr Carter just had a comment to make about the councils plans for traffic calming in the middle of town and possible reluctance in an area where people did want them.

Cllr Wishart remarked that it was a good engineer's report of the situation, but just that. He went on to suggest not waiting for an accident to happen before doing something. Sustrans were encouraging people to be healthier by walking and cycling. It was not about the facts and figures, but the human side. He felt strongly about the situation and had been involved in the process following speed checks in the area about one year ago.

He mentioned that the area had become busier over the last few years and in the future with the new High School, other factors needed to be brought in besides the data. He suggested it may be something Sustrans would be interested in and if money was available. He suggested writing to the council and mentioning that.

Ms Fraser added that the problem was possibly self perpetuating owing to folk driving their bairns to the school and the resulting cars and congestion. She mentioned that Edinburgh City Council had banned cars from stopping to drop off and suggested it was perhaps time to do more, even though it may be less comfortable to do so. She stated that it was a lot less easy to get where you wanted to go in your car.

Mr Hutcheon agreed that it was a Lerwick wide problem and enforcing the issue was a major factor in that. The current thinking was that traffic calming measures were self enforcing and the area would perhaps require traffic calming. It was unlikely that drivers would obey unless traffic calming was in place. He acknowledged that Sustrans funding could be for this, but it was match funded. The difficult financial situation was alluded to.

Mrs Simpson commented that there could be ways round this and suggested we write to the council and see what comes up.

(Action: Clerk to the council)

Mrs Simpson thanked Mr Hutcheson for his attendance.

Mr M Peterson left at 7.30pm.

8.3 Shetland Islands Area Licensing Board – Draft Statement of Licensing Policy 2016-19

Mrs Simpson asked if anyone had any comments.

Mr Carter pointed out the debate on smoking and that vaping was included. He said that it was perhaps less dangerous to health than smoking, but sad if they recommended that.

Mrs Simpson said that they could make a comment on that.

Ms Fraser thought that there were concerns, but it was a low level danger due to no fumes and didn't include sending people out of doorways. It was a case of trying to balance against the lesser vice. She said that it was an interesting issue. She went on to suggest that it would perhaps be seen as an issue when children were around and would perpetuate the fact that it was alright to be seen.

Mr Carter pointed out item 9.2 and over provision. He asked the question of what perhaps they would consider.

Mr Simpson agreed that these were valid points and worth making.

(Action: Clerk to the council)

8.4 Community Empowerment (Scotland) Act 2015 – Consultation on Draft Regulations

Mrs Simpson suggested that members complete themselves, but fill in as members of the community council.

8.5 CC Questionnaire – T/Inspector Judy Hill, Police Scotland

Noted.

8.6 Local Government Boundary Commission for Scotland – Electoral Ward Boundaries

Cllr Campbell pointed out that following the review, as of 17 May the boundary of Lerwick South would not include Gulberwick and that Gulberwick and Quarff would become part of the central mainland ward.

Cllr Wishart added that the Boundary Commission had made that recommendation.

Cllr Bell informed members that it didn't affect the community council or the Lerwick ward.

8.7 Kantersted – Mr Paul Moar

Mrs Simpson noted the letter from Mr Moar and suggested that it was passed on to the Roads department.

(Action: Clerk to the council)

8.8 ASCC – Corinne Dalziel, Administration Assistant

Noted.

8.9 Paths for All Community Paths Grant Fund – Catherine Idle

Noted.

06/16/09

Grant Applications

9.1 Shetland Festival of Remembrance – Saturday 12th November '16

Mrs Simpson informed members that Major Taylor was looking for support for this event.

Mr Fraser said that it was commendable and was glad to see it taking place in Lerwick.

Cllr Bell explained that Lerwick Community Council was not expected to foot the bill, but perhaps offer a contribution. The other Shetland community councils had been invited to contribute.

Cllr Campbell pointed out that, one hundred pounds had been requested from each community council.

Mr Hay proposed approving a grant of £100 and this was seconded by Mr Carter.
(Action: Clerk to the council)

9.2 Living Lerwick – Summer Flower Scheme – Christena Irvine, BID Manager

Mrs Simpson said that Living Lerwick were spending £2,680 on the flower scheme and asking the community council for £1,000. She remarked that they have given in the past and the flowers brighten up the town.

Ms Fraser moved to offer the grant of £1,000 as requested. This was seconded by Mr Knight.

(Action: Clerk to the council)

06/16/010

Planning Applications

10.1 2016/187/PPP – Erect House with garage – Upper Fogralea, Lerwick, ZE1 0SE – Sylvia & Alastair Inkster

No objections.

10.2 2016/206/PPF – Erect Sculpture with internal lighting – Esplanade, Lerwick, ZE1 0AB – Pelagic Sculpture Partnership

No objections.

10.3 2016/207/PPF – Demolish existing dwellinghouse and erect new dwellinghouse – 4 Burgh Road, Lerwick, ZE1 0LB – Mr & Mrs Stanley Manson

No objections.

10.4 2016/003/PPF – Proposed workshop/store – North Ness, Lerwick – Mr M Stewart (Revised plans from planning department)

Mrs Simpson asked members for any comments on the revised plans. She mentioned the previous concerns regarding the garage encroaching on the path.

Mr Carter confirmed that it was behind the oil tanks, the business having had concerns the first time.

Mrs Simpson said that she saw nothing on the revised plans regarding these concerns.

Mr Carter expressed his on-going concerns regarding the garage blocking the area near the gate and emergency services access concerns.

Mr Spence pointed out that it was still a fairly small area, compared with the size of a car in the garage.

Mrs Simpson suggested that they make comment regarding the turning area requirements and emergency service access.

Cllr Wishart stated that the gate led into the car park belonging to the council's main office building.

Mrs Simpson pointed out that Mr Stewart's response said there would be no encroachment on the access road leading to the east gate.

Mr Spence enquired if the cars visiting the Malakoff shop would have difficulty.

Mrs Simpson proposed that they forwarded these concerns to planning.
(Action: Clerk to the council)

10.5 2015/003/PPF – Query from Community Councillor re: 32 Market Street, Lerwick

Ms Fraser pointed out that planning permission had already been granted. She expressed concerns regarding the close proximity of the extension to the building next door and questioned how permission had been granted. She added that the plans hadn't previously come to the community council for comment.

Mrs Simpson suggested that planning had been able to pass due to the adjacent building having had their windows bricked up, even though only one foot apart.

Ms Fraser queried how someone was expected to move into it and thought that the building extension shouldn't be blocking somebody's window. The particulars of sale say it has the potential to be residential. She said she was curious to ask planning what was the thinking behind it.

Mrs Simpson agreed that they write to planning and enquire.
(Action: Clerk to the council)

Additional Planning Applications

2016/124/PPF – Erect Student Accommodation – 68 Commercial Road, Lerwick, ZE1 0NJ – Cityheart Limited

No objections.
(Action: Clerk to the Council)

10.1 Core Funding Financial Report 1st June 2016

Mrs Simpson informed members that the remaining funds were not including the £2,000 granted to the Pipe Band at the last meeting, plus what had been allocated tonight. She asked if anyone had any questions.

06/16/12

Licence Variation

No objections.

Additional Agenda Item

Morrison Construction presentation of cheque to Community Council

Mrs Simpson explained that Mr Clarke from Morrison Construction had offered £300 towards Loot for Lerwick expenses and was available to make a presentation at the site on either Thursday or Friday after 5pm. She asked members if anyone was available to attend to let the clerk know.

The clerk detailed some of the expenses following the Loot for Lerwick event.

(Action: Clerk to the Council)

Agenda Item held until the end

Planning Application 2015/406/PPF - 43 Fogralea, Lerwick

Mrs Simpson asked if anyone had anything to say.

Mr Spence outlined the process that had taken place with the community council expressing concerns on behalf of residents to the planning department.

Discussion ensued about the resident's representation at the planning committee meeting the following day and the community council's lack of representation.

It was agreed to write and ask why the community council had not been informed or invited to attend.

(Action: Clerk to the council)

06/16/13

A.O.B.

Bench next to the War Memorial

Ms Fraser pointed out that the bench on the Hillhead next to the War Memorial had broken slats and was in need of attention.

Mrs Simpson agreed that we write and ask for the bench to be repaired.

Mention was made concerning the state of the War Memorial and if this could be maintained. Funding was thought to be available and it was agreed to look into this.

(Action: Clerk to the Council)

Dog Waste & Rubbish Bins around Clickimin

Mr Knight informed members that he had received a letter requesting more bins for dog waste and rubbish around the Clickimin Loch. Members heard that dog walkers

were carrying dog waste bags a good distance and leaving bags for collection on their return. Unfortunately, some were forgetting to pick them up again. Suggested sites for extra bins were in the middle at both the east and west sides of the loch. Previously bins had been provided along seats and near the entrance to the Clickimin car park.

Mrs Simpson agreed to write expressing these concerns and pass on the response to the public.

(Action: Clerk to the council)

There being no further competent business the meeting concluded at 8.30pm.

Minute ends.

MRS A SIMPSON
VICE CHAIRMAN
LERWICK COMMUNITY COUNCIL

Vice Chairman.....

Date.....

From: [Eileen Brooke-Freeman](#)
To: [Jim Anderson](#)
Cc: [Clerk to Lerwick Community Council](#); [David Cooper](#)
Subject: Panels
Date: 28 June 2016 12:21:48
Attachments: [image001.jpg](#)

Hi Jim,

The panels have just arrived. We'll be checking them this afternoon to ensure they are ok and have travelled safely.

Bearing in mind there is likely to be the stage going up in Harrison Square for the music on Friday and Saturday, shall we wait until the start of next week when we will have clearer access?

Best wishes,
Eileen

From: Jim Anderson [jim@filsket.me.uk]
Sent: 27 June 2016 20:48
To: Eileen Brooke-Freeman
Cc: Clerk to Lerwick Community Council
Subject: RE: Final proofs - Sending mail server found on DNS Blocklist cache

Woohoo!!

Excellent news.

Regards

Jim

From: Eileen Brooke-Freeman [mailto:eileen@shetlandamenity.org]
Sent: 24 June 2016 18:51
To: Jim Anderson
Cc: David Cooper
Subject: FW: Final proofs - Sending mail server found on DNS Blocklist cache
That's the panels on their way at last!

Cheers,
Eileen

From: David Fordham [david.fordham@pryorsign.com]
Sent: 24 June 2016 17:26
To: Eileen Brooke-Freeman
Subject: Re: Final proofs - Sending mail server found on DNS Blocklist cache

Hi there Eileen, the panels have left us this afternoon, via Tuffnells Parcel Express, on a 3-5 day service.

Best regards
Dave Fordham

Pryorsign
Unit 3a. Denby Way, Hellaby, Rotherham, South Yorkshire. S66 8HR.



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Hi,

Thanks for your previous support letter in October 2014 for the above project which was very much appreciated.

With external funding of £8,000 from Tesco now in place then we are hoping to continue with above project including raised flower beds, dry stone seating and tables and kids wooden play trail.

We have today submitted attached planning application and once again hope we can rely on Lerwick Community Council support when your views are sought from Shetland Islands Council.

The garden will become a community asset and it is hoped could easily be integrated into any future plans for area.

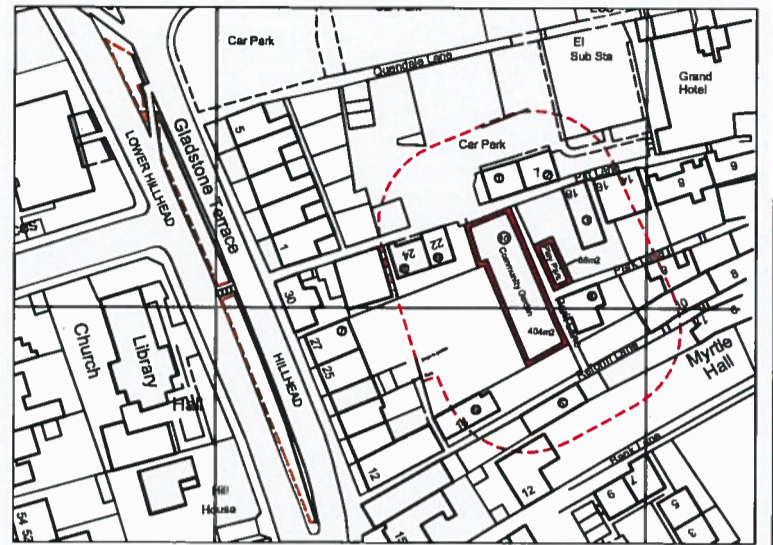
Thanks in advance

Andy Sandison
Park Lane Community Garden Group,
M (44)07788114502

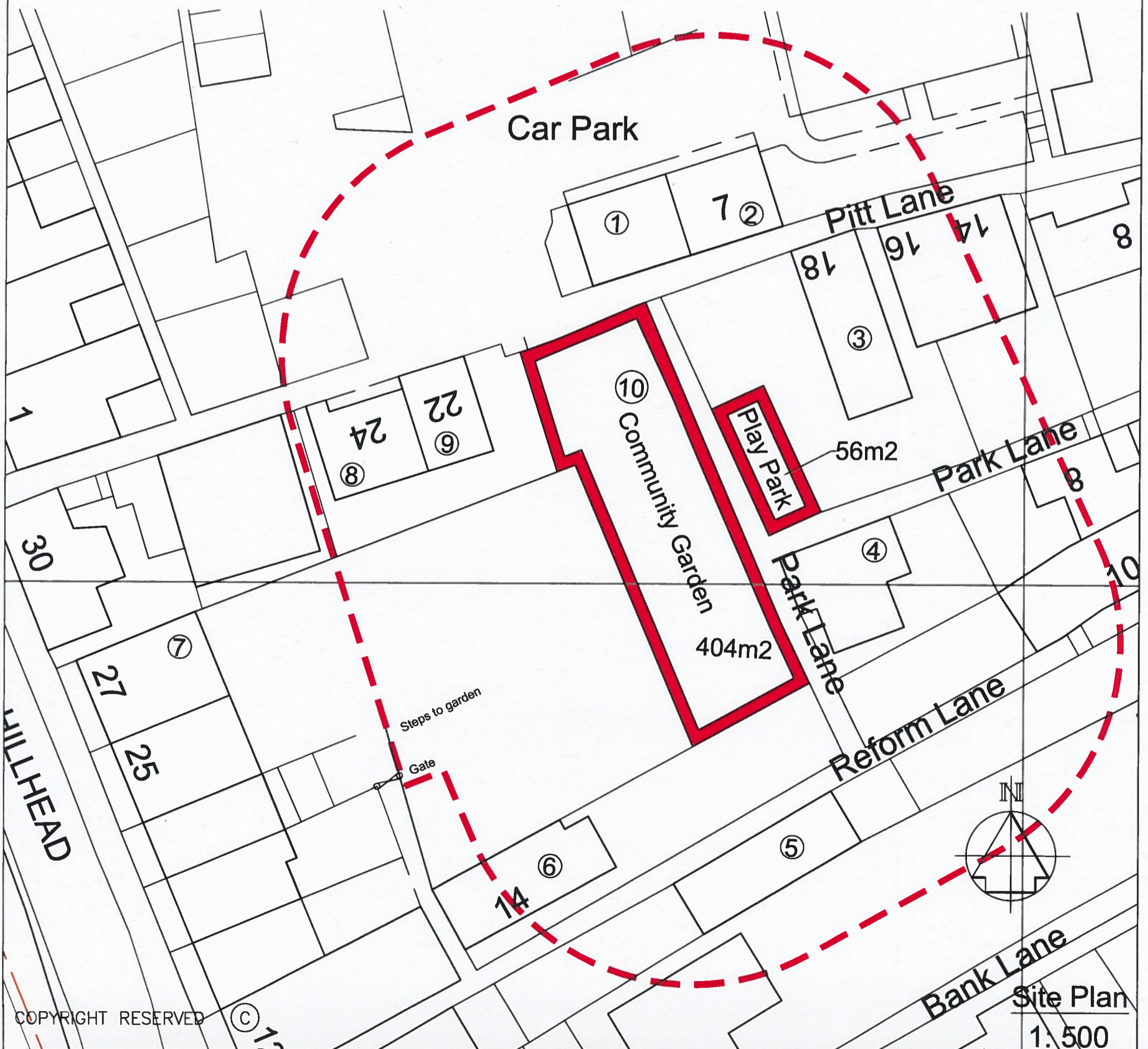
PROJECT: Park Lane Community Garden,
Park Lane,
Lerwick, ZE1 0EJ
Neighbour Notification

Neighbour Notification;

1. Tenant / Owner, 9 Pit Lane, Lerwick
2. Tenant / Owner, 7 Pit Lane, Lerwick
3. Tenant / Owner, 18 Pit Lane, Lerwick
4. Tenant / Owner, Park Lane, Lerwick
5. Tenant / Owner, Reform Lane, Lerwick
6. Tenant / Owner, 14 Reform Lane, Lerwick
7. Tenant / Owner, 27 Hillhead, Lerwick
8. Tenant / Owner, 24 Pit Lane, Lerwick
9. Tenant / Owner, 22 Pit Lane, Lerwick
10. Tenant / Owner, Shetland Islands Council



Location Plan 1: 2500



Site Plan
1: 500



24

22

Pitt Lane

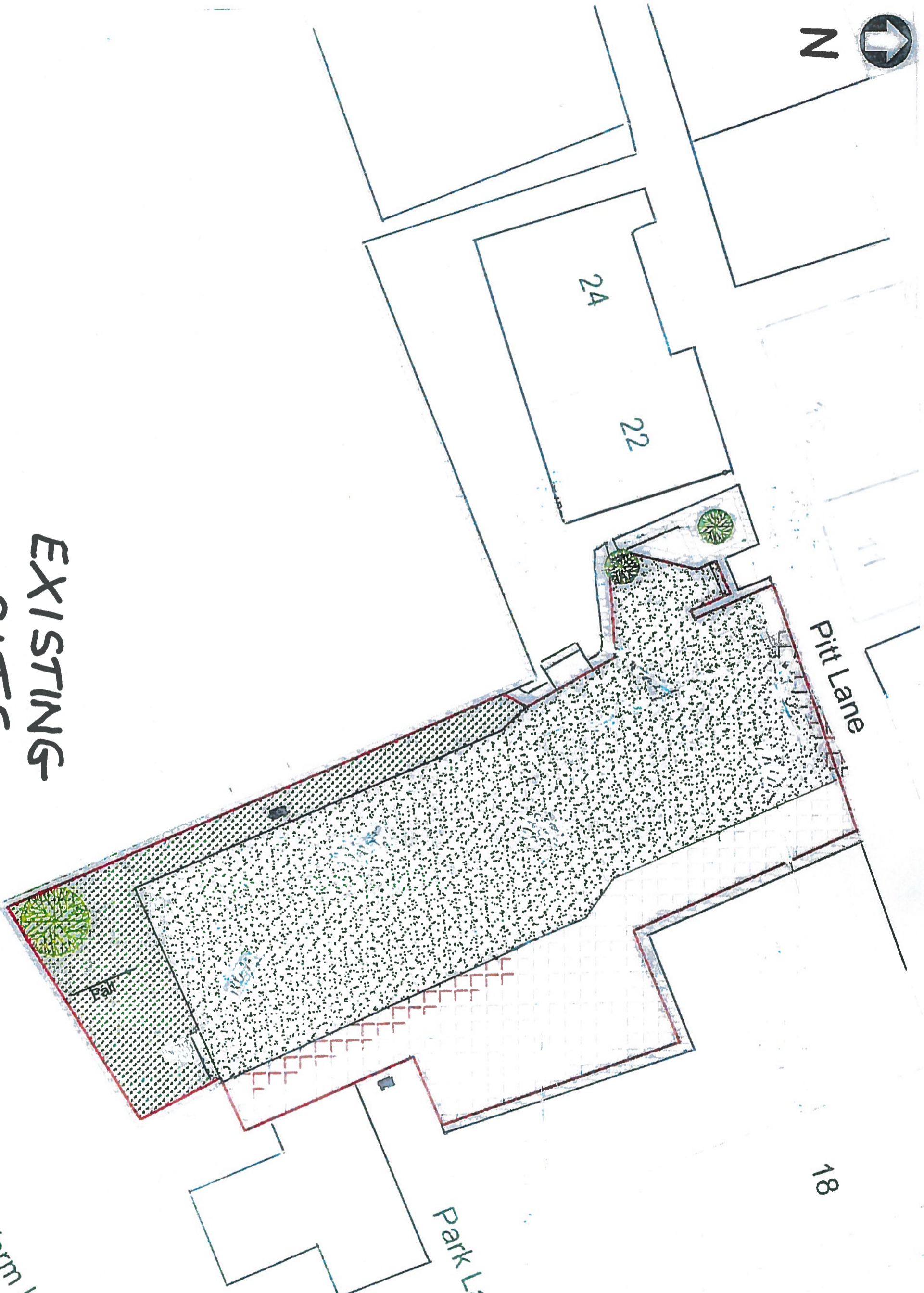
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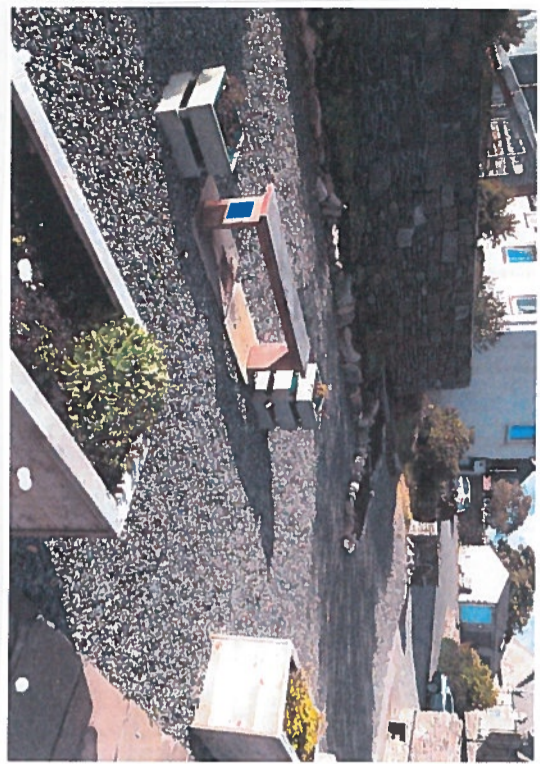
16

Park Lane

Reform Lane

EXISTING
SITE





EXISTING SITE - 2016



PROPOSED SITE



PROPOSED TIMBER PLAY TRAIL

Reform Lane

Park Lane

Pitt Lane

18

16

24

22

KEY



DRY STONE SEATING AND TABLES



STONE EDGED RAISED FLOWER BEDS



WOODEN PLANTERS



WOODEN PLAY TRAIL & SAFETY MATTING

Ball

WOODEN PLAY TRAIL

Park Lane Community Garden Group, c/o Andy Sandison,
Hillbank, 25 Hillhead, Lerwick, ZE1 0EJ

20 June 2016

Your ref: 2016/122/PREAPP

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

Dear Sirs

PARK LANE COMMUNITY GARDEN

We writing in reply to your letter of 14 June 2016 regarding our pre-planning enquiry for the development of an existing amenity space as a community garden. We enclose a planning application for the Community Garden and Play Trail proposal.

In support of the application we confirm the proposal has full support of Lerwick Community Council – see attached letter dated 14 October 2014.

The Park Lane Community Garden Group has recently been awarded £8000 from the Tesco Bag for Life Community Grant Scheme for our proposal to develop the site into a community garden. In our bid for funding we promised to use COPE as our local supplier for plants and garden materials in the raised beds that we planned to build. We also planned to create social spaces with the use of well-designed seating and to create a small play trail area for pre-school children, using eco-friendly and aesthetically pleasing materials, with input from the BRIDGES project as we have done in the earlier stages of making the amenity space. We anticipate that this facility will be used by the nearby Peerie Foxes nursery.

We have attached a copy of the annual licence dated 21 August 2015, which lets us use this amenity space as a community garden. We have also attached an excerpt from the Report of Handling from application 2012/250/CAC for the demolition of original housing, which provides for the site to be used for landscaping and creating an amenity space following the demolition.

We have also attached the constitution of the Park Lane Community Garden Group which was set up earlier this year to oversee the development of the garden and to manage the funding of the project and to ensure the site is maintained and that the appropriate insurances are in place.

We are sure that this application will be received favourably by Shetland Islands Council as it uses complete external funding, creates a really valuable asset for the whole community and can obviously be integrated into any future plans for the area.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A Sandison', followed by a long horizontal line extending to the right.

ANDY SANDISON

Chair, Park Lane Community Garden Group

Clerk to Lerwick Community Council

From: Michael.Duncan@shetland.gov.uk
Sent: 15 June 2016 17:33
To: CommunityCouncilClerks@shetland.gov.uk
Cc: Vaila.Simpson@shetland.gov.uk
Subject: Calling all Community Councils in Scotland - Scottish Heritage Angel Awards are open for nominations

Dear all,

For your information.

Best regards,

Michael D

SCOTTISH HERITAGE ANGEL AWARDS

Community Councils in Scotland are invited to nominate heritage volunteers and voluntary groups for the Scottish Heritage Angel Awards. The deadline is Friday 12 August 2016. The Awards are free to enter.

Now in its second year, the awards scheme, funded by the Andrew Lloyd Webber Foundation, celebrates the important efforts of volunteers or 'Angels' in helping to better understand, protect and value Scotland's heritage and history.

Last year's inaugural awards saw over 80 nominations being received for heritage volunteers across the length and breadth of the country. The initiative, the first of its kind in Scotland, highlighted a range of worthwhile voluntary projects, activities and individuals. It celebrated everything from the recording of 3,500 gravestones and memorials in a garden cemetery to an individual's commitment to archaeology, which spanned more than 20 years.

This year's awards will also take the opportunity to recognise the valuable contributions that young people make to the wider historic environment, with a new category for 2016. Entries are now being welcomed for the Young Heritage Angel Award, along with the returning categories.

The five Scottish Heritage Angel Awards categories are:

- Investigating and Recording
- Caring and Protecting
- Sharing and Celebrating
- Young Heritage Angel Award
- Lifetime Contribution to the Historic Environment

For full details of the Awards, including application form, guidelines and films of last year's shortlisted nominations visit <http://www.scottishheritageangelawards.org.uk/> or contact:

Scottish Heritage Angel Awards
c/o Scottish Civic Trust
The Tobacco Merchant's House
42 Miller Street
Glasgow G1 1DT

Tel: 0141 221 1466

Clerk to Lerwick Community Council

From: june.porter@shetland.gov.uk
Sent: 24 June 2016 09:27
To: CommunityCouncilClerks@shetland.gov.uk
Cc: Vaila.Simpson@shetland.gov.uk; patricia.christie@shetland.gov.uk;
Roselyn.Fraser@shetland.gov.uk; Michael.Duncan@shetland.gov.uk;
Elsa.Manson@shetland.gov.uk; communications@shetland.gov.uk
Subject: Community Choices Fund - OPEN FOR APPLICATIONS

Dear all

As you will be aware 5 Community Councils have recently used Participatory Budgeting as a means through which to allocate their annual Community Distribution Fund. This money was match funded by the Scottish Government and has provided communities in Lerwick, Delting and the South Mainland with the opportunity to make decisions on how and where investment is spent in their area. Just last weekend 367 people turned out to a hugely successful event in the South Mainland and voted on how £18,000 should be spent.

We're pleased to share the news that the **Scottish Government** is providing further investment in participatory budgeting and has just launched a **£1.5 million Community Choices Fund**. The fund, targeted at work in deprived areas, is now open for applications in 2 categories: £750,000 for public authorities and £750,000 for community organisations and Community Councils.

Community Planning and Development is keen to support Community Councils to get involved in this exciting project and plan to submit a bid to the public authorities category to match fund Community Distribution Fund awards.

To this end, we ask that you let us know by 30th June if your Community Council is interested in match funding its £3,000 Community Distribution Fund (or balance remaining if you have already granted some) and undertaking a Participatory Budgeting project? Please also have a think about how you might work together with a neighbouring Community Council to pool resources.

The £750,000 for community organisations and Community Councils category is inviting bids of at least £20,000. This does not require any match funding so is another option for Community Councils to consider, particularly if you plan to join forces with another Community Council or community organisation in your area. We would ask that if you choose to go down that route, you again let us know, so that we can try and factor in support from Community Planning and Development.

Community Planning and Development has also secured funding to participate in a Scottish Government Digital Tools for Participatory Budgeting project, which will provide us with training and digital hardware that we can use in the next round of Community Council projects.

More information and guidance for community groups and community councils can be found at:
www.gov.scot/Topics/People/engage/CommunityChoicesFund

Please note that the closing date for applications is midnight 29 July 2016.

Please get in touch if you have any queries.

Regards
June

June Porter
Team Leader - Community Development

Community Choices Fund

**Guidance For
Community Organisations
and
Community Councils**



Introduction

This document provides further guidance for Community Organisations and Community Councils applying under Category Two of the Community Choices Fund. Please ensure that you have read the [Information for Applicants](#) before you proceed.

Who can apply?

Category Two of the Fund is open to Community Organisations and Community Councils. The fund will be available to community-led organisations that can demonstrate democratic governance, strong links to their communities and the ability to stimulate high levels of voluntary activity. Projects can be place based or thematic.

To be eligible for funding, a Community Organisation should be able to show (through a written constitution, articles of association, etc):

- The community to which the body relates.
- That the majority of the members of the body are members of that community.
- That the community body is open to all members of that community.
- Is controlled by its members.
- The aims and purposes of the organisation.
- That the funds and assets of the organisation are used for the benefit of that community.

Community Councils must have an agreed Scheme of Establishment with the Local Authority, have a written constitution and hold a bank account.

How much is available?

Targeted particularly at work in deprived areas, a total of £750,000 is available in Category Two and applicants can apply for a maximum sum of £100,000. There is no minimum sum indicated but preference will be given to bids of at least £20,000 due to the cost and time involved in engaging in a meaningful and deliberative PB process.

The sum applied for will need to include the amount to be allocated to PB projects and the support costs required to build capacity to take forward a robust PB process. This includes staff and training costs, volunteer expenses and practical administrative costs to run an inclusive event. A detailed breakdown of support costs must be included.

Please note that applicants will be asked to nominate a staff member or volunteer to take part in Scottish Government funded regional training. Successful applicants will receive peer support learning designed to support the organisation to plan and conduct a PB process effectively and independently.

Application Criteria

Applications will be assessed against the following criteria:

Communities: Please detail how the project will meaningfully involve local people directly in financial decision making. For example what decisions will be taken by local people and how will you ensure that the process builds on the skills and experience within the community? Also what will be the three main outcomes arising from the project and how will you evidence this has been achieved?

Shared Outcomes: Please detail how the project will contribute towards collaboration and partnership work, both between the members of a community or residents of a locality, and also with and between public agencies and other organisations. For example is the project that you are proposing a new, stand-alone initiative for your community, or is it intended to add value to an existing programme of work that your community has previously undertaken?

Tackling Inequality: Please detail how the project will enable all sections of the community to participate in the process, particularly in areas of deprivation and how it might support the engagement of groups or individuals who face barriers to participation.

Sustainability: What do you intend to do to continue supporting community participation in decision making and how will this project support you to develop your role? For example how will the project contribute to develop active citizenship for the long-term in your area?

Criteria are weighted as follows: Communities: 30%, Shared Outcomes: 20%, Tackling Inequality: 25%, Sustainability: 25%

How to Apply

Applications for Category Two of the Community Choices Fund can be found at:

[Application for Community Organisations and Community Councils](#)

[Frequently Asked Questions](#)

Timescale for applications

The closing date for applications is **midnight 29 July 2016** and applications received after this time will not be considered. Please ensure that you answer all the questions in the application as incomplete ones will not be considered or followed-up. Please email the completed application form to community.empowerment@gov.scot. You will receive an acknowledgement email shortly after receipt.

Assessment process

Applications will be subject to a two stage assessment process:

- An initial sift will be carried out by Scottish Government staff to ensure that the application meets the criteria as set out in the application criteria above.
- All eligible applications will be assessed by a panel of representatives from the Participatory Budgeting Working Group and the Scottish Government.

We aim to complete the assessment process and inform all applicants of the outcome by the end of August 2016. Successful applicants will receive their grant offer shortly afterwards and once the necessary acceptance paperwork is completed, the funding will be paid in one lump. Please note that the grant must be spent by 31 March 2017.

Monitoring and evaluation

Successful applicants will be asked to:

- provide a report to the Scottish Government by 30 April 2017 outlining how the funding was spent, to include full details of the project, the number of participants (PB voters) for each event, the impact PB has had and future plans to promote and support PB in the future. The report should include the views of participants on the process.
- share any blogs, pictures and videos of the PB event on the PB Scotland website www.pbscotland.scot
- Participate, where possible, in PB learning networks and workshops to share knowledge, expertise and good practice.
- Provide an on-going contact point to speak to other groups in the area about the organisation's experience of PB.

Contact details

Completed applications should be emailed to community.empowerment@gov.scot

For any further information please contact Kathleen.glazik@gov.scot

COMMUNITY CHOICES FUND

FREQUENTLY ASKED QUESTIONS



1. PARTICIPATORY BUDGETING (PB)

What are the benefits of PB?

Each model of PB is different and will have different effects but there are three main ways that PB is regarded as offering benefits:

- It can improve local democracy, widening participation and re-invigorating the role of Public Authorities, local councillors and civil society, and increasing trust in public institutions.
- It can improve the effectiveness of public spending by improving the way money is invested, how service provision is monitored, and by increasing the knowledge available to the Public Authorities when undertaking service planning.
- Finally it strengthens the community and voluntary sector by investing in services essential to disadvantaged communities, so enabling their development, by increasing the number of people taking part in local democratic processes, and it builds social capital by creating forums for citizens and community groups to meet, negotiate and take decisions together.

What's different about PB (compared to other engagement)?

PB gives a direct role to citizens in decisions about the spending of a public budget. It requires the budget holder to devolve the power to make, or share in decisions, to the people they serve. In this, it differs from consultation or including community representation on a decision making panel. As a consequence, its impact is significantly greater. Whilst it is a flexible process, it is distinguished by a set of values and principles which serve to define it as PB.

What are the core values of PB?

The core values are:

- Transparency
- Accessibility
- Deliberation
- Empowerment
- Local Ownership
- Shared Responsibility
- Democracy
- Active Citizenship
- Democratic Accountability

These values are not unique to PB, but they are key to ensuring a good quality, meaningful process. All good practice PB incorporates these values to some degree and seeks to contribute to high quality democratic engagement.

How do I run a PB event?

- Set a reasonable timescale – around six months from start to finish.
- Keep it simple – people will trust a process they can understand.
- Publicise widely – use social media as well as the local newspaper, notices, leaflets, radio and the PB website.
- Try to have something for all ages.
- At the decision event, whether a small project or mainstreaming, try mounting a small display for each project. People can familiarise themselves, mingle and chat before formal proceedings start.
- Make it a sociable event by providing refreshments and entertainment (local bands).
- Allow time to count the votes. With a good turnout and a wide range of projects, counting can take some time.

Guidance to support strategic thinking on how to design and implement PB can be found at www.pbscotland.scot/resources

2. THE COMMUNITY CHOICES FUND

Who is the fund open to?

The Community Choices Fund is open to Public Authorities, Community Organisations and Community Councils.

How do you define a public authority?

A public authority is any organisation working in the public sector such as Local Authorities, health boards, public bodies, education, police and many others.

How do you define a community organisation?

For the purpose of this fund a Community Organisation should be able to show (through a written constitution, articles of association, etc):

- The community to which the body relates.
- That the majority of the members of the body are members of that community.
- That the community body is open to all members of that community.
- Is controlled by its members.
- The aims and purposes of the organisation.
- That the funds and assets of the organisation are used for the benefit of that community.

How do you define a community council?

Community Councils were established by statute in 1973. The general purpose of a community council is to ascertain, co-ordinate and express to the Local Authorities for its area, and to Public Authorities, the views of the community which it represents.

How much is available and how much can I apply for?

The total fund available is £1.5 million in two categories. £750,000 for Public Authorities and £750,000 for Community Organisations and Community Councils. The maximum bid for both categories is £100,000. There is no minimum bid suggested but preference will be given to bids of at least £20,000 due to the cost and time involved in running a PB process.

What period will the grant award cover?

The award will cover the financial year 2016/17 only.

I am a Community Organisation/Community Council. Do we have to find match funding for our project?

No. Only the lead Public Authority applicant has to provide match funding on a 1:1 ratio. The Scottish Government will not match fund money that is already allocated by the Scottish Government to that lead authority. Also, funding contributions from other key stakeholders would be welcomed and encouraged to make the PB process more meaningful.

Will I have to attend training?

Community Organisation and Community Council applicants are invited to nominate a staff member or volunteer to take part in Scottish Government funded regional training. At a minimum this involves attending one of 6 full day regional training events designed to support the organisation to plan a PB process effectively and independently.

Small Grants and Mainstreaming is referred to in the Information for Applicants. What's the difference?

A participatory small grants process refers to a pot of money for a particular area or theme that is allocated using PB. For example it could be for improving a neighbourhood, for services supporting children and young people or for older people. Community, voluntary and sometimes statutory groups propose projects for funding and then present them at a decision day event, where residents or community members vote on which should receive funding. Members of the community can help set the criteria for the fund, or help to oversee and deliver the process. Funding is then allocated to each of the successful bidders who account for their expenditure as is normal within small grant making processes.

Mainstreaming refers to a fund held by a Public Authority (for example the local council) to be decided on using PB. The sums involved in mainstreaming are generally much larger than project based PB and financial responsibility for the fund generally remains with the Public Authority. The community will be involved in shaping how the public money is used by proposing and deliberating on different ways that the money or services should be spent. Examples of both are available [here](#). More examples are available on the [PB Scotland Website](#).

3. THE APPLICATION PROCESS

What is the closing date for applications?

The closing date for applications is **midnight 29 July 2016** and applications received after this time will not be considered. Please ensure that you answer all the questions in the application as incomplete ones will not be considered or followed-up. We aim to notify you regarding the outcome of your application by the end of August 2016.

Who do I send my completed application to?

Please email the completed application form to community.empowerment@gov.scot

If successful, how and when will the grant be paid?

The grant will be paid in one lump sum following receipt of a signed accepted grant offer form and claim form.

If successful, when will the grant have to be spent by?

The grant must be spent by 31 March 2017.

Who do I contact if I have any questions?

If you have any questions or require further information please contact Kathleen.glazik@gov.scot.

Deadline Approaching for the Ancient Monument Grants Scheme 2016

Ancient Monument Grants are provided by Historic Scotland. The purpose of these grants is to support monument owners and land managers who are undertaking conservation, management and maintenance works in relation to a historic monument. Other bodies who are acting with the owner's written approval will also be considered. The monument in question will need to be in proven need of conservation or else should have significant historic interest. Priority is given to monuments that are of particular interest or notability.

Grant support can cover a percentage of eligible costs, including consultancy and scheduling, and will help to preserve and maintain ancient monuments throughout Scotland. There is no official fixed rate of grant. However, the programme has a limited budget and so the maximum annual grant for a project will very rarely exceed £50,000. In making a decision, the judging panel will take into consideration the urgency of the repair work needed as well as whether or not the applicant has access to other possible sources of funding.

Eligible work is generally related to the conservation of existing fabric and associated below ground archaeological work. Eligible expenditure may include the acquisition or removal of a monument for the purpose of preserving it or the provision by a local authority of facilities, information or other relevant services at a monument which is open to the public. It is expected that recipients of this grant will ensure that their monument is accessible and can be enjoyed by the general public.

The next deadline for this scheme will be 31 July 2016. See website for more details:

https://www.historicenvironment.scot/grants-and-funding/our-grants/ancient-monument-grant-scheme/#criteria-for-awarding-grants_tab

Michael Duncan
External Funding Officer

Hi,

I am writing to let you know that there will be a Coastal Communities Fund (CCF) round 4. The next CCF grant programme in Scotland is likely to open for bids during July.

Coastal Communities Fund has already been launched in England so you may want to refer to the England guidance just now to get a feel for the next programme in Scotland. They tend to be fairly similar. Please see web link for more details:

<https://www.biglotteryfund.org.uk/global-content/programmes/uk-wide/coastal-communities>

It is expected that next CCF programme will have similar criteria to previous years with the main emphasis on supporting projects that create sustainable economic growth and jobs in coastal communities. Over the first 3 years there have not been many bids from Shetland, with only a couple of awards to date. To see what has been funded elsewhere in previous years see web links below:

<https://www.biglotteryfund.org.uk/global-content/programmes/uk-wide/coastal-communities>

I trust this gives you early notice and I will be in touch again once there is more news about the launch date and criteria.

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

The Gordon and Ena Baxter Foundation is open for enquiries to apply for its next round of funding.

The Foundation is keen to support charities and community organisations in north east of Scotland and the Highlands and Islands working in education, health, social welfare, sports, arts, heritage, conservation and the environment. Eligible projects can apply for between £100 - £25,000 and projects should be well managed and have a proven track record in their community.

There are two bidding rounds per year with the next round deadline on 30 September. The first step of the application process is to contact the Foundation and have an informal discussion with Foundation manager Kay Jackson. Awards are likely to be made in October.

For more information please see website below:

<http://www.gordonandenabaxterfoundation.com/index.html>

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: Maj (ret'd) A J Taylor QGM

**Su Stanes
Hillside
Voe
Shetland
ZE2 9PT**

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

**Tel: 01806 588383
Mob: 07887 423965**

17 June 2016

Dear Mrs Sandison

Shetland Festival of Remembrance – Saturday 12 November 2016

I would, on behalf of the WWI Commemorations Working Group, like to thank your Community Council for their donation towards this event. I am unable to produce tickets at this time, but assure you that as soon as they are printed I will forward your allocation to you.

Yours sincerely

John Taylor.

LERWICK COMMUNITY COUNCIL

Core Funding Financial Report as at 29 June 2016

<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
Sale of TH Guides		0.00
Sale of LCC Ties		0.00
		40,642.24

<u>EXPENDITURE</u>		
Office Costs	2,905.94	
Employment Costs	2,390.40	
Administration	148.98	
Accountancy	0.00	
Misc.	35.00	
Grants/Projects	4,890.62	
CDF Distrib & Projects	800.00	
LOOT for LERWICK	10,437.20	
		21,608.14
		19,034.10

<u>REPRESENTED BY</u>		
Bank Balance as at 29.06.16		19,034.10

Indication of Free Funds:

Main Annual Running Costs - Amended Forecast - £15,355.62		
Amended Budget Remaining	9,875.30	
Annual Grants & Projects Amended Forecast £1,881.07		
Amended Budget Remaining	1,614.45	

Committed Funding:

PB Pilot Scheme Additional Funds & Morrison Construction	112.80	
Filsket Riding Club (No longer required)	600.00	
Royal British Legion Lerwick Pipe Band	2,000.00	
Living Lerwick - Flower Scheme 2016	1,000.00	
Renewal of damaged office floorcoverings	490.00	
Repair of office ceiling	200.00	
		15,892.55
Estimated Free Funds		3,141.55

LERWICK COMMUNITY COUNCIL - Main Annual Running Costs

Budget 2016-2017	Forecast	Amended	Actual to date	2015-16	Forecast	Amended	Actual to date
	£	£	£		£	£	£
SIC-Rent & Insurance	2,700.00	2,700.00	2,700.00		2,700.00	2,700.00	2,700.00
Data Protection Registry Renewal	35.00	35.00	35.00		35.00	35.00	35.00
Business Stream (Full exemption)	119.02	119.02	119.02		324.00	324.00	324.00
Hydro-Office	725.00	725.00	86.92		1,200.00	420.93	420.93
Telephone & Broadband	550.00	550.00	67.32		550.00	447.84	447.84
SIC-Refuse Collection	0.00	0.00	0.00		0.00	0.00	0.00
Clerks Salary	9,309.60	9,561.60	2,390.40		9,309.60	9,309.60	9,309.60
Postage	45.00	45.00	16.50		45.00	40.69	40.69
Office/Liability Insurance	300.00	300.00	0.00		0.00	0.00	0.00
Accountants Fees	50.00	50.00	0.00		250.00	300.00	300.00
Membership of VAS	85.00	85.00	0.00		185.00	85.00	85.00
Solution X (Xerox)	250.00	250.00	65.16		270.00	236.88	236.88
Office Supplies	750.00	750.00	0.00		75.00	582.33	582.33
Rates-LCC Qualifies for 100% Business Rates Relief	0.00	0.00	0.00		0.00	0.00	0.00
Advertising	0.00	0.00	0.00		0.00	0.00	0.00
I.T Support	85.00	85.00	0.00		85.00	0.00	0.00
Misc	100.00	100.00	0.00		0.00	0.00	0.00
Total	15,103.62	15,355.62	5,480.32		15,028.60	14,482.27	14,482.27
Amended Forecast Costs	15,355.62				14,482.27		
Less Actual to Date	5,480.32				14,482.27		
Forecast Costs Remaining	<u>9,875.30</u>				<u>0.00</u>		
SIC Grant			20,923.00		SIC Grant		20,923.00

LERWICK COMMUNITY COUNCIL - ANNUAL GRANTS & PROJECTS

2016-17	Forecast	Amended Forecast	Actual to Date
	£	£	£
Lighting/Repairs Clickimin Broch	1,800.00	1,800.00	266.62
Peerie Galley Ground Rent	81.07	81.07	0.00
	1,881.07	1,881.07	266.62

2015-16	Forecast	Amended Forecast	Actual to Date
	£	£	£
Lighting at Clickimin Broch	1,800.00	2,016.83	2,016.83
Peerie Galley Ground Rent *	80.00	81.07	81.07
	1,880.00	2,097.90	2,097.90

Amended Forecast	1,881.07
Less Actual to Date	<u>266.62</u>
Estimated Spend Remaining	<u><u>1,614.45</u></u>

Amended Forecast	2,097.90
Less Actual to Date	<u>2,097.90</u>
Estimated Spend Remaining	<u><u>-</u></u>

*Paid from CDF Distribution Fund

Lerwick Community Council Grnts/Projects 2015-2016

Date	Description	£	£	£		£	£
		Grants	Projects	CDF 14/15	CDF 15/16	Big Lottery	Rotary
13/04/15	Clickimin Broch - Electricity		475.18				
21/04/15	S.A.T - 2nd Install Info Panel		200.00	1,000.00			
28/04/15	Jnr Up-Helly-Aa Toilet Shed	2,000.00					
28/04/15	Liv Lk - Santa's Grotto 2014	300.00		700.00			
28/04/15	Clickimin Broch - Repairs & Parts		346.72				
15/05/15	Clickimin Broch - Glass replacement		36.00				
09/06/15	Clickimin Broch - Glass replacement		48.00				
08/07/15	Peerie Jewels Parent & Toddler			192.68			
09/07/15	Clickimin Broch - Electricity		280.86				
05/10/15	Clickimin Broch - Electricity		249.49				
21/10/15	Living Lerwick - Town Planters				1,000.00		
21/10/15	Clickimin Broch - Glass replacement		124.22				
26/11/15	Clickimin Broch - Glass & Spares		195.48				
17/12/15	Islesburgh Christmas Lunches	200.00			1,000.00		100.00
30/12/15	S.A.T. - Final Payment Info Panels		1,400.00			5,930.00	
02/01/16	Clickimin Broch - Electricity		260.88				
03/02/16	Lerwick Thistle Football Club				500.00		
10/02/16	Junior Up-Helly-Aa Rent	81.07					
16/03/16	Liv Lk - Tree Lights - Winter '15	1,196.58					
		3,777.65	3,616.83	1,892.68	2,500.00	5,930.00	100.00

TOTAL **17,817.16**

16/'17 Acc's Injury Shetland (paid 20th April'16)

14/'15 Acc's Islesburgh Pyrotechnic Club

May '16 c/f for LOOT for LERWICK

Totals

			800.00		
		2,000.00			
		107.32	700.00		
		4,000.00	4,000.00		

31/03/16 Northern Focus Parkour (Unbanked) 965.96

31/03/16 Filsket Riding Club (Not required) 600.00

From: Hannah.Chapman@shetland.gov.uk on behalf of development.management@shetland.gov.uk
To: clerk@lerwickcc.org.uk; Standards.Building@shetland.gov.uk
Subject: Planning Consultation: 2016/225/PPF
Date: 23 June 2016 18:27:56

Dear Sir/Madam,

Planning Ref: 2016/225/PPF
Proposal: Change of use from store to staff accommodation on the first floor in association with business on ground floor; paint exterior of premises (retrospective application)
Address: 11 Harbour Street, Lerwick, Shetland, ZE1 0LR
Applicant: Monjur Iqbal
Date of Consultation: 23 rd June 2016

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

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

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

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

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

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